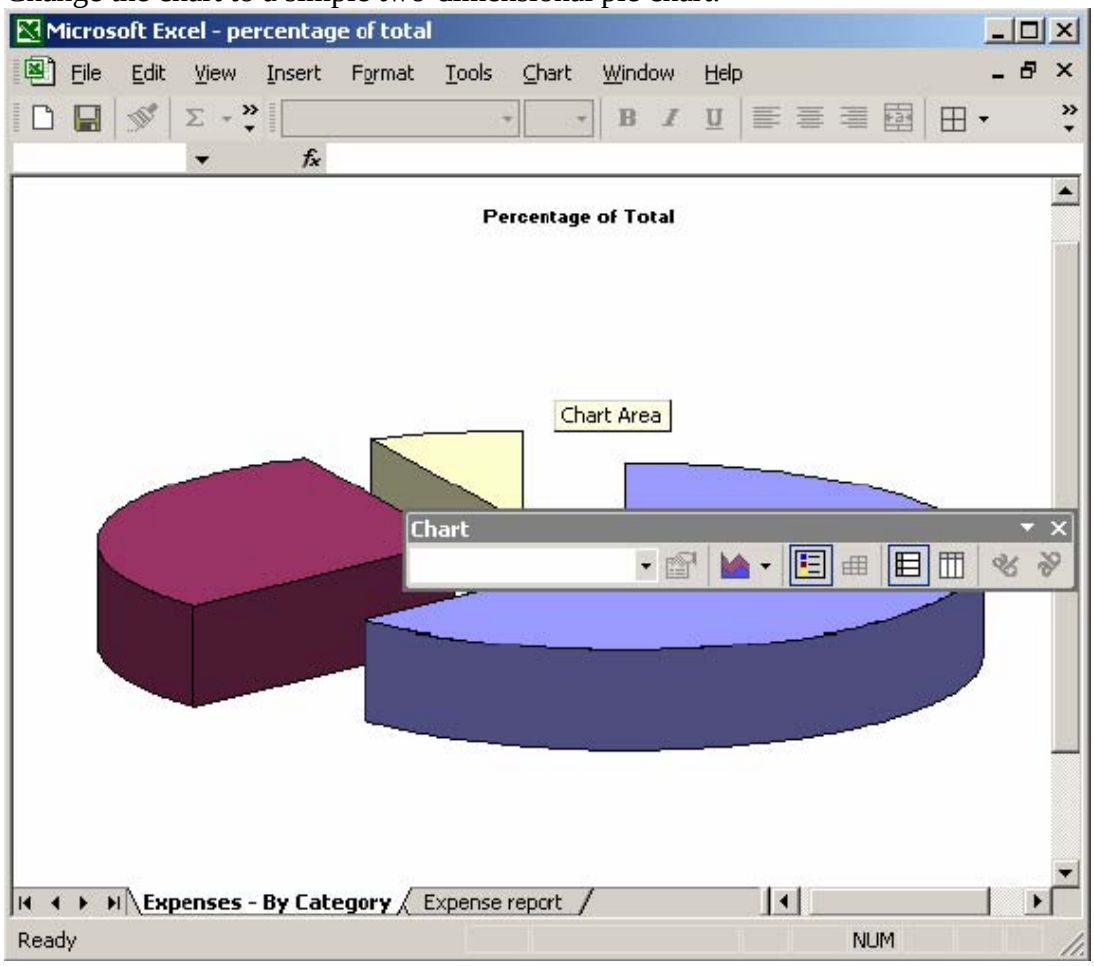
Exam : MOS-E2K

Title : Microsoft Excel 2000 Core

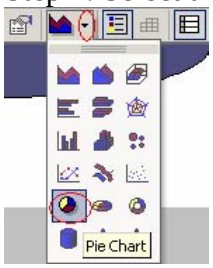
Ver : 03.07.07

QUESTION 1:

Change the chart to a simple two-dimensional pie chart.



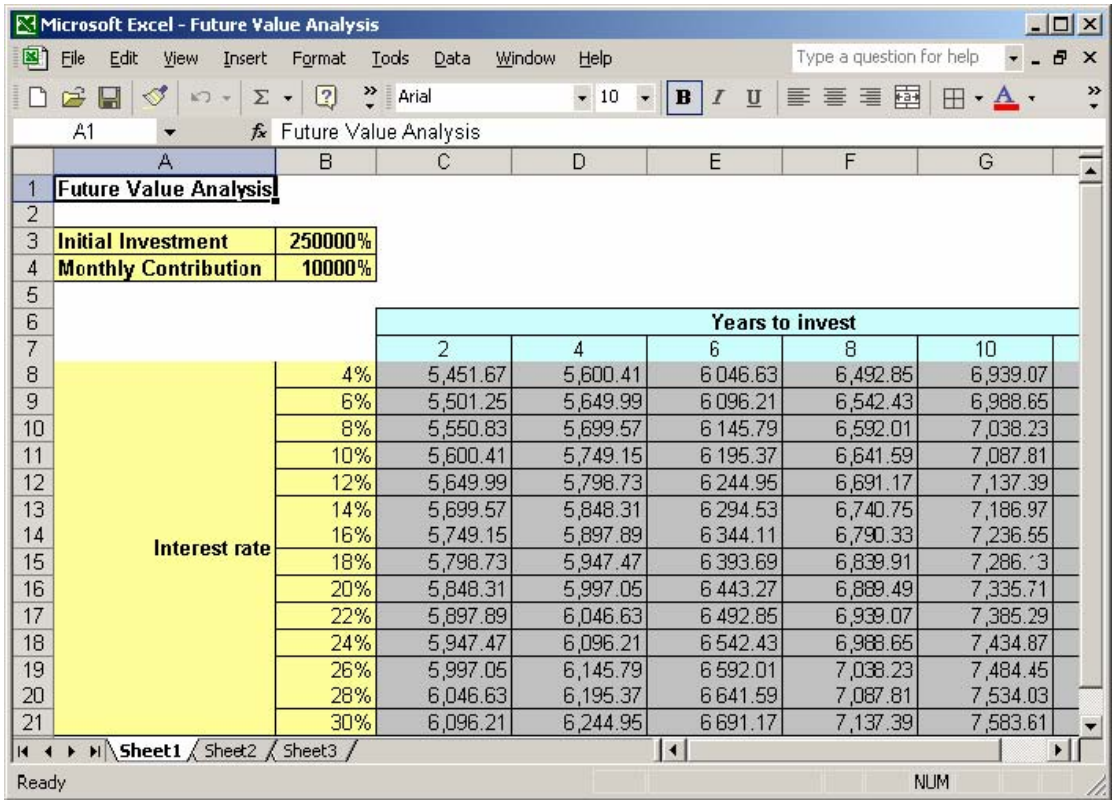
Answer:
Step 1: Select the Chart Type button



Step 2: Select Pie chart.

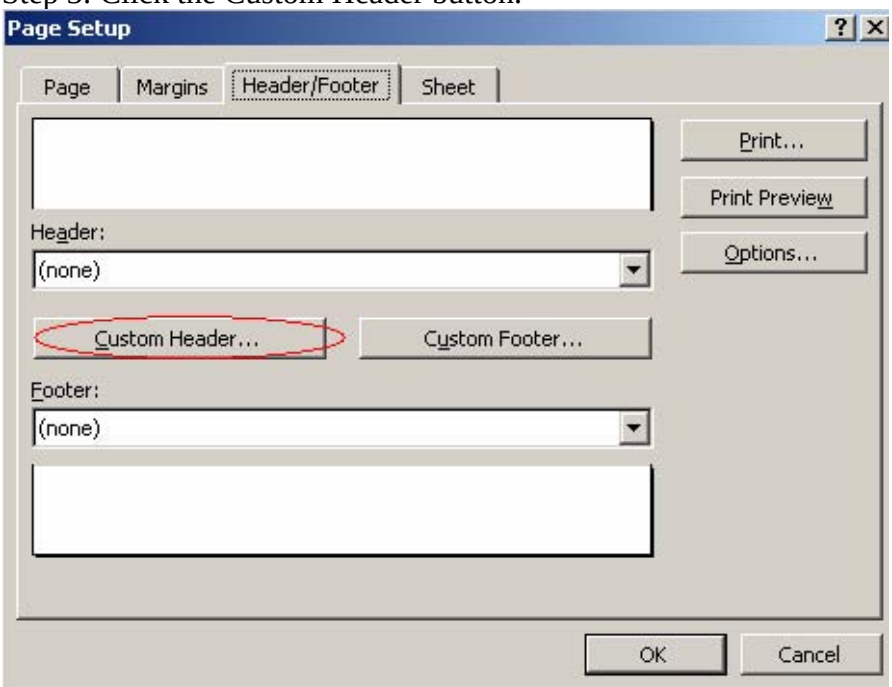
QUESTION 2:

Add a header to the worksheet with Investment Analysis appearing at the left of the header, and the page number appearing at the right. In the footer, include the current data in the center.



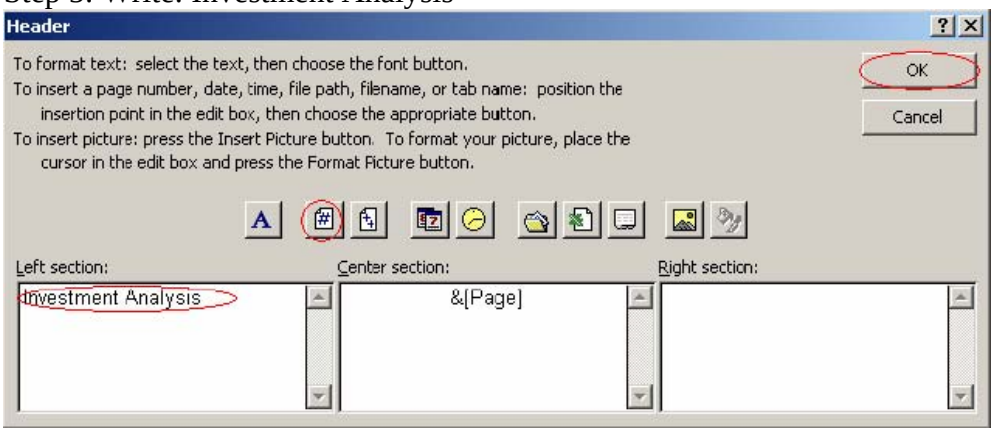
	A	B	C	D	E	F	G
1	Future Value Analysis						
2							
3	Initial Investment	250000%					
4	Monthly Contribution	10000%					
5							
6			Years to invest				
7			2	4	6	8	10
8		4%	5,451.67	5,600.41	6 046.63	6,492.85	6,939.07
9		6%	5,501.25	5,649.99	6 096.21	6,542.43	6,988.65
10		8%	5,550.83	5,699.57	6 145.79	6,592.01	7,038.23
11		10%	5,600.41	5,749.15	6 195.37	6,641.59	7,087.81
12		12%	5,649.99	5,798.73	6 244.95	6,691.17	7,137.39
13		14%	5,699.57	5,848.31	6 294.53	6,740.75	7,186.97
14		16%	5,749.15	5,897.89	6 344.11	6,790.33	7,236.55
15	Interest rate	18%	5,798.73	5,947.47	6 393.69	6,839.91	7,286.13
16		20%	5,848.31	5,997.05	6 443.27	6,889.49	7,335.71
17		22%	5,897.89	6,046.63	6 492.85	6,939.07	7,385.29
18		24%	5,947.47	6,096.21	6 542.43	6,988.65	7,434.87
19		26%	5,997.05	6,145.79	6 592.01	7,038.23	7,484.45
20		28%	6,046.63	6,195.37	6 641.59	7,087.81	7,534.03
21		30%	6,096.21	6,244.95	6 691.17	7,137.39	7,583.61

Answer:
Step 1: Select the View menu.
Step 2: Select the Header and Footer command.
Step 3: Click the Custom Header button.

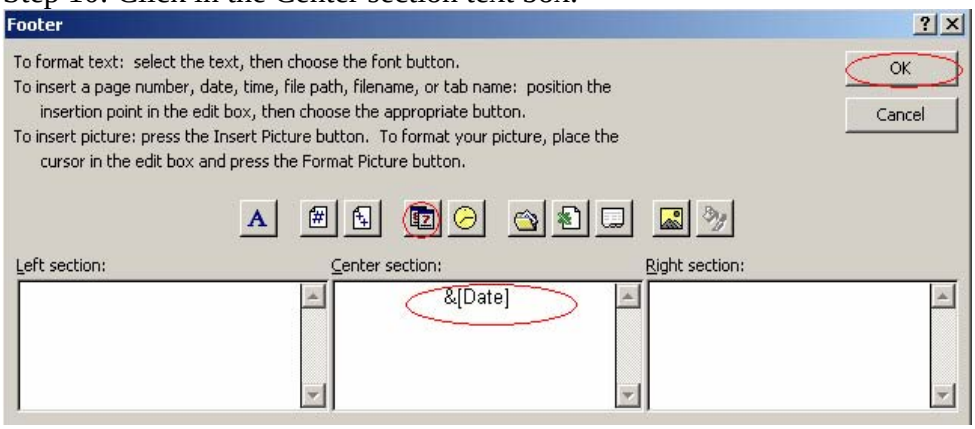


Step 4: Click in the Left section text box.

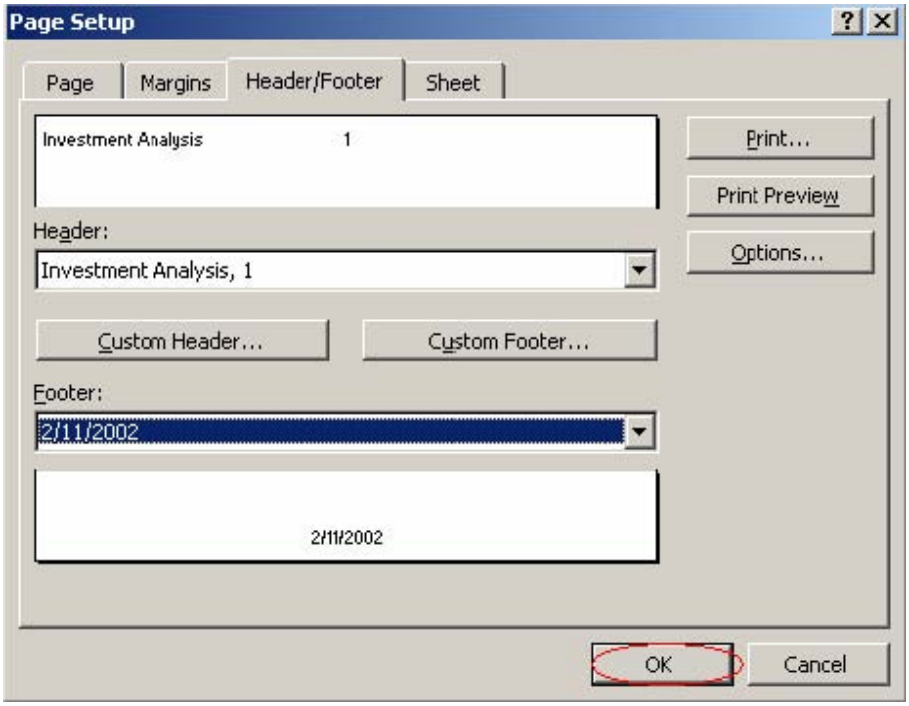
Step 5: Write: Investment Analysis



Step 6: Click in Center section text box.
Step 7: Click the Page number button.
Step 8: Click OK.
Step 9: Click the Custom Footer button.
Step 10: Click in the Center section text box.



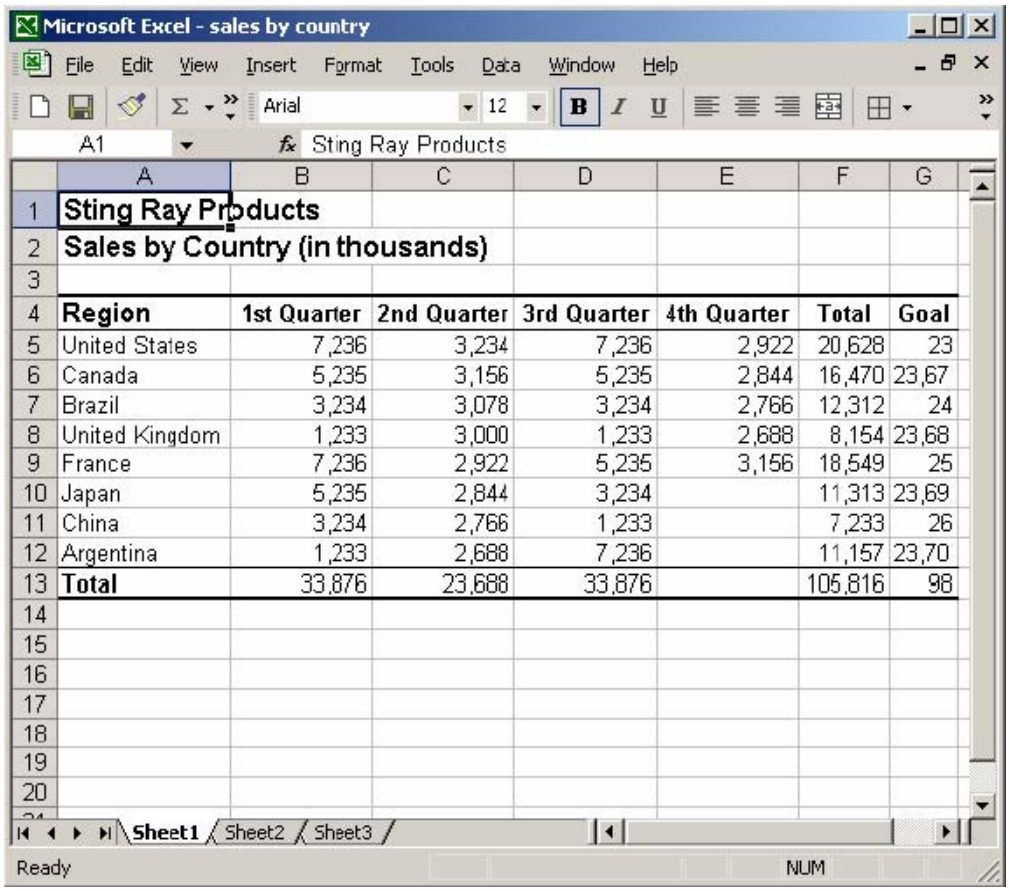
Step 11: Click OK.



Step 12: Click OK.

QUESTION 3:

Clear the contents of the quarterly values for France in the range B9:E9.

