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GOLDEN GATE AMERICAN SCHOOL

Campus:	Grade:	Teacher:	Score: /100
Student's full name:			
Class:	(M/F)	Date: / /	

Term 4 Mid-Term Exam

Subject ICT

(Time allowed: 40 minutes)

EXAM RULES

1. Write the date, your full name, gender and class on the front page.
2. NO talking in the examination room.
3. Stay seated at your desk until the teacher says you can get up.
4. If you need help, raise your hand. Do not stand up or shout out!
5. Food and drinks are not allowed (only clear water bottles).
6. No cell phones, tablets, i-pads or other electronics are allowed in the class.
7. Write neatly and clearly! Check your work when you have finished.
8. **CHEATING** will not be tolerated! Do not look at other students' work, do not whisper or communicate in any way with other students.

IF YOU ARE CAUGHT CHEATING, YOUR EXAM WILL BE TAKEN AWAY, MARKS WILL BE DEDUCTED (YOU MIGHT GET ZERO) AND DISCIPLINARY PROCEDURES WILL BE FOLLOWED

1. Rename the worksheet to "Employee Data".
2. Insert a new row between the header row and John Doe's row.
3. Insert a new column between Employee ID and Start Date. Name the column header "Position".
4. Add the following data to the new column:
 - John Doe: Accountant
 - Jane Smith: HR Specialist
 - Mary Johnson: IT Analyst
 - Paul Brown: Marketing Manager
5. Change the column width of the Full Name column to 20.
6. Change the row height of the header row to 30.
7. Wrap the text in the header cells.
8. Merge cells A1 and B1. Unmerge the cells afterward.
9. Format the header row with bold text and a background color of your choice.
10. Format the Salary column as currency with a dollar sign and two decimal places.
11. Apply a border to the entire table.
12. Add a new worksheet and name it "Calculations".
13. In the Calculations worksheet, type "Total Salaries" in cell A1 and "Average Salary" in cell A2.
14. Calculate the total of the Salary column in the Employee Data sheet and display it in cell B1 of the Calculations sheet.
15. Calculate the average of the Salary column in the Employee Data sheet and display it in cell B2 of the Calculations sheet.
16. Format cells B1 and B2 as currency with a dollar sign and two decimal places.
17. Apply a border to cells A1:B2 in the Calculations worksheet.
18. Save your work.

Grading rubric (20 points total):

1. Worksheet renamed (1 point)
2. New row inserted (1 point)
3. New column inserted (1 point)
4. Data added to the new column (1 point)
5. Column width changed (1 point)
6. Row height changed (1 point)
7. Text wrapped in header cells (1 point)
8. Cells merged and unmerged (1 point)
9. Header row formatted (1 point)
10. Salary column formatted (1 point)
11. Border applied to table (1 point)
12. New worksheet added (1 point)
13. Labels added in Calculations worksheet (1 point)
14. Total Salaries calculated (1 point)
15. Average Salary calculated (1 point)
16. Currency format applied in Calculations (1 point)
17. Border applied in Calculations (1 point)
18. Work saved (1 point)

Excel Lab Exercise: Employee Data Reference

Starting Data

Employee ID	Full Name	Start Date	Department	Salary
E001	John Doe	01/15/2023	Finance	65000
E002	Jane Smith	03/22/2023	Human Resources	58000
E003	Mary Johnson	05/10/2023	IT	72000
E004	Paul Brown	07/05/2023	Marketing	61000

#	Task	Completed ✓
18	Save your work	

Expected Final Result - Employee Data worksheet

Employee ID	Full Name	Position	Start Date	Department	Salary
[Merged cells across all columns]					
E001	John Doe	Accountant	01/15/2023	Finance	\$65,000.00
E002	Jane Smith	HR Specialist	03/22/2023	Human Resources	\$58,000.00
E003	Mary Johnson	IT Analyst	05/10/2023	IT	\$72,000.00
E004	Paul Brown	Marketing Manager	07/05/2023	Marketing	\$61,000.00

Expected Final Result - Calculations worksheet

Total Salaries	\$256,000.00
Average Salary	\$64,000.00