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Microsoft Excel - Barrels.xls

Customer	Barrels	Total Cost
Oil Deco	2,400	108,000
Midland Oil	4,200	190,350
Trezo Oil	6,000	272,700
O.L.L. Co.	7,850	355,950

Cost per Barrel: 45.00

Ready

Create a new, blank workbook.

Quit 1 of 36 TECH NUMBER HDQJ9E2E0-90LB9Q-TN1C 45 mins TIME REMAINING Skip Item

Microsoft Excel - Expenses Claim.xls

Save As

Save in: Desktop

- My Computer
- My Documents
- Expenses Claim.xls

File name: Expend Save

Save as type: Microsoft Excel Workbook (*.xls) Cancel

Ready

Save a copy of this workbook with the new name Expenditure.
Note: Do not change the file location.

Quit 2 of 36 TECH NUMBER HDQJ9E2E0-90LB9Q-TN1C 45 mins TIME REMAINING Skip Item

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The screenshot shows a Microsoft Excel 2003 window titled 'Microsoft Excel - Menswear.xls'. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I
1		Monthly sales							
2									
3									
4	Shirts	584	843	700	843				
5	Trousers	675	749	823	867				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				

A 'Quit' dialog box is displayed at the bottom of the window, with the following text:

Save this workbook (which is currently a Microsoft Excel 2000 file) in a format suitable for users with a previous version of Excel.

Note: Do not change the file location.

Buttons: Quit, 3 of 36 (ITEM NUMBER), H00Q9E2E0-90LB6Q-TN1C, 44 mins (TIME REMAINING), Skip Item.

The screenshot shows the same Microsoft Excel 2003 window, but now the 'Shirts' row is selected. A 'Close' dialog box is displayed at the bottom of the window, with the following text:

Close this workbook without closing the application.

Buttons: Quit, 4 of 36 (ITEM NUMBER), H00Q9E2E0-90LB6Q-TN1C, 44 mins (TIME REMAINING), Skip Item.

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Options dialog box, General tab. The 'User name' field is set to 'Carla Banks'. Below the dialog is a taskbar notification: 'Change the user name for this application to Carla Banks.'

Quit	5 of 36 TECH NUMBER	H03QJ9E2E0-90LB6Q-TNVC	43 mins TIME REMAINING	Skip Item
------	------------------------	------------------------	---------------------------	-----------

Microsoft Excel showing a spreadsheet named 'Expenses.xls'. The spreadsheet contains a list of expenses: Insurance (218), Rent (894), Supplies, Utilities (470), and Total. Below the spreadsheet is a taskbar notification: 'Enter the value 521 in cell B5. Click any other cell when you have finished.'

A	B	C	D	E
expenses				
Insurance	218			
Rent	894			
Supplies				
Utilities	470			
Total				

Quit	6 of 36 TECH NUMBER	H03QJ9E2E0-90LB6Q-TNVC	43 mins TIME REMAINING	Skip Item
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Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Drink Sales.xls

	A	B	C	D	E
1		October	November	December	
2	Wine	801.85	720.40	1100.70	
3	Beer	1092.50	1310.30	2520.88	
4	Spirits	637.80	645.80	1536.80	
5	Fruit Juice	247.35	297.60	248.90	
6	Minerals	209.20	259.10	328.80	
7	Total				
8					
9					
10					

Ready

NUM

Use click-and-drag to select the range A1:C3
If necessary you can try again by repeating the click and drag action.
Click **SUBMIT** when you have finished.

Quit 7 of 36 H0QJ9E2E0-90LB9Q-TNVC 43 mins TIME REMAINING Skip Item

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

expenses

Expenses.xls

	A	B	C	D	E
1	expenses				
2					
3	Insurance	218			
4	Rent	894			
5	Supplies	470			
6	Utilities	390			
7	Total				
8					
9					
10					

Ready

NUM

Insert a blank row above row 5.

Quit 8 of 36 H0QJ9E2E0-90LB9Q-TNVC 42 mins TIME REMAINING Skip Item

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Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Arial 10

Supplies

	A	B	C	D	E
1	expenses				
2					
3	Insurance	218			
4	Rent	894			
5	Supplies	470			
6	Utilities	300			
7	Total				
8					
9					
10					

Ready

Delete row 5 from this worksheet.

