

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

COURSEWORK MARKSHEET

NAMES	TESTS			THEORY ASSIGNMENTS			PRACTICAL ASSIGNMENTS		
	1	2	20%	1	2	15%	1	2	25%
MAKWIRO	73	55	-	89	50	-	90	60	-
GORONGA	74	55	-	75	54	-	85	65	-
BANGO	77	55	-	70	63	-	80	70	-
MAKAHA	55	73	-	66	65	-	75	75	-
MEKI	60	58	-	70	70	-	60	92	-
MAPHOSA	85	51	-	40	63	-	75	80	-
MADI	63	-	-	53	83	-	75	85	-
LIMA	50	53	-	29	39	-	50	63	-
DAUDI	75	41	-	70	61	-	59	49	-
AVERAGE									
HIGHEST									
LOWEST									

- Using a spreadsheet package you have learnt, type the above mark sheet. Save as **marks** and print a copy. (10 Marks)
- Calculate the missing figures (1 decimal point) using formulae. Save as **marks2** and print a copy. (15 marks)

Office Practice Question Paper 2012

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