

- c. Autofill down from J6 down. (Do not highlight J5 or you will copy the underline formatting.)
5. Finding a Percentage
 - a. Figure the overall percentage for James Marco in cell K6.
 - b. In cell K6, highlight "J5" in the equation and change it to an **absolute value** (F4)
 - c. Autofill down for all students
6. Sort
 - a. Sort the students alphabetically from column A.
7. Average
 - a. In cell A38, Type the word "AVERAGE"
 - b. Calculate the average for Assignment 1 in cell B38. (do NOT include the points possible!)
 - c. Do the same all the way across. You may use Autofill.
 - d. Change cell K38 to a percentage by clicking on the $\%$ button in your home ribbon.
8. Format Review
 - a. Highlight cells A38-K38. Change the background color and text to the colors of your choice. Bold it.
 - b. Put the same coloring on cells A4-K4.
 - c. Highlight cells A4-K38. Add All Borders.
 - d. Highlight cells A1-K28. Add Thick Box Border.
9. Lesson 3 Complete.
 - a. Save Document as [Your Name] – Lesson 3
 - b. Add a header with your name on the left , File name in the middle, and Lesson # on the right.
 - c. Print. Turn in to the basket and move on to Lesson 4.

If it does not fit on one page, revisit steps 1B and 2K!