ICDL
Excel Exams

Microsoft Excel - Menswear.xls

File Edit View Insert Format Tools Data Window Help

Arial   10

A4   = Shirts

	A	B	C	D	E
1		**Monthly sales**			
2					
3					
4	Shirts	584	643	702	643
5	Trousers	675	749	823	897
6	Jeans	509	611	509	815
7	Ties	700	712	724	736
8	Suits	800	859	918	977

Sheet1 Sheet2 Sheet3

Ready   NUM

Open the **Samples.xls** workbook that is in the **My Documents** folder.

File → open → select the samples.xls → open

Excel Exams (v4)

Click new tool from the standard tool bar > Workbook

Microsoft Excel - Menswear.xls

	A	B	C	D	E	F	G	H	I
1		**Monthly sales**							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				

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.

File → Save as → select from save as type (Microsoft excel 5.0/95 work book)→ click save

|	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.86	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.46	329.46	90D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.18	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.02	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery	

Use Microsoft Excel Help to access information on advanced filters.

Help → Microsoft excel help → type advanced filters → click search
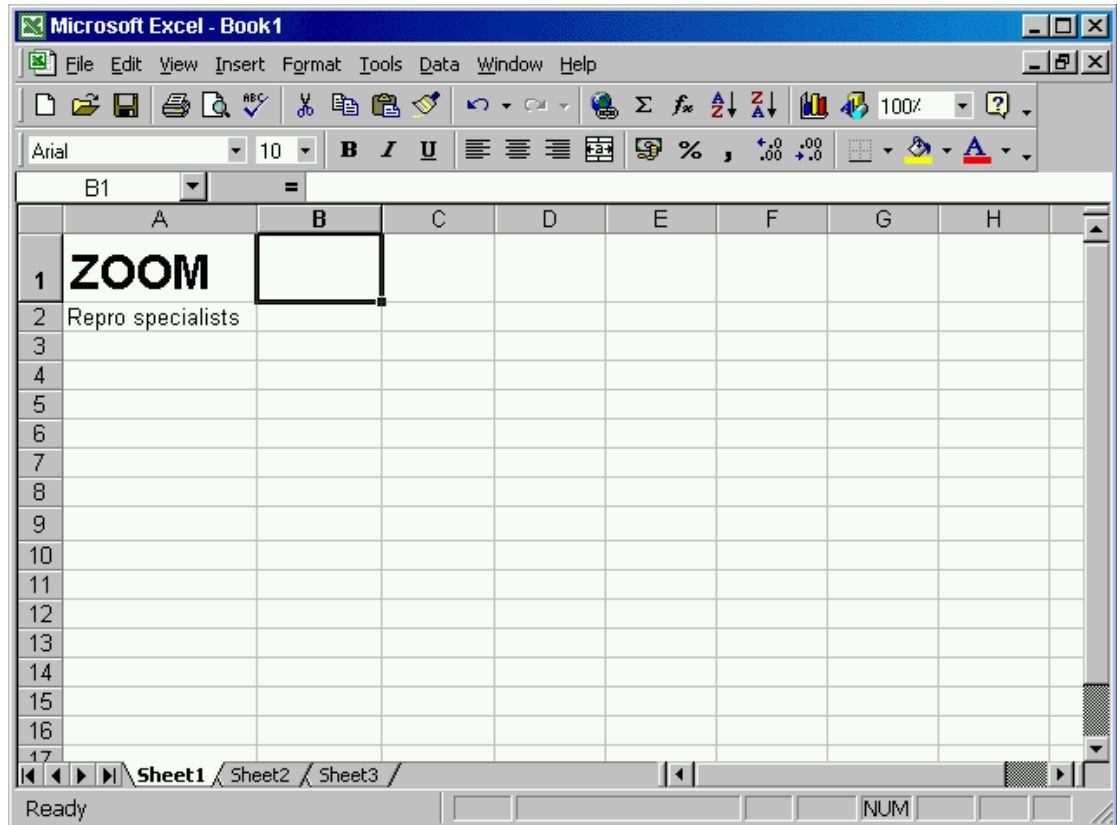
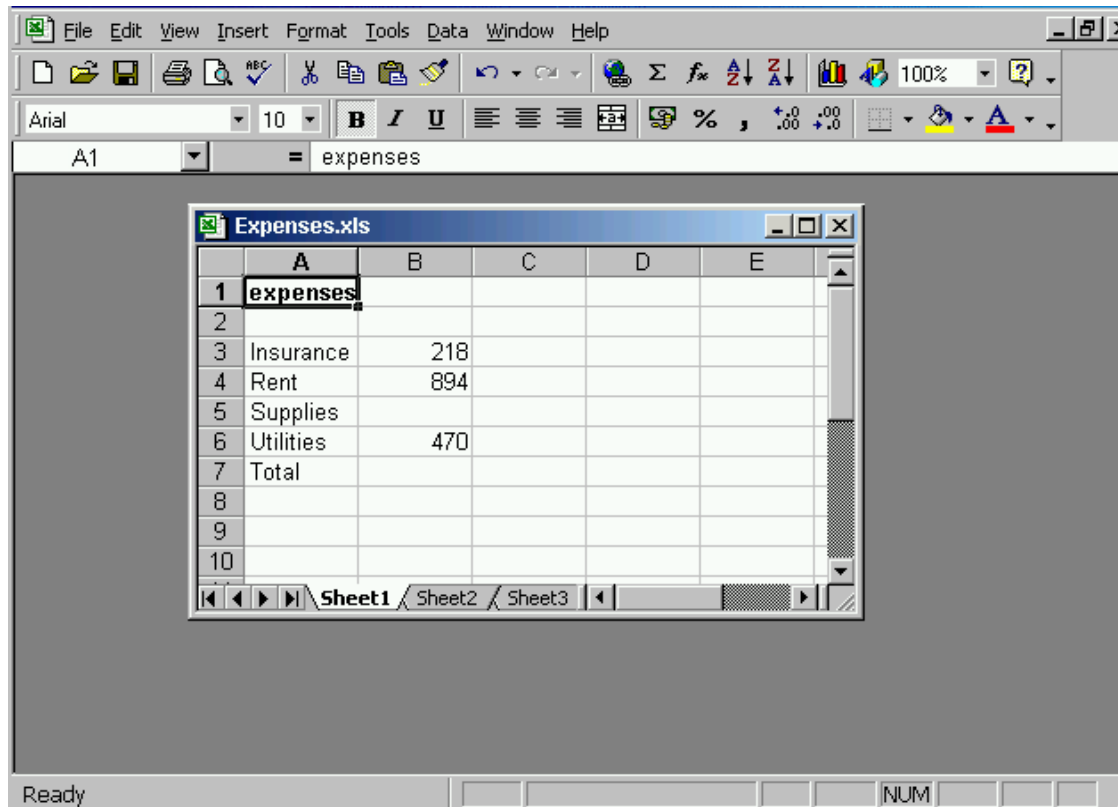**Change the user name for this application to Carla Banks.**

Tool → Options → select General tab → in user name type Carla Banks

ICDL
Excel Exams (v4)

Enter the value **521** in cell B5.

Click any other cell when you have finished.

Select B5 cell → type 521→ click any other cell

Excel Exams release 1.1   7 of 82   By Talal   March 2007

Microsoft Excel - Menswear.xls

	A	B	C	D	E	F	G	H	I
1		**Monthly sales**							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

E8 = 977
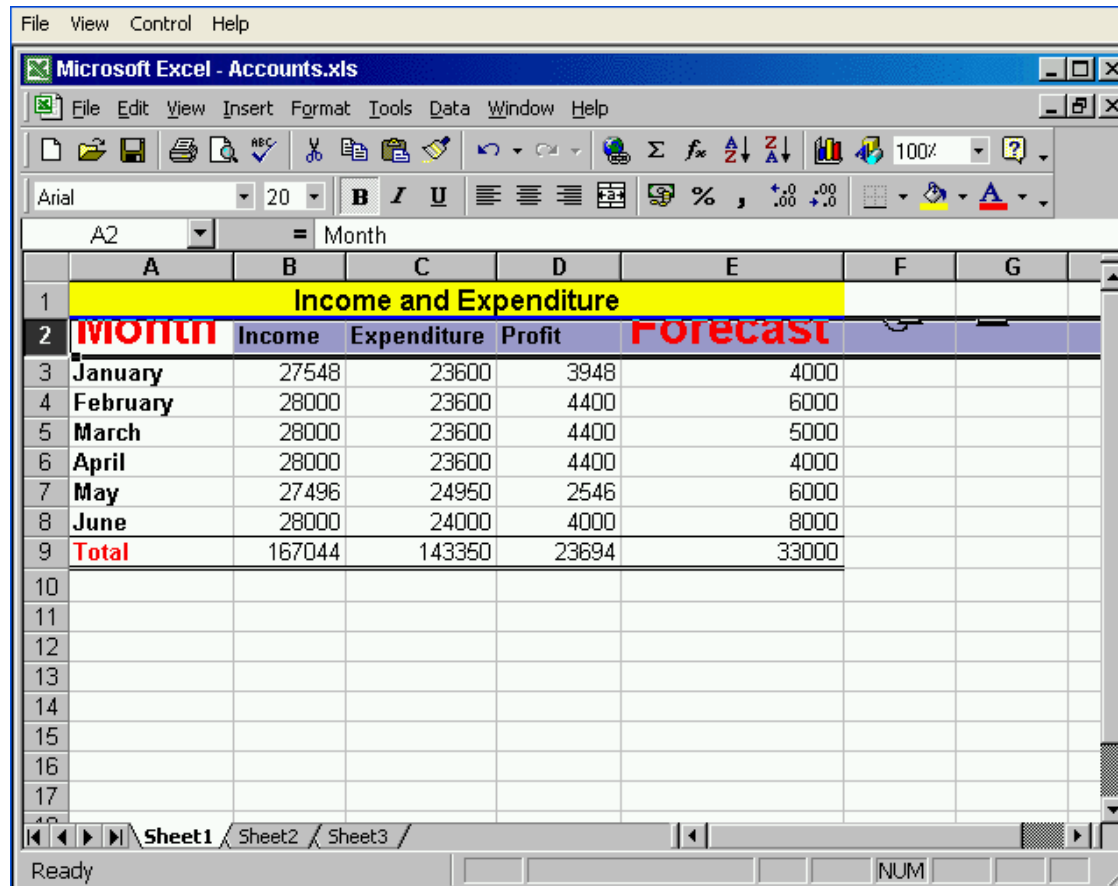
Sheet1 / Sheet2 / Sheet3 /

Ready

Click on the location that selects all of the cells in row 4.

Click on the gray area of the row 4

Format > Row > Auto fit
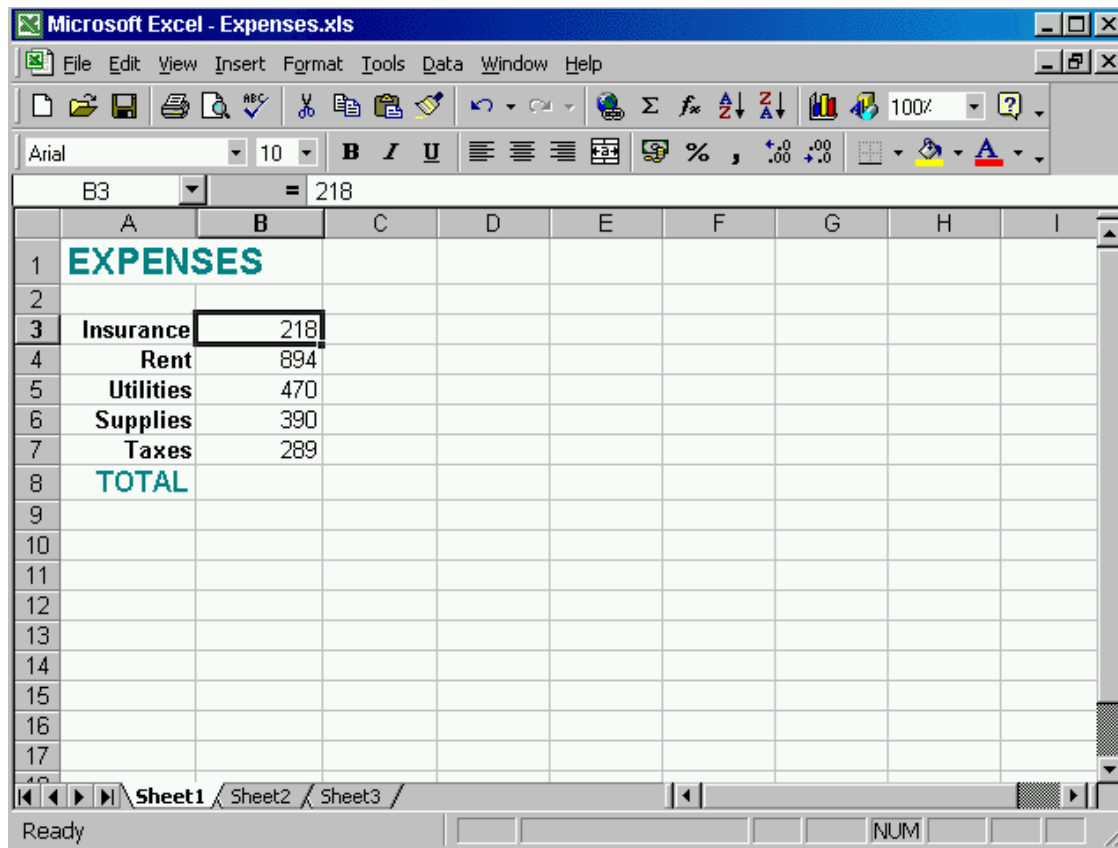Or
Double click on the gray area between Row 2 and Row 3
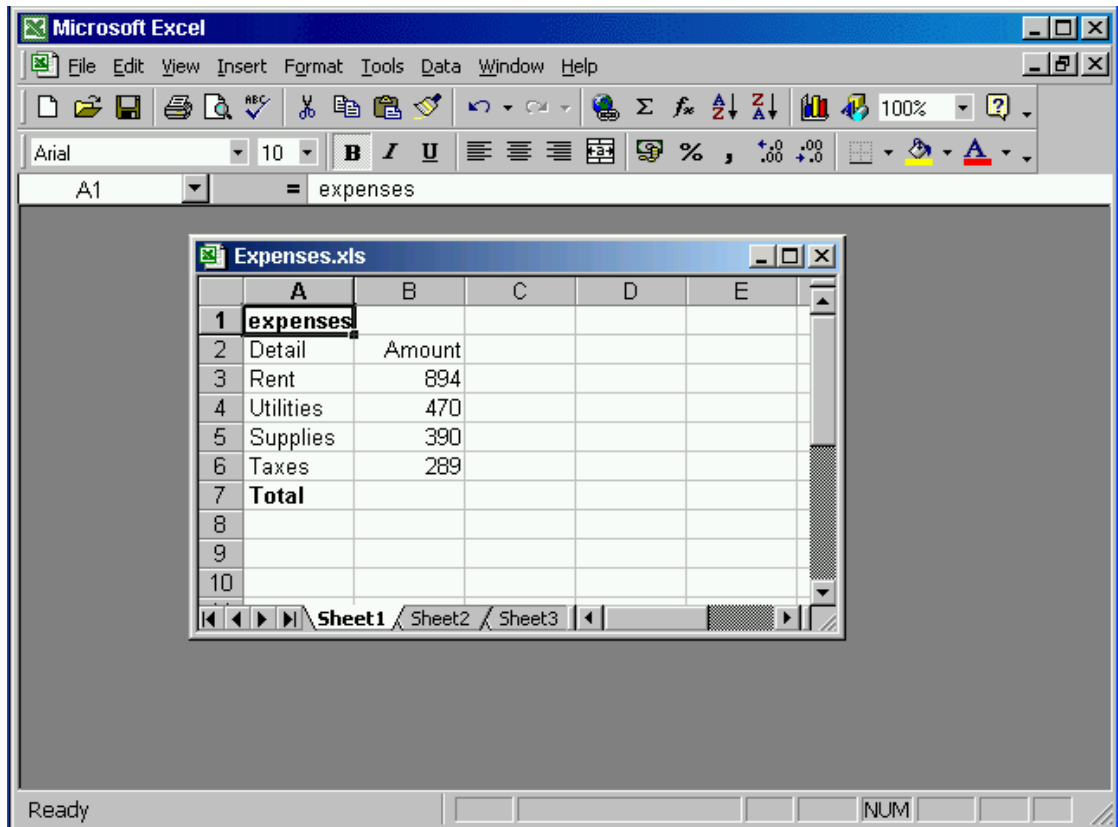
Note:
Same thing for column

