

ICDL Spreadsheets 6.0 MS Excel 365 Desktop Diag eng - Google Chrome

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Create a new, blank workbook.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 »

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Paste **B I U** **A** Wrap Text **Conditional Formatting** **Insert** **Sort & Filter** Add-ins

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30°C Harare ENG US 3:29 PM 17/11/2023

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Change the Excel user name to **Sue Davis**.

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 »

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Clipboard B I U Alignment Merge & Center Number Format as Cell Delete Format Find & Select Add-ins

Font Editing Add-ins

A4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Rainfall</b>																
2	Values in millimeters																
3																	
4		Beijing	London	Moscow	New York												
5	January	3.9	48.0	34.4	83.6												
6	February	4.7	38.9	29.0	78.8												
7	March	8.2	39.9	32.7	98.5												

Weather

Ready Accessibility: Good to go

Type here to search

30°C Harare ENG US 3:31 PM 17/11/2023

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Zoom the **Weather** worksheet to **95%**.



javascript:jump(8)

Question 9: [Not complete]

On the Weather worksheet, enter the number 33.1 in cell C9.

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Paste **Font**: Arial 10 **Font Style**: *B* **Font Size**: 10 **Font Color**: A **Font Weight**: A **Font Effects**: B I U **Font Alignment**: Merge & Center **Font Number**: General **Font Wrap Text**: ab **Font Conditional Formatting**: General **Font Format as Table**: General **Font Cell Styles**: General **Font Insert**: General **Font Delete**: General **Font Format**: General **Font Cells**: General **Font Editing**: General **Font Add-ins**: General

Clipboard **Font Alignment**: Merge & Center **Font Number**: General **Font Wrap Text**: ab **Font Conditional Formatting**: General **Font Format as Table**: General **Font Cell Styles**: General **Font Insert**: General **Font Delete**: General **Font Format**: General **Font Cells**: General **Font Editing**: General **Font Add-ins**: General

A4

A	B	C	D	E	F	G	H	I	J	K	L	M
<b>Rainfall</b>												
Values in millimeters												
		<b>Beijing</b>	<b>London</b>	<b>Moscow</b>	<b>New York</b>							
	<b>January</b>	3.9	48.0	34.4	83.6							

Weather



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Where should you click to collapse **the ribbon?**

The screenshot shows a Microsoft Excel window titled "5.xlsx - Excel". The ribbon is visible at the top, featuring tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Share, and Comments. The "Home" tab is selected. Below the ribbon, there are several toolbars: Clipboard, Font, Alignment, Number, Styles, Cells, Editing, Ideas, and Refresh. A status bar at the bottom shows page numbers from 1 to 15 and a navigation arrow pointing right.

A	B	C	D	E	F	G	H	I	J
2 Values in millimeters									
4		Beijing	London	Moscow	New York				
5	January		3.9	48.0	34.4	83.6			
6	February		4.7	38.9	29.0	78.8			

Buttons at the bottom right include Flag, Clear, and Answer.



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Which one of the following is good practice to use to navigate to a specific cell in a worksheet?

- Format paint tool.
- Autofill tool.
- Freeze row tool.
- Go to tool.

**Answer**

# Skillsbox

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Where should you click to use the **Go To** tool?

5.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Help Search Share Comments

Paste Arial 10 General Conditional Formatting Insert Sum Z Y Ideas Refresh All

Font Alignment Number Styles Cells Ideas Refresh

A4

A B C D E F G H I J

2 Values in millimeters

4 Beijing London Moscow New York

5 January 3.9 48.0 34.4 83.6

6 February 4.7 38.9 29.0 78.8

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 »

Flag Clear Answer



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On the **Weather** worksheet, enter the number **33.1** in cell **C9**.

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 »

Flag

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Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	I
1	Rainfall																	
2	Values in millimeters																	
3																		
4		Beijing	London	Moscow	New York													
5	January	3.9	48.0	34.4	83.6													
6	February	4.7	38.9	29.0	78.8													
7	March	8.2	39.9	32.7	98.5													

Weather

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	I
1	Rainfall																	
2	Values in millimeters																	
3																		
4		Beijing	London	Moscow	New York													
5	January	3.9	48.0	34.4	83.6													
6	February	4.7	38.9	29.0	78.8													
7	March	8.2	39.9	32.7	98.5													

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On the **Weather** worksheet, change the font type of the text in cell **A1** to **Arial**.