Quit 9 of 36 ITEM NUMBER HQ098280-90L89Q-TN1C 42 mins TIME REMAINING Skip Item

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Arial 10

B5 = 230.90

	A	B	C	D	E
1	expenses				
2					
3	Insurance	218.00			
4	Rent	894.00			
5	Supplies	230.90			
6	Utilities	470.00			
7	Total				
8					
9					
10					

Ready

Change the value in cell B5 to 230.90.

Click any other cell when you have finished.

Quit 10 of 36 ITEM NUMBER HQ098280-90L89Q-TN1C 43 mins TIME REMAINING Skip Item

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The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Accounts.xls". The spreadsheet contains a table with the following data:

Months	Income	Expenditure
Jan	27,548	23,600
Feb	26,000	23,600
Mar	26,000	
Apr	26,000	
May	27,496	
Jun	26,000	
Total	167,044	
Jul	27,500	
Aug	26,000	
Sep	26,000	
Oct	27,500	
Nov	27,548	
Dec	26,000	

A bar chart titled "Income" is displayed on the right side of the spreadsheet. A context menu is open over cell C6, with the "Paste" option selected. The menu options include: Cut, Copy, Paste, Paste Special..., Insert..., Delete..., Clear Contents, Insert Comment, Format Cells..., and Plug from List... The status bar at the bottom indicates "Ready" and "NUM".

Copy the value that is in the selected cell C6 and Paste it into the blank cell C7 in the same worksheet.

Quit 11 of 36 10:09:52:00 - 90L89Q - TNVC 30 mins TIME REMAINING Skip Item

The screenshot shows a Microsoft Excel window titled "Microsoft Excel". The spreadsheet contains a list of names in column A:

Payroll	Sales D
Employee	
T.Dodds	
R.Grouth	
V.Park	
H.Roach	
T.Whrte	

A context menu is open over cell B3, with the "Copy" option selected. The menu options include: Cut, Copy, Paste, Paste Special..., Insert..., Delete..., Clear Contents, Insert Comment, Format Cells..., and Plug from List... The status bar at the bottom indicates "Ready" and "NUM".

Clear the contents of cell B3 without deleting the cell.

Quit 12 of 36 10:09:52:00 - 90L89Q - TNVC 30 mins TIME REMAINING Skip Item

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Microsoft Excel - Student Register.xls

	Class 1	Class 2	Class 3	Class 4	Class 5
1					
2	John Barry	Karl Wagner	Rachel Morton	Roger Sibille	Alan Sibille
3	Harry Knowles	Sika Goma	Carlos Eduardo	Rachel Morton	Didier Blanc
4	Gretta Bouche	Frances Smith	Pablo Clerchio	John Breen	Francesca S
5	Anne Campbell	Shanig Siddiqui	Juan Gonzalez	Neil Plunkett	Graham St
6	Leo Bornstein	Lee Yuk Sin	Jim Jordan	Melanie Cutter	Kenn Edell
7	Adam Edwards	Kim Nam Sim	Deirdre Gahan	Martin O'Neill	Sara Wagr
8	Enzo Farelli	Wolf Siegerl	Anya Meerton	Lee Siew Shen	Kim Nam S
9	Andrew Davidson	Alain Sibille	Kay Sigurd	Kay Sigurd	Klaus Seb
10	Aisling Miller	Graham Short	Melanie Cutter	Juan Gonzalez	Lee Yuk B
11	Aaron Eder	Mark Edelbach	Lee Siew Shen	Jim Jordan	Mark Edell
12	Dominique Seurat	Karin Edelbach	Martin O'Neill	Eugenia Katawa	Pietro And
13	Pill Halldare	Klaus Siebs	Cathryn Roberts	Deirdre Gahan	Rodrigo Pe
14	Naoms Byrne	Didier Blanc	Claudia Kelly	Claudia Kelly	Shang Sid
15	Stefano Pescina	Rodrigo Pereira	Neil Plunkett	Cathryn Roberts	Shauna Bu
16	Min Chang	Shauna Buchanan	Eugenia Katawa	Carlos Edaardo	Siva Gorm
17	Johny Brown	Roger Anderson	Donna Skillo	Rain Morton	Walt Gorm

Use the Find tool to find the name Kim Brown in this worksheet.