You wish to reverse the last change you have made to this worksheet.

Choose the appropriate command to do this.

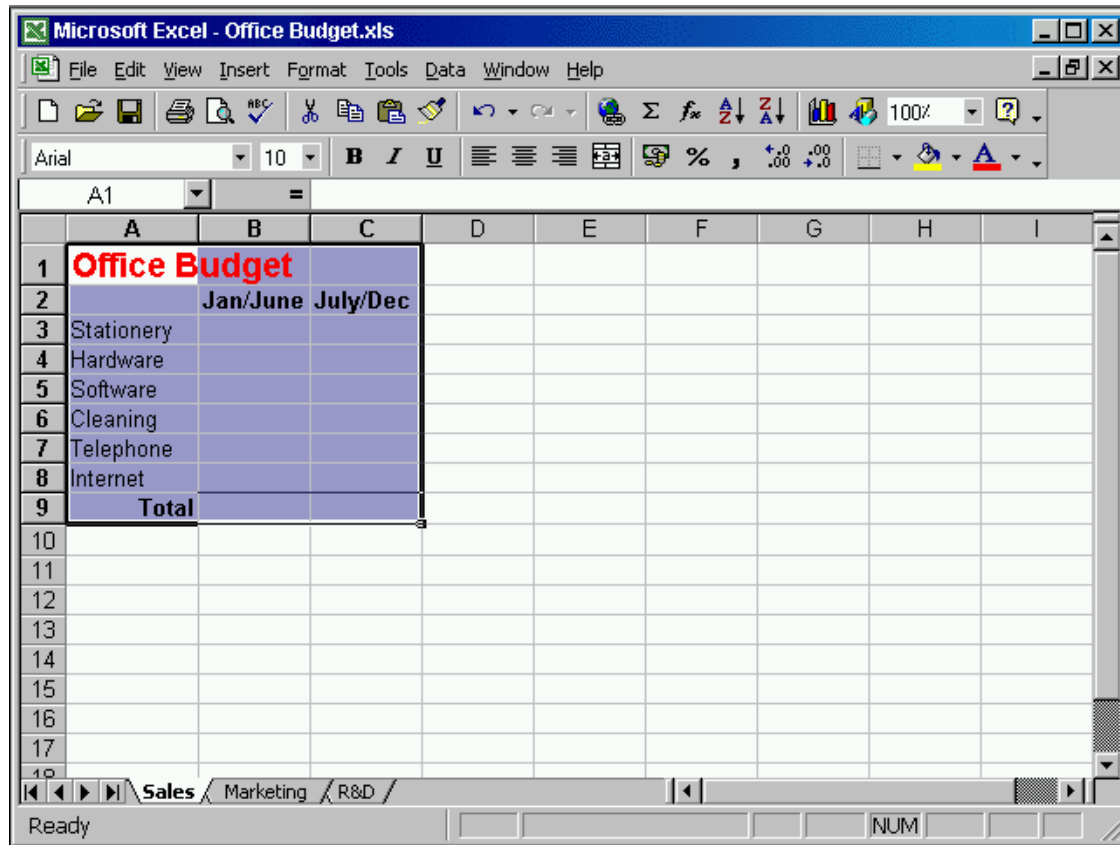Click on the undo tool from the standard tool bar
Or
From menu bar select Edit > undo

Change the contents of cell **B2** to the word **Cost**.

Press **Enter** when you have finished.
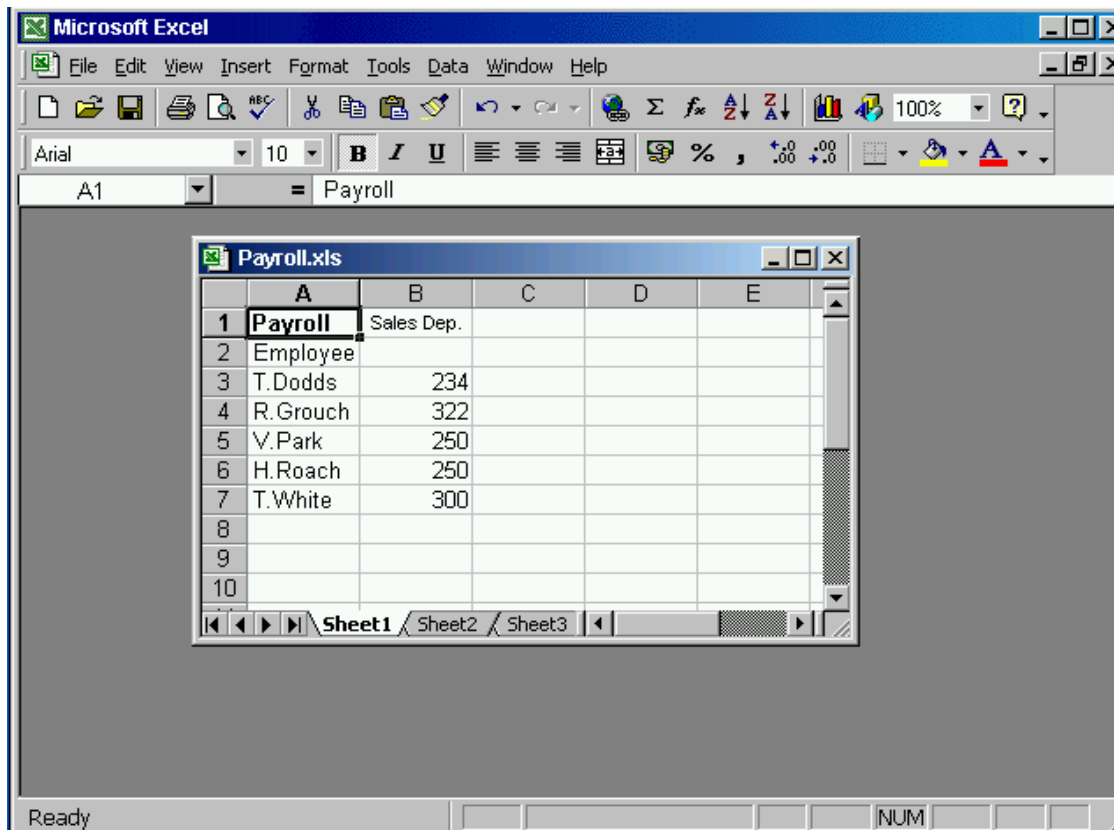
Select cell B2 → type Cost→ press Enter

Copy the selected range and paste it into cell **A1** in the worksheet entitled **Marketing** in this workbook.

Click copy from the standard tool bar → select A1 in Marketing worksheet → click paste from the standard tool bar

Clear the contents of cell B3 without deleting the cell.

Select the cell B3 → press the Delete key from the Keyboard
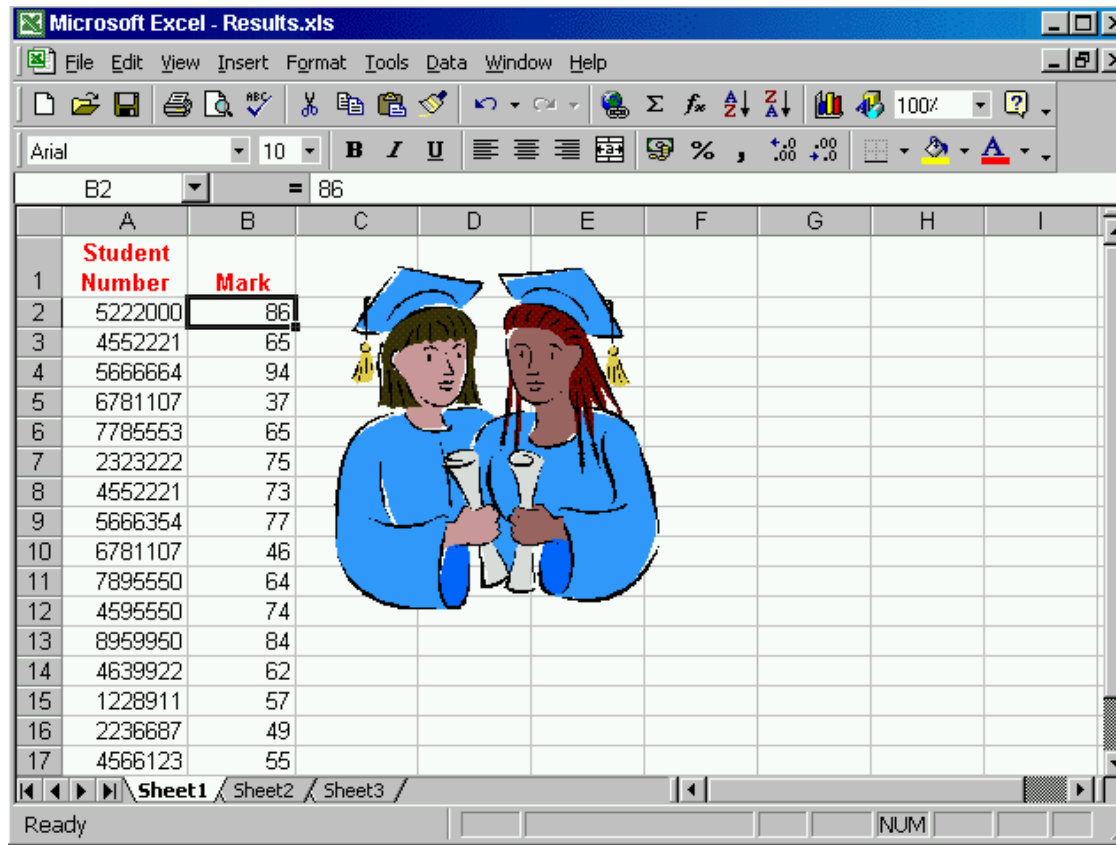
Use the Replace tool to replace **all** occurrences of the name **Jane Harris** with **Tim Snow**.