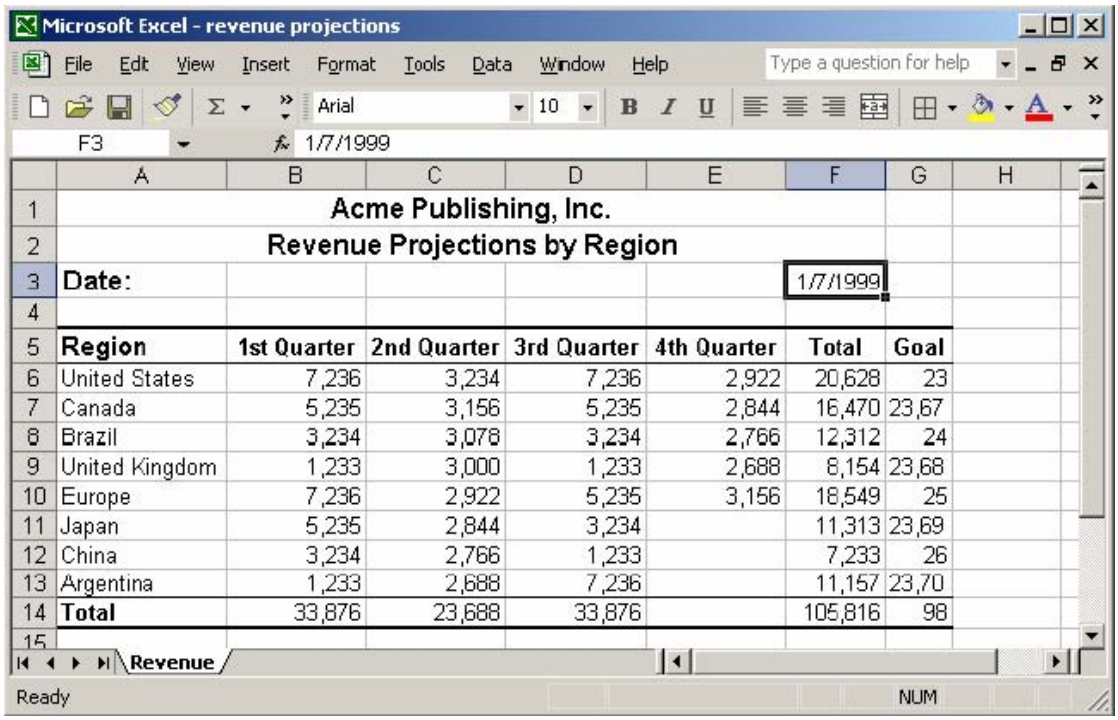


	A	B	C	D	E	F	G
1	Sting Ray Products						
2	Sales by Country (in thousands)						
3							
4	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Goal
5	United States	7,236	3,234	7,236	2,922	20,628	23
6	Canada	5,235	3,156	5,235	2,844	16,470	23,67
7	Brazil	3,234	3,078	3,234	2,766	12,312	24
8	United Kingdom	1,233	3,000	1,233	2,688	8,154	23,68
9	France	7,236	2,922	5,235	3,156	18,549	25
10	Japan	5,235	2,844	3,234		11,313	23,69
11	China	3,234	2,766	1,233		7,233	26
12	Argentina	1,233	2,688	7,236		11,157	23,70
13	Total	33,876	23,688	33,876		105,816	98

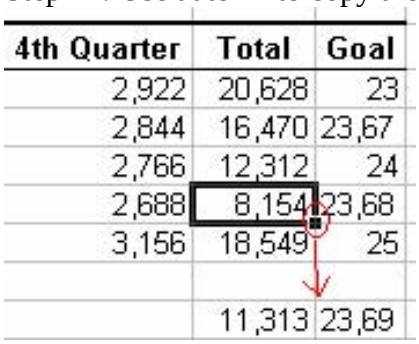
Answer:
Step 1: Click cell B9.
Step 2: Press the Shift key and click cell E9.
Step 3: Press the Delete key.

QUESTION 4:

Delete the content in the cell range A9:F9. Then, add 1 row before Europe. Add England and Ireland in cells A9 and A10. Finally, copy the formula in cell F8 to cells F9 and F10.



Answer:
Step 1: Click cell A9.
Step 2: Press the Shift key and click cell F9.
Step 3: Press the Delete key.
Step 4: Click cell A10.
Step 5: Select the Insert menu.
Step 6: Select the Rows command.
Step 7: Click cell A9.
Step 8: Type England and hit the Enter key.
Step 9: Type Ireland and hit the Enter key.
Step 10: Click the cell F8.
Step 11: Use autofill to copy the cell to F9 and F10 (see below).

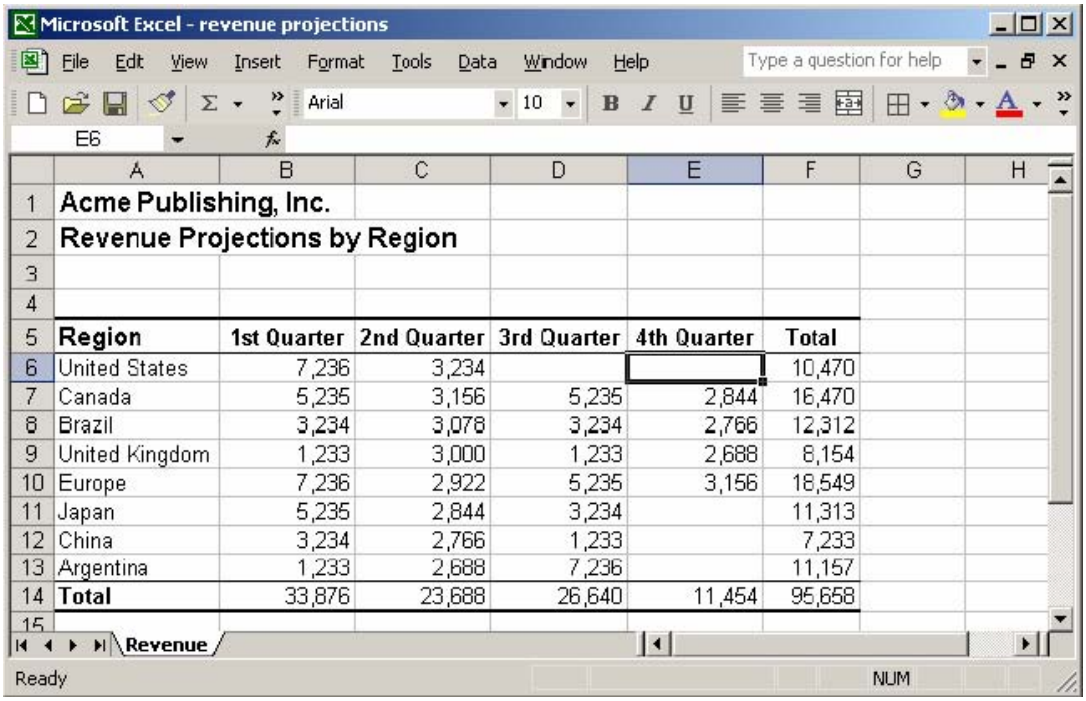


4th Quarter	Total	Goal
2,922	20,628	23
2,844	16,470	23,67
2,766	12,312	24
2,688	8,154	23,68
3,156	18,549	25
	11,313	23,69

QUESTION 5:

In cell A3, type Date: and enter 01/07/99 in cell F3 as a date. When you are finished, enter the following revenue projections in cells D6 through E6 respectively.

D6: 278927
E6: 344981

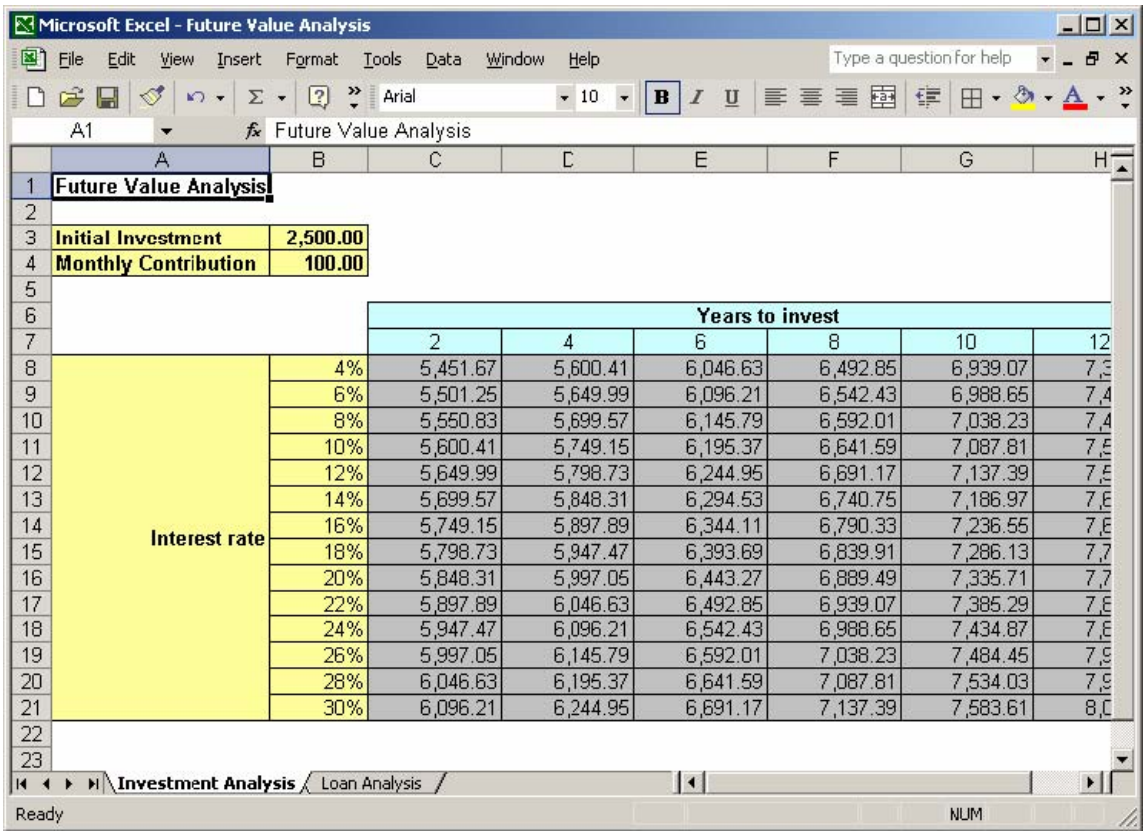


	A	B	C	D	E	F	G	H
1	Acme Publishing, Inc.							
2	Revenue Projections by Region							
3								
4								
5	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total		
6	United States	7,236	3,234			10,470		
7	Canada	5,235	3,156	5,235	2,844	16,470		
8	Brazil	3,234	3,078	3,234	2,766	12,312		
9	United Kingdom	1,233	3,000	1,233	2,688	8,154		
10	Europe	7,236	2,922	5,235	3,156	18,549		
11	Japan	5,235	2,844	3,234		11,313		
12	China	3,234	2,766	1,233		7,233		
13	Argentina	1,233	2,688	7,236		11,157		
14	Total	33,876	23,688	26,640	11,454	95,658		
15								

Answer:
Step 1: Click cell A3.
Step 2: Type Date: and press enter.
Step 3: Click cell F3.
Step 4: Type 01/07/99 and press enter.
Step 5: Click cell D6.
Step 6: Type 278927 and press the Tab key.
Step 7: Type 344981 and press Enter.

QUESTION 6:

Set a print area to display the investment information for years 2 through 10, including initial investment amount and the label in Cell A1.

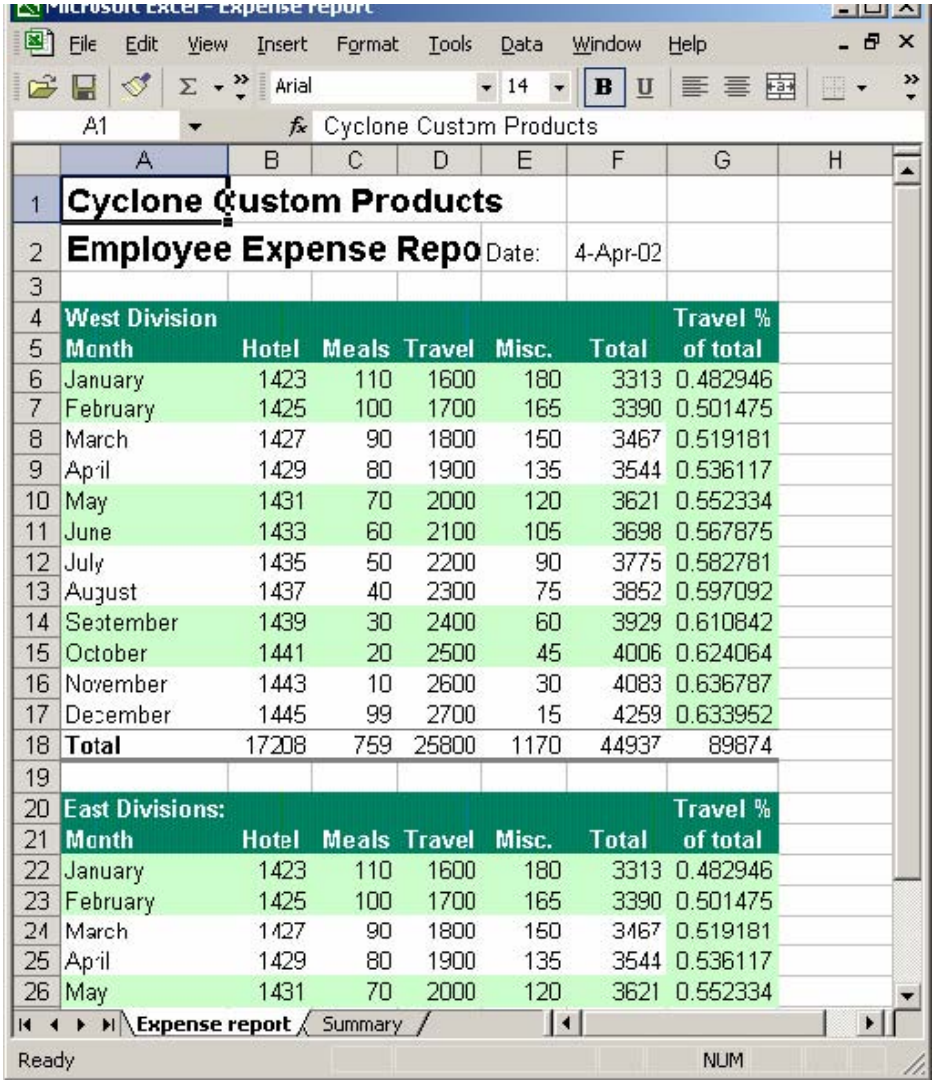


	A	B	C	D	E	F	G	H
1	Future Value Analysis							
2								
3	Initial Investment	2,500.00						
4	Monthly Contribution	100.00						
5								
6			Years to invest					
7			2	4	6	8	10	12
8		4%	5,451.67	5,600.41	6,046.63	6,492.85	6,939.07	7,3
9		6%	5,501.25	5,649.99	6,096.21	6,542.43	6,988.65	7,4
10		8%	5,550.83	5,699.57	6,145.79	6,592.01	7,038.23	7,4
11		10%	5,600.41	5,749.15	6,195.37	6,641.59	7,087.81	7,5
12		12%	5,649.99	5,798.73	6,244.95	6,691.17	7,137.39	7,5
13		14%	5,699.57	5,848.31	6,294.53	6,740.75	7,186.97	7,6
14	Interest rate	16%	5,749.15	5,897.89	6,344.11	6,790.33	7,236.55	7,6
15		18%	5,798.73	5,947.47	6,393.69	6,839.91	7,286.13	7,7
16		20%	5,848.31	5,997.05	6,443.27	6,889.49	7,335.71	7,7
17		22%	5,897.89	6,046.63	6,492.85	6,939.07	7,385.29	7,8
18		24%	5,947.47	6,096.21	6,542.43	6,988.65	7,434.87	7,8
19		26%	5,997.05	6,145.79	6,592.01	7,038.23	7,484.45	7,9
20		28%	6,046.63	6,195.37	6,641.59	7,087.81	7,534.03	7,9
21		30%	6,096.21	6,244.95	6,691.17	7,137.39	7,583.61	8,0
22								
23								

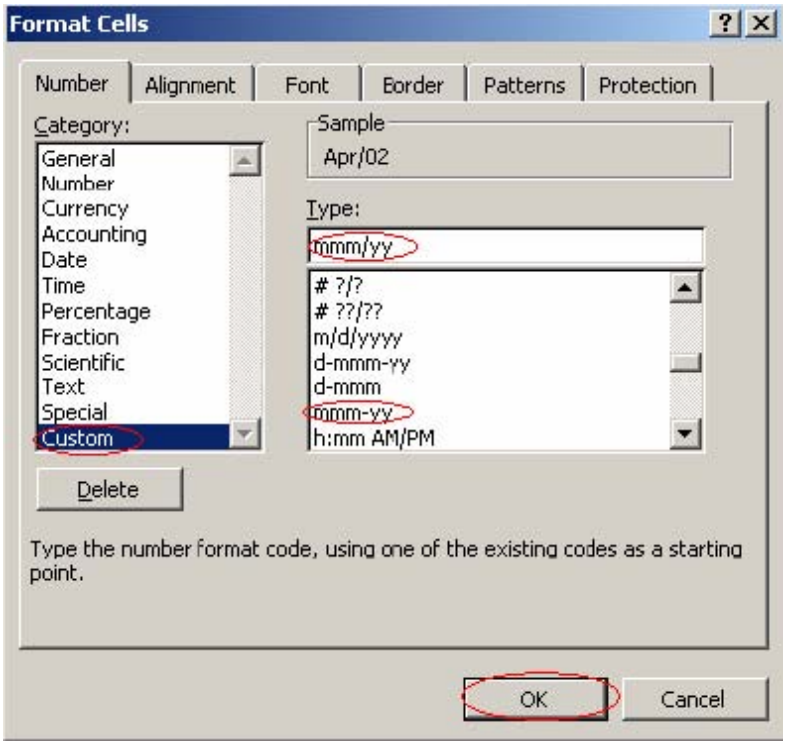
Answer:
Step 1: Click cell C7.
Step 2: Press the Shift key and click cell G1.
We select the investment information for years 2 through 10
Step 3: Press the Ctrl key, click cell B3, and click cell A1.
We include the initial investment amount and the label in cell A1.
Step 4: Select the File menu.
Step 5: Select the Print Area command.
Step 6: Select the Set print area subcommand.