Quit 13 of 36 ITEM NUMBER HQ098280-90L89Q-TN1C 39 mins TIME REMAINING Skip Item

Microsoft Excel - Quarter.xls

	A	B	C	D	E	F	G
1	Clients						
2	VIP Car Rentals						
3	Day Light Videos						
4	Family Chemist						
5	Cambridge Business College						
6	Green's Restaurant						
7	ABC Bottle Store						
8	The Happy Pet Shop						
9	Cash Sales						
10	Fried's Fast Foods						
11	Music Cash Sales						
12	The Print Press						
13	The Restaurant in the Park						
14	Booth's Television Rentals						
15	Bob's Car Hire						
16	The Sandwich Bar						
17	Allan Keys						
18	Bel's Alarms						

Sort this Clients list into ascending alphabetical order.

Quit 14 of 36 ITEM NUMBER HQ098280-90L89Q-TN1C 38 mins TIME REMAINING Skip Item

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The screenshot shows a Microsoft Excel window with the title 'Quarterly Sales.xls'. The spreadsheet contains a table with columns for 'January', 'February', and 'March', and rows for 'Week1' through 'Week4' and a 'Total' row. A dialog box titled 'Microsoft Excel' is displayed in the center, with a warning icon and the text: 'The selected sheet(s) will be permanently deleted. To delete the selected sheets, click OK. To cancel the deletion, click Cancel.' Below the dialog box, a blue instruction bar reads: 'Delete the Sheet2 worksheet (including its contents) from this workbook.' At the bottom of the Excel window, a taskbar shows 'Quit', '3.5 of 36', 'H0QJ9E2E0-90LB6Q-TN1C', '38 mins', and 'Skip Item'.

The screenshot shows a Microsoft Excel window with the title 'Planting.xls'. The spreadsheet contains a table with columns for 'Tulips', 'Dahlias', and 'Daffodils', and rows for months from 'January' to 'December'. A context menu is open over the 'Dahlias' column, with 'Move or Copy...' selected. Below the spreadsheet, a blue instruction bar reads: 'Move the entire Annals worksheet into the Contracts workbook, so that it displays after the other worksheet.' At the bottom of the Excel window, a taskbar shows 'Quit', '3.6 of 36', 'H0QJ9E2E0-90LB6Q-TN1C', '37 mins', and 'Skip Item'.

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Microsoft Excel - Sales Department.xls

Employee	Hourly Rate	Hours Worked	Pre-tax Salary
Cathy Miller	15.45	24	
Roger Tann	30.00	45	
Sue Diego	25.60	40	
Mel Walker	32.50	35	
Greg Guinee	20.00	42	
Pu Dobbs	21.60	36	

Enter a formula in cell D4 that would calculate the Pre-tax Salary for Cathy Miller.
Press the Enter key when you have finished.

Quit 17 of 36 ITEM NUMBER HDQJ9E2E0-90LB9Q-TNVC 35 mins TIME REMAINING Skip Item

If the Enter key was pressed to accept the formula in cell B9, which of the following would be the result:

- A #REF! error message
- 9.3
- A #VALUE! error message
- A #NAME? error message

	Millimetres per day
Monday	4
Tuesday	4.8
Wednesday	2.1
Thursday	1.6
Friday	9.3
Saturday	7.2
Sunday	4.2
Maximum Rainfall	=MAXIMUM(B2:B8)

SUBMIT

Click on one of the radio buttons. You can change your response if necessary.
Click SUBMIT when you have finished.

Quit 18 of 36 ITEM NUMBER HDQJ9E2E0-90LB9Q-TNVC 35 mins TIME REMAINING Skip Item

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Which formula entered into C3 would calculate the **Total Cost** of Barrels for the **Oil Deco** company and if copied down would automatically calculate the Total Cost for all the other customers.

=B3*C1
 =B3*\$C\$1
 =\$B\$3*\$C\$1
 =\$B\$3*C1

	A	B	C
1	Cost per Barrel:		45.00
2	Customer	Barrels	Total Cost
3	Oil Deco	2,400	
4	Midland Oil	4,230	
5	Trevo Oil	6,060	
6	O.I.L. Co.	7,890	

SUBMIT

Click on **one** of the radio buttons. You can change your response if necessary.
Click **SUBMIT** when you have finished.

Quit 19 of 30 ITEM NUMBER HQ038280-90LB9Q-TN1C 33 mins TIME REMAINING Skip Item

Which formula entered into E2 would calculate the **total cost (including delivery)** of a Barbados garden suite and, if copied down, would automatically calculate the total cost for the other two garden suites.