Edit → select Replace → type Jane Harris in the find what → type Tom Snow in replace with → click replace all

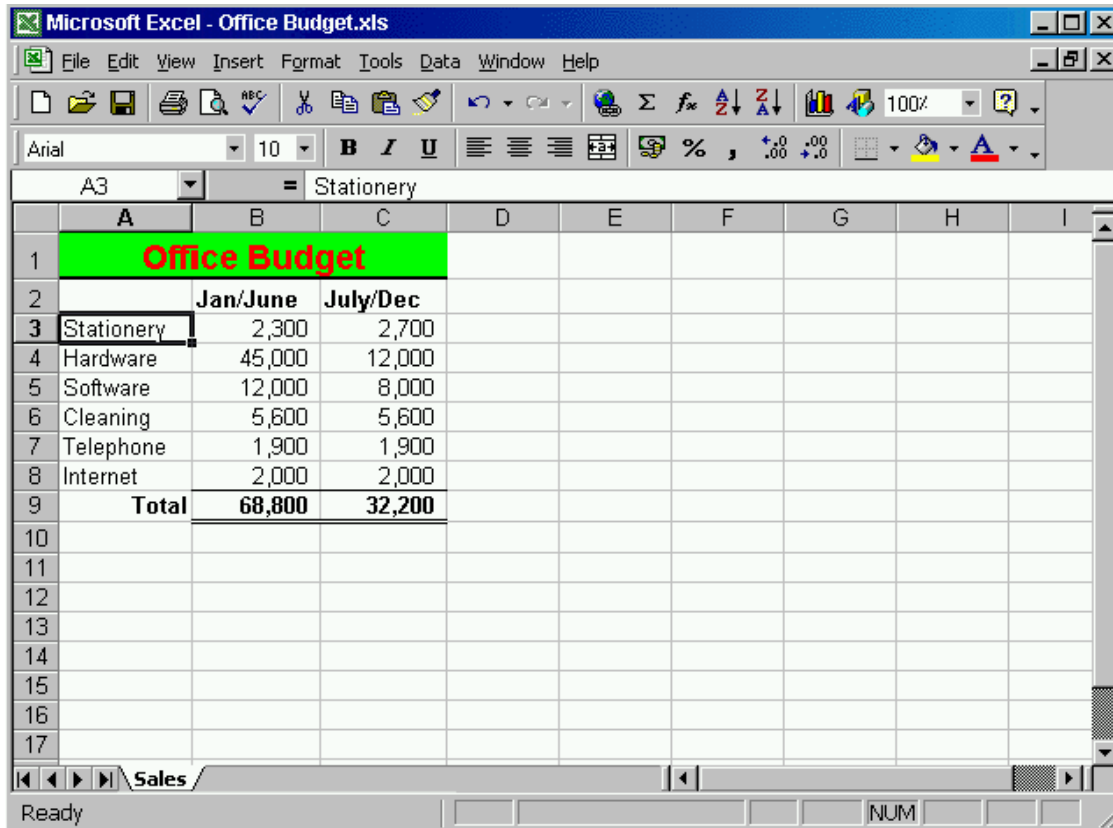**Automatically sort this list so that the highest mark displays at the top of the list.**

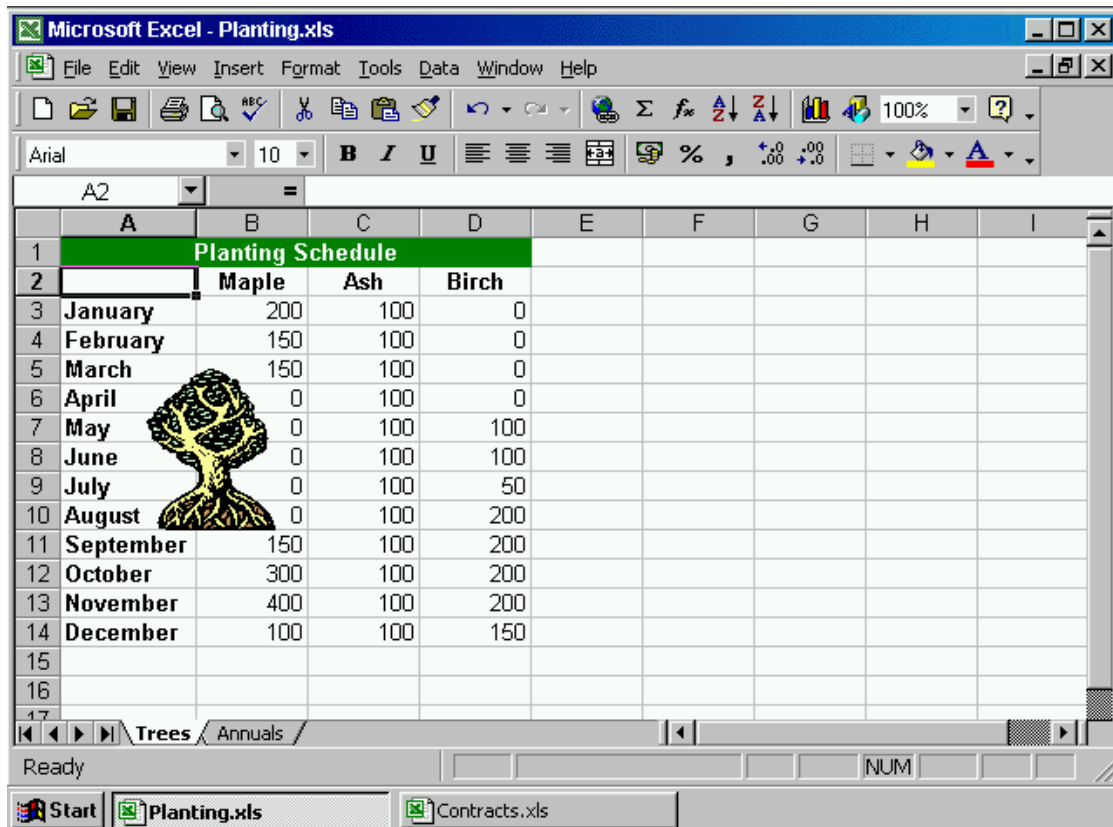Click the sort Descending tool from the standard tool bar

Microsoft Excel - Office Budget.xls

File Edit View Insert Format Tools Data Window Help

A3 = Stationery

	A	B	C	D	E	F	G	H	I
1	**Office Budget**								
2		**Jan/June**	**July/Dec**						
3	Stationery	2,300	2,700						
4	Hardware	45,000	12,000						
5	Software	12,000	8,000						
6	Cleaning	5,600	5,600						
7	Telephone	1,900	1,900						
8	Internet	2,000	2,000						
9	**Total**	**68,800**	**32,200**						
10									
11									
12									
13									
14									
15									
16									
17									

\Sales /

Ready   NUM

Insert a **new** worksheet into this workbook.

Right click on the sales worksheet → select insert → ok

Microsoft Excel - Planting.xls

File Edit View Insert Format Tools Data Window Help

Arial 10

A2 =

	A	B	C	D
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				

Trees / Annuals /

Ready NUM

Start Planting.xls Contracts.xls

Move the entire **Annuals** worksheet into the **Contracts** workbook, so that it displays after the other worksheet.

Right click on the Annuals worksheet → select move or copy → from To Book select Contracts → select move to end from before sheet → ok

Which one of the following formulas
would be appropriate to calculate the
monthly surplus for September in this
worksheet?

الفائض

○   =B5+B11

○   =SUM(B5:D5)-SUM(B11:D11)

○   =B5-B11

○   =AVERAGE(B5:D5)-AVERAGE(B11:D11)

	A	B	C	D
1	My Budget			
2		Sep	Oct	Nov
3	Allowance	80	80	80
4	Part time work	240	250	270
5	Total income	320	330	350
6				
7	Clothes	40	65	25
8	Books	115	35	15
9	Travel	40	50	55
10	Entertainment	100	180	195
11	Total expenditure	295	330	290
12				
13	Monthly Surplus			

= B5-B11

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

SUM		✗ ✓ =	=MAXIMUM(B2:B8)
	A	B	C
1		Millimetres per day	
2	Monday	4	
3	Tuesday	4.8	
4	Wednesday	2.1	
5	Thursday	1.6	
6	Friday	9.3	
7	Saturday	7.2	
8	Sunday	4.2	
9	Maximum Rainfall	=MAXIMUM(B2:B8)	

o   A#NAME? Error message

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	Trexo Oil	6,060	
6	O.I.L. Co.	7,890	

C3   ▼   =

o =B3*$C$1

Which formula entered into **B5** will calculate the total cost of a **Colonial** style chair (including delivery) and if copied to C5 will perform a similar calculation for the **Metro** style chair?

○ SUM($B$2:$B$4)+B8

○ =SUM(B2:B4)+$B$8

○ =SUM(B2:B5)+$B$8

○ =SUM(C2:C4)+$C$8

Microsoft Excel - Furniture Prices.xls

	A	B	C	D
1	Details	Colonial	Metro	Cottage
2	Chair	138.00	156.00	125.00
3	Loose cover	47.00	52.00	38.00
4	Cushion	28.00	23.00	19.00
5	Total incl delivery	231.00		
6				
7				
8	Total Delivery Charge	18.00		

o =sum(B2:B4)+$B$8
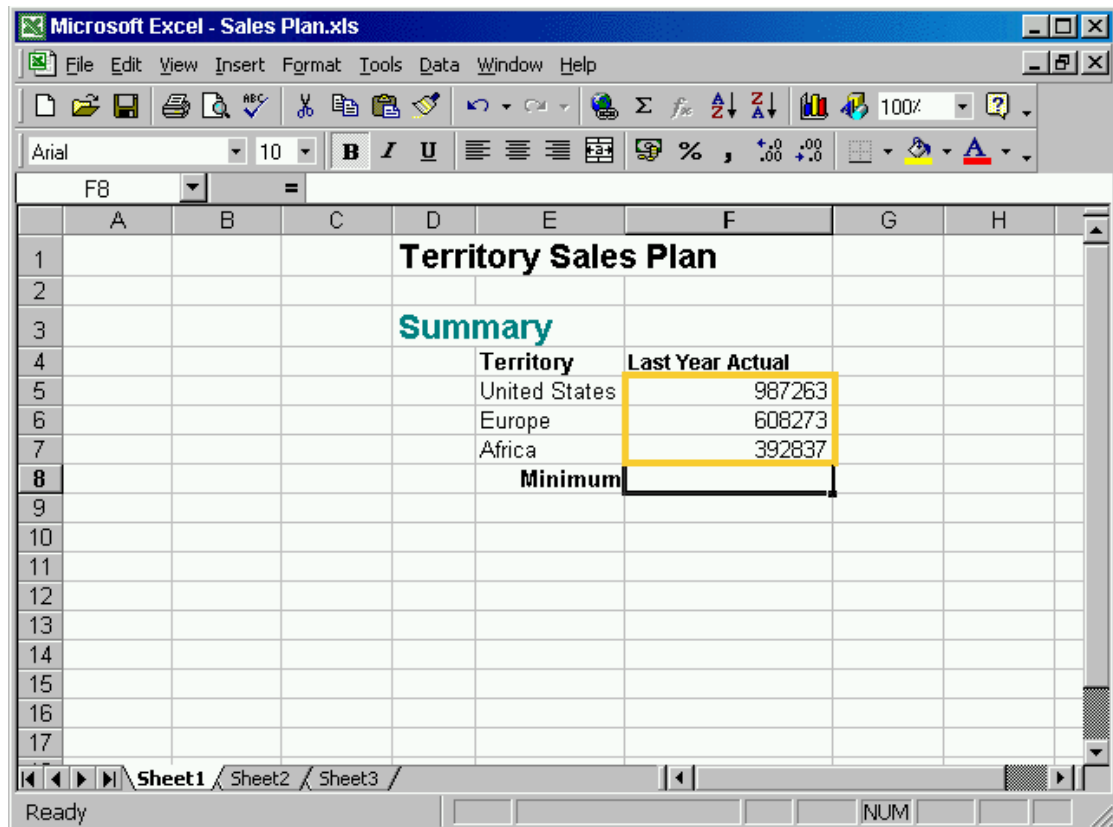
Type a function into cell **F8** that will calculate the **smallest** value in the highlighted range.

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

Type = min (F5:F7) → press Enter

Which formula entered into **B10** would find the **total** amount of rainfall that fell in the seven days?

- ○ =SUMB3:B9
- ○ =SUM(B3:B9)
- ○ =(SUM)B3:B9
- ○ SUM=(B3:B9)

	A	B
1	**Rainfall Statistics**	
2		**Millimetres per day**
3	Monday	4.0
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	**Total Rainfall**	
11		

- o =sum(B3:B9)

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%)

Microsoft Excel - The Solar Panel Co.xls

File   Edit   View   Insert   Format   Tools   Data   Window   Help

C3   =

	A	B	C	D
1	The Solar Panel Co.			Special Discount Rate of 10% for all order quanities over 300
2	Customer	Quantity Order	Discount	
3	Apex Builders	850		
4	Widgers Ltd.	250	0%	
5	Harris Houses	325	10%	
6	Orchard Builder	200	0%	
7	Energy Savers	100	0%	
8	Green Merchant	350	10%	

Customers / Invoices / She

- o =IF (B3>300, 10%, 0%)

Change the display of the numbers in the selected range from no decimal places to one decimal place.

Click on increase decimal tool from the formatting tool bar

Apply the Pound (£) currency symbol to the selected numbers.

Format → select cells → select currency from the category → select £ English (United Kingdom) → ok

Format the contents of the selected cell **bold**.

Click on the bold tool from the formatting tool bar

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

Click the format painter tool from the standard tool bar → click on cell D3

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

Format → select cells → select Alignment tab → in the orientation area move the red point up to the first point
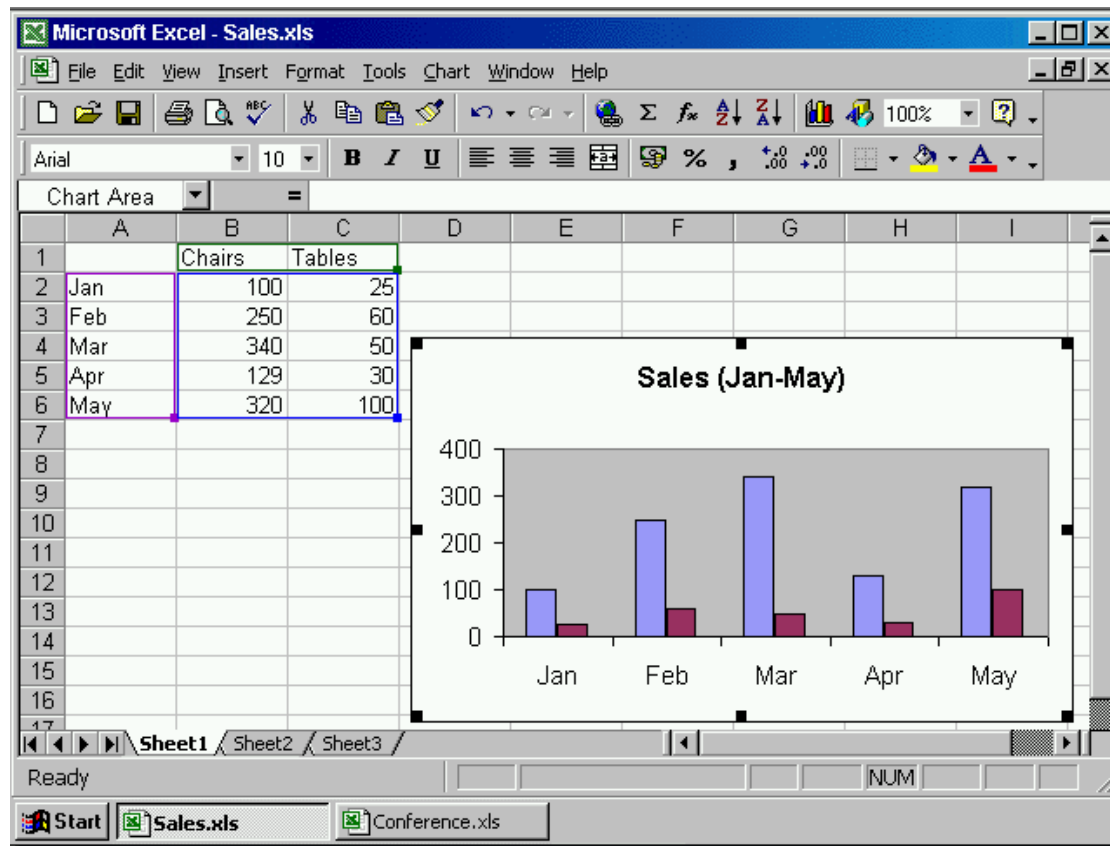
Select the range of cells **A2** to **B6**.
Launch the Chart Wizard, and choose a **Pie Chart**.
Click **Finish** to submit your answer.

