

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

Bill Ferguson, Brad Causey



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Table of Contents Review Questions Answers To Microsoft Office

1. Understanding the eBook Review Questions Answers To Microsoft Office
 - The Rise of Digital Reading Review Questions Answers To Microsoft Office
 - Advantages of eBooks Over Traditional Books
2. Identifying Review Questions Answers To Microsoft Office
 - 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 Review Questions Answers To Microsoft Office
 - User-Friendly Interface
4. Exploring eBook Recommendations from Review Questions Answers To Microsoft Office
 - Personalized Recommendations
 - Review Questions Answers To Microsoft Office User Reviews and Ratings
 - Review Questions Answers To Microsoft Office and Bestseller Lists
5. Accessing Review Questions Answers To Microsoft Office Free and Paid eBooks
 - Review Questions Answers To Microsoft Office Public Domain eBooks
 - Review Questions Answers To Microsoft Office eBook Subscription Services
 - Review Questions Answers To Microsoft Office Budget-Friendly Options

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