**EXCEL TEST 1\_Group 1-** **tasks to be performed**

Log in using the account of the *Poznań University of Technology* to the e-course of the **Faculty of Engineering Management** on the website www.ekursy.put.poznan.pl in the *first degree* of **Engineering Management**, called **Advanced Functions of MS Office\_L\_KSiemieniak**\_current academic year

1. Download the *ExcelTest1Group1.xlsx* file included in **the Excel Test 1** task in the topic named **EXCEL TEST 1**, and then save it on the disk under the name ***Surname and Name\_*** *the Dean's Group’s Name****\_ExcelTest1Group1***.

After opening the file in the sheet **Task1**, execute the following instructions:

* 1. **Center** the words *City Coordinates* horizontally across the width of the entire table (across *columns* **A:D**) and write it in *italics* **Arial** size **12**.
  2. For cells in row **4** (**A4: D4**), apply **centering** both vertically and horizontally, **fill** in ***green***, and for text contained in it, use **bold** *white* font.
  3. In the cells of column **D** (range **D5: D15**), calculate the *distance* of a given point from the base according to the formula:
  4. In cell **D16**, write the formula for the total **distance** from the base
  5. In cell **D17** write the formula determining *the shortest* **distance** from the base.
  6. Add a **comment** to cell **D4** with the following text: *Calculate the distance as the root of the sum of the squares of the subtraction of the respective coordinates*.
  7. Apply an **outer** and **internal** *vertical* border to the entire table so that the **outer** border has a thicker line than the **vertical** *inner* border (do not use the *horizontal* inner border). Border the **bottom edge** of row **15** with a double line

1. In the sheet **Task2**, execute the following instructions:
   1. Unhide *columns* **B:M**
   2. Cells in row **3** format so that the names of the *longer headers* are divided into **two** or **more** *lines* (so that the text fits within the given column width without increasing it)
   3. Lock *row* **3** so that it remains in view while scrolling vertically.
   4. In column **E** (**E4: E33**) enter the formula that will create the ***Student ID*** according to the scheme: **3** *first* letters of the **surname**\_ **3** *first* letters of the first **name**\_*class*, e.g., Dic\_Ang\_IA.
   5. In *column* **J** (range **J4: J33**), enter the formula that determines **the grade** that the student received in **Test No. 3** depending on *the number of points* obtained according to the score in the **Score** *sheet*. The **Score** *sheet* defines the **grades** according to the *number of points*. The formulas you enter are to refer to table **cells** with a *score* so that they recalculate when the criteria values change.
   6. In the **K** *column* (range **K4: K33**) enter the formula for the **average** of the grades the student received from all *three* **tests**.
   7. In column **L** (range **L4: L33**), enter the formula that will define the **type of prize** awarded to the student for the results achieved in learning (***grade average***) and the ***behavior grade*** according to the following criteria:

* a **book award,** when the student has an exemplary or very good grade in **behavior** and his *average* of grades is at least **4.5** but below **4.8**
* a **cash reward** where the student has an exemplary ***behavior grade*** with an *average* of grades between **4.8** and **5.0**.
* Other students who do not meet the above *criteria* do not receive the **prize** (the formula should return *empty text* to these cells)
  1. Adjust the width of the columns so that all data is visible in the cells completely.
  2. Enter a formula in cell **F35** for the ***number of students*** in **Class IB** who have a **good** *behavioral grade* with an **average** of grades between **3.5** and **4.0**.
  3. Enter the formula in cell **K35** that determines the highest value of the **average** of the grades in all first classes.
  4. Enter the formula in cell **K37** to determine the most frequent value of the **average** of the grades (**dominant**) in all *first classes*.
  5. Enter the formula in cell **L35** for the *number of students* who received **no prize**.
  6. Enter the formula in cell **L37** for the *number of students* who received any **prize**.
  7. Enter the formula in cell **M35** for the *number of students* who have any **absences** registered.
  8. Enter the formula in cell **M37** for the *number of students* who have no **absences**.
  9. Enter the formula in cell **I35** that determines the position in the ***ranking*** of class **I C** (taking into account the **average** *of grades* from highest to lowest) of the student **Linda Robinson**.
  10. In the range of cells **I38: I41** enter the formula that will calculate the **frequency** of the *average of the grades* in the range: up to **3.00**; at least **3.00** to **4.00**; at least **4.00** to **4.50** and greater than **4.50**?

1. In the sheet **Task3**, execute the following instructions:
   1. Format the cells in the **F** column of the number by **currency** to **2** *decimal places*.
   2. Enter the formula in cell **E53** that **sums up** the *number of computers* sold in **countries** that do not contain the letters *“an”* in the name.
2. Save the changes in the file and then, after ADDING THE TASK, insert them into **the Excel test 1** task on the MOODLE course and send it to the teacher by clicking the **Save changes** button.