QUESTION 7:

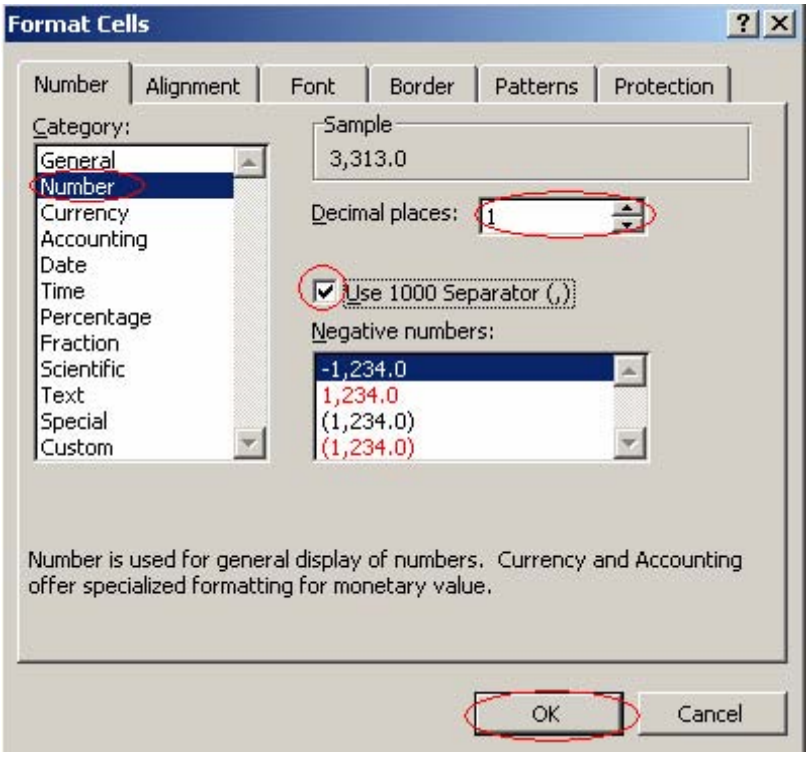
Format the specified cells and cell ranges as follows:
F2 Change the date format to display in a Month/Year format.
B6:F18 Change the numeric format to Number, 1 decimal place, and use a comma (,) to separate 1000s.
G22:G34 Change the format to percentage with 1 decimal place.



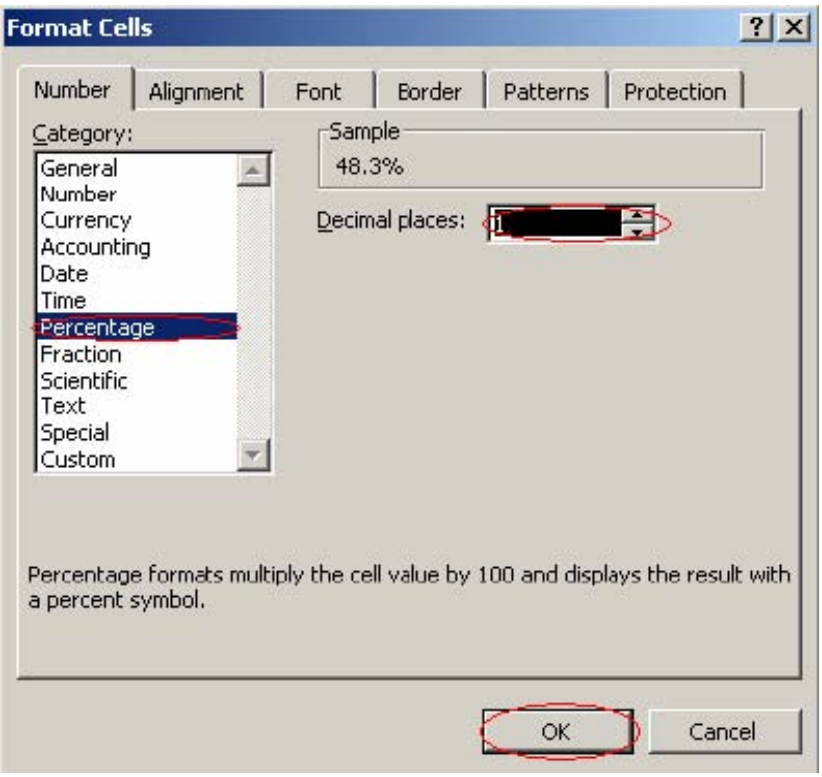
Answer:
Step 1: Click cell F4.
Step 2: Select the Format menu.
Step 3: Select the Cells command.
Step 4: Select the Number tab if it is not selected.
Step 5: Select the Category Custom



Step 6: Select the Type mmm-yy.
Step 7: In the type field replace mmm-yy with mmm/yy
Step 8: Click OK.
Step 9: Click cell F6.
Step 10: Press the Shift key and click cell F18.
Step 11: Select the Format menu.
Step 12: Select the Cells command.
Step 13: Select the Category Number



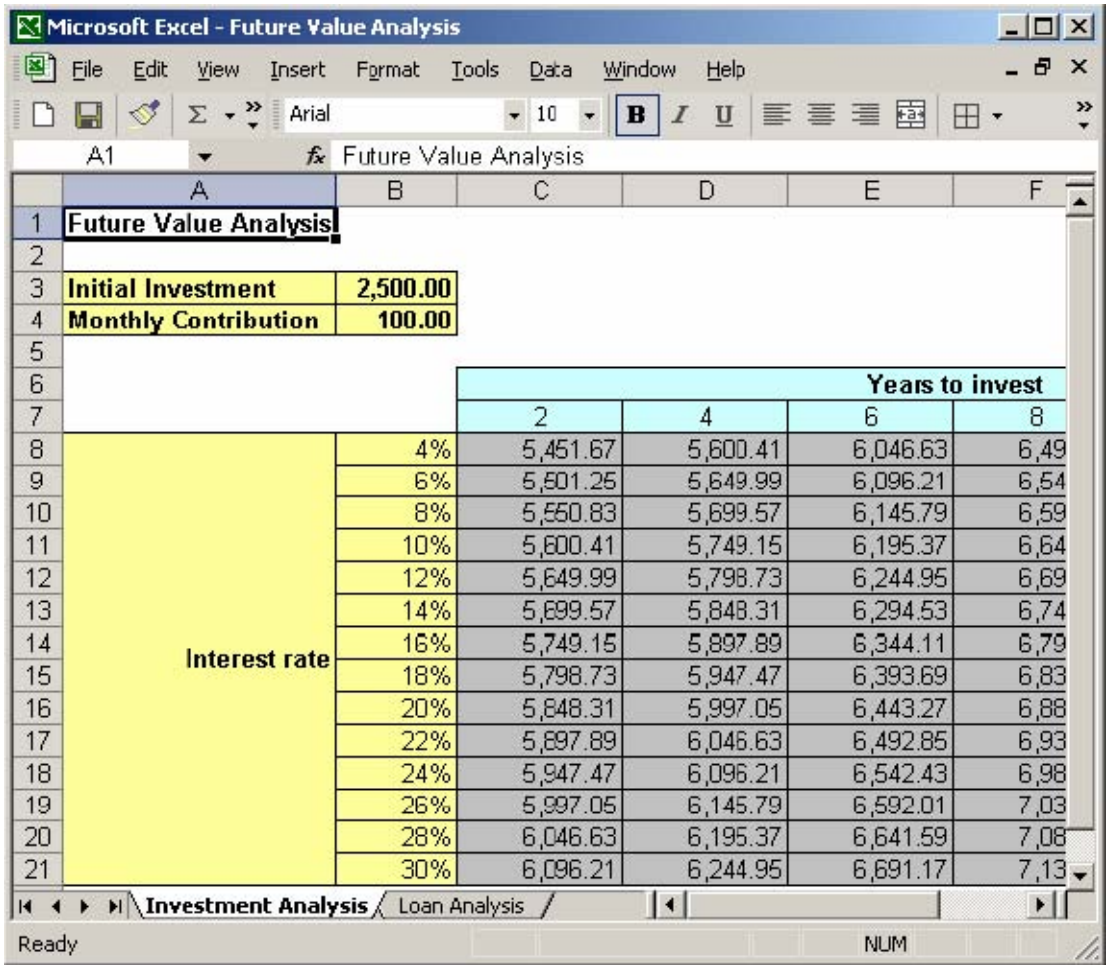
Step 14: Change Decimal places to 1.
Step 15: Select Use 1000 seperator (,).
Step 16: Click OK.
Step 17: Click cell G22.
Step 18: Scroll down until you see cell G34.
Step 19: Press the Shift key and click cell G34.
Step 20: Select the Format menu.
Step 21: Select the Cells command.
Step 22: Select the Category Percentage,



Step 23: Change Decimal places to 1.
Step 24: Click OK.

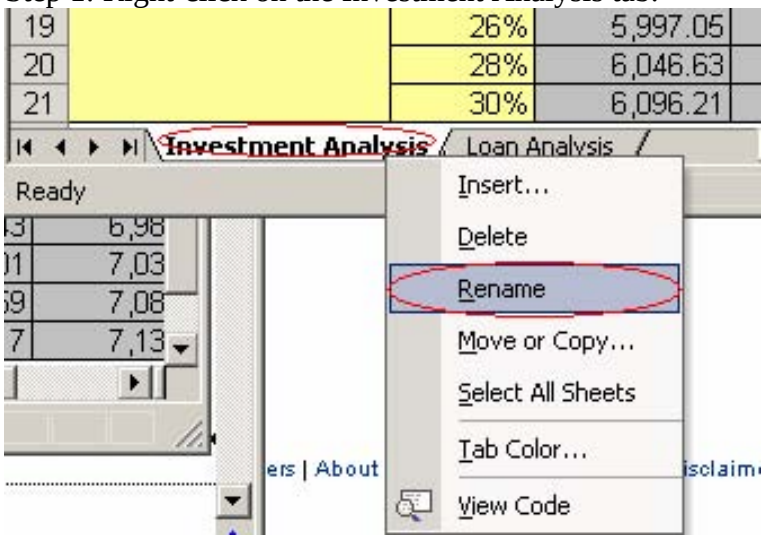
QUESTION 8:

Rename the first worksheet in this workbook 1999 Investment, and the second worksheet 2000 Amortization.



	A	B	C	D	E	F
1	Future Value Analysis					
2						
3	Initial Investment	2,500.00				
4	Monthly Contribution	100.00				
5						
6					Years to invest	
7			2	4	6	8
8	Interest rate	4%	5,451.67	5,600.41	6,046.63	6,49
9		6%	5,501.25	5,649.99	6,096.21	6,54
10		8%	5,550.83	5,699.57	6,145.79	6,59
11		10%	5,600.41	5,749.15	6,195.37	6,64
12		12%	5,649.99	5,798.73	6,244.95	6,69
13		14%	5,699.57	5,848.31	6,294.53	6,74
14		16%	5,749.15	5,897.89	6,344.11	6,79
15		18%	5,798.73	5,947.47	6,393.69	6,83
16		20%	5,848.31	5,997.05	6,443.27	6,88
17		22%	5,897.89	6,046.63	6,492.85	6,93
18		24%	5,947.47	6,096.21	6,542.43	6,98
19		26%	5,997.05	6,145.79	6,592.01	7,03
20		28%	6,046.63	6,195.37	6,641.59	7,08
21		30%	6,096.21	6,244.95	6,691.17	7,13

Answer:
Step 1: Right-click on the Investment Analysis tab.

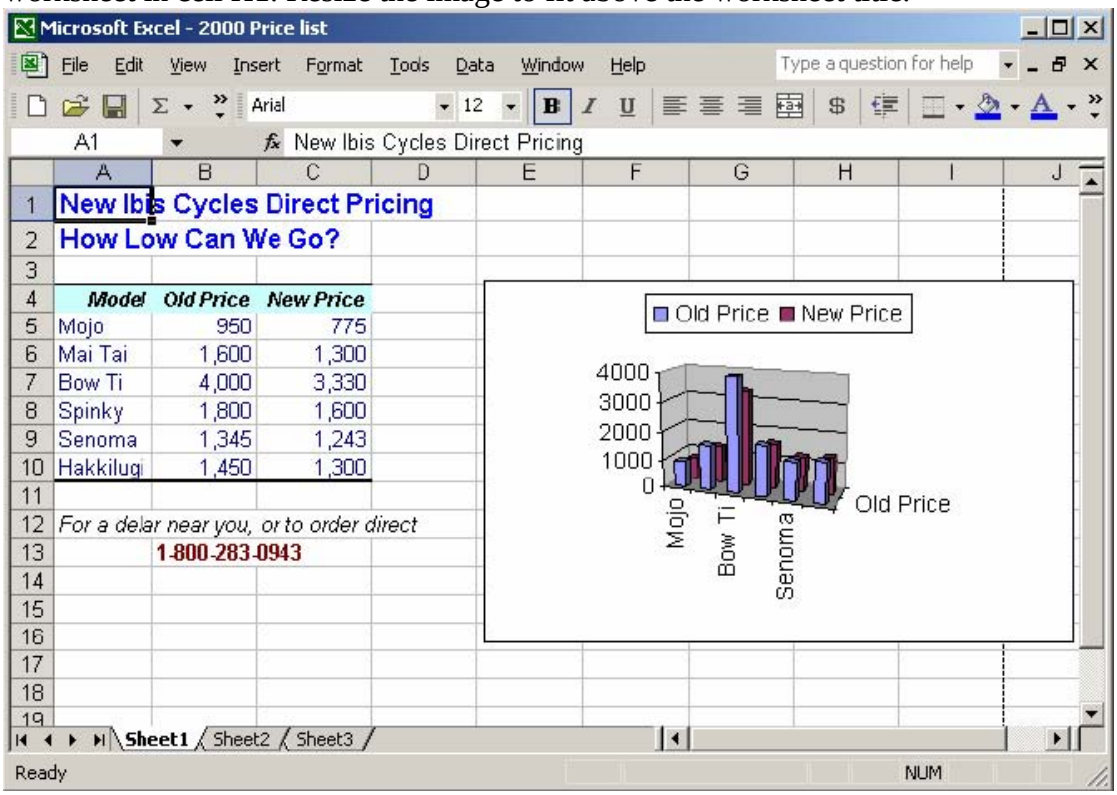


Step 2: Select Rename.
Step 3: Write: 1999 Investment
Step 4: Press the Enter key

Step 5: Right-click on the Investment Analysis tab.
Step 6: Select Rename.
Step 7: Write: 2000 Amortization
Step 8: Press the Enter key

QUESTION 9:

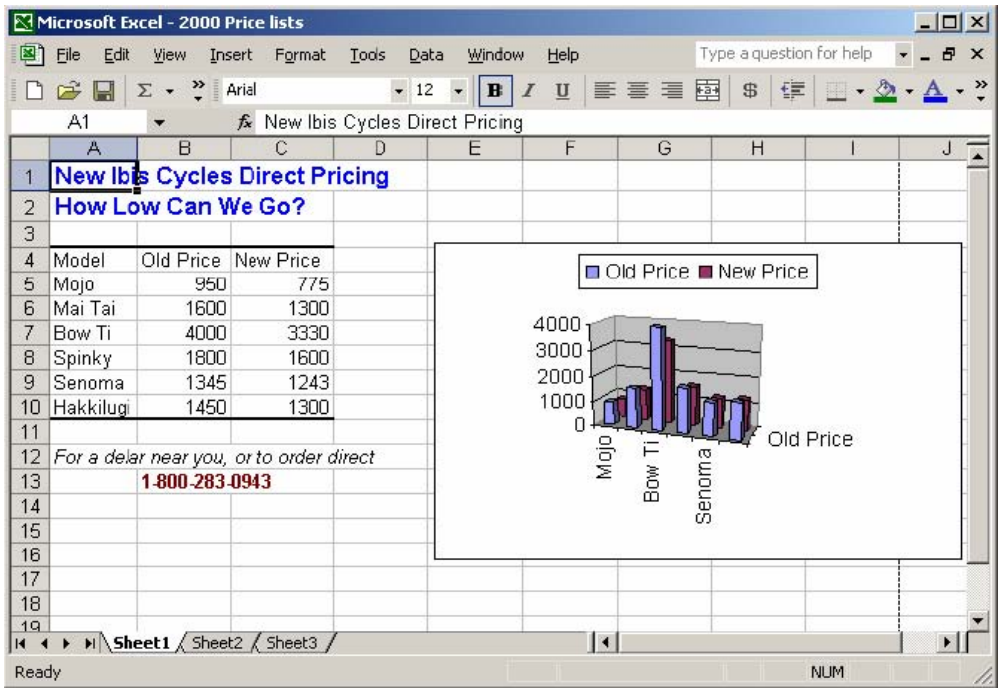
Using the ClipArt Gallery, add the clip art, named Books from the Academic category into the existing worksheet in cell H1. Resize the image to fit above the worksheet title.



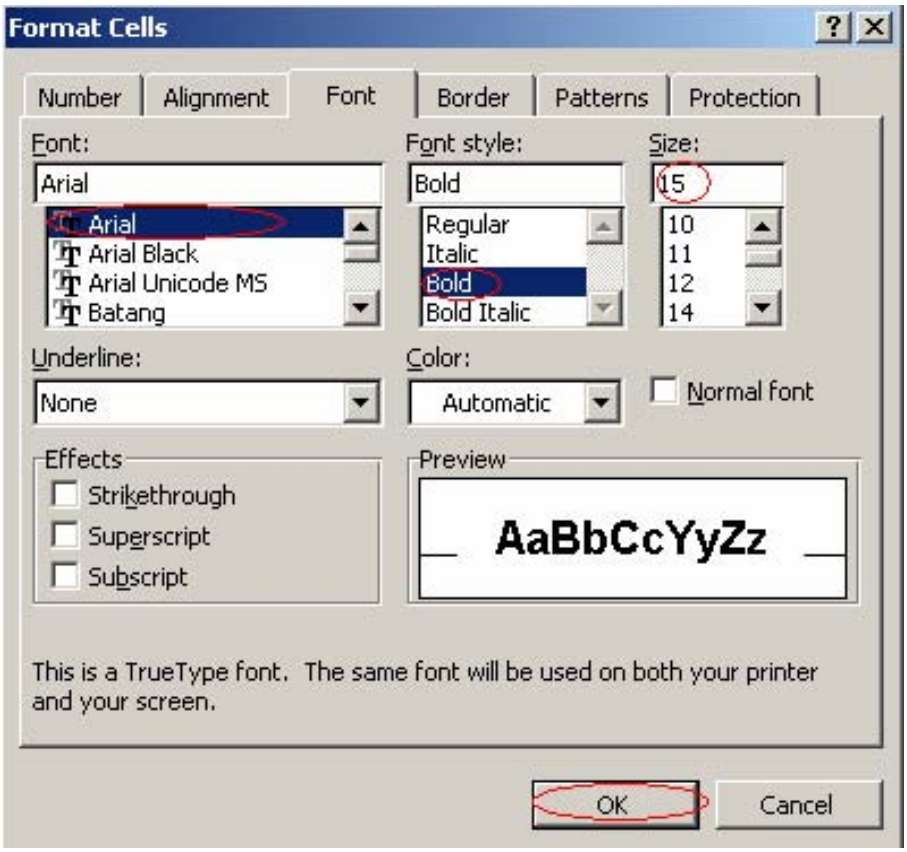
Answer:
Step 1: Click cell H1.
Step 2: Select the Insert menu.
Step 3: Select the Picture command.
Step 4: Select Clip Art
Step 5: Select the category Academic.
Step 6: Find the Clip Books and select it.
Step 7: Click Insert button.
Step 8: Resize the image so it fits.