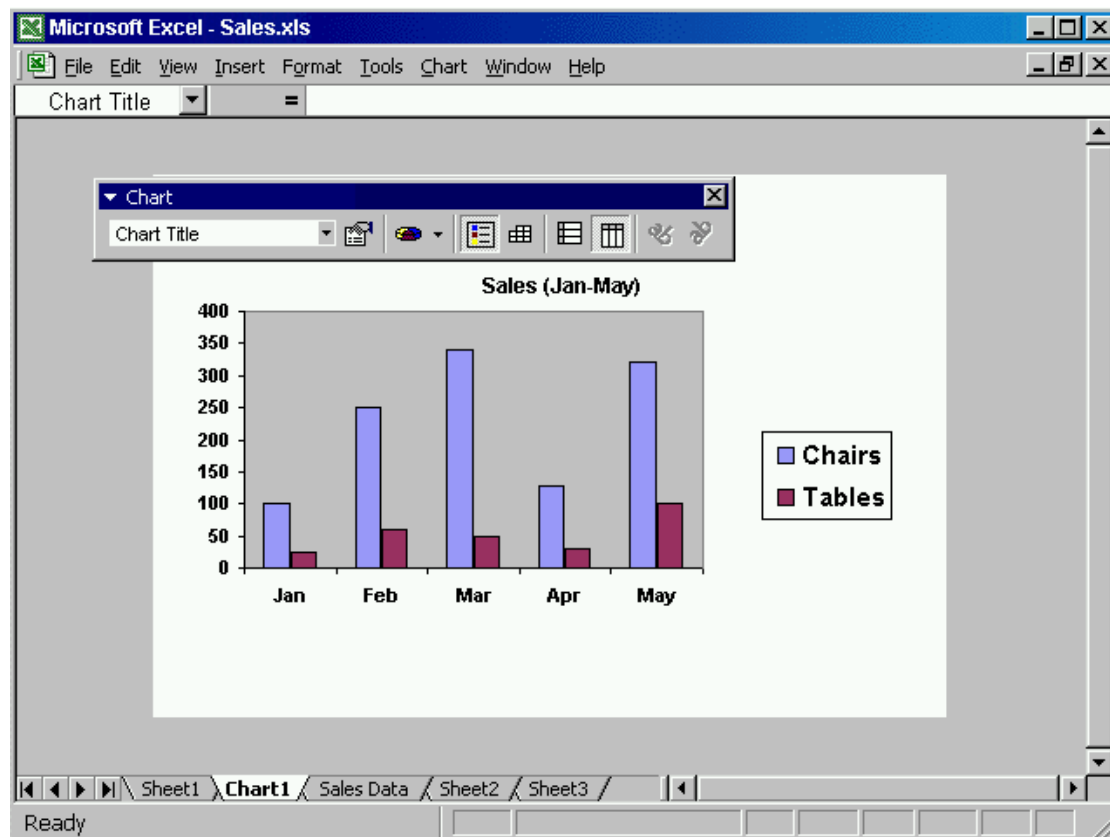Select the range → insert → select chart → select pie in the chart type → click finish

Duplicate the selected chart into cell **A1** of the **Conference** workbook.

Click copy from standard tool bar → select the Conference workbook → click paste
from the standard tool bar

Change this column chart to a Bar Chart.

Click on the arrow in the chart type tool in the chart tool bar → select bar chart

ICDL
Excel Exams (v4)

Microsoft Excel - Beverages.xls

	A	B	C	D	E	F	G	H	I	J	K	L
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
2	Cabernet Sauvignon	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	2254.23	1803.38	601.85	72
3	Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	1690.67	1352.54	1092.50	131
4	Bergundy	537.80	645.80	1536.50	825.52	660.42	1320.84	1056.67	2113.34	1690.67	537.80	64
5	Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	704.44	563.55	247.35	29
6	Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	1408.89	1127.11	201.50	24
7	Chateau Neuf Du P	209.20	259.10	328.60	470.35	360.28	800.56	624.44	1328.89	1047.11	209.20	25
8	Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	1388.89	1107.11	269.20	31
9												
10	Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	1220.85	998.88	799.10	60
11	Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	1113.88	914.10	914.10	71
12	Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	1559.43	1279.75	1279.75	100
13	Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	866.35	710.97	710.97	55
14	Vin du Pays du Tarn	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	2227.77	1828.21	1828.21	143
15	Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	2673.32	2193.85	2193.85	171
16	Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	1450.27	1190.16	1190.16	93
17	Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	248.50	242.35	224.14	21
18	**Total**	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	22249.72	18049.74	12299.68	1095

Increase the measurement of the **top** page margin from 1 to 2 centimetres.

File → select page setup → select margins tab → type 2 in top box → ok

	Microsoft Excel - Quarter1.xls									

A1 = Inv No

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier	
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6	275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery	
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11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
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17	286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	Two-Day Delivery	
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23	292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery	

Sheet1 / Sheet2 / Sheet3 /

Ready   NUM

Adjust the page setup so that the entire contents of this worksheet will fit on **1 page wide by 3 pages tall**.
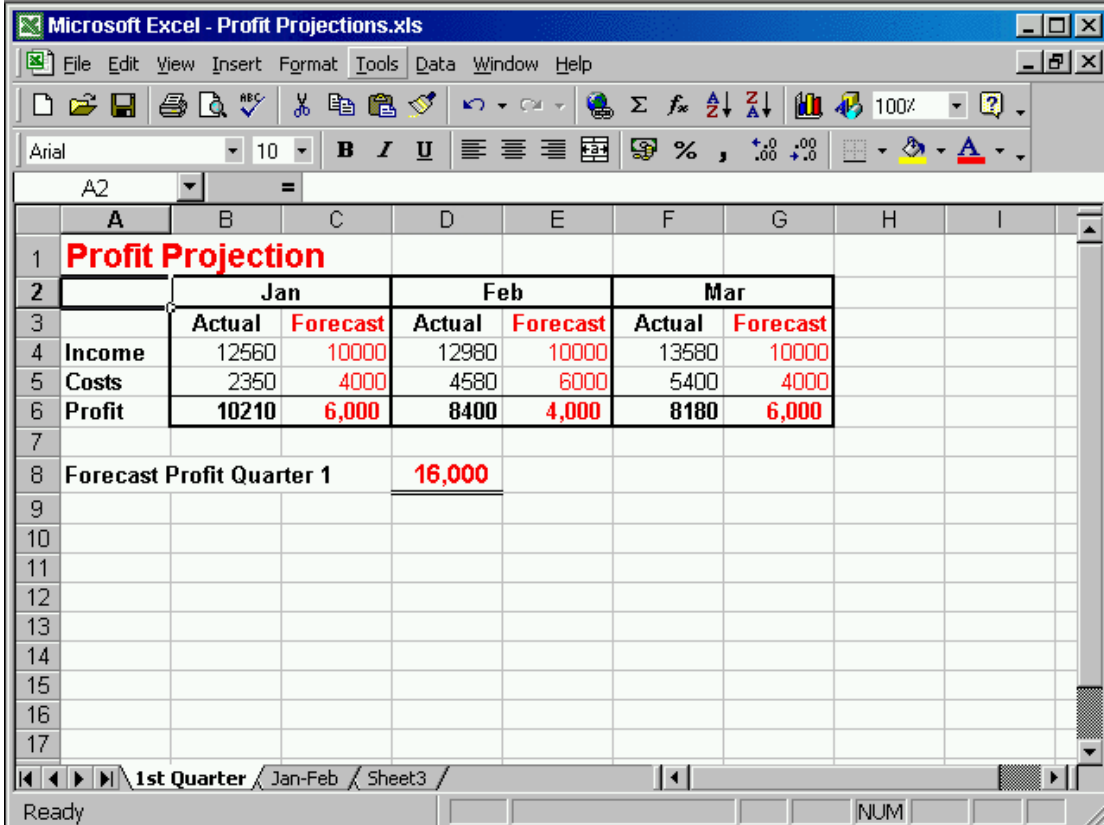
File → select page setup→ delete number 4 and type 3→ ok

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

View → select Header and Footer → click custom Header → click in the center section → click on ![icon] → ok → ok

Change the settings for this worksheet so that the gridlines will print.

File → select page setup → select sheet tab → check the gridlines in the print section
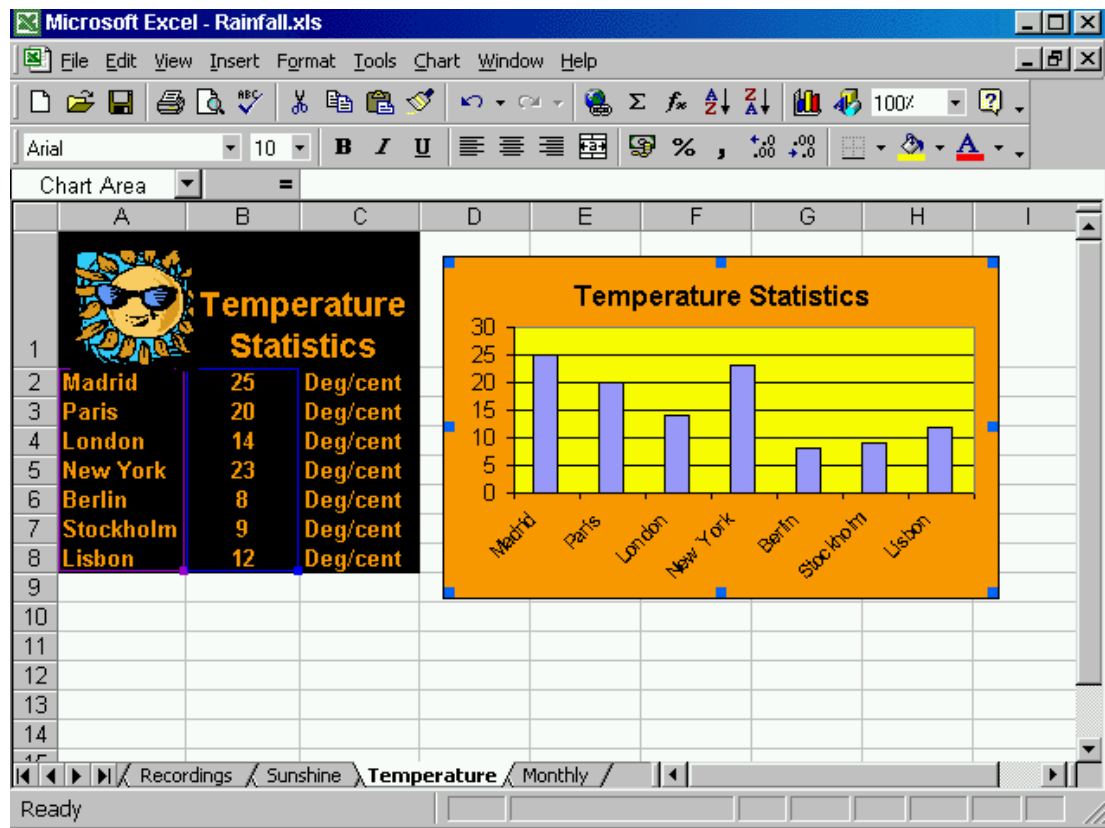
Print the selected chart.

File → select print → ok

	Microsoft Excel - Expense Claim.xls							
	File Edit View Insert Format Tools Data Window Help							

Font | = =SUM(B3:B5)-B6

	A	B	C	D	E	F	G	H
1		Expenses						
2		Sep 11th	Oct 17th	Nov 4th				
3	Meals	35.00	43.00	27.00				
4	Hotel	55.00	49.00	54.00				
5	Mileage	93.00	108.00	75.00				
6	Cash from Petty cash	100.00	150.00	100.00				
7	Amount due	83.00						
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Sheet1 / Sheet2 / Sheet3 /

Ready | NUM

Save a copy of this workbook with the new name **Accounts**.

Note: Do not change the file location.

File→ save as →change the name Expense Claim into Accounts→ok

Click on the location that selects all of the cells in column C.

