

## Excel Exam

	A	B	C	D	E	F	G	H
1	Internet Café							
2	First Quarter Review							
3		Jan	Feb	Mar	Total	Min	Max	Avg
4	Sales							
5	Espresso	13300	13600	14200				
6	Foffee	5800	6000	6200				
7	Food	3600	3800	3800				
8	Merchandise	1000	1100	1100				
9	Computer	600	600	600				
10	Total Sales							
11	Expenses							
12	Cost of Goods	7225	7480	7690				
13	Cost of Merchandise	700	770	770				
14	Salary	9000	9000	9000				
15	Internet	325	325	325				
16	Building	2100	2100	2100				
17	Capital Assets	1500	1500	1500				
18	Miscellaneous	1300	1300	1300				
19	Total Expenses							
20	Income							
21	Net Income							
22	Profit Margin							

- 1 Make a copy of the sheet 1. Rename the new sheet to final.
- 2 Spell check
- 3 Use excel research to find another word for Salary with the same meaning
- 4 Unmerge A4:H4
- 5 Insert one row above Capital Assets
- 6 Type "Advertising", "600", "600", "600".
- 7 Find Total, Minimum, Maximum, Average of column Total, Min, Max, Avg
- 8 Find Total Sales, Total Expenses, Net Income (=Total Sales-Total Expenses) of B10:H10, B20:H20, B22:H22
- 9 Find Profit Margin of B23:E23. Profit Margin is equal to "Net Income"/"Total Sales". Change to percentage with two decimal places.
- 10 B5:H10, B12:H20, B22:H22 – Account format with 0 decimal place
- 11 Hide column F, G
- 12 Merge and Center – A1:H1
- 13 Merge and Center – A2:H2
- 14 A1 and H2:
  - 14.1 Font : Garamond
  - 14.2 Font Size: 16
  - 14.3 Font Style: Bold


## Excel Exam

- 14.4 Font Color: purple
- 14.5 Background color: orange
- 15 B3:H3
  - 15.1 Font: Gill Sans MT
  - 15.2 Font Size: 11
  - 15.3 Font Style: Bold, Underline
- 16 A5:A9, A12:A19
  - 16.1 Font: Gill Sans MT
  - 16.2 Font Size: 11
  - 16.3 Font Style: Italic
  - 16.4 Indent
- 17 A10, A20, A22
  - 17.1 Font: Gill Sans MT
  - 17.2 Font Size: 11
  - 17.3 Font Style: Bold
  - 17.4 Align: Right
- 18 A10, A20, A22, A23
  - 18.1 Background color: orange
- 19 E5:E10
  - 19.1 Background color: light purple
- 20 E12:E20
  - 20.1 Background color: light blue
- 21 E22
  - 21.1 Background color: light pink
- 22 A1:H23
  - 22.1 Thick border
- 23 Freeze Column A
- 24 Insert a row above row 1
- 25 Insert Clip Art
  - 25.1 Search for: automatic drip coffeemakers
  - 25.2 Search in: Web Collections
  - 25.3 Results should be: Photographs -> JPEG
  - 25.4 Crop the coffee cup
  - 25.5 Resize
  - 25.6 Rotate
  - 25.7 Add border (Simple Frame, Black)
  - 25.8 Picture Effects: Shadow -> Offset Bottom
  - 25.9 Picture Effects: Reflection Variations -> Tight Reflection, touching

## Excel Exam

- 26 Hide Row 5
- 27 A4:D10
  - 27.1 Insert Chart on the same page: Column -> 2D Clustered Column
  - 27.2 Insert Chart Title: Sales
  - 27.3 Change background color: black
  - 27.4 Resize it to A26:H35
- 28 Copy the chart and paste it on the same page
  - 28.1 Change Chart Type: Column -> 3D Clustered Cone
  - 28.2 Resize it to A36:H46
  - 28.3 Change Jan to red, Feb to Green, Mar to Blue
- 29 A11:D11
  - 29.1 Insert Chart on the same page: Pie -> Pie
  - 29.2 Resize it to A47:H57
  - 29.3 Add Data Label
  - 29.4 Format Data Point -> Fill -> Texture
- 30 Unhide Row 5, Column F, G
- 31 Change document properties
  - 31.1 Author: your name
  - 31.2 Title: Internet Café
  - 31.3 Subject: First Quarter Review
  - 31.4 Keywords: Sales, Review
- 32 Set Header and Footer
  - 32.1 Header: Internet Café – First Quarter Review
  - 32.2 Footer: Date and Page
- 33 Set Print area from A1:H58
- 34 Save as pdf

# Excel Exam

	A	B	C	D	E	H
1						
2		Internet Café				
3		First Quarter Review				
4		<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total</u>	<u>Avg</u>
5	Sales					
6	Espresso	\$ 13,300	\$ 13,600	\$ 14,200	\$ 41,100	\$ 13,700
7	Coffee	\$ 5,800	\$ 6,000	\$ 6,200	\$ 18,000	\$ 6,000
8	Food	\$ 3,600	\$ 3,800	\$ 3,800	\$ 11,200	\$ 3,733
9	Merchandise	\$ 1,000	\$ 1,100	\$ 1,100	\$ 3,200	\$ 1,067
10	Computer	\$ 600	\$ 600	\$ 600	\$ 1,800	\$ 600
11	<b>Total Sales</b>	\$ 24,300	\$ 25,100	\$ 25,900	\$ 75,300	\$ 25,100
12	Expenses					
13	Cost of Goods	\$ 7,225	\$ 7,480	\$ 7,690	\$ 22,395	\$ 7,465
14	Cost of Merchandise	\$ 700	\$ 770	\$ 770	\$ 2,240	\$ 747
15	Wage	\$ 9,000	\$ 9,000	\$ 9,000	\$ 27,000	\$ 9,000
16	Internet	\$ 325	\$ 325	\$ 325	\$ 975	\$ 325
17	Building	\$ 2,100	\$ 2,100	\$ 2,100	\$ 6,300	\$ 2,100
18	Advertising	\$ 600	\$ 600	\$ 600	\$ 1,800	\$ 600
19	Capital Assets	\$ 1,500	\$ 1,500	\$ 1,500	\$ 4,500	\$ 1,500
20	Miscellaneous	\$ 1,300	\$ 1,300	\$ 1,300	\$ 3,900	\$ 1,300
21	<b>Total Expenses</b>	\$ 22,750	\$ 23,075	\$ 23,285	\$ 69,110	\$ 23,037
22	Income					
23	<b>Net Income</b>	\$ 1,550	\$ 2,025	\$ 2,615	\$ 6,190	\$ 2,063
24	Profit Margin	6.38%	8.07%	10.10%	8.22%	