QUESTION 10:

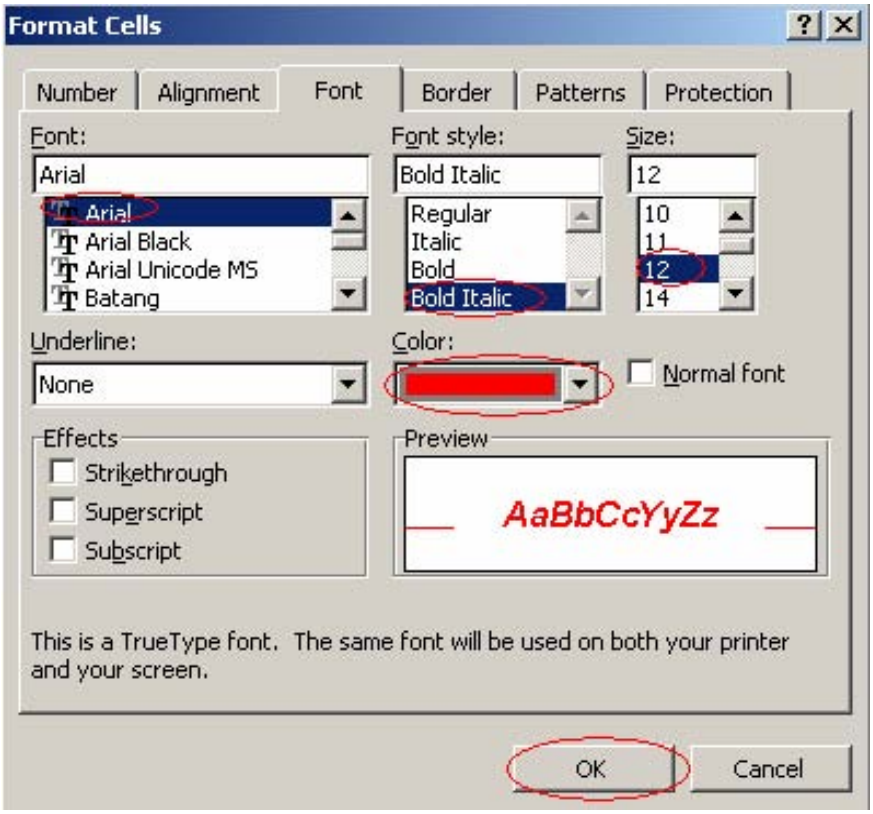
Format the Worksheet ranges as follows:
A4:C4 Arial, 15 point, Bold
A5:C10 Arial, 12 point, Bold, Italic, Red



Answer:
Step 1: Click cell A4.
Step 2: Press the Shift key and click cell C4.
Step 3: Select the Format menu.
Step 4: Select the Cells command.
Step 5: Select the Font tab.



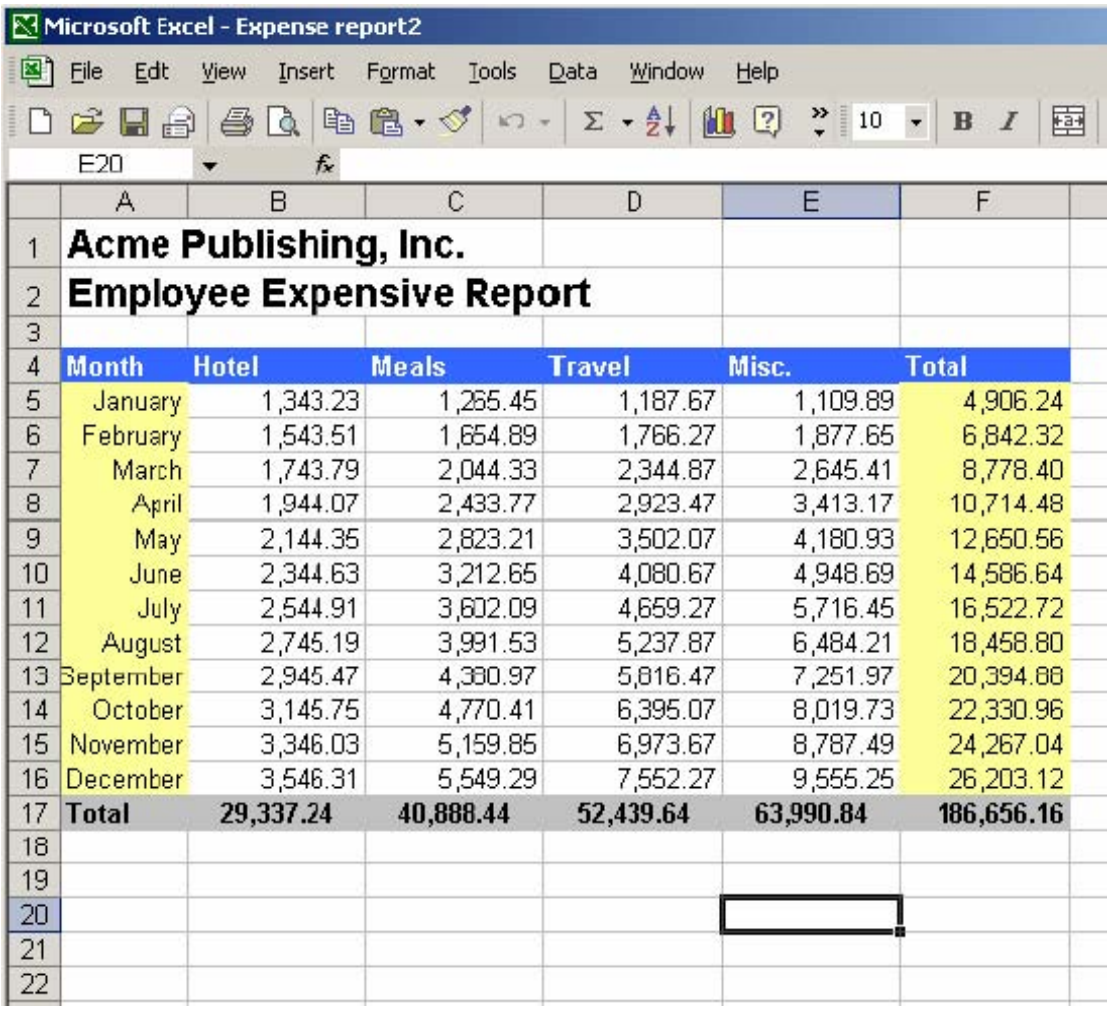
Step 6: Select Font Arial.
Step 7: Select Font Style Bold.
Step 8: Enter 15 in the Size field.
Step 9: Click OK.
Step 10: Click cell A5.
Step 11: Press the Shift key and click cell C10.
Step 12: Select the Format menu.
Step 13: Select the Cells command.
Step 14: Select the Font tab.



Step 15: Select Font Arial.
Step 16: Select Font Style Bold Italic.
Step 17: Select size 12.
Step 18: Select red Color.
Step 19: Click the OK button.

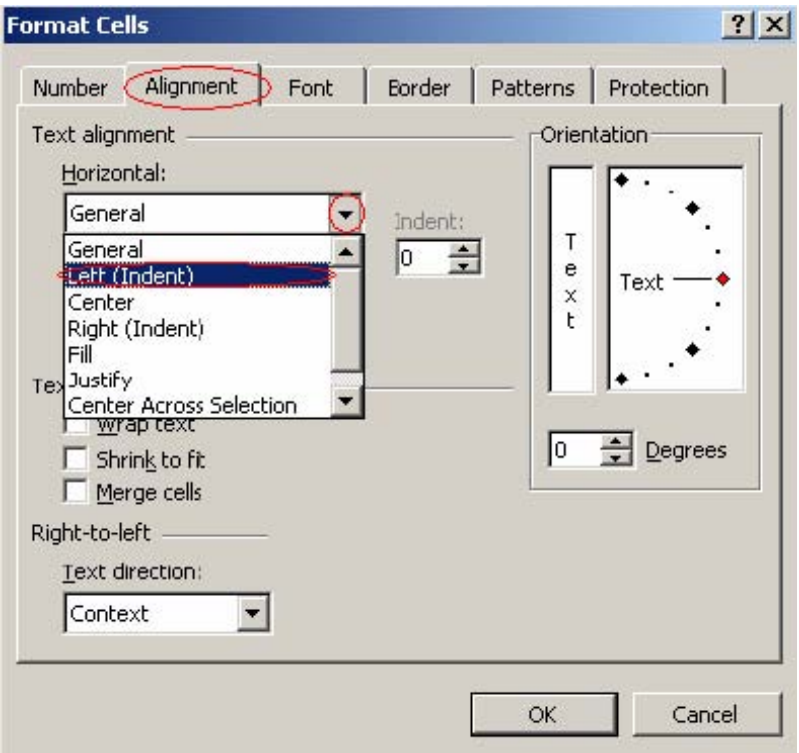
QUESTION 11:

Change the alignment of cell range A5:A16 to Left-aligned, cell range B4:E4 to Center-aligned, and cell range B5:E17 to right aligned.

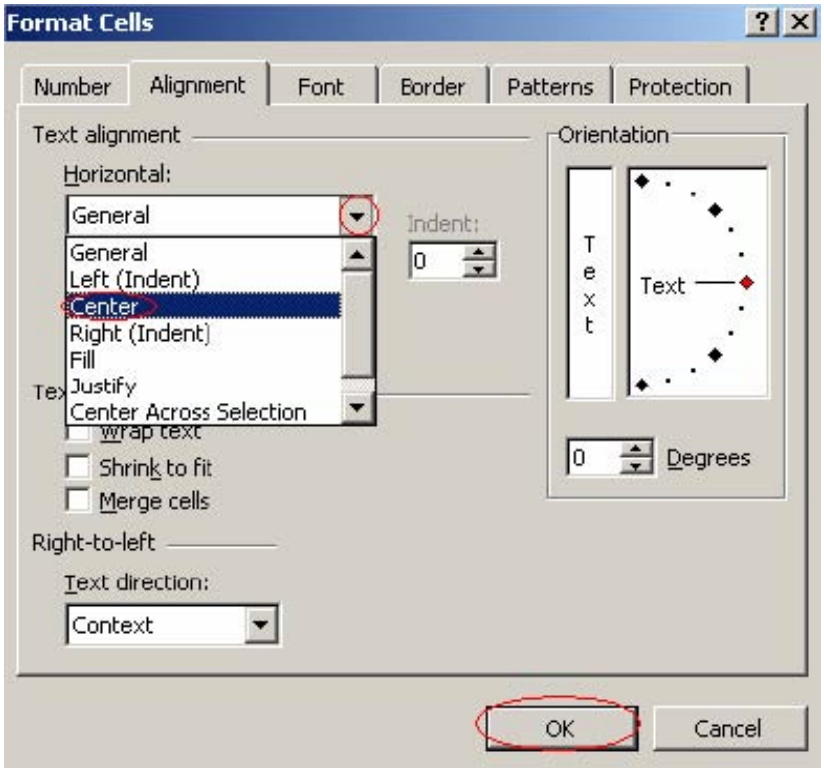


	A	B	C	D	E	F
1	Acme Publishing, Inc.					
2	Employee Expensive Report					
3						
4	Month	Hotel	Meals	Travel	Misc.	Total
5	January	1,343.23	1,265.45	1,187.67	1,109.89	4,906.24
6	February	1,543.51	1,654.89	1,766.27	1,877.65	6,842.32
7	March	1,743.79	2,044.33	2,344.87	2,645.41	8,778.40
8	April	1,944.07	2,433.77	2,923.47	3,413.17	10,714.48
9	May	2,144.35	2,823.21	3,502.07	4,180.93	12,650.56
10	June	2,344.63	3,212.65	4,080.67	4,948.69	14,586.64
11	July	2,544.91	3,602.09	4,659.27	5,716.45	16,522.72
12	August	2,745.19	3,991.53	5,237.87	6,484.21	18,458.80
13	September	2,945.47	4,380.97	5,816.47	7,251.97	20,394.88
14	October	3,145.75	4,770.41	6,395.07	8,019.73	22,330.96
15	November	3,346.03	5,159.85	6,973.67	8,787.49	24,267.04
16	December	3,546.31	5,549.29	7,552.27	9,555.25	26,203.12
17	**Total**	**29,337.24**	**40,888.44**	**52,439.64**	**63,990.84**	**186,656.16**
18						
19						
20						
21						
22						

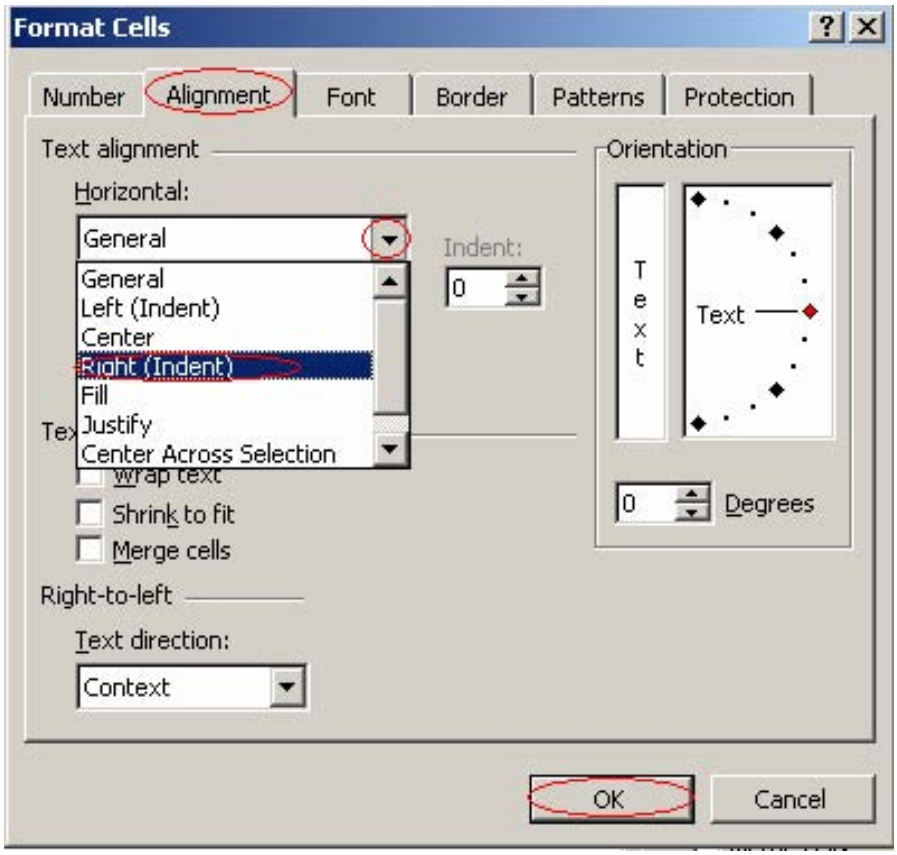
Answer:
Step 1: Click cell A5.
Step 2: Press Shift and click cell A16.
Step 3: Select the Format menu.
Step 4: Select the Cells command.
Step 5: Select the Alignment tab.
Step 6: Select Horizontal Left (Indendant).



Step 7: Click OK.
Step 8: Click cell B4.
Step 9: Press Shift and click cell E4.
Step 10: Select the Format menu.
Step 11: Select the Cells command.
Step 12: Select the Alignment tab.
Step 13: Select Horizontal Center.
Step 14: Click OK.



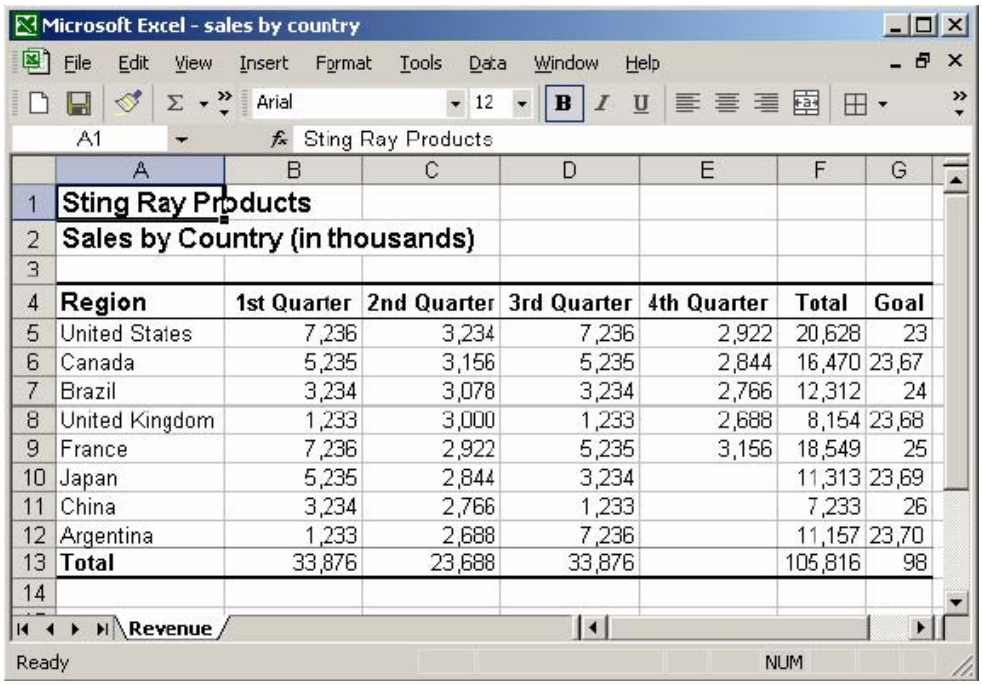
Step 15: Click cell B5.
Step 16: Press Shift and click cell E17.
Step 17: Select the Format menu.
Step 18: Select the Cells command.
Step 19: Select the Alignment tab.
Step 20: Select Horizontal Right (Indent).



