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 **(Assignment 1)**

**Microsoft Excel**

**Name: 2nd Semester 2022/ 2023**

**Date: Grade 8 –Section ………**

Using an appropriate software package to load the file “Assignment1.xlsx”

Save the file in your folder using the same name.

1. Rename sheet one to **Olympic**.
2. Merge the cells A1:J1.
3. Set the height of Row#1 to 35 points.
4. Fill the range [A5:J5] with grey background color, and set the text size to 12 and bold.
5. Set the text color in the range [A5:J5] to white.
6. Enter Your Full Name In cell A2 and your Section In cell J2.
7. Set the width of the columns A and B to 15.
8. Set the height of Row#5 to 35 points.
9. Align the text in Row#5, center and middle, and wrap the text over two lines.
10. Format the numbers in the cells [C7:J18] to number with one decimal place.
11. In cell G6 use a function to display the longest of the 6 throws made by the athlete.

Replicate this function so that the best throw is shown for each athlete.

1. In cell **H6** use a function to display the worst of the 6 throws made by the athlete.

 Replicate this function so that the worst throw is shown for each athlete.

1. In cell **I6** use a function to add the distances of all the throws for this athlete.

Replicate this function so that the total distance thrown is shown for each athlete.

1. In cell **J6** calculate the average throw.

Replicate this function so that the average is shown for each athlete.

1. Add a border to the table [A5:J18]: Thick bold outline border, thin inside border, change the border color to dark green.
2. In cell **C21** use a function to find the best throw in round 1.
3. In cell **C22** use a function to find the best average throw.
4. In cell **C23** use a function to find the average in round 3.
5. In cell C24 use a function to count the number of Athletes.
6. In Cell C25 use a function to find the number of No throw in round 1 (Empty).
7. In cell C26 use a function to find the number of Male Athletes.
8. In cell C27 use a function to find the number of Female Athletes
9. Save the file.