

## Extra Help and Assistance - Microsoft Excel Test

### Instructions:

### Notes:

1. Go to [www.staff.ul.ie/sburke/computers](http://www.staff.ul.ie/sburke/computers) and go to “[Extra Help and Assistance](#)”
2. Open the “[EXCEL Unformatted Document](#)”
3. Go to the FILE drop-down menu, and choose Save As to the WorkArea using the following name: “Your ID Number exceltest”. For example: “0400000exceltest”.  
Re-Open the document now called “Your ID Number exceltest” from WorkArea.

### Part 1a:

- Format the required cells as shown in the partial solution.
  1. Bold and centre all headings. **(1/2 mark)**
  2. Place product number 1 to 100 in column A. **(1/2 mark)**
  3. Colour the cells as indicated. **(1/2 mark)**
  4. Create borders around the cells as shown. **(1/2 mark)**
  5. Format column B to Euro currency with two decimal places. **(1/2 mark)**
  6. Format columns C, D, F and G to number with no decimal places. **(1/2 mark)**
  7. Format column E to number with two decimal places. **(1/2 mark)**

### Part 1b:

- Multiply cells in column C by column E to get “Number of Defect Products”. **(1 mark)**
- Subtract cells in column F from column C to get “Net Output”. **(1 mark)**
- Construct an IF statement in column H to test whether “Net Output” was greater than or less than the “Average Output Target”. If it was greater than target output get the function to put 1 in the cell. Whereas if it is less than target output get the function to put 0 in the cell. Use **absolute reference** technique. **(2 marks)**
- Use the sum function to get the totals for columns B, C, D, F and G. **(1 mark)**
- Use the average function to get the averages of columns B, C, D, F and G. **(1 mark)**
- Sum column H to get “Number of Targets Met” and subtract it from 100 to get “Number of Targets Not Met”. **(1 mark)**

### Part 2

- Construct a column chart for the new table and copy the heading and axis labels as shown in the solution. **(1 mark)**
- Construct a column chart for the new table and copy the heading and axis labels as shown in the solution. **(1 mark)**
- Change the colour of the chart backgrounds to bright green **(1/2 mark)**.

