

## Day 4

Q1: Apply some simple formatting changes to Excel worksheet for interview data. You are required to perform:

- Add borderlines to the whole table
- Add shading on the headers
- Change the column width of the column F and center everything in this column
- Select column E and wrap the text
- Insert three rows at the top of the worksheet and add the title as 'Interviews UK Dec 2020 – Jan 2021)
- Change the font, colour, and size of the title and add underlining.

Interview Date	Position	Notes	EU Accepted?
12/14/2020	Head Chef	Position starts 1/1/21	Y
12/16/2020	Financial Director	6 months' notice, health insurance, car share options	Y
1/11/2021	Assistant PA to the Managing Director	Must have excellent IT skills and 80+wpm	Y
1/18/2021	Pastry Chef	6 month contract	Y
1/22/2021	Accountant	Must be ACCA certified	Y
12/17/2020	Accountant	6 month maternity cover contract	Y
12/17/2020	Admin Assistant	School leavers accepted - training given	Y
1/6/2021	Electrical Engineering Apprenticeship	Includes all training at local college - 2 days pw	N
1/26/2021	Sales Manager	Any relevant sales experience accepted	Y
1/20/2021	Acting Musical Director	6 month maternity cover contract	N
12/17/2020	PA to the Sales Director	Must have excellent IT skills and 80+wpm	Y
12/14/2020	Actuary	Fully qualified and min 3 years' experience	N
12/14/2020	HGV Driver	Clean licence and min 2 years' experience	N
1/11/2021	Forklift Truck Operator	Will accept apprenticeship applications	Y
1/19/2021	Assistant PA to the CEO	Must have excellent IT skills and 80+wpm	Y
1/7/2021	Sous Chef	1 month contract to start	Y

Q2: Apply outlining to a financial model predicting game show contestant winnings.

- Add headings for the column

		Units	Years of Model										Total
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
Revenue													
Projected Income													
Touring fees	£'000		800	600	450	337	253	190	142	106	80	60	3,018
Downloads	£'000		900	850	800	750	700	650	600	550	500	450	6,750
COSTS													
Living expenses													
Day-to-day expenses	£'000		(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(3,000)
Loose living	£'000		(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(2,000)
Housing													
House price	£'000	(2,000)	CstHousingPrice										
Mortgage rate	%		4.0%	4.5%	5.0%	5.5%	6.0%	6.5%	7.0%	7.5%	8.0%	8.5%	

Q3: Change the appearance of your workbook before printing – telephone call starts.

Phone Calls				
Name	No. calls	Hours worked	Calls per Hour	Bonus
Angus	42	5	8.4	14.7
Penelope	6	4	1.5	2.625
Jethro	39	6	6.5	11.375
Mirabelle	15	6	2.5	4.375
Ophelia	2	7	0.285714286	0.5
Horatio	91	6	15.16666667	26.54167
TOTAL	195	34	34.35238095	60.11667