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 »

Flag

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Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

Clipboard

A4

A B C D E F G H I J K L M N O P Q R

**Rainfall**

Values in millimeters

		Beijing	London	Moscow	New York
January		3.9	48.0	34.4	83.6
February		4.7	38.9	29.0	78.8
March		8.2	39.9	32.7	98.5

Weather

Ready Accessibility: Good to go

Type here to search

30°C Harare

ENG US 3:37 PM 17/11/2023

Windows

Cortana

Google Chrome

File Explorer

VLC

Firefox

PowerPoint

Excel

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On the **Weather** worksheet, change the number in cell **F12** to **104.3**.

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 »

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Paste **Arial 18** Wrap Text General \$ % , Conditional Formatting

Clipboard **B I U** Alignment Merge & Center Cell Format as Table Styles

Font **Font** Number **Format** Cells

Editing Add-ins

Sort & Filter Select

Cells Add-ins

A3

**Rainfall**

Values in millimeters

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Rainfall</b>																
2	Values in millimeters																
3																	
4		Beijing	London	Moscow	New York												
5	January	3.9	48.0	34.4	83.6												
6	February	4.7	38.9	29.0	78.8												
7	March	8.2	39.9	32.7	98.5												

Weather

Ready Accessibility: Good to go

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ENG US 3:38 PM 17/11/2023

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On the **Weather** worksheet, apply italic formatting to the cell **A2**.

« 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 »

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Clipboard **Font**: **Alignment**: **Number**: **Styles**: **Cells**: **Editing**: **Add-ins**

A4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Rainfall</b>																
2	Values in millimeters																
3																	
4		January	Beijing	London	Moscow	New York											
5			3.9	48.0	34.4	83.6											
6		February		4.7	38.9	29.0	78.8										
7		March		8.2	39.9	32.7	98.5										

Weather

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On the **Weather** worksheet, insert a new column between the columns **E** and **F**.

« 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 »

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Clipboard Font Alignment Number Styles Cells Editing Add-ins

A1 Rainfall

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Rainfall																
2	Values in millimeters																
3																	
4		Beijing	London	Moscow	New York												
5	January	3.9	48.0	34.4	83.6												
6	February	4.7	38.9	29.0	78.8												
7	March	8.2	39.9	32.7	98.5												

Weather

Ready Accessibility: Investigate

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30°C Harare ENG US 3:39 PM 17/11/2023

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On the **Weather** worksheet, sort the cell range **B18:C23** by **Per year** in **descending** order (largest to smallest).

« 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 »

Flag

Clear

Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Rainfall																
2	Values in millimeters																
3																	
4		Beijing	London	Moscow	New York	Tokyo											
5	January	3.9	48.0	34.4	83.6	49.9											
6	February	4.7	38.9	29.0	78.8	71.5											
7	March	8.2	39.9	32.7	98.5	104.3											

Weather

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On the **Weather** worksheet, apply the thousand separator format to the cell range **C19:C23**.

« 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 »

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Paste **Arial** 10 A A Wrap Text General \$ % , Conditional Formatting Insert Cells

B I U Font Alignment Merge & Center Number Cell Styles

Merge & Center Conditional Formatting Table Styles

Clipboard **Font** Alignment **Number** Cell Styles

Font Alignment Number Cell Styles

Cells

Sort & Filter Select Add-ins

Editing Add-ins

A4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Rainfall</b>																
2			Values in millimeters														
3																	
4			Beijing	London	Moscow	New York	Tokyo										
5		January	3.9	48.0	34.4	83.6	49.9										
6		February	4.7	38.9	29.0	78.8	71.5										
7		March	8.2	39.9	32.7	98.5	104.3										

Weather

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On the Weather worksheet, use the **autofill tool** to finish the incomplete list in cells **B19:B23**.

« 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 »

Flag

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Arial 10 A A Wrap Text General \$ % , Conditional Formatting Insert Cells

B I U Merge & Center Number Format as Table Styles

Clipboard Paste Font Alignment Styles

Font Alignment Styles Cells

Editing Add-ins Add-ins

A5

Rainfall

Values in millimeters

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Rainfall																
2	Values in millimeters																
3																	
4		January	Beijing	London	Moscow	New York	Tokyo										
5		February		3.9	48.0	34.4	83.6	49.9									
6		March		4.7	38.9	29.0	78.8	71.5									
7				8.2	39.9	32.7	98.5	104.3									

Weather

Ready

Accessibility: Investigate

95%



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ENG US

3:44 PM  
17/11/2023

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On the **Weather** worksheet, use the appropriate command to find all occurrences of the word **Moscow**.

