

CARLO STADIUM SPREADSHEET

Scenario:

You work as a Steward on a race track and have been asked by the drivers to record and calculate their average lap time.

1. Load the spreadsheet application and create the following spreadsheet:

	A	B	C	D	E	F	
1	CARLO STADIUM						
2							
3	LAP NO	SMYTH	WELSH	PANG	GRAY	DEVINE	
4	1	47.3	47.1	48.3	46.1	47	
5	2	45.8	46	47.2	46.3	45.8	
6	3	46.1	45.9	46.2	46	45.9	
7	4	45.8	45.7	45.8	46.5	46.4	
8	5	45.9	46.4	45.3	47	46.3	
9	TOTAL						

2. Adjust the width of column A.
3. Insert a formula to calculate the total time for SMYTH.
4. Replicate the formula to calculate the total for the other drivers.
5. Errors have been made please make the following changes:
 - ❖ SMYTH lap time for lap 1 should be 47.5
 - ❖ PANG lap time for lap 3 should be 46.1
 - ❖ SMYTH should be spelt SMITH
6. Insert a new row above the TOTAL row.
7. Add a new heading for an additional lap - lap 6. Type in a set of times for the new lap. Make sure the spreadsheet has changed the figures.
8. Add your name to the spreadsheet as a footer in the center.
9. Save your spreadsheet as Carlo Stadium1 to your practice folder.
10. Add the following row 3 headings below TOTAL



AVERAGE
MAX
MIN

11. Insert a formula to calculate the average time for SMYTH.
12. Replicate the formula to calculate the average time for the other drivers.
13. Insert a formula to calculate the maximum time for SMYTH.
14. Replicate the formula to calculate the maximum time for the other drivers.
15. Insert a formula to calculate the minimum time for SMYTH.
16. Replicate the formula to calculate the minimum time for the other drivers.
17. Merge and center the main heading over the columns.
18. Add some shading of your choice to the row and column headings.
19. Add borders to the spreadsheet
20. Save the spreadsheet as Carlo Stadium2
21. Change the page orientation to landscape and display the formula.
22. Save the spreadsheet as Carlo Stadium3