Click on the gray area of the column c
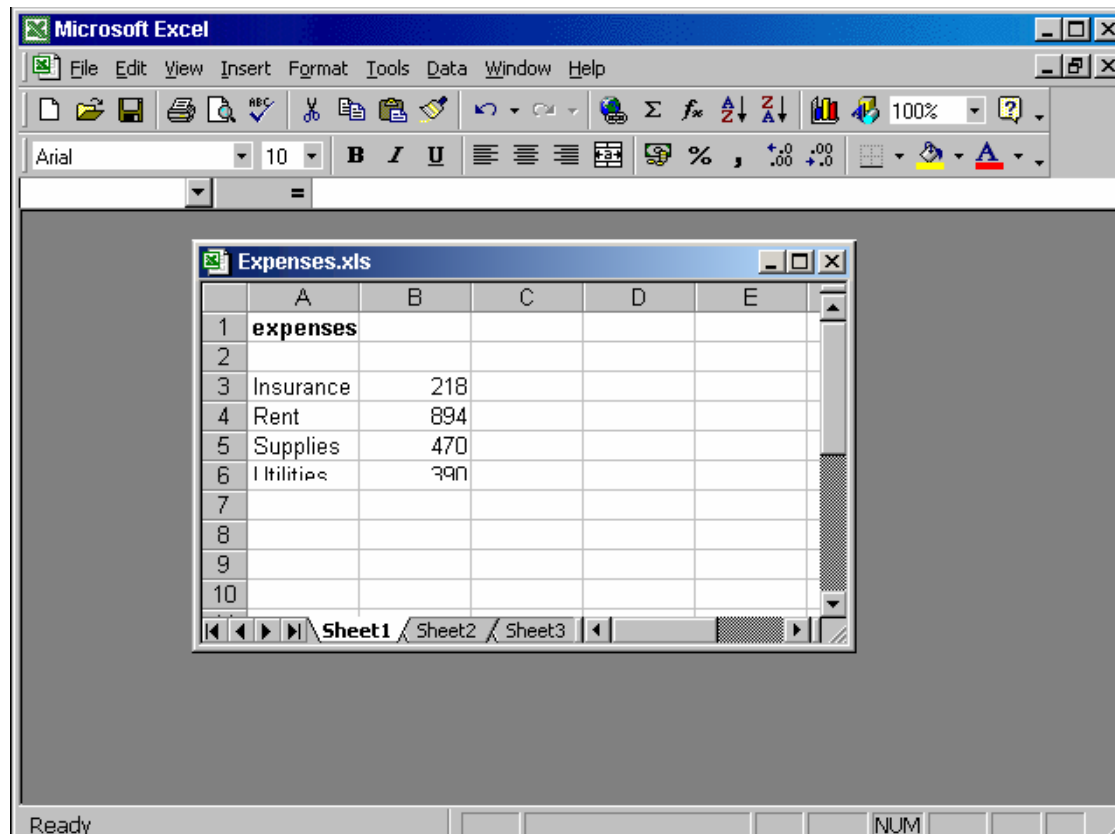
Delete **row 5** from this worksheet.

Right click on the gray area → select delete
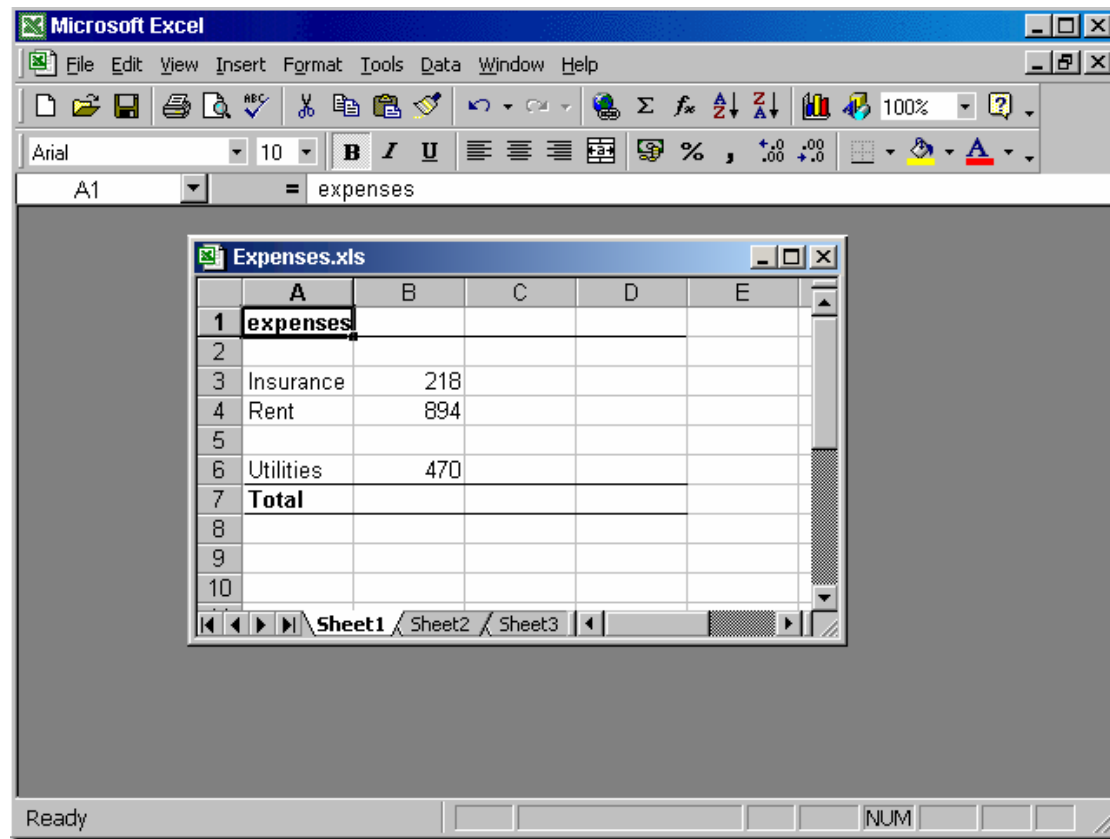
Clear the contents of cell B3 without deleting the actual cell.

Select cell B3→ press delete from the keyboard

Change the name of the worksheet from Sheet2 to Costs.

Right click on the sheet2 tab → select rename → type Costs

Enter a formula in cell D4 that would calculate the **Pre-tax Salary** for **Cathy Miller**.

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

Type = B4*C4 → press Enter

If the Enter key was pressed to accept the formula in cell E9, which of the following would be the result:

○ A #REF! error message

○ A #VALUE! error message

○ A #NAME! error message

○ A Circular Reference error message

SUM	▼ ✕ ✓ =	=E3+E5+E7+E9			
	A	B	C	D	E	F
1		Profit Projection				
2			Income	Costs	Profit	
3	Jan	Actual	12560	2350	10210	
4		Forecast	10000	4000	6000	
5	Feb	Actual	12980	4580	8400	
6		Forecast	10000	6000	4000	
7	Mar	Actual	13580	5400	8180	
8		Forecast	10000	4000	6000	
9	Actual Profit Q1				=E3+E5+E7+E9	
10	Forecast Profit Q1				16000	

o A Circular Reference error message

If row 4 is deleted, which formula will then be in cell B6?

○ =SUM(B3:B6)

○ =SUM(B3:B5)

○ =B3+B4+B5

○ =SUM(B3:B7)

Microsoft Excel - Student Budget.xls

B7	▼	=	=SUM(B3:B6)	
	A	B	C	D
1		My Budget		
2		Sep	Oct	Nov
3	Clothes	40.00	65.00	25.00
4	Books	115.00	35.00	15.00
5	Travel	40.00	50.00	55.00
6	Entertainment	100.00	180.00	195.00
7	Total expenditure	295.00		
8				
9				
10				

o =sum(B3:B5)

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

Microsoft Excel - Garden Furniture.xls

	A	B	C	D	E
1		Table	Chairs (X4)	Sunshade	Total Inc delivery
2	Barbados	99.00	160.00	48.00	357.00
3	Miami	89.00	180.00	53.00	
4	Cote d'Azure	110.00	240.00	70.00	
5					
6	Delivery Cost	50.00			

o   =sum(B2:D2)+$B$6

Drag each **X** to a cell in this worksheet that contains an error.

X

X

X

Microsoft Excel - Fruit Totals.xls

File Edit View Insert Format Tools Data Wir

D7   =   =SUM(B5:D6)

	A	B	C	D
1	Totals (Jan-Mar)			
2		Jan	Feb	Apr
3	Pares	10	5	10
4	Bananas	5	0	10
5	Oranges	15	15	5
6	Total	30	20	25
7	Quarterly Total			110

The first X put it on 110

The second X put it on Apr

The second X put it on pares

Print just the range A2:E11 selected in this worksheet.

Note: This is a simulation - you do not need to have a printer attached to your computer.

File → print → in print what section → select Selection

	A	B	C	D	E	F	G
						G8	
1				**Territory Sales Plan**			
2							
3				**Summary**			
4				**Territory**		**Last Year Actual**	
5				United States		987263	
6				Europe		608273	
7				Africa		392837	
8					**Total**		
9					**Average**		
10					**Minimum**		
11					**Maximum**		

Type a formula into cell **G8** which uses an appropriate function to calculate the total of the highlighted range.

Type =sum (f5:f7) →press enter from the keyboard

Which formula entered into **C12** would calculate the number of recorded rainfall readings taken over the 3 weeks?

○ =NUMBER(B4:D10)

○ =COUNT(B4:B10)+(C4:C10)+(D4:D10)

○ =COUNT(B4:D10)

○ =NUM(B4:D10)

	A	B	C	D
1		Rainfall Statistics		
2	Units per day			
3		Week 1	Week 2	Week 3
4	Mon	4	0.8	2.3
5	Tue	4.8	2.3	
6	Wed		6.5	
7	Thu	1.6		0.15
8	Fri	9.3		2.5
9	Sat	7.2	0.2	2.4
10	Sun	4.2	1.2	2.8
11				
12	Recorded readings:		16	

o =count (B4:D10)

Which formula would display **7%** in cell **D8** if the customers order value is over **10,000** and would display **0%** if not.

=IF(D7=10,000,7%,0%)

=IF(D8>10000,7%,0%)

=IF(D7>10000,7%,0%)

=IF(D7<10000,7%,0%)

Microsoft Excel - The Solar Panel Co.xls

File Edit View Insert Format Tools Data Window Help

D8   =

	A	B	C	D	E
1	The Solar Panel Co			Discount Terms: 7% on all order values over 10,000	
	Customer:				
2	Apex Builders		Order No.	SET009932	
3	Order	Quantity	Price	Sub Total	
4	15"x 30" panels	150	34.55	5,182.50	
5	9" x 12" panels	100	12.45	1,245.00	
6	20" x 20" panels	200	30.00	6,000.00	
7			Order Value	12,427.50	
8			Discount Rate	7%	
9			Amount Due		

Customers \ Invoices / Shee

o =if (D7>10000, 7%, 0%)
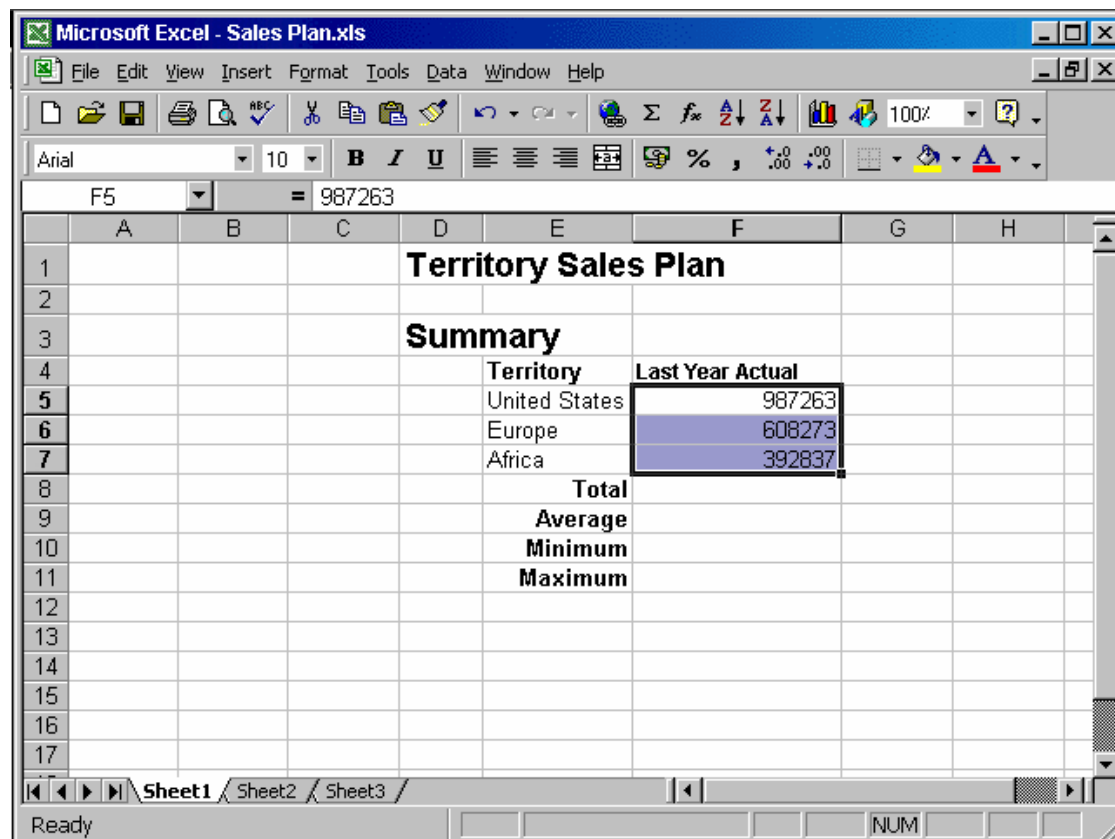
Change the formatting for the selected cells so they display with commas separating the thousands (e.g. 10,000).