=SUM(B2:D2)+\$B\$6
 =SUM(B3:D3)+\$B\$6
 =SUM(\$B\$2:\$D\$2)+B6
 =SUM(B2:B4)+\$B\$6

	A	B	C	D	E
1		Tables	Chairs (24)	Stumps	Total inc. delivery
2	Barbados	99.00	160.00	48.00	307.00
3	Miami	89.00	180.00	53.00	
4	Cote d'Azur	110.00	240.00	70.00	
5					
6	Delivery Cost	50.00			

SUBMIT

Click on **one** of the radio buttons. You can change your response if necessary.
Click **SUBMIT** when you have finished.

Quit 20 of 30 ITEM NUMBER HQ038280-90LB9Q-TN1C 33 mins TIME REMAINING Skip Item

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Microsoft Excel - Sales Plans

File Edit View Insert Format Tools Data Window Help

Arial 10

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

Territory Sales Plan

Summary

Territory	Last Year Actual
United States	987263
Europe	608273
Africa	390337
Average	
Minimum	
Maximum	

Ready

Type a formula into cell F8 using the **AVERAGE** function to calculate the average of the highlighted range.

Press the **Enter** key when you have finished.

Quit

21 of 30
TECH NUMBER


H00098280-90LB9Q-TN0C

31 mins
TIME REMAINING

Skip Item

Which formula entered into **B10** would find the **heaviest** rainfall in the seven days?

- =MAXIMUM(B3:B9)
- =(MAX B3:B9)
- =MAXIMUM(B3:B10)
- =MAX(B3:B9)

Rainfall Statistics		
1		
2		Millimetres per day
3	Monday	4
4	Tuesday	4.8
5	Wednesday	2.1
6	Thursday	1.6
7	Friday	9.3
8	Saturday	7.2
9	Sunday	4.2
10	Maximum Rainfall	
11		

SUBMIT

Click on **one** of the radio buttons. You can change your response if necessary.

Click **SUBMIT** when you have finished.

Quit

22 of 30
TECH NUMBER

H00098280-90LB9Q-TN0C

29 mins
TIME REMAINING

Skip Item

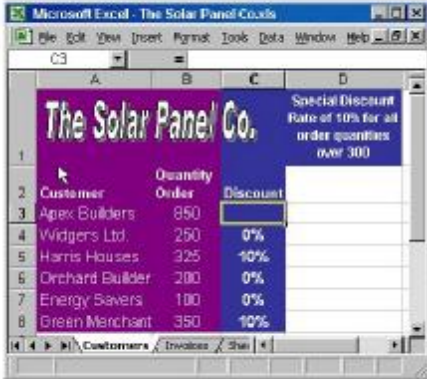
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Which formula would display 10% in cell C3 if the customer order quantity is over 300, and 0% if not.

=IF(C3>300,10%,0%)
 =IF(B3>300,10%,0%)
 =IF(B3>300,0%,10%)
 =IF(B3<300,10%,0%)

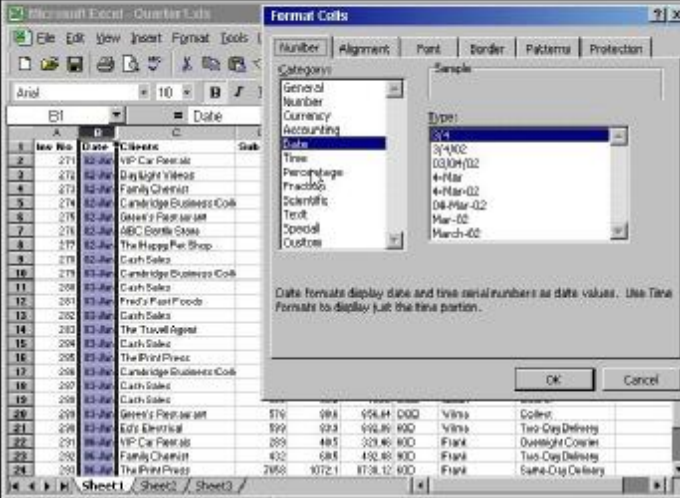


Customer	Quantity	Discount
Apex Builders	850	
Widgers Ltd.	250	0%
Harris Houses	325	10%
Orchard Builder	200	0%
Energy Savers	100	0%
Green Merchant	350	10%

SUBMIT

Using click and drag, place the correct formula onto the Formula Bar.
If necessary click the formula to restore it to its original position.
Click **SUBMIT** when you have finished.