Enter the number of times it occurs in cell **B26** (use a figure).

« 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 »

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Answer

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Paste **Font**: Arial 10 A A B I U Font Color Font Style Alignment Wrap Text Merge & Center Number Conditional Formatting Cell Styles Cells Insert Delete Format Sort & Filter Find & Select Add-ins

Clipboard **Font**: Arial 10 A A B I U Font Color Font Style Alignment Wrap Text Merge & Center Number Conditional Formatting Cell Styles Cells Insert Delete Format Sort & Filter Find & Select Add-ins

A4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Rainfall</b>																
2																	
3																	
4		Beijing	London	Moscow	New York	Tokyo											
5	January	3.9	48.0	34.4	83.6	49.9											
6	February	4.7	38.9	29.0	78.8	71.5											
7	March	8.2	39.9	32.7	98.5	104.3											

Weather



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On the **Weather** worksheet, change the height value of row 1 to **30**.

« 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 »

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A4

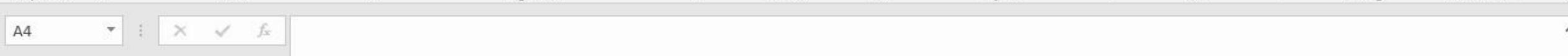
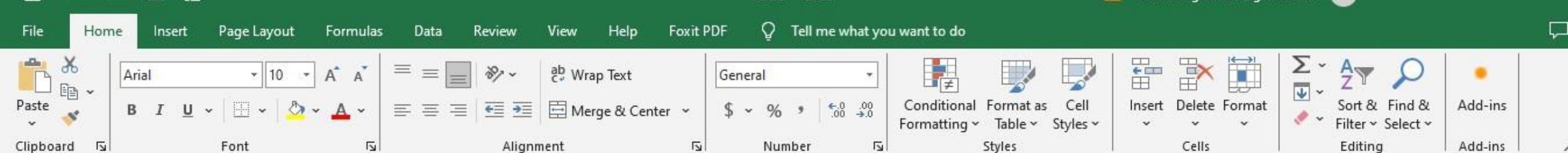
Rainfall	January	Beijing	London	Moscow	New York	Tokyo
Values in millimeters						
	3.9	48.0	34.4	83.6	49.9	
	4.7	38.9	29.0	78.8	71.5	
	8.2	39.9	32.7	98.5	104.3	

Weather

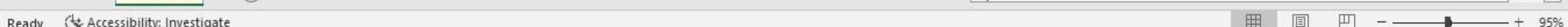




Insert a new, blank worksheet.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
<b>Rainfall</b>																
Values in millimeters																
		Beijing	London	Moscow	New York	Tokyo										
	January	3.9	48.0	34.4	83.6	49.9										
	February	4.7	38.9	29.0	78.8	71.5										
	March	8.2	30.0	32.7	98.6	104.3										





Move the **Budget** worksheet to the right of the **Weather** worksheet.



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Clipboard

A1 Monthly budget

Monthly budget Draft

Updated cells

	Budget	Weather	(+)
--	--------	---------	-----

1	Monthly budget			Draft
2				
3				
4	Updated cells			
5				
6				
7	Budget amount	Actual amount	Difference	

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Where should you click to open the help function?

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AutoSave (● Off)

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Paste Arial 10 General Conditional Formatting Insert Sum ZY Ideas Refresh All