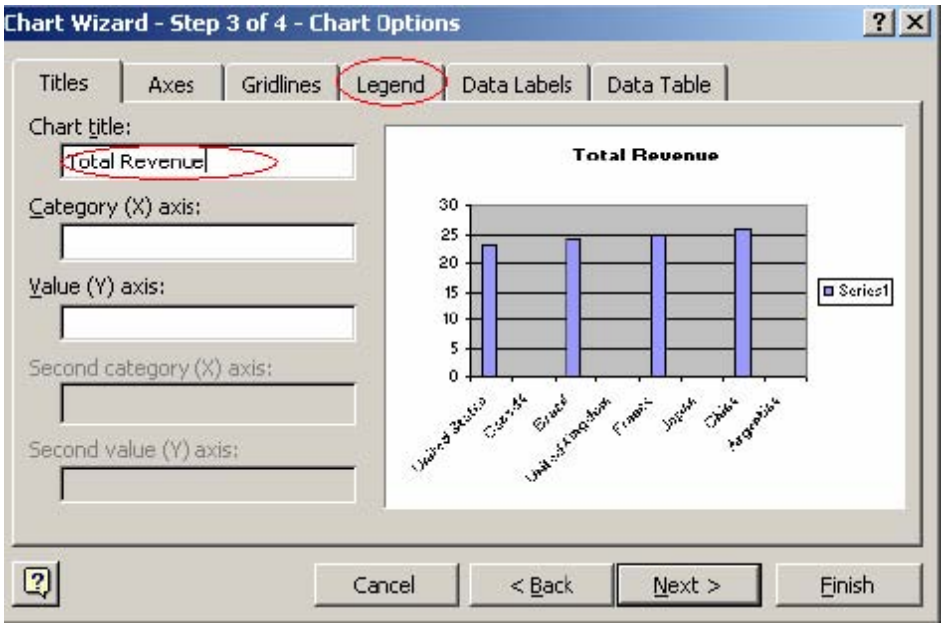
Step 21: Click OK.

QUESTION 12:

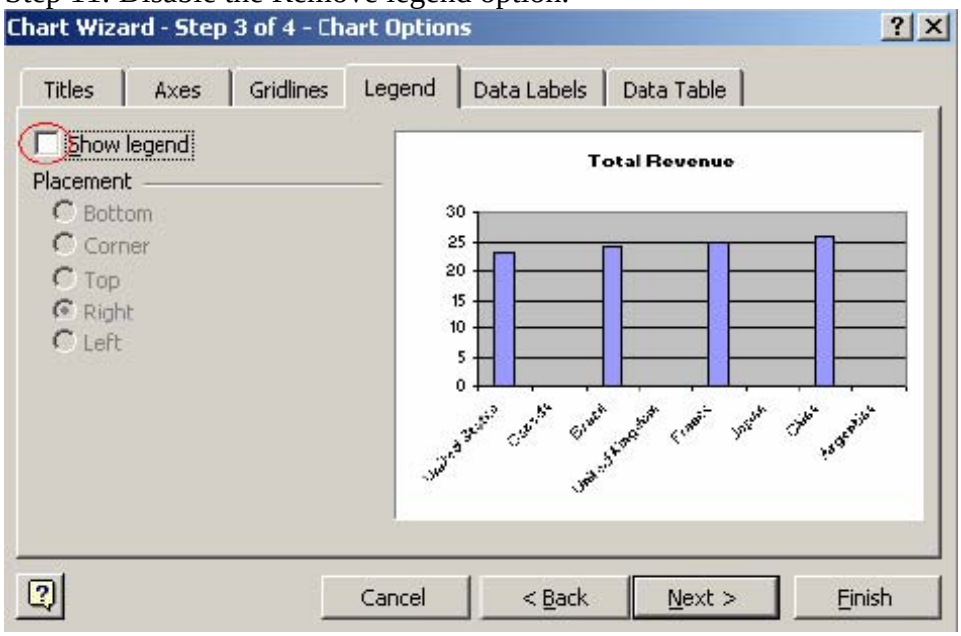
Create a clustered chart displaying the regions in cell range A5:A12 and their total revenues in cell range F5:F12. Title the chart Total Revenue, remove the legend and insert the chart as a new worksheet.



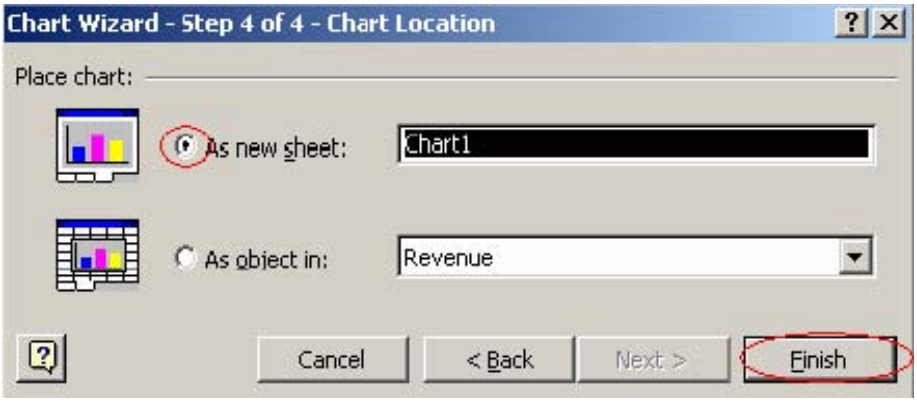
Answer:
Step 1: Click cell A5.
Step 2: Press the Shift key and click cell A12.
Step 3: Press the Ctrl key and clock cell F5.
Step 4: Press the Shift key and click cell F12.
Step 5: Select the Insert menu.
Step 6: Select the Chart command.
Step 7: Click the Next button.
Note: By default a clustered Column diagram will be selected.
Step 8: Click the Next button.
Step 9: Enter the Chart title Total Revenue



Step 10: Click the Legend tab.
Step 11: Disable the Remove legend option.



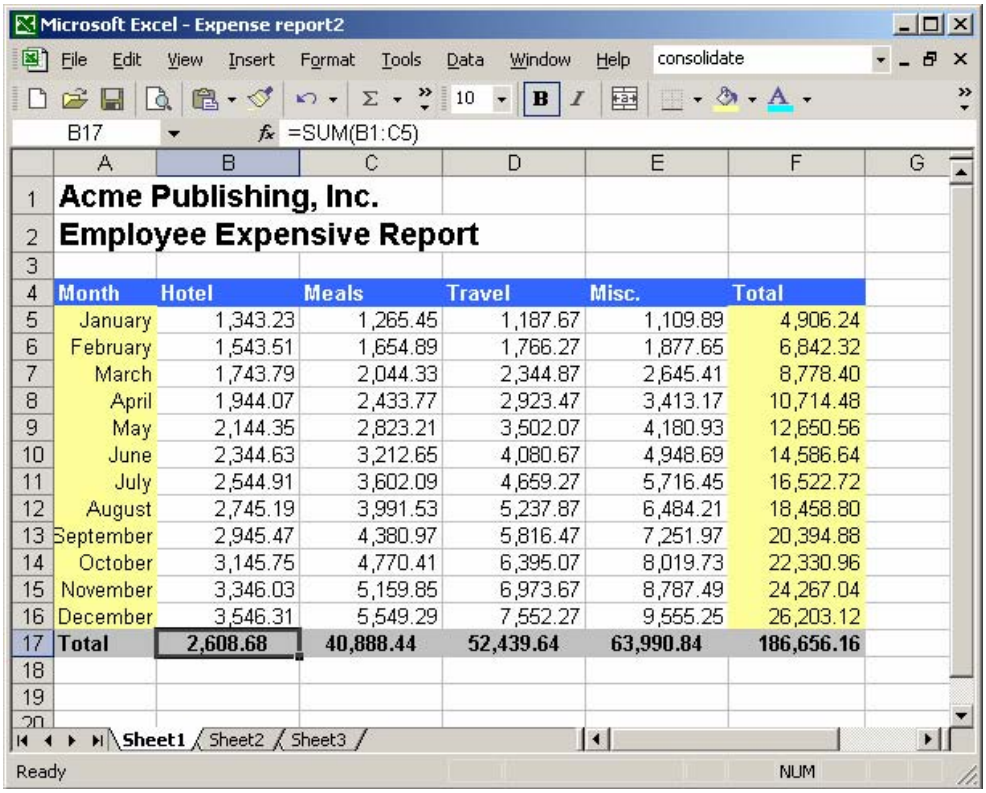
Step 10: Click the Next button.
Step 11: Select As new sheet.



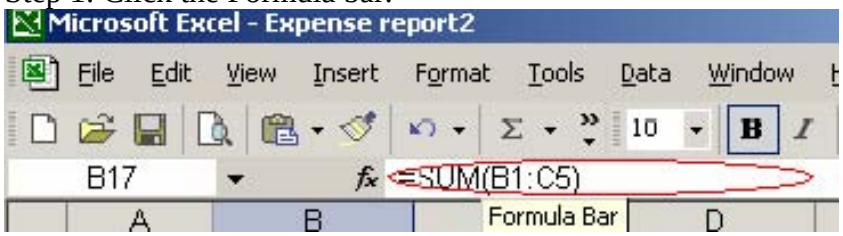
Step 11: Click the Finish button.

QUESTION 13:

Correct the formula in cell B17.



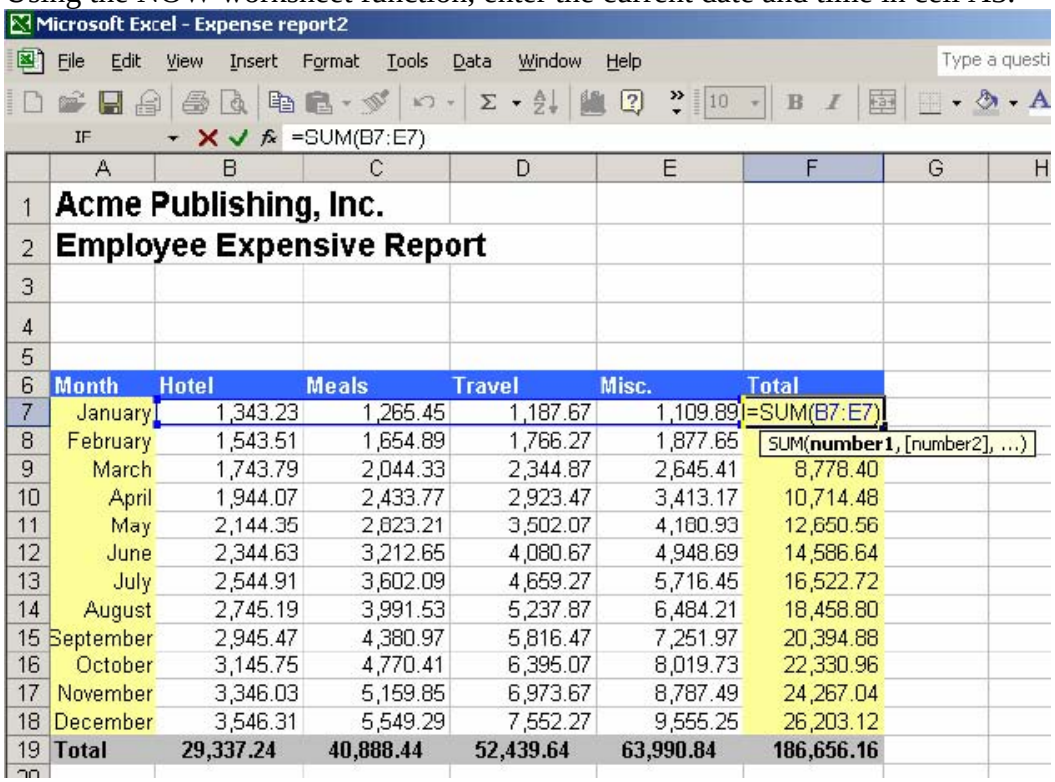
Answer:
Step 1: Click the Formula bar.



Step 2: Replace the formula =SUM(B1:C5) with =SUM(B5:B16)
Step 3: Press Enter.

QUESTION 14:

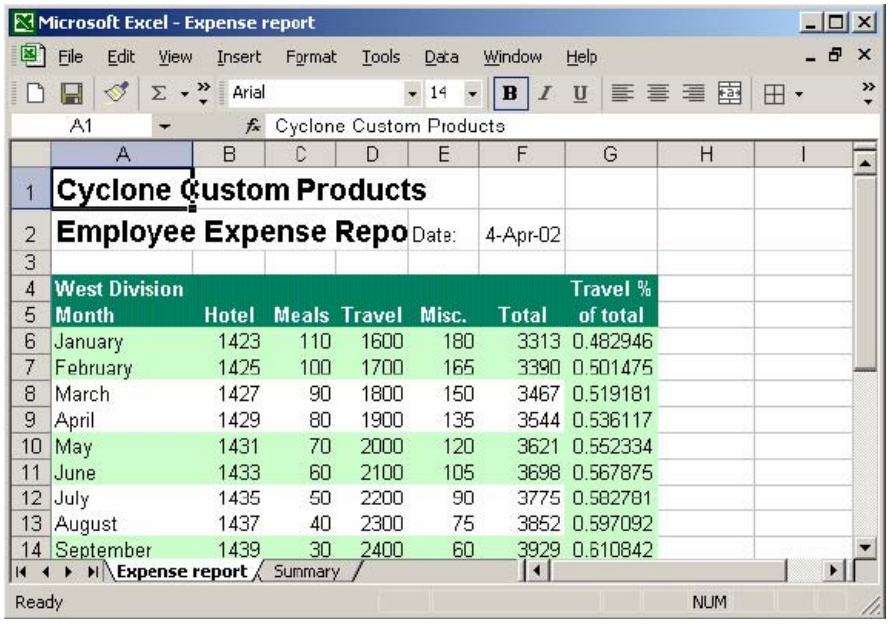
Using the NOW worksheet function, enter the current date and time in cell A3.



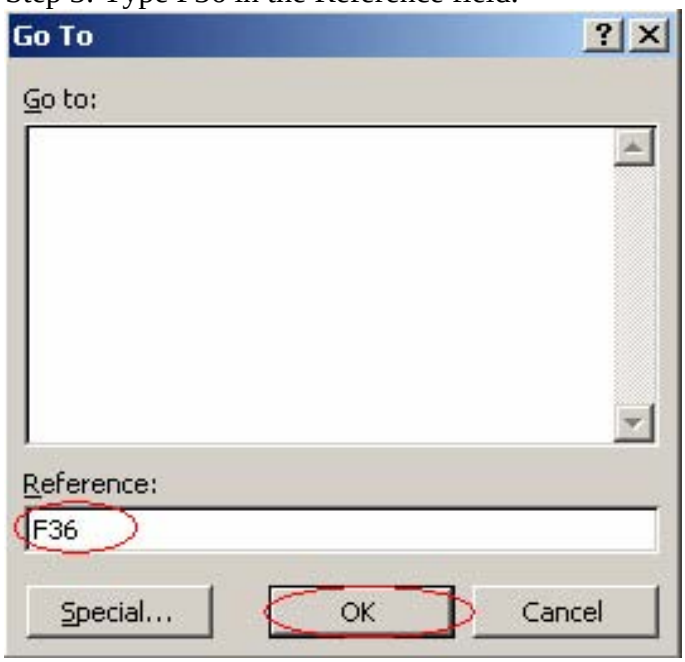
Answer:
Step 1: Click cell A3.
Step 2: Enter the formula: =now()
Step 3: Press Enter.

QUESTION 15:

Using the Go To feature navigate to cell F36.



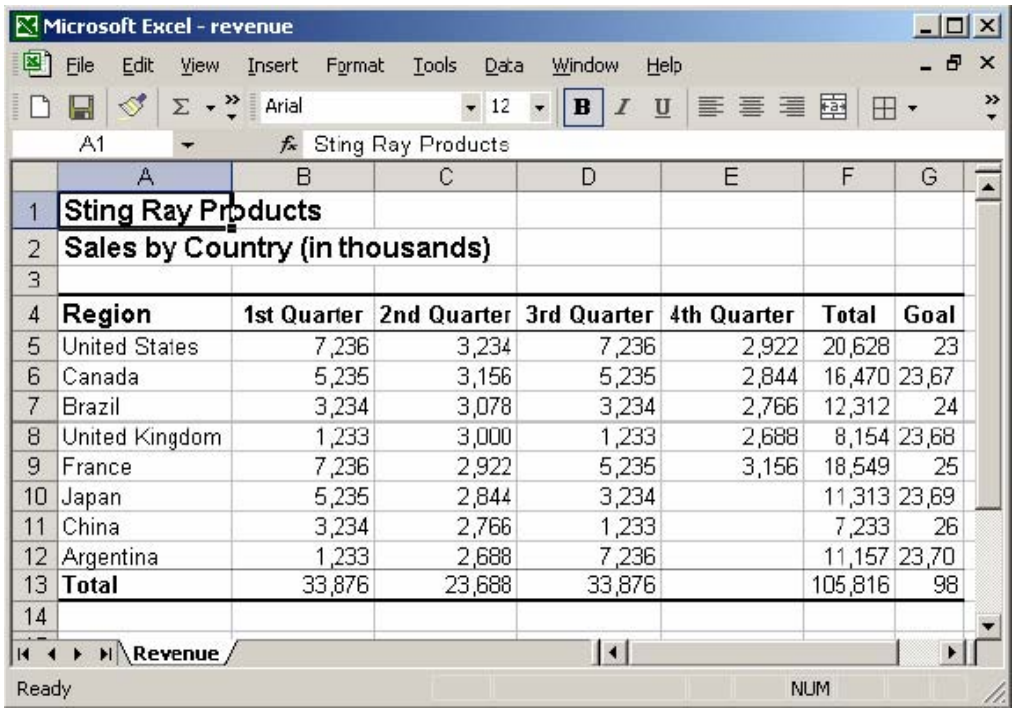
Answer:
Step 1: Select the Edit menu.
Step 2: Select the Go To command.
Step 3: Type F36 in the Reference field.



Step 4: Click OK.

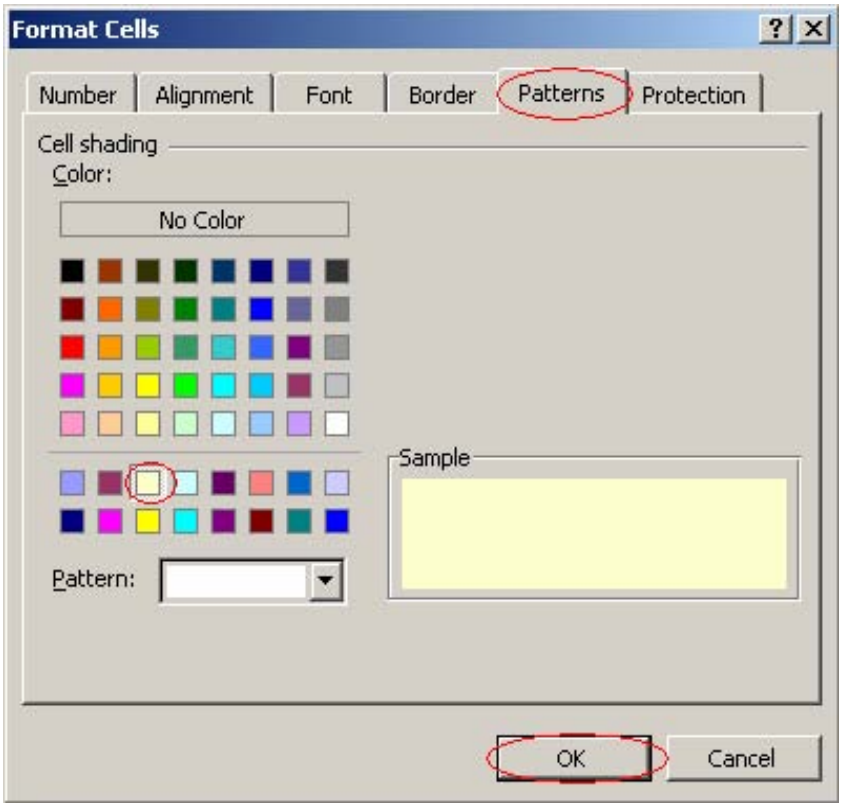
QUESTION 16:

Apply the following formats:
(1) Apply the light yellow shading to cell range A5:A12.
(2) Add Outside Borders formatting to cell range A13:G13.