Quit 23 of 36 ITEM NUMBER HQJQ9E2E0-90LB9Q-TNVC 29 mins TIME REMAINING Skip Item



Format Cells

Number Alignment Font Border Patterns Protection

Categories: General, Number, Currency, Accounting, **Date**, Time, Percentage, Fraction, Scientific, Text, Special, Custom

Sample: 3/4/02, 03/09/02, 4-Mar, 04-Mar-02, Mar-02, March-02

OK Cancel

Change the formatting for the selected column so the dates display in this format: 04-Mar-02

Quit 24 of 36 ITEM NUMBER HQJQ9E2E0-90LB9Q-TNVC 27 mins TIME REMAINING Skip Item

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Microsoft Excel - Expenses.xls

	A	B	C	D	E	F	G	H	I
1	EXPENSES								
2		\$	% of Total						
3	Insurance	\$218.0	0.10						
4	Rent	\$894.0	0.40						
5									
6	Utilities	\$470.0	0.21						
7	Supplies	\$390.0	0.17						
8	Taxes	\$269.0	0.15						
9	TOTAL	\$2,261.0							

Apply the Percentage style to the selected cells.

Quit 25 of 36 ITEM NUMBER H00Q9E2E0-90LB6Q-TN1C 25 mins TIME REMAINING Skip Item

Microsoft Excel - Payroll.xls

	A	B	C	D	E	F	G	H	I
1	Payroll - Sales Department								
2	Employee	Salary	Bonus %						
3	T. Dodds	234	0.10						
4	R. Gouch	322	0.15						
5	V. Harris	300	0.05						
6	H. Roach	250	0.10						
7	V. Hamani	300	0.20						
8	P. Lewis	195	0.15						
9	Total	1,801							

Change the formatting of the selected cell to *italic*.

Quit 26 of 36 ITEM NUMBER H00Q9E2E0-90LB6Q-TN1C 25 mins TIME REMAINING Skip Item

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Microsoft Excel - Profit Projections.xls

	Jan		Feb	
	Actual	Forecast	Actual	Forecast
Income	12500	10000	12900	10000
Costs	2350	4000	4500	6000
Profit	10210	6000	8400	4000

Copy all of the formatting from cell B3 and automatically apply it to cell D3.

Quit 27 of 36 10:09:52:00 - 90L86Q - YNUC 25 mins TIME REMAINING Skip Item

Microsoft Excel - Furniture Prices.xls

Details	Colonial
Chair	601.65
Loose cover	1092.50
Cushion	537.60
Total incl delivery	2930.20
Total Delivery Charge	

Format Cells dialog box: Orientation set to 90 degrees.

Change the orientation of the text in the selected cells to vertical (90 degrees).

Quit 28 of 36 10:09:52:00 - 90L86Q - YNUC 24 mins TIME REMAINING Skip Item

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Microsoft Excel - Chart Wizard - Step 1 of 4 - Chart Type

Standard Types Custom Types

Chart type: Column, Bar, Line, Pie, XY (Scatter), Area, Doughnut, Radar, Surface, Bubble, Stock

Chart sub-type: Clustered Bar, Stacked Bar, Stacked Bar with 100% Total, Stacked Column, Stacked Column with 100% Total, Stacked Column with 100% Total and Data Labels

Clustered Bar, Compares values across categories.

Press and Hold to View Sample

Cancel < Back Next > Finish

Ready

Select the range of cells A2 to B6.
Launch the Chart Wizard, and choose a Bar Chart.
Click Finish to submit your answer.

Quit 29 of 36 ITEM NUMBER HDQJ9E2E0-90LB6Q-TNVC 23 mins TIME REMAINING Skip Item

Microsoft Excel - Seamus.xls

Chart

Undo Zoom Ctrl+Z
Redo Zoom Ctrl+Y
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste Special...
Clear
Delete Sheet...
Move or Copy Sheet...
Delete...

Spring

Madrid Paris London New York Berlin

Delete the selected chart from this worksheet.

Quit 30 of 36 ITEM NUMBER HDQJ9E2E0-90LB6Q-TNVC 22 mins TIME REMAINING Skip Item

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Microsoft Excel - Drink Sales.xls

Chart Area

Dec 45%

Oct 25%

Nov 30%

Change this pie chart to a Line Chart.