Font B I U A Alignment Number Format as Table Delete Ideas

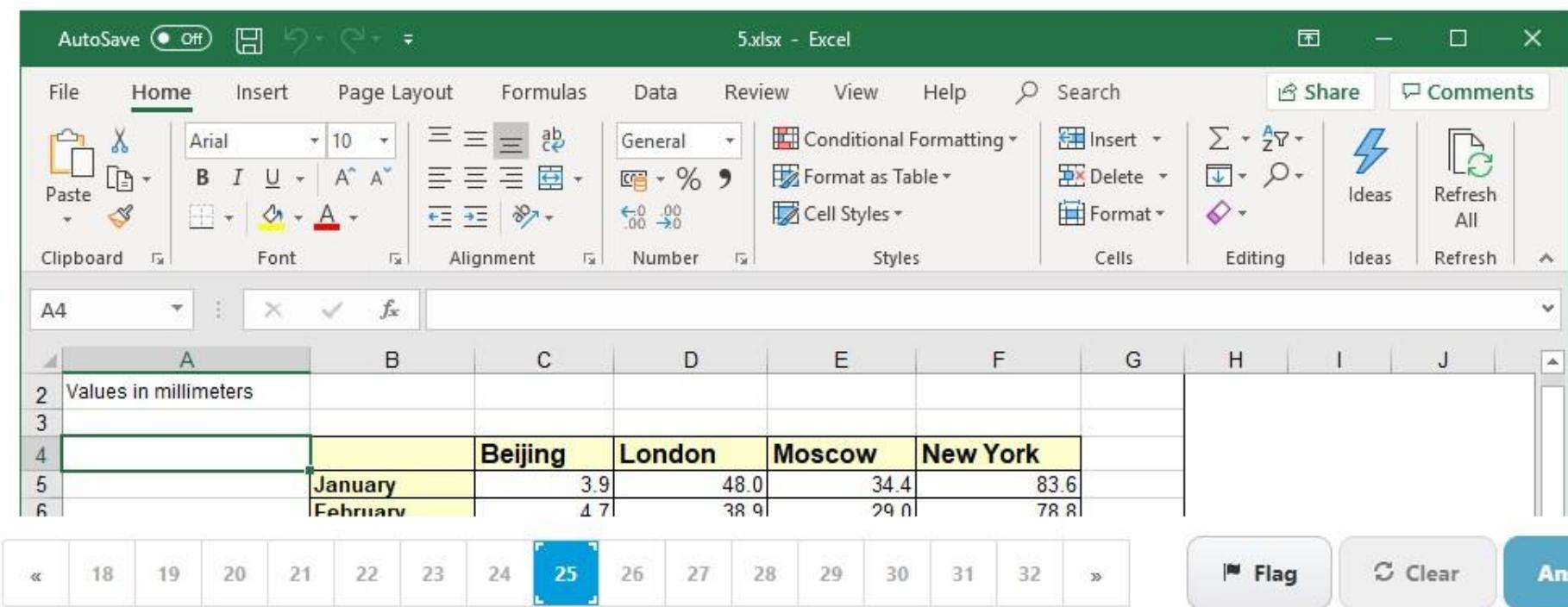
Clipboard Cell Styles Cell Styles Format Cells Editing Refresh

A4

A	B	C	D	E	F	G	H	I	J
2 Values in millimeters									
4		Beijing	London	Moscow	New York				
5	January		3.9	48.0	34.4	83.6			
6	February		4.7	38.9	29.0	78.8			

« 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 »

Flag Clear Answer



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Switch to the **Budget** worksheet.

« 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 »

Flag

Clear

Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Rainfall																
2	Values in millimeters																
3																	
4		Beijing	London	Moscow	New York	Tokyo											
5	January	3.9	48.0	34.4	83.6	49.9											
6	February	4.7	38.9	29.0	78.8	71.5											
7	March	8.2	30.0	32.7	98.6	104.3											

Weather Budget





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Suspend

End

On the **Budget** worksheet, set row 1 so it is always visible when scrolling the worksheet.

« 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 »

Flag

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A3

1 Monthly budget

2

3 Updated cells

4 Budget amount Actual amount Difference

5

6

7 Weather Budget

	Budget amount	Actual amount	Difference
Updated cells			



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On the **Budget** worksheet, merge and centre the cell range **A1:F1**.

« 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 »

Flag

Clear

Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

Clipboard

A4

1 Monthly budget

2

3

4 Updated cells

5

6

7 Budget amount Actual amount Difference

Weather Budget

	Budget amount	Actual amount	Difference
Updated cells			



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On the **Weather** worksheet, enter a **function** in cell **D25** to calculate the average value of cell range **D19:D23**.