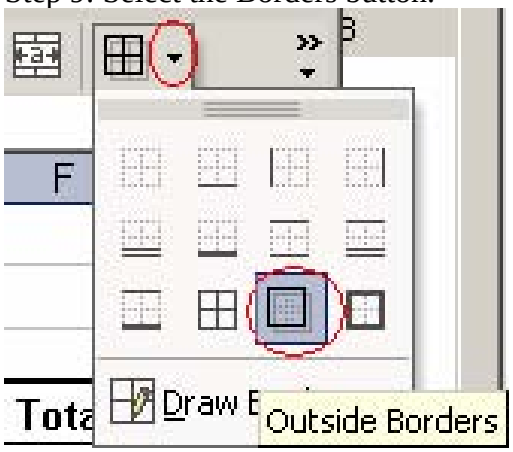


	A	B	C	D	E	F	G
1	Sting Ray Products						
2	Sales by Country (in thousands)						
3							
4	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Goal
5	United States	7,236	3,234	7,236	2,922	20,628	23
6	Canada	5,235	3,156	5,235	2,844	16,470	23,67
7	Brazil	3,234	3,078	3,234	2,766	12,312	24
8	United Kingdom	1,233	3,000	1,233	2,688	8,154	23,68
9	France	7,236	2,922	5,235	3,156	18,549	25
10	Japan	5,235	2,844	3,234		11,313	23,69
11	China	3,234	2,766	1,233		7,233	26
12	Argentina	1,233	2,688	7,236		11,157	23,70
13	Total	33,876	23,688	33,876		105,816	98
14							

Answer:
Step 1: Click the A5 cell.
Step 2: Press the Shift key and click the A12 cell.
Step 3: Select the Format menu.
Step 4: Select the Patterns tab.
Step 5: Select light yellow Cell shading.



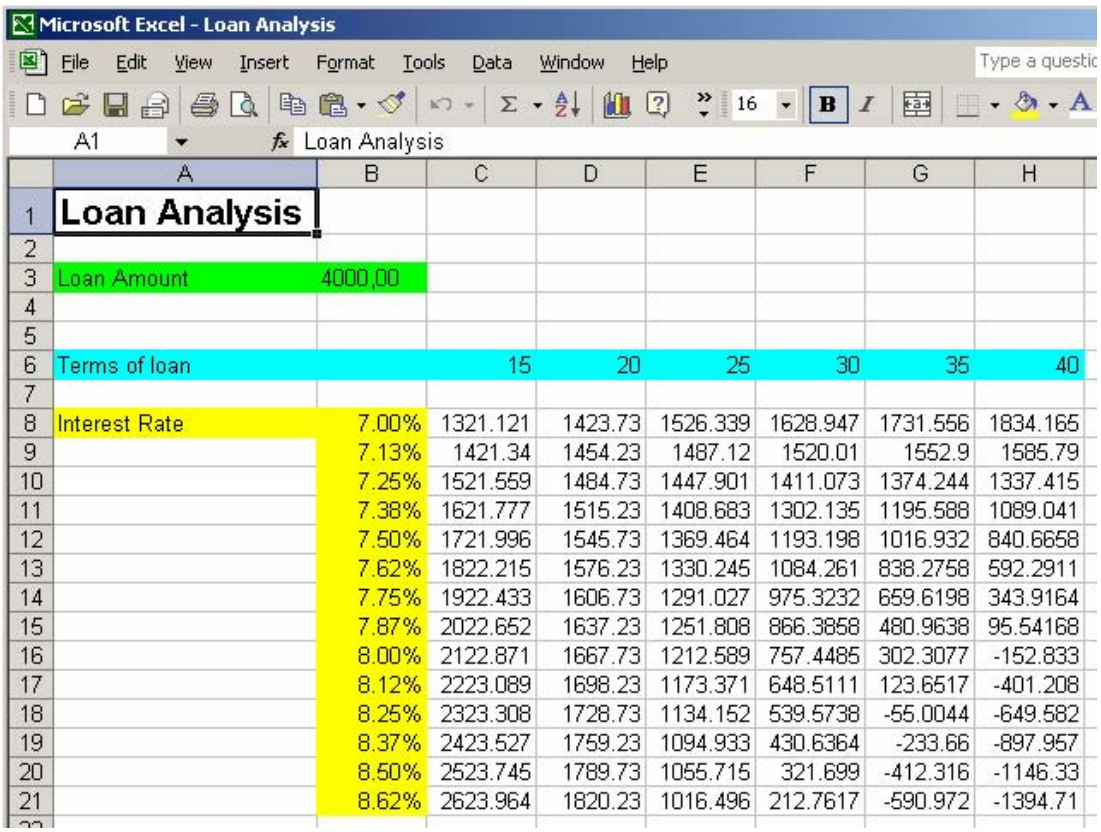
Step 6: Click OK.
Step 7: Click cell A13
Step 8: Press the Shift key and click the G13 cell.
Step 9: Select the Borders button.



Step 10: Select Outside Borders.

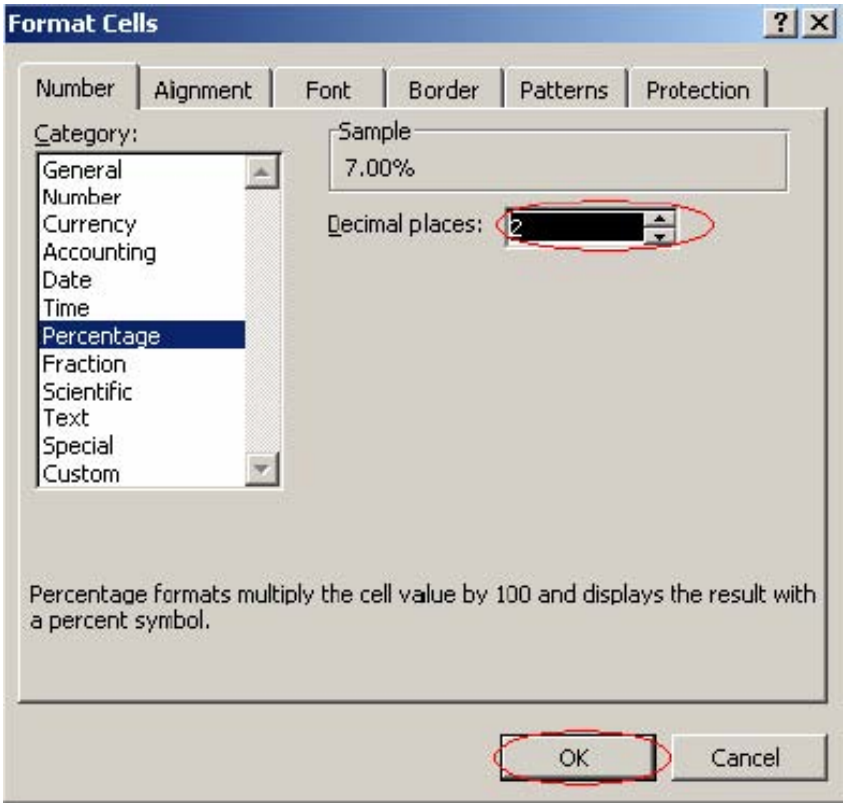
QUESTION 17:

Modify the format of the interest rates in cells B8:B21 to display 3 decimal places.



	A	B	C	D	E	F	G	H
1	**Loan Analysis**							
2								
3	Loan Amount	4000,00						
4								
5								
6	Terms of loan		15	20	25	30	35	40
7								
8	Interest Rate	7.00%	1321.121	1423.73	1526.339	1628.947	1731.556	1834.165
9		7.13%	1421.34	1454.23	1487.12	1520.01	1552.9	1585.79
10		7.25%	1521.559	1484.73	1447.901	1411.073	1374.244	1337.415
11		7.38%	1621.777	1515.23	1408.683	1302.135	1195.588	1089.041
12		7.50%	1721.996	1545.73	1369.464	1193.198	1016.932	840.6658
13		7.62%	1822.215	1576.23	1330.245	1084.261	838.2758	592.2911
14		7.75%	1922.433	1606.73	1291.027	975.3232	659.6198	343.9164
15		7.87%	2022.652	1637.23	1251.808	866.3858	480.9638	95.54168
16		8.00%	2122.871	1667.73	1212.589	757.4485	302.3077	-152.833
17		8.12%	2223.089	1698.23	1173.371	648.5111	123.6517	-401.208
18		8.25%	2323.308	1728.73	1134.152	539.5738	-55.0044	-649.582
19		8.37%	2423.527	1759.23	1094.933	430.6364	-233.66	-897.957
20		8.50%	2523.745	1789.73	1055.715	321.699	-412.316	-1146.33
21		8.62%	2623.964	1820.23	1016.496	212.7617	-590.972	-1394.71

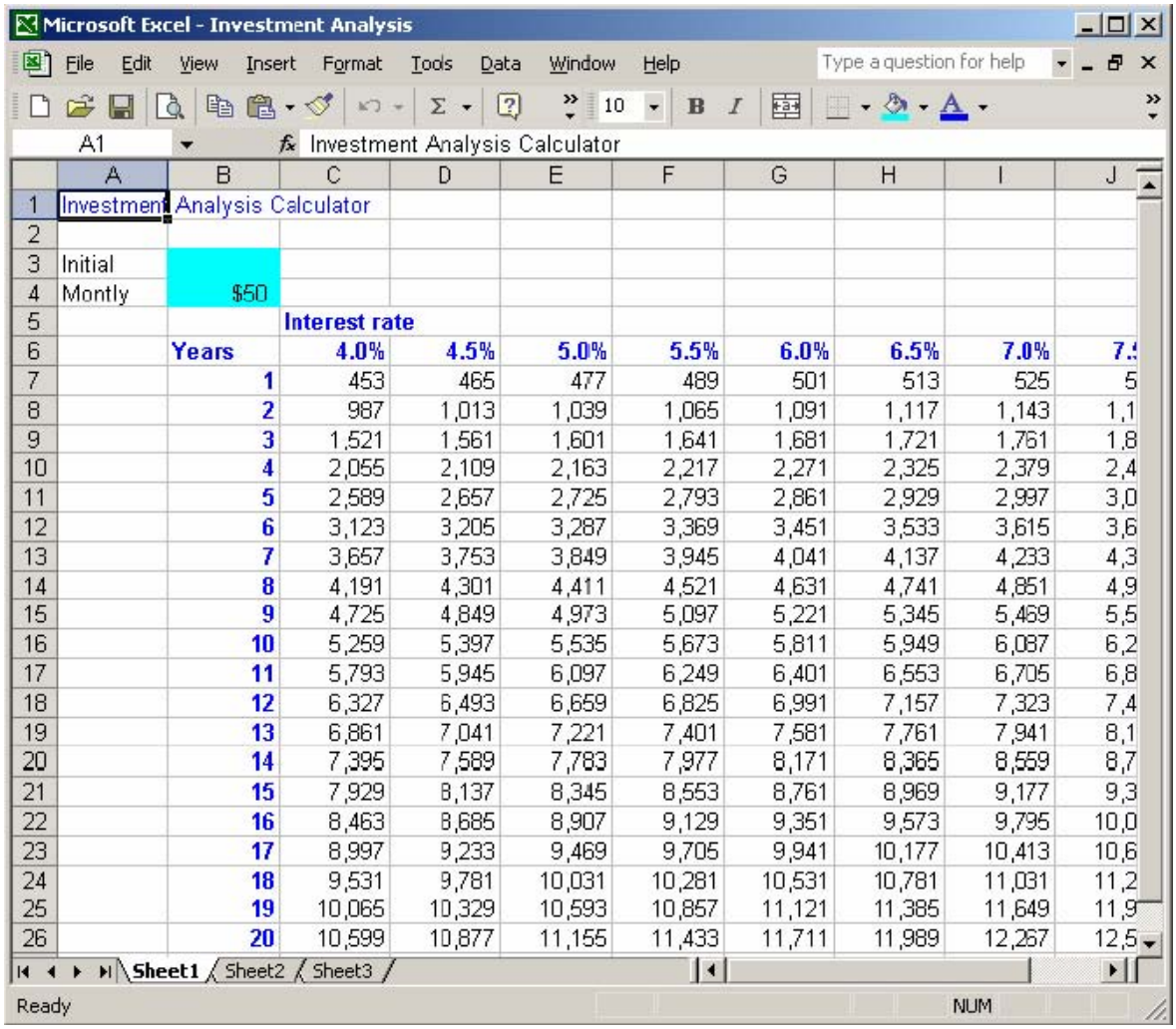
Answer:
Step 1: Click cell B8.
Step 2: Press Shift and click cell B21.
Step 3: Select the Format menu.
Step 4: Select the Cells command.
Step 5: Select the Number tab (if not selected)



Step 6: Increase Decimal places to 3.
Step 7: Click OK.

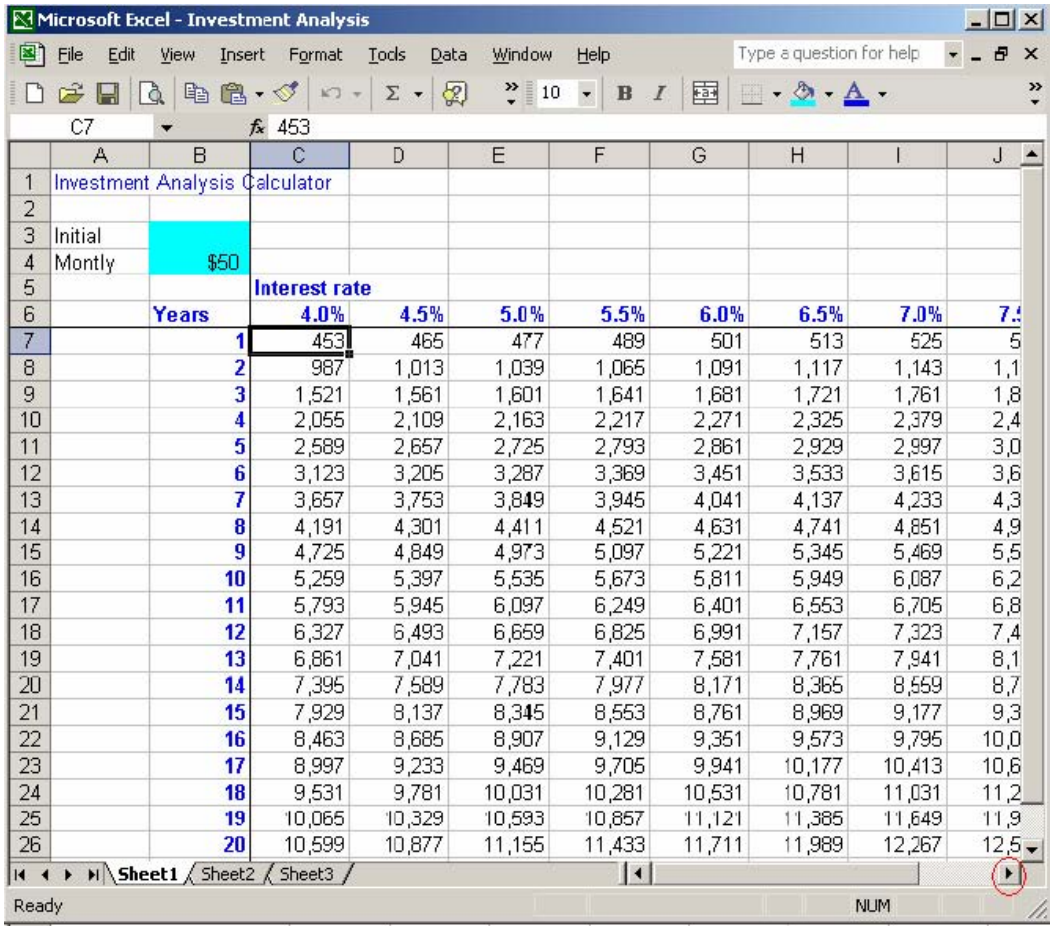
QUESTION 18:

Complete the following tasks:
(1) Freeze panes at cell C7.
(2) Then, navigate to the value for the 20-year investment at 12 percent.



