

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

- 1) Create the worksheet below in Microsoft Excel and save it as Marks

	A	B	C	D	E
1	STUDENT NAME	GENDER	TEST [20]	ASIGNMENT[100]	EXAM [50]
2	MARY	F	17	70	34
3	GUSTOV	M	7	53	23
4	TATENDA	M	14	77	35
5	CECILIA	F	15	60	29
6	MAY	F	14	78	40
7	TENDAI	M	8	56	24
8	ALVARO	M	16	60	39
9					

- 2) Insert a new column between column D and column E
- 3) In cell E1 enter the text "Coursework"
- 4) In cell E2 enter a formula to calculate the coursework for the student.
NB. Remember the Test is out of 20, the Assignment out of 100 and the Exam out of 50. The coursework mark contributes 40% of the final mark and the Test and Assignment carry equal weighting
Copy the formula to the cells E3 to E8
- 5) In cell G1 enter the text "FinalMark"
- 6) In cell G2 enter a formula to calculate the final mark for each student.
NB. The Exam mark contributes 60% of the final mark
- 7) Sort the students in alphabetic order
- 8) Insert a new row with the cell pointer in cell A1
- 9) Merge the cells A1 to H1
- 10) In cell A1 enter the text "ACA MARKS"
- 11) Bold, underline, center, change font size of heading to 15 and the font to forte.
- 12) In cell H2 enter the text "Grade"
- 13) In cell H3 enter a formula for grading the student according to the final mark:
The grading is as follows: 0-49=F, 50-64=C, 65-79=B, 80-100=A
- 14) Filter all the students who got a test marks greater than 15. The list of students should be placed in cell range starting from cell A12

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Table of Contents Ms Office Sample Tests And Answers

1. Understanding the eBook Ms Office Sample Tests And Answers
 - The Rise of Digital Reading Ms Office Sample Tests And Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Office Sample Tests And Answers
 - 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 Ms Office Sample Tests And Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Office Sample Tests And Answers
 - Personalized Recommendations
 - Ms Office Sample Tests And Answers User Reviews and Ratings
 - Ms Office Sample Tests And Answers and Bestseller Lists
5. Accessing Ms Office Sample Tests And Answers Free and Paid eBooks
 - Ms Office Sample Tests And Answers Public Domain eBooks

- Ms Office Sample Tests And Answers eBook Subscription Services
- Ms Office Sample Tests And Answers Budget-Friendly Options
- 6. Navigating Ms Office Sample Tests And Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Office Sample Tests And Answers Compatibility with Devices
 - Ms Office Sample Tests And Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Office Sample Tests And Answers
 - Highlighting and Note-Taking Ms Office Sample Tests And Answers
 - Interactive Elements Ms Office Sample Tests And Answers
- 8. Staying Engaged with Ms Office Sample Tests And Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Office Sample Tests And Answers
- 9. Balancing eBooks and Physical Books Ms Office Sample Tests And Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Office Sample Tests And Answers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Ms Office Sample Tests And Answers
 - Setting Reading Goals Ms Office Sample Tests And Answers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ms Office Sample Tests And Answers
 - Fact-Checking eBook Content of Ms Office Sample Tests And Answers
 - 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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