

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

Microsoft Office 20test Questions

Ying-Ying Zheng



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Microsoft Office and Internet Laboratory Manual Gayatri Patel, 2016-02-05 Computer Fundamentals Microsoft Office and Internet This manual covers Office Suite 2007 Internet fundamentals wht services like email and Basics of Computers Fundamentals including Computer Hardware Operating System How to Prepare Documents like Resume How to Create Worksheets like Student Record Sheet How to Prepare Presentations How to create documents in Gujarati Basics of Internet How to Design Your Own Web Pages Throughout the book most of the features and concepts are explained along with examples to gain state of the art knowledge **Serious Problems Exist in the Quality of IRS Correspondence with Taxpayers** United States. Congress. House. Committee on Government Operations. Commerce, Consumer, and Monetary Affairs Subcommittee, 1988 **Office VBA Macros You Can Use Today** Juan Pablo González, Cindy Meister, Suat Ozgur, Bill Dilworth, Anne Troy, T J Brandt, 2006-01-01 For any Microsoft Office user familiar with Word Excel PowerPoint Access or Outlook this book provides tutorials on the tools and tricks that automate these programs for increased productivity Each lesson includes instructions and a downloadable file on which to test the VBA macros and procedures provided Tasks covered include how to run several mail merges at once removing duplicates from data and saving email attachments **Effective Human Relations in Organizations** Barry L. Reece, Rhonda Brandt, 1999 Contract Irregularities at the Social Security Administration United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee, 1988 *Defence Planning and Uncertainty* Stephan Frühling, 2014-04-24 How can countries decide what kind of military forces they need if threats are uncertain and history is full of strategic surprises This is a question that is more pertinent than ever as countries across the Asia Pacific are faced with the military and economic rise of China Uncertainty is inherent in defence planning but different types of uncertainty mean that countries need to approach decisions about military force structure in different ways This book examines four different basic frameworks for defence planning and demonstrates how states can make decisions coherently about the structure and posture of their defence forces despite strategic uncertainty It draws on case studies from the United States Australian and New Zealand each of which developed key concepts for their particular circumstances and risk perception in Asia Success as well as failure in developing coherent defence planning frameworks holds lessons for the United States and other countries as they consider how best to structure their military forces for the uncertain challenges of the future **Commerce Business Daily** , 1997-12-31 **Compute** , 1993-05 **Examining Obamacare's Failures in Security, Accountability, and Transparency** United States. Congress. House. Committee on Oversight and Government Reform, 2015 Desain Portal Perush SharePoint Desg2007 , Power , 1898 *Electronic Design* , 1982 **Power and the Engineer** , 1898 **Finding a Job** Annie DeCaprio, 1990 Farmers and Consumers Market Bulletin , 2002 *Marketing* John E. Richardson, 1998-12 *Government Reports Announcements & Index* , 1988 Congressional Record United States. Congress, 1986 MS Word Exam Paper Anandan

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