Adding a Minimum/Maximum Column;
1. Hover over the Add Calculated Column and click on **Minimum/Maximum** in the drop-down menu
2. Fill out Section 1 and section 4 of the form as you did in **weighted column**
3. Proceed to section 3 of the form; It is almost identical to that of the other columns with the exception that you must choose either a minimum or a maximum which to calculate the score and you cannot drop the lowest or highest score(s)