

Fullname: ..... Student ID:.....

**MICROSOFT EXCEL (Working with material.xlsx file)****REQUIREMENTS**

1. For the workbook:
  - a. Change the info of the workbook:
    - i. Title: final exam
    - ii. Author: your actual full name.
  - b. Save the workbook into a file named by your full name. E.g:  
Nguyen\_Mai\_Huong.xlsx
2. Working with sheet Classes:
  - a. Set row height of all to 18pt
  - b. Format the data in range A5:G10 as a table named “enroll”
  - c. Apply Table style light 12 to the table to get the appearance as shown in the picture.
  - d. Create a chart for each class to show trend over the years and put in Trend column (as in the picture)

Apex English Center English for kids - Enrollment							
Class	2015	2016	2017	2018	2019	Trend	
K1 (3-4 years old)	38	37	50	42	45		
K2 (5-6 years old)	56	62	63	65	61		
Starters	50	62	65	61	66		
Movers	85	88	90	88	91		
Flyer	23	25	27	28	31		

3. Working with sheet Loan
  - a. Add symbol VND to all values in B3 and B6
  - b. Fill in B6 with the payment should be paid every month (compare your result with the below picture)

House Purchase Loan	
Amount of Loan	₫1,500,000,000.0
Period (years)	5
Interest rate (per year)	6%
Monthly payment	₫28,999,202.3

#### 4. Working with sheet Sales

- a. Create headers and footers:
  - i. Header: **your name** on the centre part
  - ii. Footer: page number on the right part and “Final exam” on the left part
- b. Set the print layout for the sheet:
  - i. Paper size: A4
  - ii. Orientation: Landscape
  - iii. Print Scale: **Fit All Columns on One Page**
- c. Format the data as Table:
  - i. Using Table Style Light 17
  - ii. Table name: sales
- d. Apply Conditional Color Scale to Order Amount column:
  - i. Use White-Green color scale.
- e. Sort the table in such way that the Order Amount ascends
- f. Create a new sheet “Statistics”
- g. Using Advanced filter to filter all records for South region and those have Order Amount greater than \$500 (feel free to create your own criteria region), then put the result in cell A5 in sheet Statistics.
- h. Put “The number of records in January” in A30, then use COUNTIF to count the number of records in January and put the result in B30.
- i. Put “The highest order amount” and “The lowest order amount” in A31, A32, then find the highest and lowest Order Amount of all and put them in B31, B32 respectively.
- j. Create Pivot sheet containing:
  - i. Pivot Tables to see sum of Order Amount for 4 regions (East, North, South, West) as in the picture.

	A	B	C	D	E	F	G
1	Salesperson	(Multiple Items) ▾					
2							
3	Sum of Order Amount Column Labels ▾						
4	Row Labels ▾	East	North	South	West	Grand Total	
5	January	925	1140	2755	3150	7970	
6	February	1375	1720	1220	1515	5830	
7	March	350	300	2525	525	3700	
8	Grand Total	2650	3160	6500	5190	17500	
9							
10							

- ii. Pivot chart using style 3-D Clustered Cylinder and compare your result with the below picture

## Sale totals over the first quarter of 2018 by regions