	A	B	C	D	E	F	G	H	I	J
1	Investment	Analysis Calculator								
2										
3	Initial									
4	Montly	$50								
5			Interest rate							
6		Years	4.0%	4.5%	5.0%	5.5%	6.0%	6.5%	7.0%	7.5
7		1	453	465	477	489	501	513	525	5
8		2	987	1,013	1,039	1,065	1,091	1,117	1,143	1,1
9		3	1,521	1,561	1,601	1,641	1,681	1,721	1,761	1,8
10		4	2,055	2,109	2,163	2,217	2,271	2,325	2,379	2,4
11		5	2,589	2,657	2,725	2,793	2,861	2,929	2,997	3,0
12		6	3,123	3,205	3,287	3,369	3,451	3,533	3,615	3,6
13		7	3,657	3,753	3,849	3,945	4,041	4,137	4,233	4,3
14		8	4,191	4,301	4,411	4,521	4,631	4,741	4,851	4,9
15		9	4,725	4,849	4,973	5,097	5,221	5,345	5,469	5,5
16		10	5,259	5,397	5,535	5,673	5,811	5,949	6,087	6,2
17		11	5,793	5,945	6,097	6,249	6,401	6,553	6,705	6,8
18		12	6,327	6,493	6,659	6,825	6,991	7,157	7,323	7,4
19		13	6,861	7,041	7,221	7,401	7,581	7,761	7,941	8,1
20		14	7,395	7,589	7,783	7,977	8,171	8,365	8,559	8,7
21		15	7,929	8,137	8,345	8,553	8,761	8,969	9,177	9,3
22		16	8,463	8,685	8,907	9,129	9,351	9,573	9,795	10,0
23		17	8,997	9,233	9,469	9,705	9,941	10,177	10,413	10,6
24		18	9,531	9,781	10,031	10,281	10,531	10,781	11,031	11,2
25		19	10,065	10,329	10,593	10,857	11,121	11,385	11,649	11,9
26		20	10,599	10,877	11,155	11,433	11,711	11,989	12,267	12,5

Answer:
Step 1: Click cell C7.
Step 2: Select the Windows menu.
Step 3: Select the Freeze panes command.
Step 4: Scroll to the right until you see 12.5%

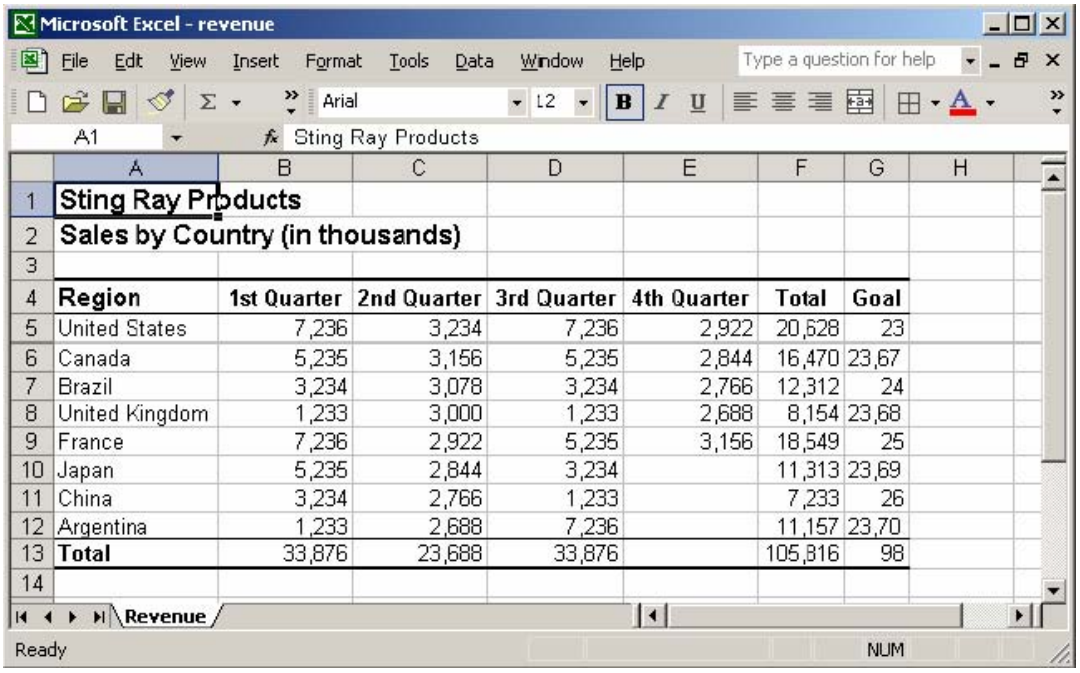


	A	B	C	D	E	F	G	H	I	J
1	Investment Analysis Calculator									
2										
3	Initial									
4	Montly	$50								
5			Interest rate							
6		Years	4.0%	4.5%	5.0%	5.5%	6.0%	6.5%	7.0%	7.5
7		1	453	465	477	489	501	513	525	5
8		2	987	1,013	1,039	1,065	1,091	1,117	1,143	1,1
9		3	1,521	1,561	1,601	1,641	1,681	1,721	1,761	1,8
10		4	2,055	2,109	2,163	2,217	2,271	2,325	2,379	2,4
11		5	2,589	2,657	2,725	2,793	2,861	2,929	2,997	3,0
12		6	3,123	3,205	3,287	3,369	3,451	3,533	3,615	3,6
13		7	3,657	3,753	3,849	3,945	4,041	4,137	4,233	4,3
14		8	4,191	4,301	4,411	4,521	4,631	4,741	4,851	4,9
15		9	4,725	4,849	4,973	5,097	5,221	5,345	5,469	5,5
16		10	5,259	5,397	5,535	5,673	5,811	5,949	6,087	6,2
17		11	5,793	5,945	6,097	6,249	6,401	6,553	6,705	6,8
18		12	6,327	6,493	6,659	6,825	6,991	7,157	7,323	7,4
19		13	6,861	7,041	7,221	7,401	7,581	7,761	7,941	8,1
20		14	7,395	7,589	7,783	7,977	8,171	8,365	8,559	8,7
21		15	7,929	8,137	8,345	8,553	8,761	8,969	9,177	9,3
22		16	8,463	8,685	8,907	9,129	9,351	9,573	9,795	10,0
23		17	8,997	9,233	9,469	9,705	9,941	10,177	10,413	10,6
24		18	9,531	9,781	10,031	10,281	10,531	10,781	11,031	11,2
25		19	10,065	10,329	10,593	10,857	11,121	11,385	11,649	11,9
26		20	10,599	10,877	11,155	11,433	11,711	11,989	12,267	12,5

Step 5: Click cell 12.5%/20 Years.

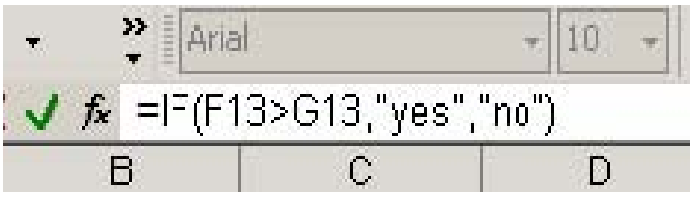
QUESTION 19:

Enter a formula in cell H13 using the IF statement to determine if the total Revenue in cell F13 exceeded the goal in cell G13 and return the word "yes" if total revenue exceeded the goal and "no" if it did not.



	A	B	C	D	E	F	G	H
1	Sting Ray Products							
2	Sales by Country (in thousands)							
3								
4	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Goal	
5	United States	7,236	3,234	7,236	2,922	20,628	23	
6	Canada	5,235	3,156	5,235	2,844	16,470	23,67	
7	Brazil	3,234	3,078	3,234	2,766	12,312	24	
8	United Kingdom	1,233	3,000	1,233	2,688	8,154	23,68	
9	France	7,236	2,922	5,235	3,156	18,549	25	
10	Japan	5,235	2,844	3,234		11,313	23,69	
11	China	3,234	2,766	1,233		7,233	26	
12	Argentina	1,233	2,688	7,236		11,157	23,70	
13	Total	33,876	23,688	33,876		105,816	98	
14								

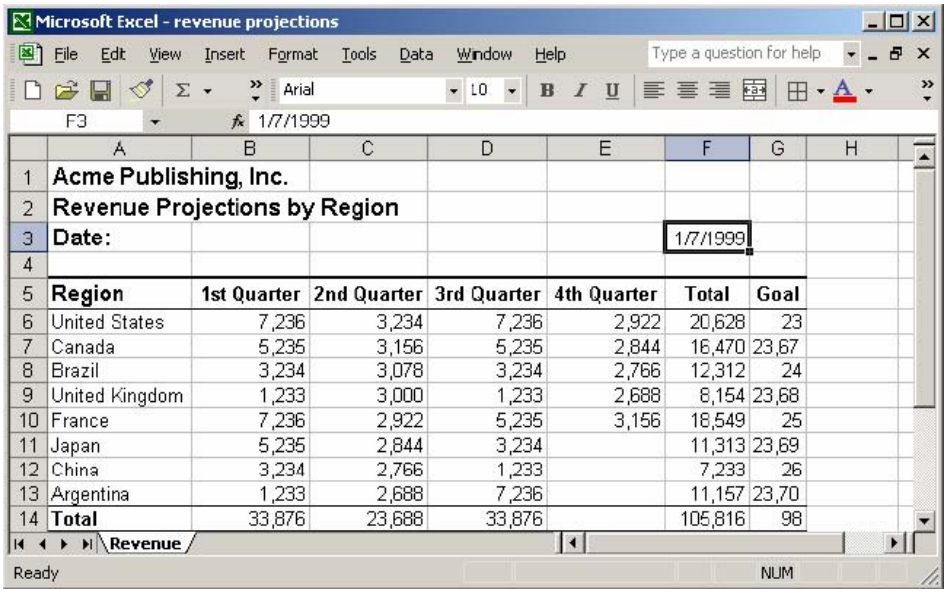
Answer:
Step 1: Click cell H13
Step 2: Enter the following formula: =(IF,F13>G13,"yes","no")
Note: The formula bar will look like:



Step 3: Press the Enter key.

QUESTION 20:

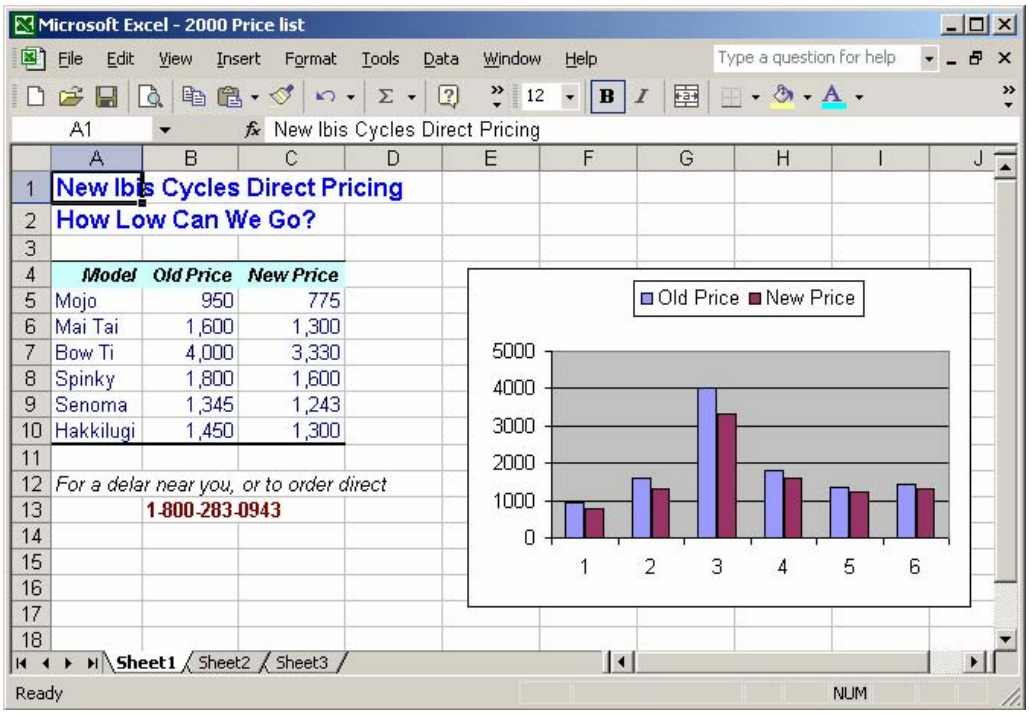
Change the following cell entries:
A3: Change to Report Date:
F3: Change to 02/09/99
B13: Change to 134211



Answer:
Step 1: Click cell A3.
Step 2: Enter text: Report Date:
Step 3: Press the Enter key.
Step 4: Click cell F3.
Step 5: Enter text: 02/09/99
Step 6: Press the Enter key.
Step 7: Click cell B13
Step 8: Enter text: 134211
Step 9: Press the Enter key.

QUESTION 21:

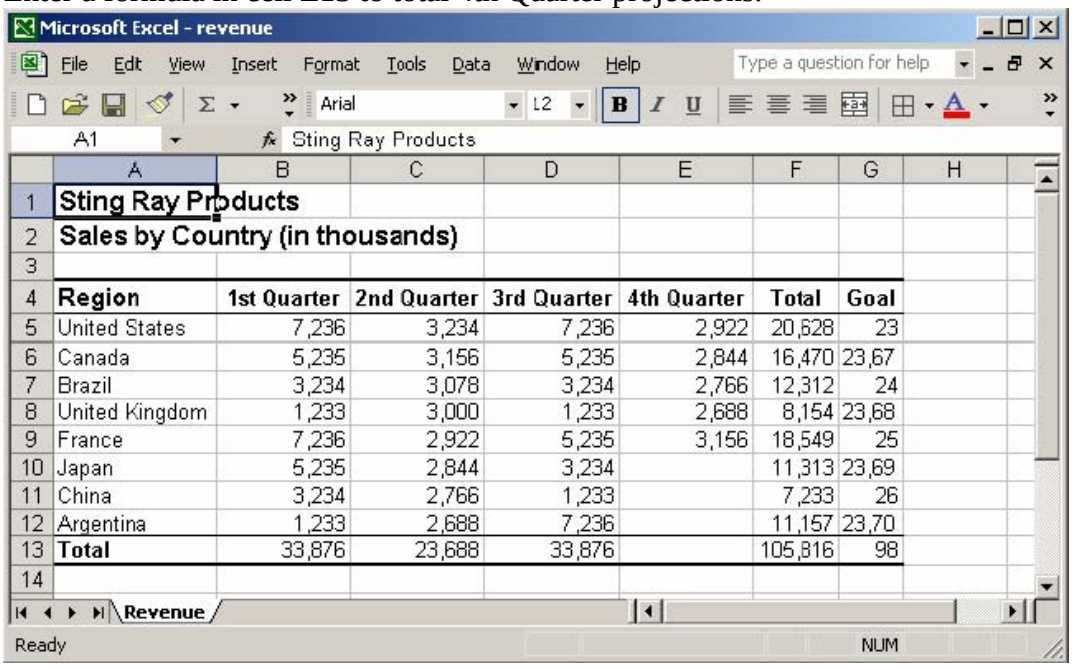
Save the workbook as a web page in the current directory with the name 2000 Price list.htm.



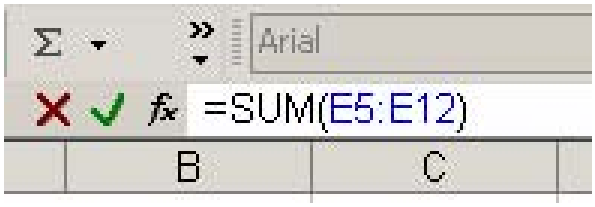
Answer:
Step 1: Select the File menu.
Step 2: Select the Save as Web page command
Step 3: Enter the file name: 2000 Price list
Step 4: Click Save.

QUESTION 22:

Enter a formula in cell E13 to total 4th Quarter projections.



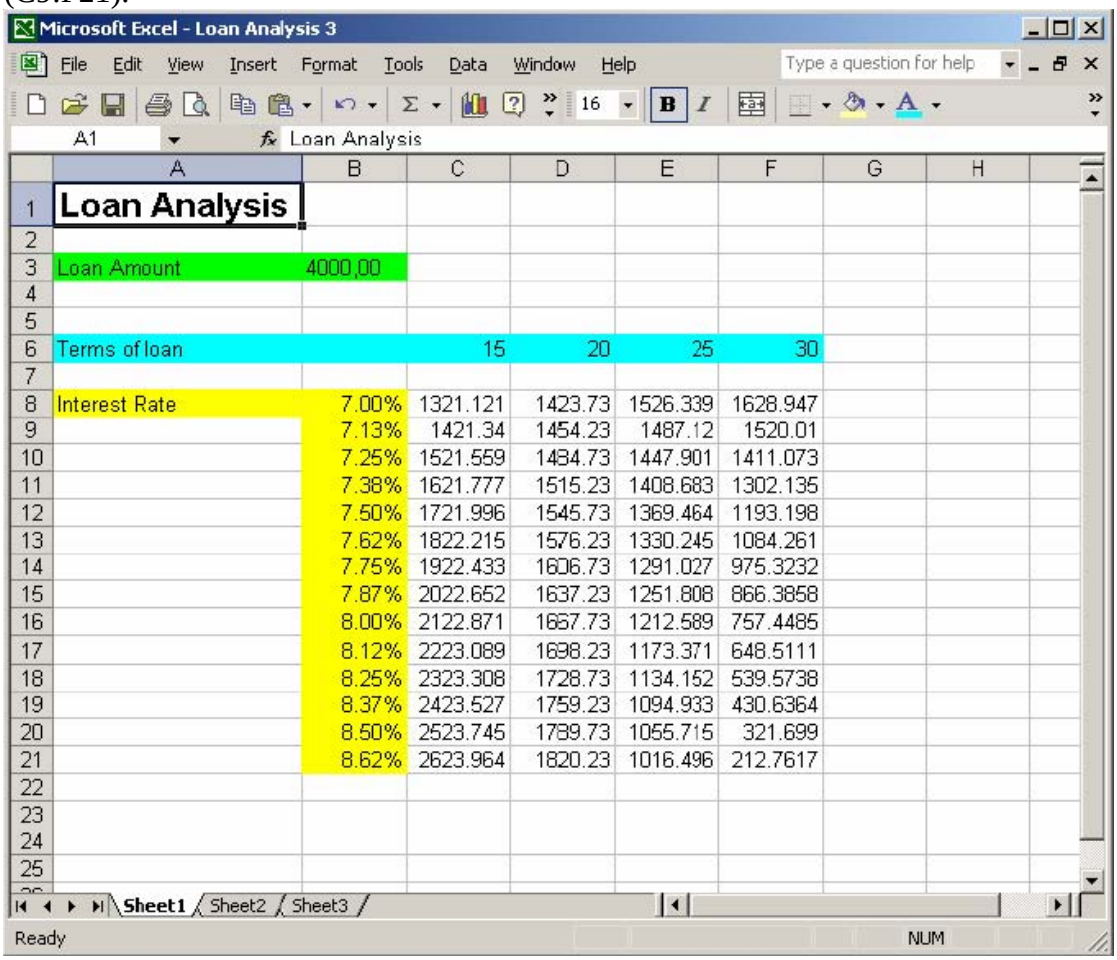
Answer:
Step 1: Click cell E13.
Step 2: Enter formula: =SUM(E5:E12)
Note: Formula bar would look like:



Step 3: Press the Enter key.

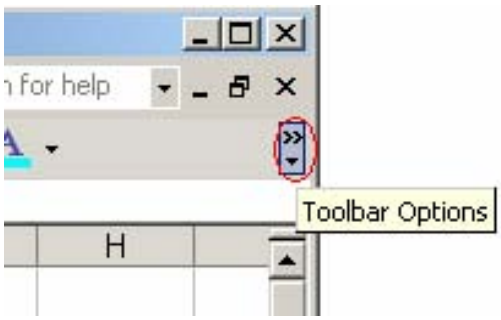
QUESTION 23:

Use the format Painter to copy the format in cell C8 to each additional cell that lists a loan payment (C9:F21).