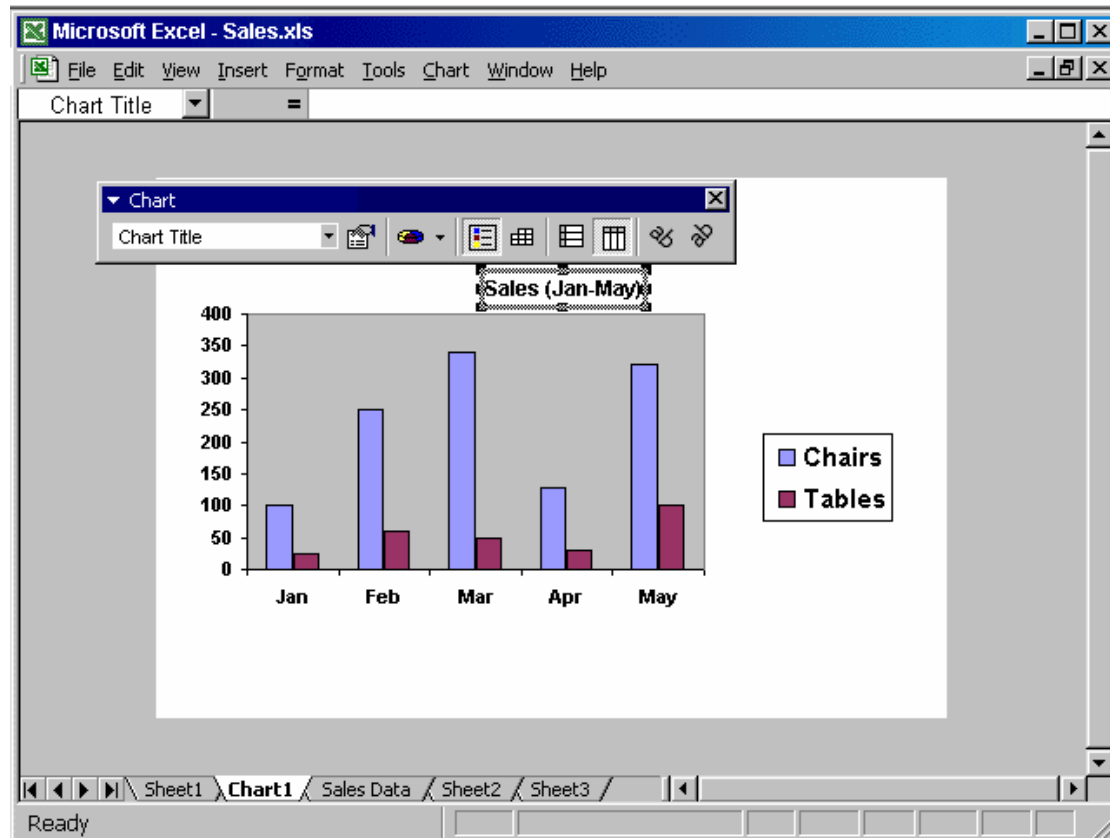Click the comma style from the formatting tool bar

Add a **border** around the selected range.

Note: Do not change the default line style.

Click the arrow in the borders tool from formatting tool bar → select out side borders

Change the white background colour of the chart to yellow☐ .

Click the arrow in the chart tool bar → select the chart area → click on the format

Chart area tool → select the yellow color → ok

Add a **page footer** with the text **Confidential** that will print at the bottom left of all the pages in this worksheet.

View → Header and footer → click on the custom footer → type Confidential

	A	B
1	EXPENSES	
2		
3	Insurance	218
4	Rent	894
5	Utilities	470
6	Supplies	390
7	Taxes	289
8	TOTAL	

Cell reference: A3 = Insurance

Sheet1 / Sheet2 / Sheet3

Print this worksheet.

Note: This is a simulation - you do not need to have a printer attached to your computer.

File→ print → ok
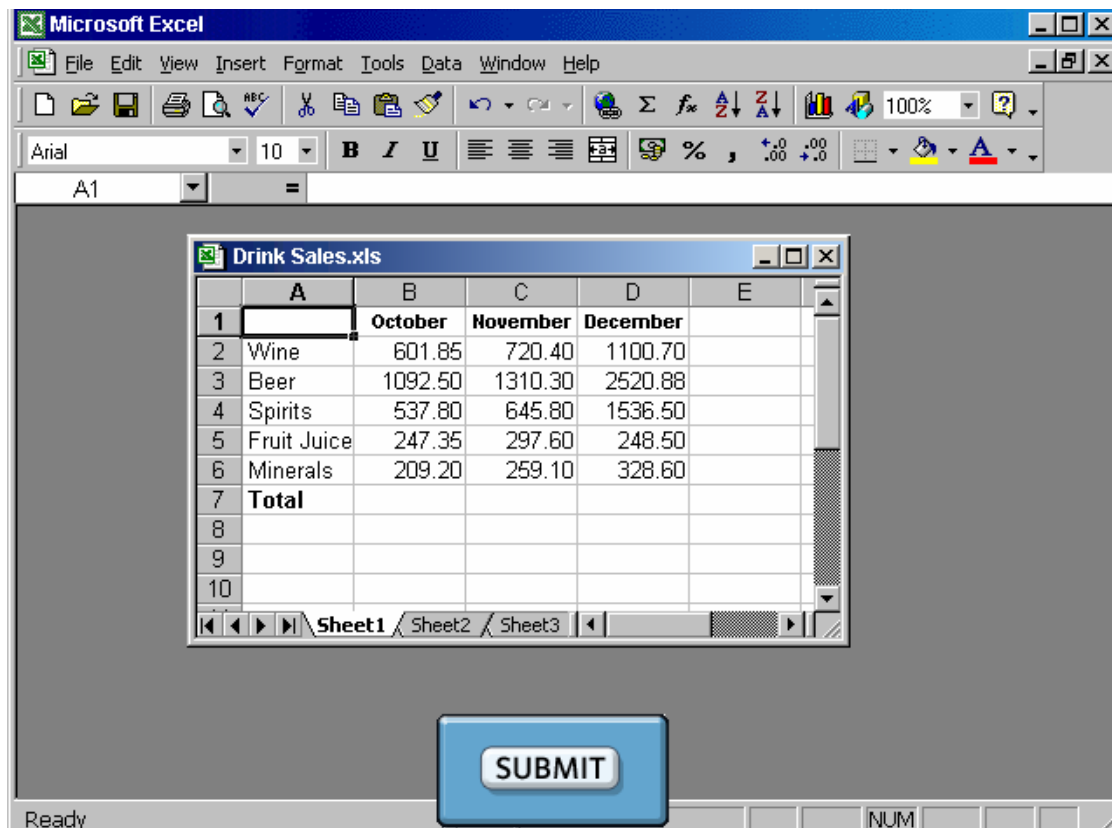
Use click-and-drag to select the range A4:C6
If necessary you can try again by repeating the click and drag action.

Select cell A4 and drag to cell C6

Dragging the fill handle up to cell B3 will fill B3 with:

○ **Envelopes**

○ **Pens**

○ **Paper**

○ **Stamps**

	A	B	C	D
1				
2		Pencils		
3		Stamps		
4		Paper		
5		Pens		
6		Envelopes		
7				

B5 = Pens
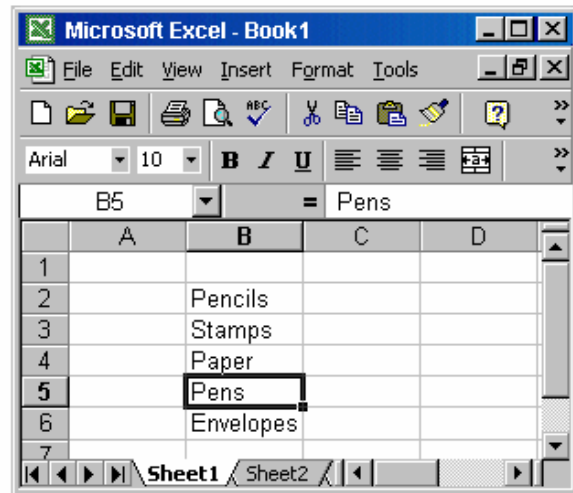
o pens

Which **TWO** of the following would calculate the amount left to spend for **March**?

○ **=D8-D12**

○ **=D12-D8**

○ **=SUM(D4:D7)-SUM(D10:D11)**

○ **=(D10:D11)-(D4:D7)**

○ **=SUM(D10:D11)-SUM(D4:D7)**

	A	B	C	D
1		Personal Budget		
2		Jan	Feb	Mar
3	Expenses			
4	Rent	400	400	400
5	Bills	85	60	49
6	Food	120	120	120
7	Travel	0	32	230
8	Total	605	612	799
9	Income			
10	Salary	1,820	1,820	1,820
11	Bonus	53	60	202
12	Total	1,873	1,880	2,022
13	To Spend!			

o =D12-D8
o =sum(D10:D11)-sum(D4:D7)

Cut the selected range and paste it into cell **A1** on the worksheet entitled **Qtr 3** in this workbook.

Click on the cut tool from the standard tool bar → select the Qtr3 sheet → select cell A1→ click on the paste tool from the standard tool bar

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

Edit → find → type Kim Brown → click on the find next button

Copy the entire **Trees** worksheet from this workbook into the **Contracts** workbook, so that it displays **after** Sheet1.

Right click on the Trees worksheet tab → select move or copy → check the create a copy → from the to book drop down list select the Contracts workbook → select (move to end) → ok

Microsoft Excel - Net Earnings.xls

	A	B	C	D	E	F	G	H	I
1		Projected Earnings							
2		Gross Earnings	Distrubuted Earnings	Net Earnings					
3	Year 1	(2,500)	Nil	Nil					
4	Year 2	0	Nil	Nil					
5	Year 3	5,000	2,000	3,000					
6	Year 4	20,000	10,000	10,000					
7	Year 5	30,000	15,000	15,000					

Change the alignment of the selected title Projected Earnings, so that it is centred horizontally over columns B, C and D.

Format → cells → Alignment → from the drop down list of the Horizontal → select center Across Selection

If the formula in B7 is **copied** to cell **D7**, which formula will display in the formula bar when **D7** is selected?

○   =SUM(B3:B5)-B6

○   =SUM(C3:C5)-C6

○   =SUM(D3:D5)-B6

○   =SUM(D3:D5)-D6

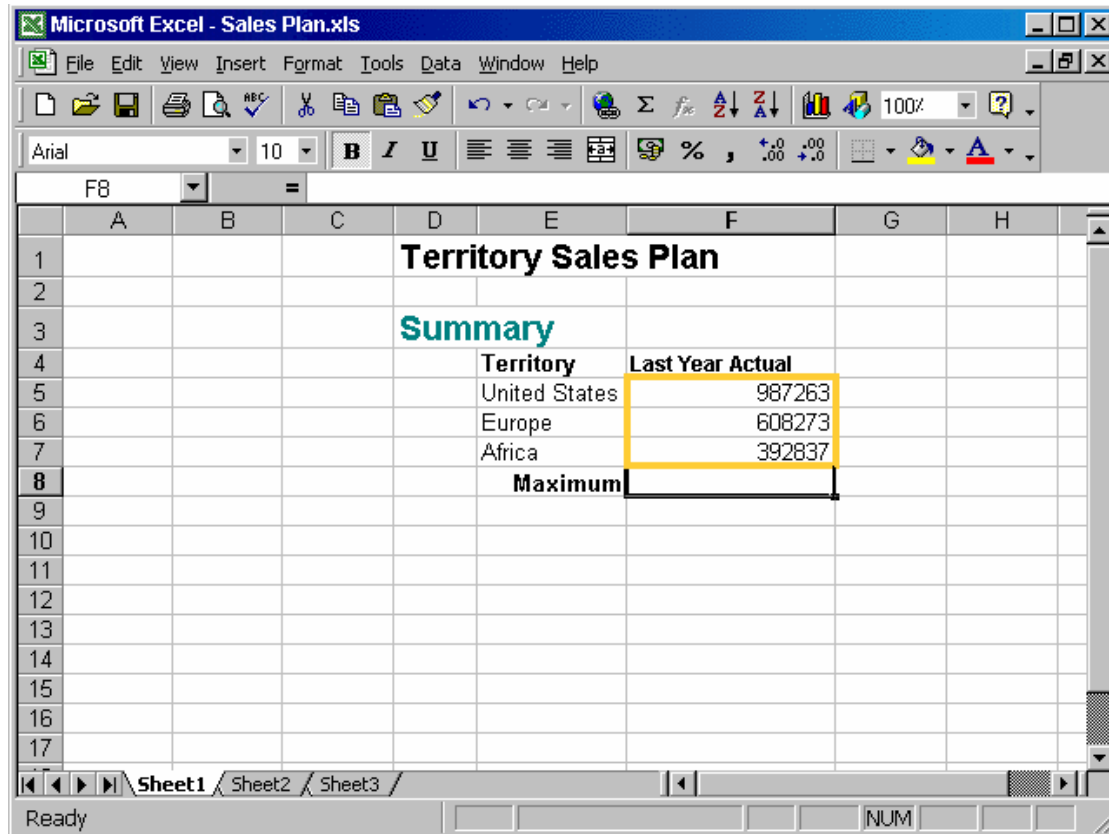| ⊠ Expenses Claim.xls			
B7 ▼	=	=SUM(B3:B5)-B6	
	A	B	C	D
1		Expenses		
2		Sep 11th	Oct 17th	Nov 4th
3	Meals	35.00	43.00	27.00
4	Hotel	55.00	49.00	54.00
5	Mileage	93.00	108.00	75.00
6	Cash from Petty cash	100.00	150.00	100.00
7	Amount due	83.00		

o   =sum(D3:D5)-D6

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)

	A	B	C
1	**Rainfall Statistics**		
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			

o   =max(B3:B9)

Type a formula into cell **F8** using the appropriate function to calculate the greatest value in the highlighted range.

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

Type = max (F5:F7) → press enter from the keyboard

If the **Enter** key was pressed to accept the formula in cell **E8**, what would appear in the cell?

- ○ **#REF!**

- ○ **6,000**

- ○ **#VALUE!**

- ○ **#NAME!**

SUM	▼	✗ ✓ =	=B8-D8	
	A	B	C	D	E

	A	B	C	D	E
1		**Profit Projection**			
2			**Income**	**Costs**	**Profit**
3	**Jan**	**Actual**	12560	2350	10210
4		Forecast	10000	4000	6000
5	**Feb**	**Actual**	12980	4580	8400
6		Forecast	10000	6000	4000
7	**Mar**	**Actual**	13580	5400	8180
8		Forecast	10000	4000	=B8-D8

o   #VALUE!

Apply the Percentage style to the selected cells.

