# This table shows the marks of student in various subjects.

#

a. Open MS Excel.

b. Create above spreadsheet in excel.

c. Which type of data is seen in the table? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Insert the best suitable chart that fits to this data.

e. Save your document as Yourname-Class.

|  |
| --- |
| **RUBRIC FOR CREATING SPREADSHEET AND INSERTING CHART.** |
|  | 1 | 2 | 3 |
| Able to insert spreadsheet |  |  |  |
| Able to identify data type |  |  |  |
| Able to insert chart in excel |  |  |  |
| Able to Save |  |  |  |
| **Key**: 1. Needs more opportunity to develop this skill.
2. Beginning to demonstrate this skill.
3. Has achieved this skill.
 |