

Spreadsheet Know-How Test. Show you can do the following: Please show these things in the following order

Make 6 columns of 5 numbers that are over 1000 and have two decimal points Example 2345.97

1 Under the first column do a SUM formula for that column

2 Under the second column do a AVERAGE formula for that column

3 Under the third column do a MAX formula for that column

4 Under the fourth column do a MIN formula for that column

5 Under the fifth column do a COUNT formula for that column

6 Under the fifth column do a MEDIAN formula for that column

7 Set the first column of numbers to LEFT ALIGNED CURRENCY

8 Set the second column of numbers to RIGHT ALIGNED CURRENCY

9 Set the third column of numbers to COMMA FORMAT

10 CENTER the fourth column

11 Change the fourth column into FOUR DECIMAL PLACES

12 LEFT ALIGN the fifth column

13 INSERT A COLUMN to the far left side and type in your given name in the first row

Type your family name in the cell at the left in the second line

Type ITCS 1010 on third line

Type section 16 and the rest of your section number there on fourth line

Type the word test on fifth line

14 do a count formula to COUNT THE ABOVE TEXT under the new column A (this column above)

15-16 Make a HEADER put your name in the middle the current date at the left and time at the right

17-18 Put a blue outside border around the above columns with red inside borders around all inside cells

19 Below above make a Payment formula to compute the payments on a car for 3% annual interest for 3 years

20 Below this show the current date using a function and

21 next to it show the current date and time using a function

22-23 Make PIE CHART Include Legend, data labels, Title

24-25 Make a COLUMN CHART with data labels, Title, Legend

DESCRIBE HOW TO DO THE FOLLOWING:

26 Insert Rows/Columns

27 Move contents of cell or range

28 hide and unhide a column

29 Insert row/column

30 MERGE & CENTER your name over the first 6 columns at the top on a new row

31 Center text hor/vert and on page

32-34 What are the parts of the IF function and what they do

35 change page orientation

36 print selection

37 preview worksheet

38 change size on paper

39 How to create an absolute reference

40 How to create a relative references

41 make column chart change size

42 Comment Add Edit

43 Change date format

44-45 What do these two things do CtrlHome, CtrlEnd

46 Use Autocalc

47 What can be done with paste special

48 Describe the order of operations in spreadsheets

49 What does Vlookup do

50 Print it on one sheet of letter paper

Print showing results then Print showing all formulas. This must be your own work.