

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

Please set up a spreadsheet using the following information. Do not put any lines or borders on it yet.

Names	Weight peaches	Weight plums	Weight oranges	Total weight
80Linda	100	50	0	
73Joseph	34	212	21	
01Rufaro	25	25	33	
78Simbui	164	167	74	
85Langton	290	0	3	

- Save it as Qn-fruits1. [5 marks]
- Use the **Sum** formula to calculate the Total weight (kg) of fruit packed by each worker. [5 marks]
- Format all the numbers as integer (2 decimal places). [1 mark]
- Separate employee names & their payroll numbers, by inserting 2 columns after the **Names** column & insert the headings **Employees & Payroll Number**. Enter the information into the 2 columns. (See example below).

Employees	Payroll Number
Linda	80
Joseph	34
Etc	Etc

- Center align the Payroll Number heading & the numbers in the column. [1 mark]
- Delete the Names column [1 mark]
- Add a title WEEKLY PRODUCTION FIGURES in bold, font size 16 above the spreadsheet. [2 marks]
- Add rows at the bottom of the worksheet and label them AVERAGE, MAXIMUM & MINIMUM. [3 marks]
- Calculate the average, maximum & minimum values for the columns containing weights only. [6 marks]
- Add shading to the column headings and borderlines to the full table. (Include the column headings but not the title in the border). [2 marks]
- Set up the spreadsheet ready for printing in landscape format [1 mark].
- Save the worksheet as Qn-fruit2. [1 mark]
- Create a pie chart titled (EMPLOYEE PAYROLL NUMBERS) for the Employees & Payroll Number columns only. Do not show a legend on your chart. Data labels indicating percentages should be displayed. Display the chart as a new sheet & print it. [5 marks]
- Change the spreadsheet to display formulae you have used. Adjust the column width so that the formulae are displayed in full and the sheets fit into one side of A4 landscape format. Save the worksheet as **formulae** in landscape format. [5 marks]

All your field names or cells must fit on one page otherwise marks will be deducted. Use your **print preview** regularly.

Review Questions Answers To Microsoft Office

Yicheng Fang



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