



Microsoft Excel Basic Module 4

1) Open a new excel workbook and on sheet 1 write the following, starting in cell A1:

Examination Results			
Name	History	Geography	Computer
Paula Grima	65	89	62
Kevin Borg	43	78	23
Maria Abela	55	87	44
Rita Calleja	76	78	77
Mark Vella	34	49	89
Romina Cachia	65	98	90
Joseph Grech	78	50	42

- 2) Work out the total, average, minimum and maximum marks for each student.
- 3) Set the numbers in the average column to appear to 2 decimal places.
- 4) Centre align all the numbers
- 5) Create a column chart based on the cell range A2:D9.
- 6) Change the colours of the columns in the graph.
- 7) Create a pie chart showing the names of the students and their respective average marks.
- 8) Copy the Name column and the Computer column and paste them in Sheet 3.
- 9) In cell C1 use a logical function that will display PASS if the students got a mark that is greater or equal to 50. Otherwise, the formula should display FAIL.
- 10) Rename Sheet 1 as Test.
- 11) Rename Sheet 2 as Logical.
- 12) Delete Sheet 3.
- 13) Save your workbook in the Desktop with the filename: Test 1.
- 14) Open a new workbook and write the following in Sheet 1 (starting from cell A1):

Price List:		
Cheese	0.5	0.05
Ham	0.45	
Yoghurt	0.18	
Milk	0.26	
Bread	0.14	
Pasta	60	
Sweets	0.3	

- 15) Format the number in cell C2 to appear in percentage format.
- 16) In column D work out the Increase in price if each item has increased by 5%. (Hint: Use absolute cell referencing to cell C2).
- 17) Format the cell range B2:B8 to Euro currency with 1 decimal place.
- 18) Format the cell range D2:D8 to Euro currency with 4 decimal places.
- 19) Go to Sheet 3. In row 1 write all the months of the year, and in column A list the days of the week. (Hint: use autofill function)
- 20) Freeze row 1 and column A.
- 21) Add a new sheet and place it at the end of the workbook. Save it as Last Sheet.
- 22) Save your work to My Documents, calling it Test 2.
- 23) Close all open documents.
- 24) Open the workbook Test 2 from your Desktop. On sheet one, format all the text to Comic Sans MS (Font), size 20. Embolden the title Price List.
- 25) Select all the text contained within sheet 1 and apply an orange inner border and a green outline border.
- 26) Save and close the workbook.
- 27) Open a new workbook. Create a sheet for every day of the week, starting from Sunday to Saturday. Apply different tab colours for each tab.