

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

G Thomas



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Table of Contents Microsoft Office 20test Questions

1. Understanding the eBook Microsoft Office 20test Questions
 - The Rise of Digital Reading Microsoft Office 20test Questions
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 20test 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 Microsoft Office 20test Questions
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 20test Questions
 - Personalized Recommendations
 - Microsoft Office 20test Questions User Reviews and Ratings

- Microsoft Office 20test Questions and Bestseller Lists
- 5. Accessing Microsoft Office 20test Questions Free and Paid eBooks
 - Microsoft Office 20test Questions Public Domain eBooks
 - Microsoft Office 20test Questions eBook Subscription Services
 - Microsoft Office 20test Questions Budget-Friendly Options
- 6. Navigating Microsoft Office 20test Questions eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office 20test Questions Compatibility with Devices
 - Microsoft Office 20test Questions Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office 20test Questions
 - Highlighting and Note-Taking Microsoft Office 20test Questions
 - Interactive Elements Microsoft Office 20test Questions
- 8. Staying Engaged with Microsoft Office 20test Questions
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office 20test Questions
- 9. Balancing eBooks and Physical Books Microsoft Office 20test Questions
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office 20test Questions
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office 20test Questions
 - Setting Reading Goals Microsoft Office 20test Questions
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office 20test Questions
 - Fact-Checking eBook Content of Microsoft Office 20test 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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