

## 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 Word 20practice Test

**Disha Experts**



## **Microsoft Office Word 20practice Test:**

## **Microsoft Office Word 20practice Test Book Review: Unveiling the Magic of Language**

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Microsoft Office Word 20practice Test**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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