

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)

3 Select minimum or maximum to work with the column

You can remove any of the items by clicking on the red "X"

(Top of document)