Click on the percent style tool from the formatting tool bar
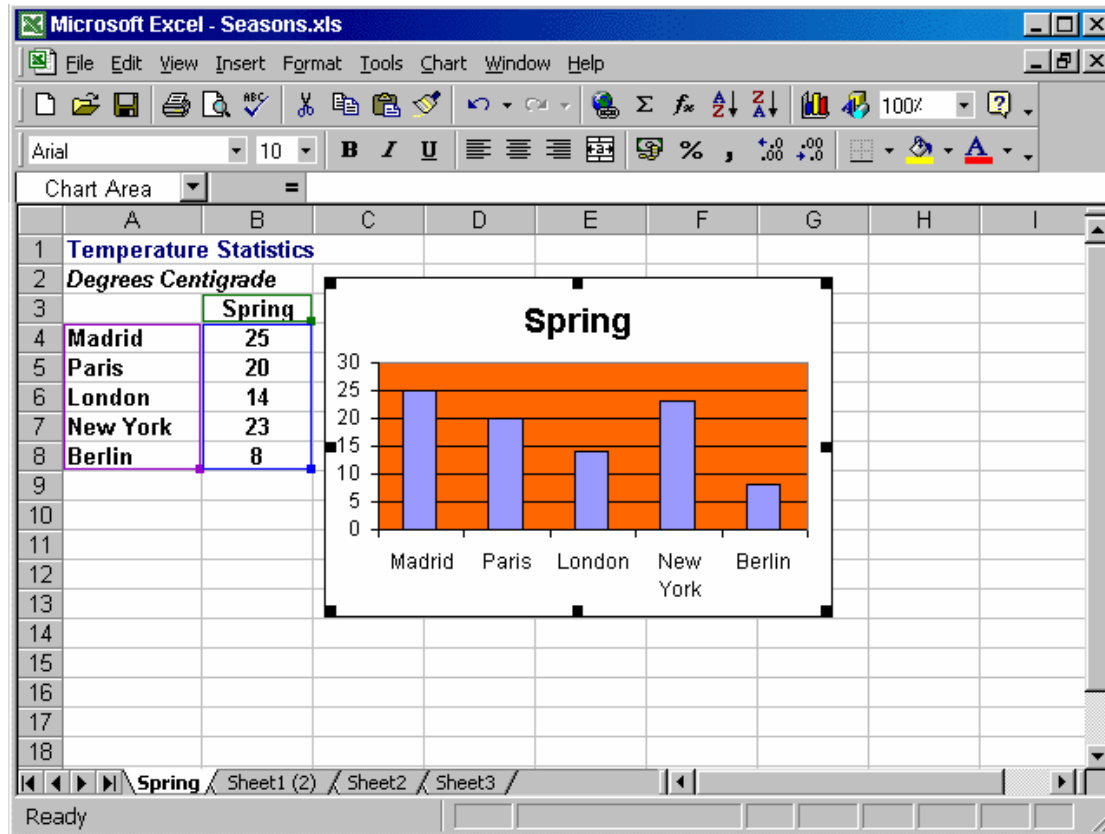
Delete the selected chart from this worksheet.

Press Delete from the keyboard

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.2	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.6	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.9	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.5	329.46	90D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.5	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.1	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.9	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.8	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.4	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.8	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.2	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.8	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.0	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406.0	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.2	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.6	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.9	682.86	90D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.5	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.5	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.1	8730.12	60D	Frank	Same-Day Delivery	

Preview the worksheet to see how it will look when printed.

File → select print preview

	Jan		**Feb**		**Mar**	
	Profit Projection					
	Actual	**Forecast**	**Actual**	**Forecast**	**Actual**	**Forecast**
Income	12560	10000	12980	10000	13580	10000
Costs	2350	4000	4580	6000	5400	4000
Profit	10210	6,000	8400	4,000	8180	6,000

Forecast Profit Quarter 1   **16,000**

Print 3 copies of this worksheet.

File → select print → in the number of copies use the arrow to make it 3 → ok
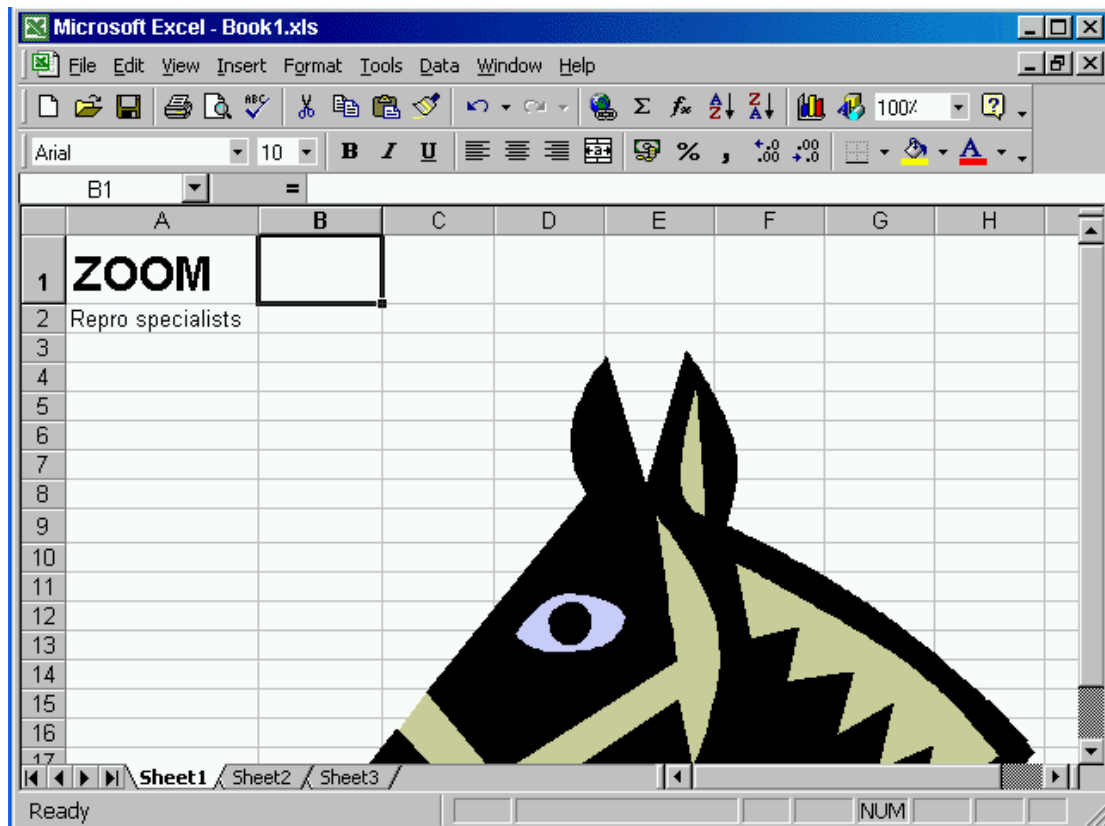
View the above worksheet at **75%** of its full size.

From the zoom tool in the standard toolbar use the drop down list and select 75%
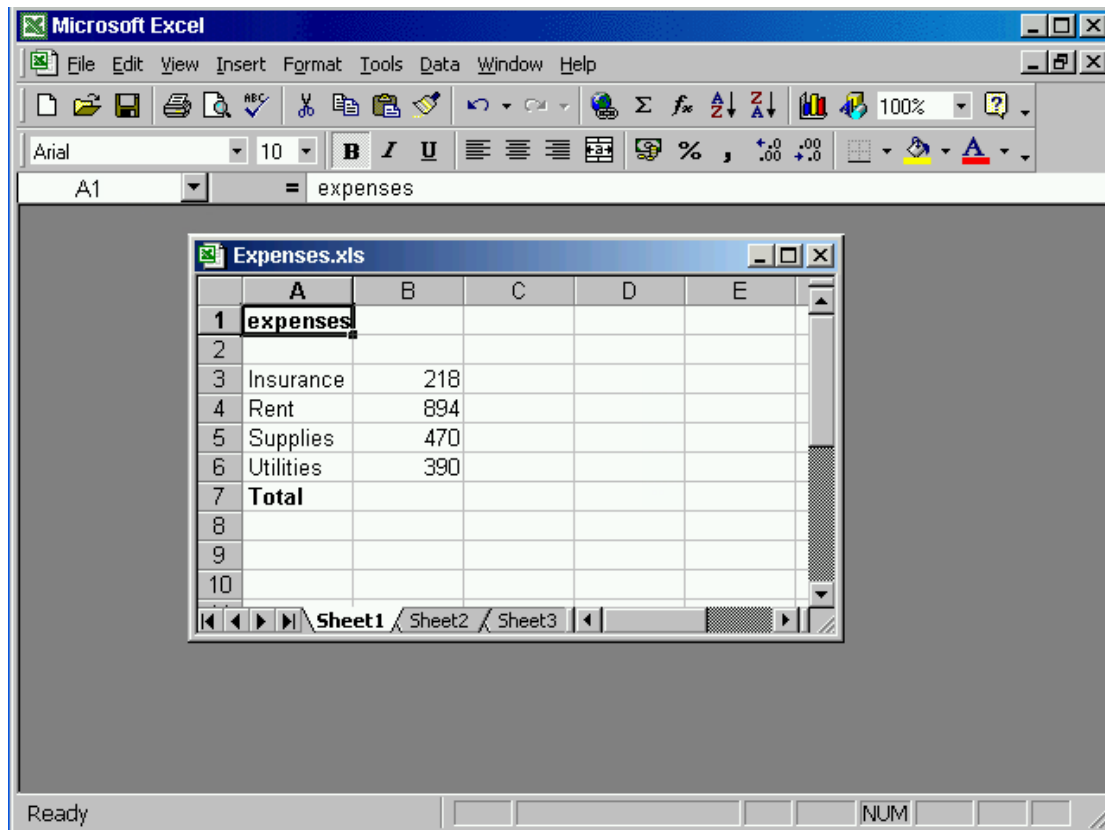
Insert a blank row above row 5.
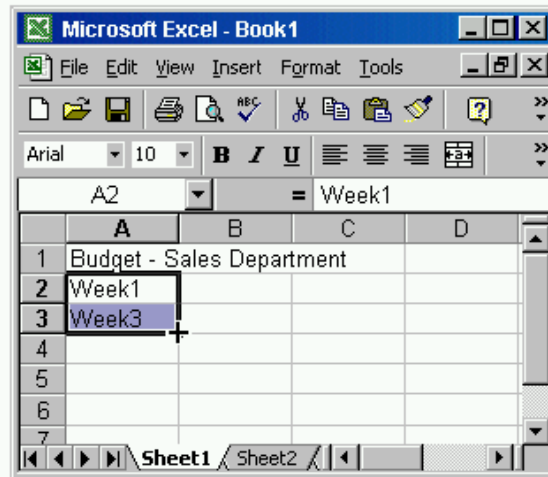
Select row 5 from the gray area → Insert Rows

Automatically adjust the width of **Column I** so that its widest cell content is fully visible.

Format → column → Auto fit selection

Dragging the fill handle down to cell A5 will fill A5 with:

○ **Week 3**

○ **Week 4**

○ **Week 5**

○ **Week 7**

	Microsoft Excel - Book1	_ □ ×
File Edit View Insert Format Tools		_ 🖼 ×

	A2		=	Week1
	A	B	C	D
1	Budget - Sales Department			
2	Week1			
3	Week3			
4				
5				
6				
7				

Sheet1 / Sheet2

○ Week 7
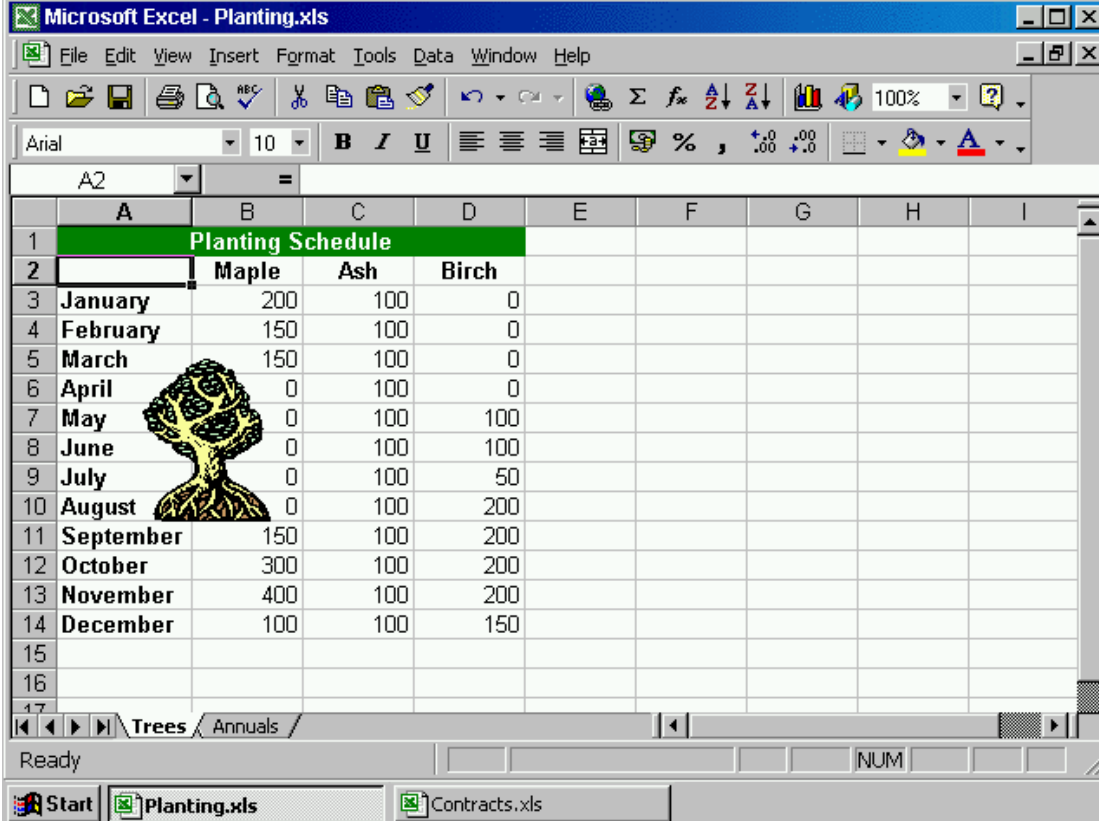
Which of the following formulas would calculate the **Net Sales** for **January** in this worksheet?

○ **=SUM(B2:B11)**

○ **=B6+B11**

○ **=B6-B11**

○ **=SUM(B6:D6)-SUM(B11:D11)**

	B12		=	
	A	B	C	D
1		January	February	March
2	Week1	12045	13500	29520
3	Week2	16520	16800	19800
4	Week3	23560	12444	14560
5	Week4	10250	23402	32001
6	**Sales**	**62375**	**66146**	**95881**
7	Week1	120	231	320
8	Week2	240	128	125
9	Week3	45	98	225
10	Week4	330	124	154
11	**Refunds**	**735**	**581**	**824**
12	**Net Sales**			

○ =B6 – B11

Move the entire Trees worksheet from this workbook into the Contracts workbook, so that it is the first worksheet in the workbook.

