Excel Practice Test

1. Start Microsoft Excel and type the following spreadsheet exactly as shown (follow the column and row headings as a guide). You can either print out the following instructions or have two windows open (Microsoft Excel - your spreadsheet, and your browser with these instructions).

	A	B	C	D	E	F
1	To track customer reaction to mailing					
2						
3	Name:					
4	Date:					
5	Records					
6						
7	Modules	Participants	Satisfactory	Unsatisfactory	Satisfactory Average	
8	A	900	719			
9	B	1020	625			
10	C	1560	750			
11	D	810	800			
12						
13						
14	Overall Average of Satisfactory:					

2. Enter your name and today's date in the spaces shown on the spreadsheet.
3. Adjust the column widths to accommodate the longest entries in each of the columns.
4. Underline the column labels (Participants, Satisfactory, Unsatisfactory and Satisfactory Average).
5. Enter a formula in D8 to calculate the number of participants who received a mark of Unsatisfactory in A (# of participants minus Satisfactory). Copy this formula to D9, D10, and D11 to calculate the number of students who have received a mark of Unsatisfactory in B, C, and D.
6. Enter a formula in E8 to calculate the number of Satisfactory as a percent (Satisfactory divided by Participants). Copy this formula to E9, E10, and E11.
7. Define a range named percent to all the percent values in column E.
8. Display the values in E8 through E11 as one decimal and add a percent sign.
9. Enter a function in E14 to calculate an average percent of all tests combined.
10. Italicize the overall average value in E14 and the "Overall Average of Satisfactory" label in A14.
11. Move the label Records to C5 and bold and underline it.
12. Center the values in B8 to B11, C8 to C11.
13. Use ChartWizard to create a pie chart using the default chart sub-type with the top left corner in A18. Show the # of Satisfactory and the # of Unsatisfactory for the A test, with labels of the # of each in the pie itself. Make sure that the legend is moved to the left hand side of the pie chart. Add the following title: A Test Results.
14. Use a Pivot Table, on a separate worksheet, to group Satisfactory and Unsatisfactory in column field, and Modules in row field.
15. Save this file with footer that gives file name, date/time, and file path (in this order, left to right).