

## SOLUTION 1006 – OPENING, EDITING AND SAVING A SPREADSHEET

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Marks					
Females					
Name	English	Maths	Geography	French	History
Miss Collins	67	69	71	73	75
Miss Taylor	56	59	62	65	68
Miss Smith	78	76	74	72	70
Miss Singh	78	73	76	75	74
Miss Jones	67	68	34	56	67
Miss Khan	69	70	72	56	65
Males					
Name	English	Maths	Geography	French	History
Mr Kaufman	78	60	64	68	72
Mr Hollins	56	39	44	49	54
Mr Harris	34	77	76	75	74
Mr Rusedski	78	68	44	56	67
Mr McDonald	67	70	72	56	65
Mr Parker-Brown Ellington	69	76	74	72	70

### Marking checklist

Spreadsheet opened, edited and printed as above  
Spreadsheet saved using the new filename **marks2new**  
The spreadsheet application closed