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| New Workbook spread | |
| Question 1  Create workbook | create workbook from template  apply to new workbook   * Use the **Sales Report** template |
| **How to solve Q 1? This is tutorial**  1. Open template file: template.xlsx  2. Navigate to File - Save As – Browse –  2.1. Save As Type: Excel Macro Enabled Template (.xltm)  2.2. Set default path for Template (example: //custom office/template//..)  2.3. Click Save  [2.4. Click Yes, If warning macro dialog appear on your screen]  3. Close Excel Files  4. Click File – New – Set PERSONAL template – Click Sale Report tempalte | |
| Question 2  Application Settings | change application settings  apply to new workbook   * Username: **Your first name** |
| Question 3  Workbook properties | modify workbook properties  apply to new workbook   * Add author: **Your first name** |
| Question 4  Rename worksheets | change the name of worksheet  apply to new workbook   * Rename the **Source Data** sheet to **Products** |
| Question 5  Delete worksheets | delete a worksheet  apply to new workbook   * Delete the **By Product-Customer** worksheet |
| Question 6  Insert worksheets | insert new worksheet  apply to new workbook   * Insert a new sheetafter **Products** sheet and name it **Products 2020** |
| Question 7  Hide worksheets | hide a worksheet  apply to new workbook   * Hide the **By Product-Customer Filtered** sheet |
| Question 8  Format worksheets | modify the format of worksheet  apply to new workbook   * Display the tab **Products** with **dark blue** color |
| Question 9  Print area | set a print area  apply to new workbook   * cell range Α1:E14 of Products worksheet |
| Question 10  Freeze panes | freeze panes of Products sheet  apply to new workbook   * **the first row** |
| Question 11  Column width | change a column's width of **Products** sheet  apply to new workbook   * column **Α** to **65** characters |
| Question 12  Worksheet view | modify the zoom of **Products** worksheet  apply to new workbook   * **to 90%** |
| Question 13  Delete cells | delete columns and rows of **Products** worksheet  apply to new workbook   * **column F** * **row 22** |
| Question 14  Hide cells | hide cells of Products worksheet  apply to new workbook   * **entire row 20** |
| Question 15  Insert cells | insert new cells in **Products** worksheet  apply to new workbook   * **a new row** betweenrow **24** and row **25** |
| Question 16  Save | Save as  apply to new workbook   * under the name **Result 1** in **folder to your desktop** |
| Exercise.xlsx spreadsheet | |
| Question 17  Functions 1 | Cell **F3**  apply to **Exercise.xlsx** workbook   * Display thenumber of the **Sales** that are **greater than $250** |
| Question 18  Functions 2 | Cell **F4**  apply to **Exercise.xlsx** workbook   * Use the proper function to get the **maximum sale** of all **product sales** |
| Question 19  Functions 3 | Cell **F5**  apply to **Exercise.xlsx** workbook   * Display the **average of the sales** which are **greater than or equal to $450** |
| Question 20  Functions 4 | Cell **F6**  apply to **Exercise.xlsx** workbook   * Enter a function to calculate the **average of all sales** |
| Question 21  Functions 5 | Cell **F7**  apply to **Exercise.xlsx** workbook   * Enter a function to calculate the **minimum sale** of all product sales |
| Question 22  Functions 6 | Cell **B26**  apply to **Exercise.xlsx** workbook   * Calculate the **sum of product** sales |
| Question 23  Functions 7 | Cell **B29**  apply to **Exercise.xlsx** workbook   * Sum the cell area named **Chef Anton's products** |
| Question 24  Functions 8 | Cell **B30**  apply to **Exercise.xlsx** workbook   * Enter a function to calculate the **sum of sales** that are **less than $150** |
| Question 25  Formulas - Absolute references | absolute reference to cell  apply to **Exercise.xlsx** workbook   * Enter a formula in **cell C2** to calculate the **sales in Euros,** using absolute reference to cell **F26** |
| Question 26  Formulas - Auto fill | auto filling formulas in cells  apply to **Exercise.xlsx** workbook   * Fill automatically the formula of the cell C2 in **cells C3:C26** |
| Question 27  Subtotals | calculate subtotals  apply to **Exercise.xlsx** workbook   * Use the **Sum function** to calculate the sales **subtotal values of the 4th** **trimester**, when the Product changes, in the **Α2:Ε63** cell range of the **Sales 2014** sheet |
| Question 28  Group | row group  apply to **Exercise.xlsx** workbook   * Group the **rows 19 to 28** |
| ***Good luck to you!*** | |