Quit 31 of 36 22 mins Skip Item

Microsoft Excel - Planting.xls

	A	B	C	D	E	F	G	H	I
1	Planting Schedule								
2		Maple	Ash	Birch					
3	January	200	100	0					
4	February	150	100	0					
5	March	150	100	0					
6	April	0	100	0					
7	May	0	100	100					
8	June	0	100	100					
9	July	0	100	50					
10	August	0	100	200					
11	September	150	100	200					
12	October	300	100	200					
13	November	400	100	200					
14	December	100	100	150					
15									
16									
17									
18									

Change the page orientation so that this worksheet will print on a page that is taller than it is wide.

Quit 32 of 36 21 mins Skip Item

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Microsoft Excel - Beverages.xls

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1 Cabernet Sauvignon	401.85	728.80	1100.28	880.58	764.44	1480.59	1127.11	2254.22	1583.20	681.05	72
2 Merlot	1892.58	8718.92	2520.88	885.28	828.29	1895.97	975.29	1490.67	1254.24	8098.20	121
3 Pinot Noir	527.88	2459.92	1524.58	842.58	880.44	1780.94	1056.67	2112.24	1598.67	5327.80	94
4 Pinot Noir	247.35	287.50	248.58	275.17	220.14	440.28	252.22	184.44	563.55	247.25	29
5 Merlot St George	201.58	248.50	952.68	880.28	440.28	880.58	284.44	1480.68	1127.11	281.50	24
7 Chateau Neuf De P	209.28	258.80	328.68	470.28	360.28	880.58	524.44	1283.88	1047.11	288.20	25
8 Cote du Piere	355.78	478.88	397.68	830.28	420.28	880.58	584.44	1385.68	1187.11	248.20	31
9											
10 Syrah	801.84	684.20	887.28	880.28	1885.57	725.44	1185.68	1220.68	388.68	788.10	68
11 Chablis	616.84	718.20	1832.28	278.28	1225.57	841.44	1224.27	1113.68	314.10	814.10	71
12 Sauvignon Blanc	863.18	8081.48	1480.18	1885.51	1875.56	1177.56	1714.52	1584.42	1278.75	8278.75	838
13 Cabernet Blanc	473.52	584.21	832.28	883.08	874.28	854.42	882.67	885.38	138.27	1183.21	58
14 Vin de Pays de Tam	1232.88	8438.68	2864.58	1880.22	2247.38	1682.38	2484.74	2227.17	1828.21	8128.21	843
15 Village	1479.78	8718.90	2477.48	1880.68	2837.54	2819.28	2529.68	2673.22	2183.05	2188.05	171
16 Macon	802.75	591.20	1580.68	1882.52	1482.41	1885.58	1534.78	1450.22	1188.16	8188.10	50
17 L'Archeveque	242.58	275.22	248.58	257.68	247.25	281.58	259.18	248.50	242.25	228.14	21
18 Total	9504.72	18177.29	12687.29	12835.24	84571.12	85167.78	17640.12	22284.72	80493.74	82388.62	8825

Adjust the page setup so that the contents of this worksheet will fit on just one page.

Quit 33 of 36 10:00:38:00 - 90:18:00 - 10:00:38:00 21 mins TIME REMAINING Skip Item

Microsoft Excel - Beverages.xls

Page Setup

Page Margins Header/Footer Sheet

Header: (none)

Footer: (none)

Print... Print Preview Options... Custom Header... Custom Footer...

OK Cancel

Insert the file name field into the centre section of the header for this worksheet.

Quit 34 of 36 10:00:38:00 - 90:18:00 - 10:00:38:00 20 mins TIME REMAINING Skip Item

هذا الموضوع تم تحميله من موقع

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Microsoft Excel - Employee

Page Setup

Page Margins Header/Footer Sheet

Print range: [Worksheet]

Print titles

Rows to repeat at top: [Row 1]

Columns to repeat at left: [None]

Print

Gridlines Row and column headings

Black and white Draft quality

Comments: [None]

Page order

Down, then over Over, then down

OK Cancel

Change the settings for this worksheet so that the contents of row 1 will print at the top of every page.

Quit 35 of 36 19 mins Skip Item

Microsoft Excel - Rainfall.xls

Chart Area

Temperature Statistics

City	Temperature (Deg/cent)
Madrid	25
Paris	20
London	14
New York	23
Berlin	8
Stockholm	9
Lisbon	12

Print the selected chart.

Quit 36 of 36 18 mins Skip Item