# Formatting Homework

| Name: | | Class: | |
|---|---|---|---|

**Task 1:** Create the following spreadsheet EXACTLY as shown including the formatting.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | | | **Target Practice** | | | |
| 2 | | | | | | |
| 3 | | | **Shooting** | | | |
| 4 | **Round** | **Archery** | **Gun** | **Rifle** | **Total** | **Average** |
| 5 | 1 | 10 | 20 | 20 | | |
| 6 | 2 | 15 | 25 | 30 | | |
| 7 | 3 | 30 | 30 | 30 | | |

**Task 2:** Complete the formulae for the spreadsheet and format the average column to show 1 decimal place. Save your spreadsheet with a sensible name.

**Task 3:** Write down the answers you get in the following table

| Round | Total | Average |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |

**Task 4:** Send your spreadsheet to your teacher as an attachment in an email.

**Extension Activity:** Add conditional formatting to cells B8 to D10 using the following rules:

| Rules | Formatting to apply |
|---|---|
| Under 15 | Red |
| Between 15 and 25 | Orange |
| Over 25 | Green |

Save your spreadsheet and email as an attachment to your teacher.