« 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 »

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Paste Arial 10 A A Wrap Text General \$ % , Conditional Formatting Insert Cells

B I U Font Alignment Merge & Center Number Format as Table Styles

Clipboard Clipboard Font Alignment Merge & Center Number Format as Table Styles

Font Alignment Merge & Center Number Format as Table Styles

Cells Conditional Formatting Insert Cells

Editing Add-ins Add-ins

A4

Rainfall

Values in millimeters

		Beijing	London	Moscow	New York	Tokyo
January	3.9	48.0	34.4	83.6	49.9	
February	4.7	38.9	29.0	78.8	71.5	
March	8.2	30.0	32.7	98.6	104.3	

Weather



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On the **Budget** worksheet, enter a **function** in cell **C4** that counts the cells that contain numbers in the cell range **C9:E12**.

« 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 »

Flag

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Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A3

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells			

Weather Budget



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On the **Budget** worksheet, enter a **formula** in cell **E9** that subtracts cell **C9** from cell **D9**.

« 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 »

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Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A3

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	6		

Weather Budget





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On the **Budget** worksheet, apply a currency format of your choice to cells **C9:E12**.

« 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 »

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A3

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	12		

Weather Budget

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100%





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On the **Budget** worksheet, enter a **function** in cell **E24** that rounds the number in cell **E22** to **0** decimal places.

« 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 »

Flag

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Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

E24

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget

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On the **Budget** worksheet, enter a **function** in cell **E26** that displays **Yes** if the number in **E24** is greater than the number in **E25**, and otherwise displays **No**.

« 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 »

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Answer

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A1 Monthly budget

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget



# Skillsbox

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On the **Budget** worksheet, enter a **formula** in cell **E28** that divides cell **E27** by cell **E25**.

« 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 »

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A1 Monthly budget

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget

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On the **Budget** worksheet, apply the **Percentage** format to the cell **E29**.

« 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 »

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A1 Monthly budget

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

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On the **Budget** worksheet, change the **formula** in cell **C32** so that the reference to cell **E28** does **not** change if the formula is copied.

« 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 »

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A1 Monthly budget

Monthly budget			
Updated cells	39	Budget amount	Actual amount
		Budget amount	Actual amount
1	Updated cells	39	Difference
2			
3			
4			
5			
6			
7			

Weather Budget

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On the **Budget** worksheet, apply **text wrapping** to cell C31 .

« 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 »

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A1 Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Monthly budget

1 Updated cells 39

Weather Budget

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On the **Budget** worksheet, apply the light gray table style **Medium 8** on the cell range **B7:E22**.

Use the existing headers for the table.

« 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 »

Flag

Clear

Answer

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A2

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget



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# Skillsbox

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On the **Budget** worksheet, copy **only** the formatting from cell **C31** and apply it to cell range **B32:B37**.

« 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 »

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Clipboard B I U Font Alignment Merge & Center Number Format as Table Styles Add-ins

A1 Monthly budget

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget

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On the **Budget** worksheet, use the appropriate command to replace all occurrences of **Result** with **Difference**.

« 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 »

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**Editing**: Sort & Filter, Find & Select, Add-ins.

A3

**Monthly budget**

	Budget amount	Actual amount	<b>Result</b>
Updated cells	39		

Weather Budget



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Which one of the following is a circular chart used to compare the percentage value of parts of a whole?

- Column chart.
- Line chart.
- Bar chart.
- Pie chart.

**Answer**

# Skillsbox

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On the **Budget** worksheet, create a **2-D Clustered Bar Chart** using cell range **B31:C37**.

« 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 »

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A6

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget

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On the **Budget** worksheet, change the chart title to **Reductions**.

« 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 »

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B4 Updated cells

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget

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On the **Budget** worksheet, add a legend to the chart.  
Location is not important.

« 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 »

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Clear

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A26

A B C D E F G H I J K L M N O

## Monthly budget

	Net income rounded	£46
	Net income goal	£50
	Goal met?	No
	Difference	£4
	Quota	0.08

Weather Budget

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Where should you click to select the chart?

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Font Alignment Number Styles Cells Ideas Refresh

E55 : X ✓ fx

A B C D E F G H I

1 Monthly budget

49 Reductions

50 Other £2.40

51

« 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 »

Flag Clear Answer



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On the **Budget** worksheet, change the colour of the **chart columns** to a solid colour of your choice.

