

UNIVERSITY OF EDUCATION, WINNEBA

Information and Communication Technology Center, South Campus

COURSE: INTRODUCTION TO INFORMATION TECHNOLOGY

CODE: GPD 113

DURATION: 1hr 30mins

SAMPLE PRACTICAL QUESTION

QUESTION

Open an Excel worksheet, enter the data shown below and use the formulae provided as guidelines to complete the score sheet.

- Calculate T1 (TOTAL 1) using the formula = SUM (C6:F6)
- Calculate T2 (TOTAL 2) using the formula = SUM (H6:K6)
- Calculate T3 (TOTAL 3) using the formula = SUM (M6:O6)
- Calculate the 30% of T1, T2 & T3 using the formula = (30/100)*(T1+T2+T3)
- Calculate the 70% of the exam mark using the formula = (70/100)*R6
- Calculate the Total Mark (100%) using the formula = SUM (Q6+S6)
- Find the Positions of the students using the formula =Rank (T6, \$T\$6: \$T\$17)

UNIVERSITY PRACTICE JUNIOR SECONDARY SCHOOL																					
CONTINUOUS ASSESMENT SHEET FOR J.S.S 3																					
		CLASS	WK	T1	ASSIGN	T2	TEST	T3	%	EXAM	%	TOTAL	RANK								
6	SURNAME	OTHER NAMES	10	10	10	10	40	5	5	5	5	20	10	10	20	40	30%	100	70%	100%	POS
7	Degboe	Praise	8	7	6	8	4	5					6	8	15			70			
8	Asiedu	Maxwell	8	8	7	6	3	4					7	7	14			65			
9	Harley	Edem	6	7	6	7	5	4					6	7	15			90			
10	Seddoh	Michael	6	7	6	7	3	3					5	8	12			65			
11	Acquah	Carrie	7	8	8	7	4	5					8	7	15			72			
12	Oteng	Victor	5	7	9	5	3	5					5	8	14			69			
13	Yankey	Ebenezer	9	7	8	8	4	5					7	8	17			80			
14	Okra	Noah	8	8	7	9	4	5					8	7	15			72			
15	Teye	Ernestina	7	8	5	7	3	5					7	8	13			70			
16	Doe	Evelyn	6	8	10	7	4	5					8	8	14			68			