Right click on the trees worksheet → select move or copy → select Contracts workbook → ok

Which **one** of these combinations is used to indicate that cell C1 has an absolute reference?

○ £C£1

○ #C#1

○ $C$1

○ /C/1

o c1

Which formula entered into B10 would find the average amount of sunshine for March to September?

○ AVERAGE=B4

○ =(AVG)B3:B9

○ =AVERAGE(B3:B9)

○ =AVG(B3:B9)

B10		=	
	A	B	C
1		Sunshine Statistics	
2		Hours per day	
3	March	4	
4	April	4.7	
5	May	2.1	
6	June	1.6	
7	July	9.3	
8	August	7.2	
9	September	4.2	
10	Average Hours/day		

o =average(B3:B9)

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

Format → cells → select date → select 04-Mar-02 → ok

Change the formatting so the selected text automatically **wraps** onto a second line within the cell.

Format → cells → select Alignment tab → check the wrap text → ok

Center align the text in the selected cells horizontally.

Click the center tool from the formatting toolbar

	Microsoft Excel - Quarter1.xls								
	File Edit View Insert Format Tools Data Window Help								

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.86	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.46	329.46	90D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.18	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.02	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery	

Sheet1 / Sheet2 / Sheet3 /

Ready — NUM

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

File → page setup → select landscape → ok

Save this workbook as a **text file**.

Note: Do not change the file name or location.

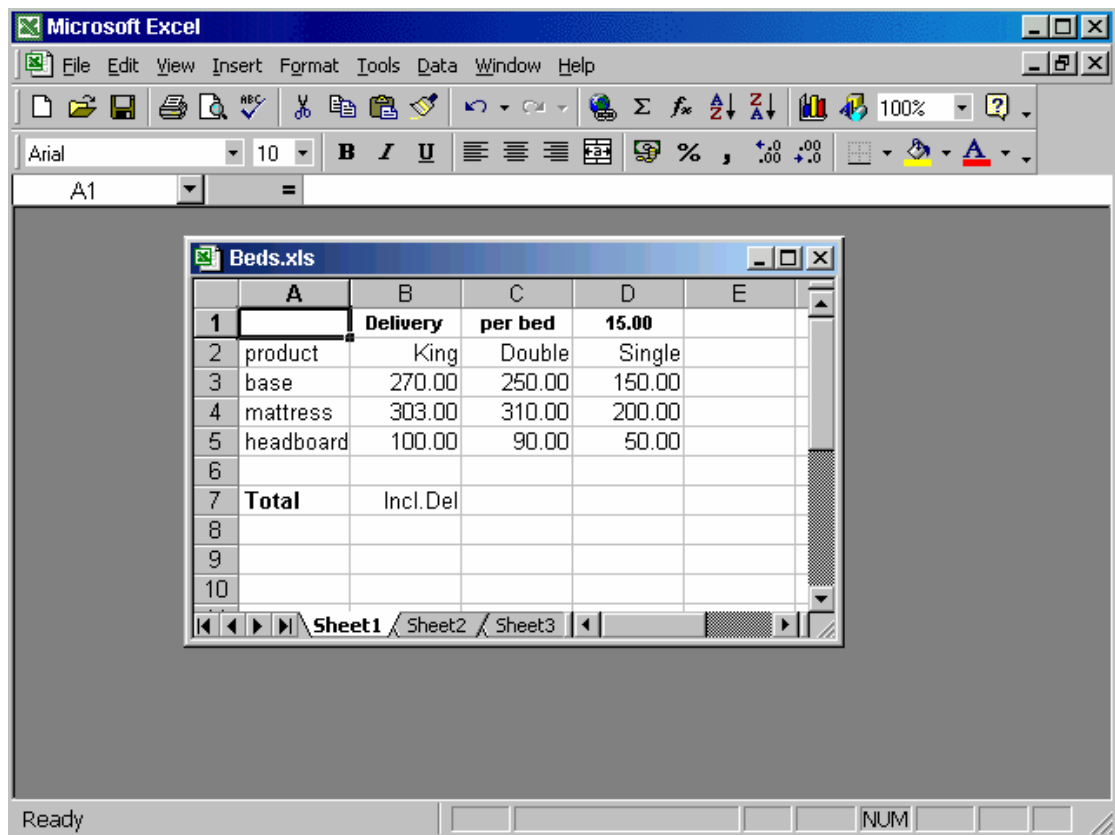File → save as → in the save as type → from the drop down list → choose text (Tab delimited) → save

	A	B	C	D	E	F	G	H	
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2	Cabernet Sauvigno	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	225
3	Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	169
4	Bergundy	537.80	645.80	1536.50	825.52	660.42	1320.84	1056.67	211
5	Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	70
6	Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	140
7	Chateau Neuf Du F	209.20	259.10	328.60	470.35	360.28	800.56	624.44	132
8	Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	138
9									
10	Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	122
11	Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	111
12	Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	155
13	Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	88
14	Vin du Pays du Tar	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	222
15	Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	267
16	Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	145
17	Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	24
18	**Total**	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	2224

Freeze both the **column A** and **row 1** titles in this worksheet.

Select the cell B2 → window → select freeze pane

	A	B	C	D	E
1		Delivery	per bed	15.00	
2	product	King	Double	Single	
3	base	270.00	250.00	150.00	
4	mattress	303.00	310.00	200.00	
5	headboard	100.00	90.00	50.00	
6					
7	Total	Incl.Del			
8					
9					
10					

Insert a new column between columns A and B in this worksheet.

Select the column B → insert → columns

Enter a formula in cell D4 using cell references that would calculate the Take home pay for Cathy Miller.

Press the Enter key when you have finished.

Type = B4-C4

Close this workbook **without** closing the application.

File → close
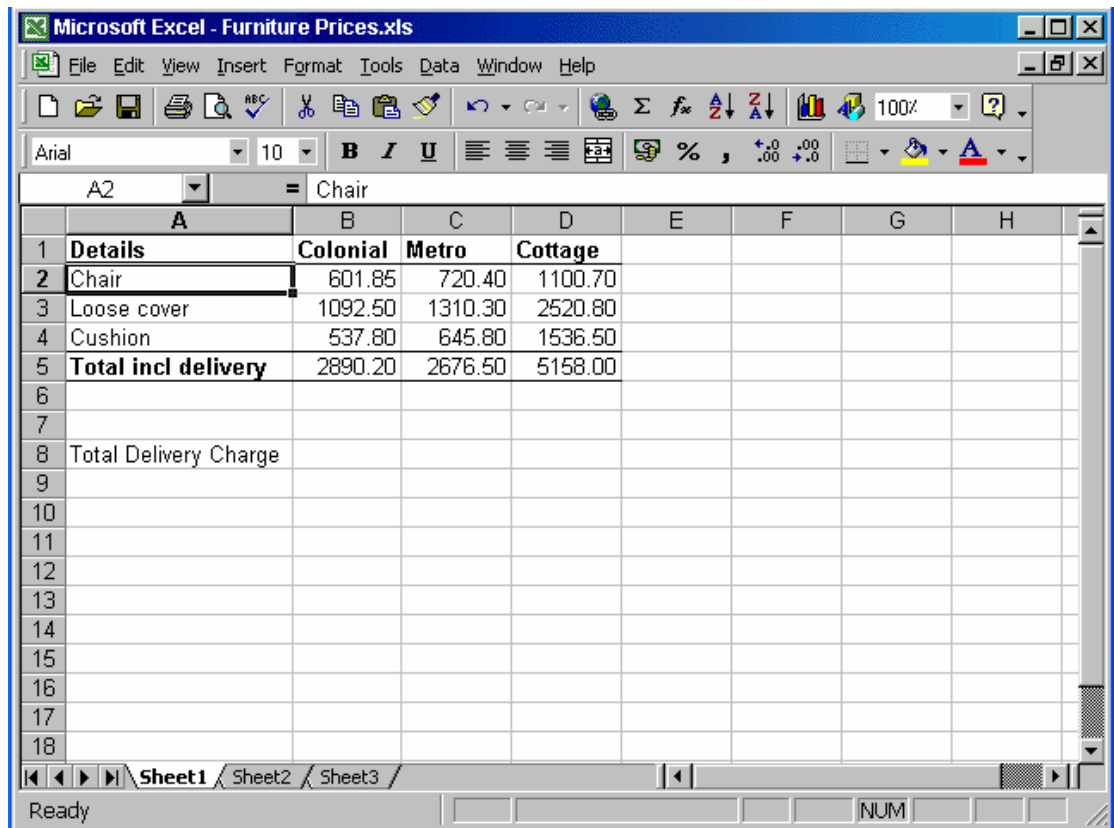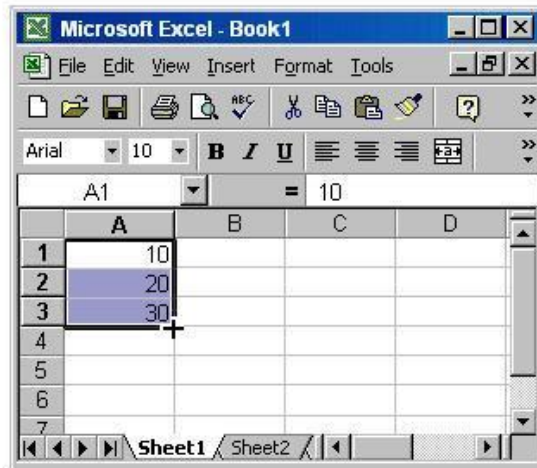
Display the **Drawing** toolbar in the Microsoft Excel application window.

View → Toolbars → Drawing

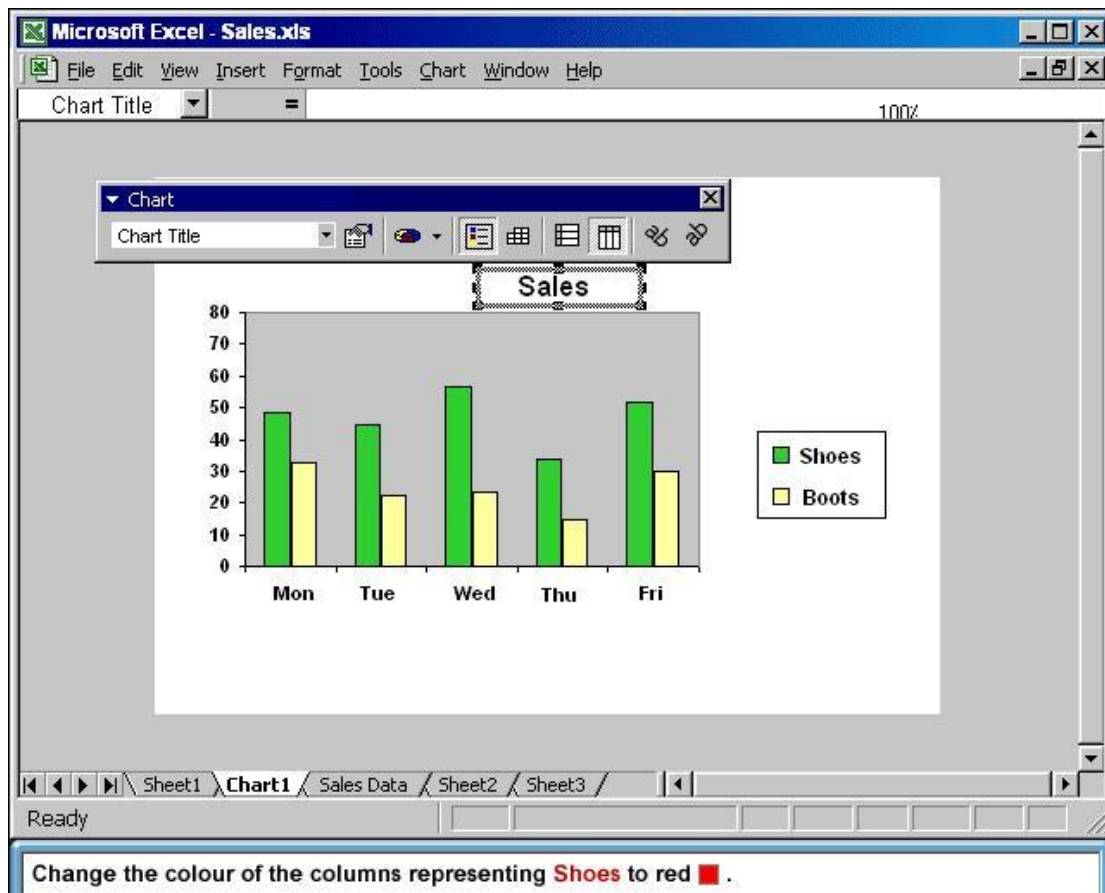Dragging the fill handle down to cell A6 will fill A6 with which of these values?

○ 50

○ 60

○ 70

○ 100

Microsoft Excel - Book1

File Edit View Insert Format Tools

Arial   10   **B** *I* <u>U</u>

A1   =   10

	A	B	C	D
1	10			
2	20			
3	30			
4				
5				
6				
7				

Sheet1 / Sheet2 /

Microsoft Excel - Sales.xls

File Edit View Insert Format Tools Chart Window Help

Chart Title   =   100%

Chart
Chart Title

Sales

Shoes
Boots

Mon   Tue   Wed   Thu   Fri

Sheet1   Chart1   Sales Data   Sheet2   Sheet3

Ready

Change the colour of the columns representing Shoes to red ■ .

ICDL
Excel Exams (v4)

	A	B	C	D	E
1		Sales			
2	Shirt	147	158	175	
3	Trousers	162	183	202	
4	Jeans	123	156	122	
5	Ties	174	178	182	
6	Suits	199	206	247	
7					
8					
9					
10					

SUBMIT

Use click and drag to select the range A2:D5.

If necessary you can try again by repeating the click and drag action.
Click SUBMIT when you have finished.