« 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 »

Flag

Clear

Answer

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B I U Font Alignment Number Styles Cells Editing Add-ins

A27

A B C D E F G H I J K L M N O

## Monthly budget

	Net income rounded	£46
	Net income goal	£50
	Goal met?	No
	Difference	£4
	Quota	0.08

Weather Budget



# Skillsbox

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Grid Suspend End

On the Budget worksheet, change the page orientation to **Landscape**.

« 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 »

Flag

Clear

Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A4

1 Monthly budget

2

3

4 Updated cells 39

5

6

7 Budget amount Actual amount Difference

Weather Budget

Budget amount	Actual amount	Difference





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Switch to the **year** workbook.

« 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 »

Flag

Clear

Answer

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Clipboard B I U

A4

A B C D E F G H I J K L M N O

# Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget



# Skillsbox

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Grid Suspend End

On the **Budget** worksheet, apply the appropriate setting to fit the worksheet on **one** page wide and **two** pages tall when printed (but do not print).

« 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 »

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Clipboard **Font**: **Font**: Alignment **Number**: **Styles**: **Cells**: **Editing**: **Add-ins**: **Add-ins**:

A1 Monthly budget

	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>Monthly budget</b>												
2													
3													
4	Updated cells		39										
5													
6													
7													
		Budget amount	Actual amount	Difference									
		100	100	0									

Weather Budget



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Grid Suspend End

On the **Budget** worksheet, enter the word **draft** to the left section of the **header**.

« 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 »

Flag

Clear

Answer

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Paste B I U Font Alignment Number Styles Cells Editing Add-ins

A2

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget



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Grid Suspend End

On the **Budget** worksheet, insert a **Page Number** field in the centre of the worksheet's **footer**.

« 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 »

Flag

Clear

Answer

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A2

Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget

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Grid Suspend End

On the **Budget** worksheet, apply the appropriate setting so row 1 will be shown on top of all pages when printed (but do not print).

« 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 »

Flag

Clear

Answer

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Monthly budget

	Budget amount	Actual amount	Difference
Updated cells	39		

Weather Budget

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Where should you click to choose that **5** copies of the worksheet should be printed?

The screenshot shows a Microsoft Excel window titled "6.xlsx - Excel". The "Print" dialog is open, displaying a preview of the "Monthly budget" spreadsheet. The "Copies:" dropdown is set to "1". The printer selected is "VersaLink C405 (redirected)". The "Printer Properties" button is visible. The main area shows a "Monthly budget" spreadsheet with two tabs: "Income" and "Expenses". The "Income" tab lists Wages, Interest/income, Other, and Income subtotal. The "Expenses" tab lists Food, Clothing, and Shopping. A table compares Budget amount and Actual amount for each category.

	Budget amount	Actual amount
<b>Income</b>		
Wages	£1,400.00	£1,480.90
Interest/income	£75.00	£79.90
Other	£50.00	£60.00
<b>Income subtotal</b>	£1,525.00	£1,529.80
<b>Expenses</b>		
Food	£420.00	£425.43
Clothing	£70.00	£75.85
Shopping	£210.00	£212.80

Below the dialog, a navigation bar shows page numbers from 59 to 73, with 68 highlighted. At the bottom right are "Flag", "Clear", and "Answer" buttons.



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Which one of the four examples follows **good practice** for entering data into cells?

**A**

	A	B	C	D
1	Sue	Kerr	Cork	IE
2				
3				

**B**

	A	B	C
1	Sue Kerr	Cork	IE
2			
3			

**C****D**



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X End

What is considered **good practice** when creating lists?

- Ensure that all columns have exactly the same width.
- Ensure that numbers show at least two decimals.
- Ensure that cells bordering the list are blank.
- Ensure that all sums are formatted in bold.

**Answer**

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What is considered **good practice** when naming worksheets?

- Worksheet names should be as short as possible.
- Worksheet names should use the Excel user name.
- Worksheet names should use capitals only (A,B,C etc).
- Worksheet names should be meaningful for a user.

[Answer](#)

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What is considered **good practice** when creating formulas?

- Use different font colours to separate different values.
- The = character should be entered as the last character in a formula.
- References to cells rather than numbers should be used.
- Formulas should include the operator \* to calculate more accurately.

**Answer**

# Skillsbox

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What is considered **good practice** when creating formulas?

- Use different font colours to separate different values.
- The = character should be entered as the last character in a formula.
- References to cells rather than numbers should be used.
- Formulas should include the operator \* to calculate more accurately.

**Answer**