EXCEL – Interviews

1. Create a new workbook named "Interviews"
2. Activate Sheet1 Worksheet and call it "Voting"
3. From cell A1, create the following table. Adjust the width of the columns.

Poll results							
	Quest 1	Quest 2	Quest 3	Quest 4	Quest 5	Average	Missing answers
Interviewed 1	3		5	7	3		
Interviewed 2	4	6	8	7	2		
Interviewed 3	7		8		4		
Interviewed 4	9	6	7	6	3		
Interviewed 5		4	10	7	2		
Max grade							
Approved questions							

4. Calculate the average of the votes in the cells from G3 to G7 with 2 decimal places
5. Calculate the maximum grade of every question in the cells from B9 to F9
6. By conditional formatting, provide the maximum marks in bold red if it is below 6, and in italic blue on a yellow background if it is not.
7. In the column "Missed Answers" calculate with the proper function the number of missed answers, that is empty cells, of each Interview.
8. Activate Sheet2 Worksheet and call it "Hidden".
9. Enter the following data in "Hidden"

Reference limit	6

10. In cell B11 of the "Voting" sheet, insert a function that shows the word "OK" if the maximum score is greater than the reference limit in B1 of "Hidden", "bad" otherwise
11. Copy the function to cells C11: F11