

EXCEL CALCULATIONS

Open a new spreadsheet.

1. Type in the information about literacy levels onto sheet 1 using appropriate fonts and borders etc.
2. Type in the information about numeracy levels onto sheet 2. Again use appropriate fonts etc.
3. Name sheet 1 'LITERACY'.
4. Name sheet 2 'NUMERACY'.
5. Save the spreadsheet.
6. Print out both sheets.

Make sure you have the LITERACY sheet open.

1. A new row is now needed to add the % column and the number column. Use an appropriate formula to do this.

Make sure you have the NUMERACY sheet open.

1. A new row is needed to add the entry level, level 1 and level 2 + figures together. Use an appropriate formula to do this.
2. Now create more new row to work out the averages, minimum and maximum of the range of numbers.
3. Save the spreadsheet with a different name.
4. Print out both sheets.