

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

1. Start Microsoft Excel and type the following spreadsheet exactly as shown (follow the column and row headings as a guide). You can either print out the following instructions or have two windows open (Microsoft Excel - your spreadsheet, and your browser with these instructions).

	A	B	C	D	E	F
1	To track ICA modules					
2						
3	Name:					
4	Date:					
5	Course Records					
6						
7	Modules	Participants	SAT	UNSAT	SAT Average	
8	Word	855	719			
9	Excel	875	625			
10	Concepts	820	750			
11	E-mail	860	800			
12						
13						
14	Overall Average of SAT's:					

2. Enter your name and today's date in the spaces shown on the spreadsheet.
3. Adjust the column widths to accommodate the longest entries in each of the columns.
4. Underline the column labels (Participants, SAT, UNSAT and SAT Average).
5. Enter a formula in D8 to calculate the number of participants who received a mark of UNSAT in Word (# of participants minus SAT). Copy this formula to D9, D10, and D11 to calculate the number of students who have received a mark of UNSAT in Excel, Concepts, and E-mail.
6. Enter a formula in E8 to calculate the number of SAT's as a percent (SAT divided by Participants). Copy this formula to E9, E10, and E11.
7. Define a range named percent to all the percent values in column E.
8. Display the values in E8 through E11 as one decimal and add a percent sign.
9. Enter a function in E14 to calculate an average percent of all tests combined. Use the range name percent in the function argument.
10. Italicize the overall average value in E14 and the "Overall Average of SAT's" label in A14.
11. Move the label Course Records to C5 and bold and underline it.
12. Center the values in B8 to B11, C8 to C11.
13. Use ChartWizard to create a pie chart using the default chart sub-type with the top left corner in A18. Show the # of SAT's and the # of UNSAT's for the Word test. Make sure that the legend is moved to the left hand side of the pie chart. Add the following title: Word Test Results.
14. Save the file as EXCEL PRACTICE
15. Close the file and exit Microsoft Excel.

Answers To Microsoft Office 2010 Review Questions

Reeta Sahoo, Gagan Sahoo



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1. Understanding the eBook Answers To Microsoft Office 2010 Review Questions
 - The Rise of Digital Reading Answers To Microsoft Office 2010 Review Questions
 - Advantages of eBooks Over Traditional Books
2. Identifying Answers To Microsoft Office 2010 Review Questions
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Answers To Microsoft Office 2010 Review Questions
 - User-Friendly Interface
4. Exploring eBook Recommendations from Answers To Microsoft Office 2010 Review Questions
 - Personalized Recommendations
 - Answers To Microsoft Office 2010 Review Questions User Reviews and Ratings
 - Answers To Microsoft Office 2010 Review Questions and Bestseller Lists
5. Accessing Answers To Microsoft Office 2010 Review Questions Free and Paid eBooks
 - Answers To Microsoft Office 2010 Review Questions Public Domain eBooks
 - Answers To Microsoft Office 2010 Review Questions eBook Subscription Services
 - Answers To Microsoft Office 2010 Review Questions Budget-Friendly Options
6. Navigating Answers To Microsoft Office 2010 Review Questions eBook Formats

- ePub, PDF, MOBI, and More
- Answers To Microsoft Office 2010 Review Questions Compatibility with Devices
- Answers To Microsoft Office 2010 Review Questions Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Answers To Microsoft Office 2010 Review Questions
 - Highlighting and Note-Taking Answers To Microsoft Office 2010 Review Questions
 - Interactive Elements Answers To Microsoft Office 2010 Review Questions
- 8. Staying Engaged with Answers To Microsoft Office 2010 Review Questions
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Answers To Microsoft Office 2010 Review Questions
- 9. Balancing eBooks and Physical Books Answers To Microsoft Office 2010 Review Questions
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Answers To Microsoft Office 2010 Review Questions
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Answers To Microsoft Office 2010 Review Questions
 - Setting Reading Goals Answers To Microsoft Office 2010 Review Questions
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Answers To Microsoft Office 2010 Review Questions
 - Fact-Checking eBook Content of Answers To Microsoft Office 2010 Review Questions
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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