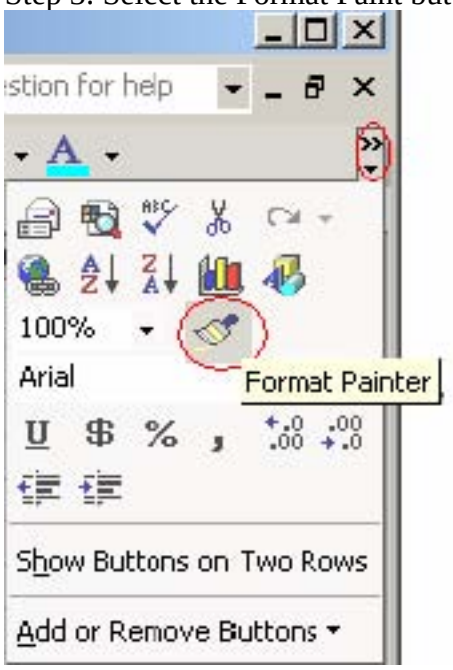


	A	B	C	D	E	F	G	H
1	Loan Analysis							
2								
3	Loan Amount	4000,00						
4								
5								
6	Terms of loan		15	20	25	30		
7								
8	Interest Rate	7.00%	1321.121	1423.73	1526.339	1628.947		
9		7.13%	1421.34	1454.23	1487.12	1520.01		
10		7.25%	1521.559	1484.73	1447.901	1411.073		
11		7.38%	1621.777	1515.23	1408.683	1302.135		
12		7.50%	1721.996	1545.73	1369.464	1193.198		
13		7.62%	1822.215	1576.23	1330.245	1084.261		
14		7.75%	1922.433	1606.73	1291.027	975.3232		
15		7.87%	2022.652	1637.23	1251.808	866.3858		
16		8.00%	2122.871	1667.73	1212.589	757.4485		
17		8.12%	2223.089	1698.23	1173.371	648.5111		
18		8.25%	2323.308	1728.73	1134.152	539.5738		
19		8.37%	2423.527	1759.23	1094.933	430.6364		
20		8.50%	2523.745	1789.73	1055.715	321.699		
21		8.62%	2623.964	1820.23	1016.496	212.7617		
22								
23								
24								
25								

Answer:
Step 1: Click cell C8.
Step 2: Select Toolbar options.



Step 3: Select the Format Paint button.

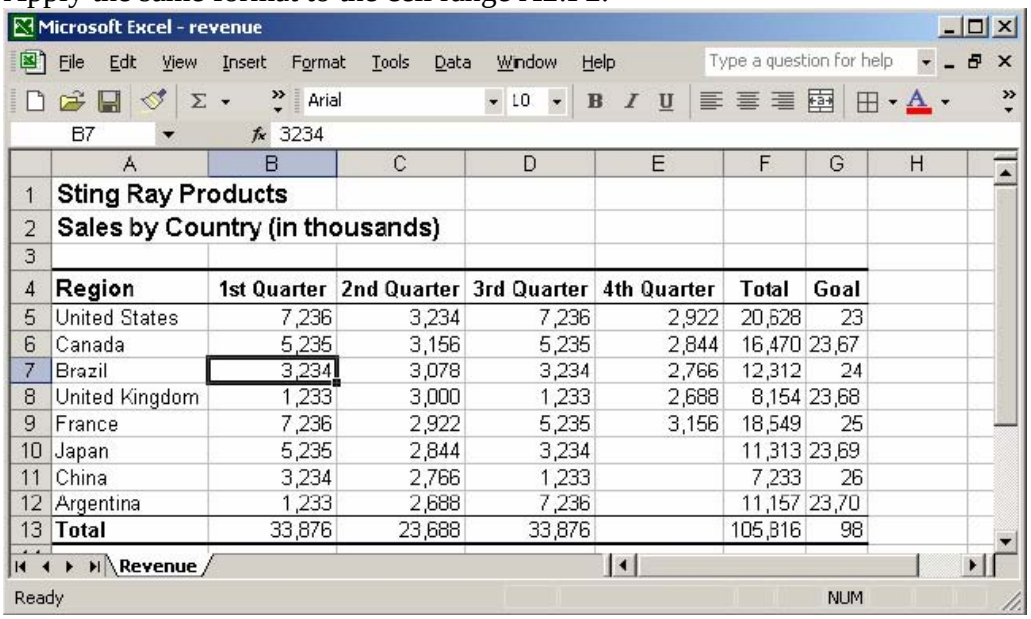


Step 4: Select the are C8:F21 by click and drag from C8 to F21.

6	Terms of loan		15	20	25	30
7						
8	Interest Rate	7.00%	1321.121	1423.73	1526.339	1628.947
9		7.13%	1421.34	1454.23	1487.12	1520.01
10		7.25%	1521.559	1484.73	1447.901	1411.073
11		7.38%	1621.777	1515.23	1408.683	1302.135
12		7.50%	1721.996	1545.73	1369.464	1193.198
13		7.62%	1822.215	1576.23	1330.245	1084.261
14		7.75%	1922.433	1606.73	1291.027	975.3232
15		7.87%	2022.652	1637.23	1251.808	866.3858
16		8.00%	2122.871	1667.73	1212.589	757.4485
17		8.12%	2223.089	1698.23	1173.371	648.5111
18		8.25%	2323.308	1728.73	1134.152	539.5738
19		8.37%	2423.527	1759.23	1094.933	430.6364
20		8.50%	2523.745	1789.73	1055.715	321.699
21		8.62%	2623.964	1820.23	1016.496	212.7617
22						

QUESTION 24:

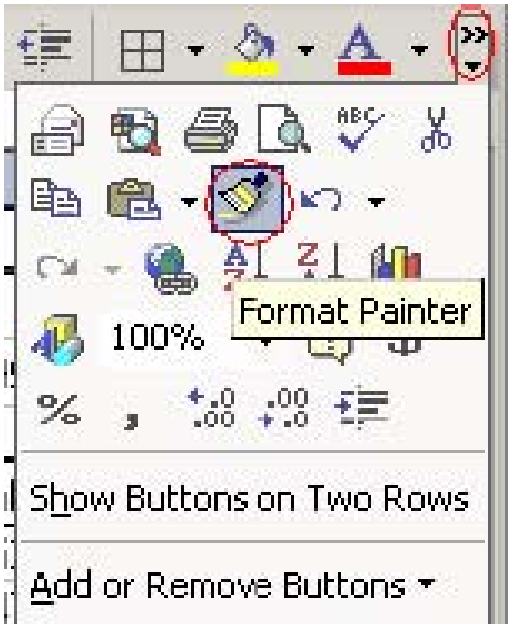
Merge cell range A1 to F1.
Apply the same format to the cell range A2:F2.



	A	B	C	D	E	F	G	H
1	Sting Ray Products							
2	Sales by Country (in thousands)							
3								
4	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Goal	
5	United States	7,236	3,234	7,236	2,922	20,628	23	
6	Canada	5,235	3,156	5,235	2,844	16,470	23,67	
7	Brazil	3,234	3,078	3,234	2,766	12,312	24	
8	United Kingdom	1,233	3,000	1,233	2,688	8,154	23,68	
9	France	7,236	2,922	5,235	3,156	18,549	25	
10	Japan	5,235	2,844	3,234		11,313	23,69	
11	China	3,234	2,766	1,233		7,233	26	
12	Argentina	1,233	2,688	7,236		11,157	23,70	
13	Total	33,876	23,688	33,876		105,816	98	

Answer:
Step 1: Click cell A1.
Step 2: Press the Shift key and click cell F1.
Step 3: Click the Merge and Center button.

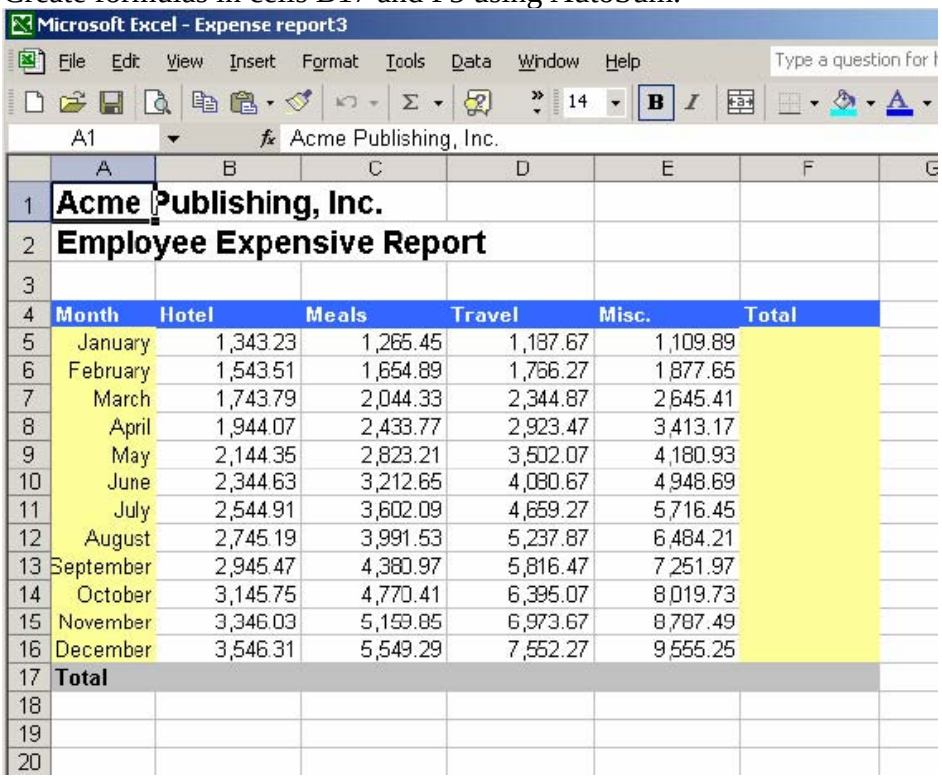
Step 4: Select the Format Painter button.



Step 5: Click the A2 cell and drag to the F2 cell.
Note: Instead of step 4-5 you could use the same method as step 1-3.

QUESTION 25:

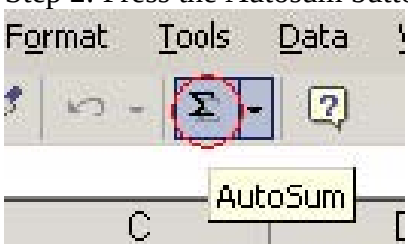
Create formulas in cells B17 and F5 using AutoSum.



	A	B	C	D	E	F
1	Acme Publishing, Inc.					
2	Employee Expensive Report					
3						
4	Month	Hotel	Meals	Travel	Misc.	Total
5	January	1,343.23	1,265.45	1,187.67	1,109.89	
6	February	1,543.51	1,654.89	1,766.27	1,877.65	
7	March	1,743.79	2,044.33	2,344.87	2,645.41	
8	April	1,944.07	2,433.77	2,923.47	3,413.17	
9	May	2,144.35	2,823.21	3,502.07	4,180.93	
10	June	2,344.63	3,212.65	4,080.67	4,948.69	
11	July	2,544.91	3,602.09	4,659.27	5,716.45	
12	August	2,745.19	3,991.53	5,237.87	6,484.21	
13	September	2,945.47	4,380.97	5,816.47	7,251.97	
14	October	3,145.75	4,770.41	6,395.07	8,019.73	
15	November	3,346.03	5,159.85	6,973.67	8,787.49	
16	December	3,546.31	5,549.29	7,552.27	9,555.25	
17	Total					
18						
19						
20						

Answer:
Step 1: Click cell B17.

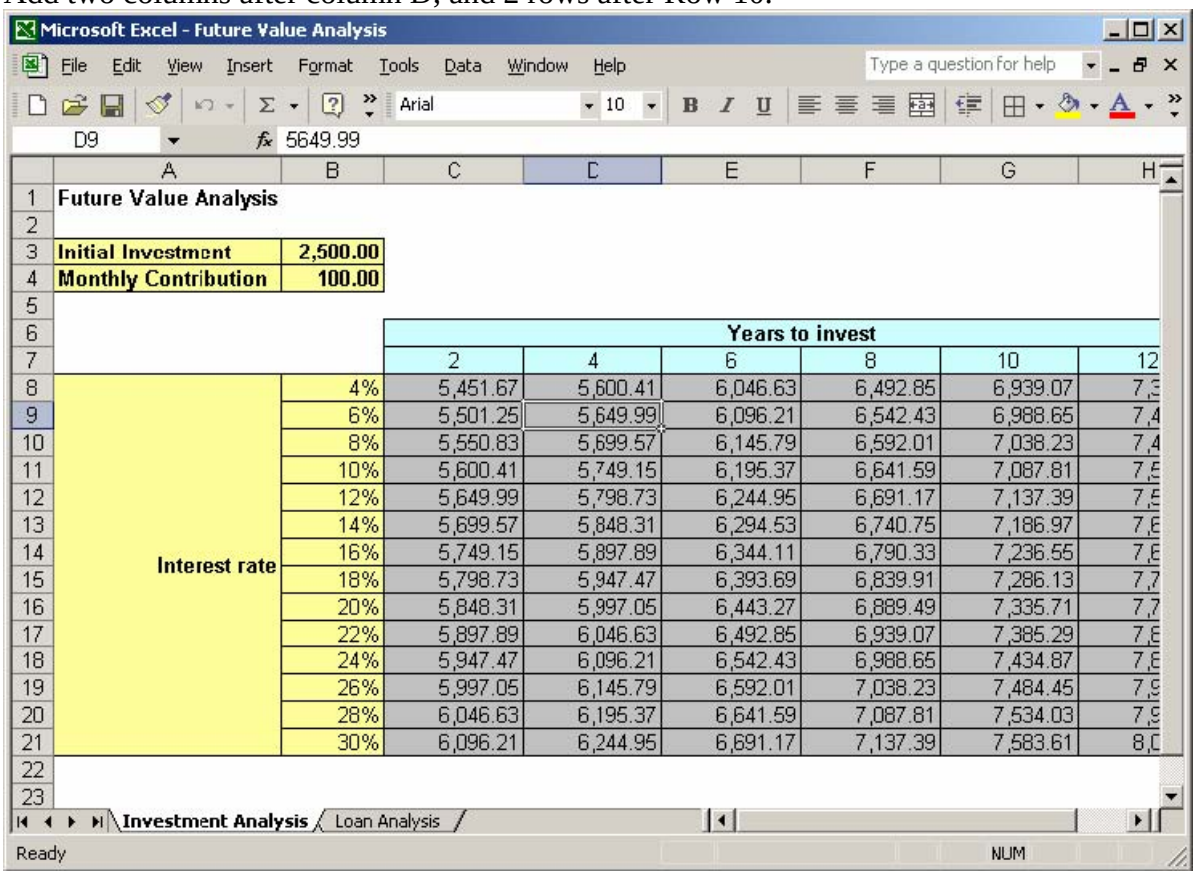
Step 2: Press the Autosum button.



Step 3: Press Enter.
Step 4: Click cell F5.
Step 5: Press the Autosum button.
Step 6: Press Enter.

QUESTION 26:

Add two columns after column D, and 2 rows after Row 10.



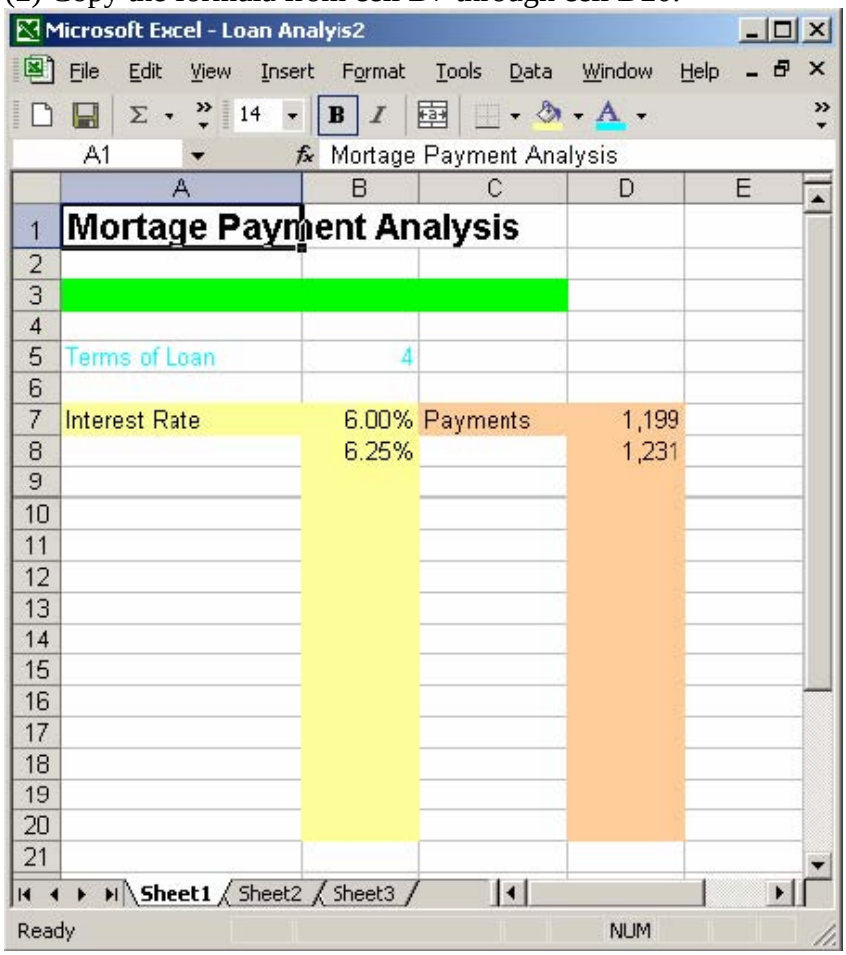
	A	B	C	D	E	F	G	H
1	Future Value Analysis							
2								
3	Initial Investment	2,500.00						
4	Monthly Contribution	100.00						
5								
6			Years to invest					
7			2	4	6	8	10	12
8	Interest rate	4%	5,451.67	5,600.41	6,046.63	6,492.85	6,939.07	7,3
9		6%	5,501.25	5,649.99	6,096.21	6,542.43	6,988.65	7,4
10		8%	5,550.83	5,699.57	6,145.79	6,592.01	7,038.23	7,4
11		10%	5,600.41	5,749.15	6,195.37	6,641.59	7,087.81	7,5
12		12%	5,649.99	5,798.73	6,244.95	6,691.17	7,137.39	7,5
13		14%	5,699.57	5,848.31	6,294.53	6,740.75	7,186.97	7,6
14		16%	5,749.15	5,897.89	6,344.11	6,790.33	7,236.55	7,6
15		18%	5,798.73	5,947.47	6,393.69	6,839.91	7,286.13	7,7
16		20%	5,848.31	5,997.05	6,443.27	6,889.49	7,335.71	7,7
17		22%	5,897.89	6,046.63	6,492.85	6,939.07	7,385.29	7,8
18		24%	5,947.47	6,096.21	6,542.43	6,988.65	7,434.87	7,8
19		26%	5,997.05	6,145.79	6,592.01	7,038.23	7,484.45	7,9
20		28%	6,046.63	6,195.37	6,641.59	7,087.81	7,534.03	7,9
21		30%	6,096.21	6,244.95	6,691.17	7,137.39	7,583.61	8,0
22								
23								

Answer:
Step 1: Click somewhere in the E-column.
Step 2: Select the Insert menu.
Step 3: Select the Columns command.
Step 4: Select the Insert menu.
Step 5: Select the Columns command.
Note: Step 2-5 could be replaced with: select column E and F, Select Columns from the Insert menu.

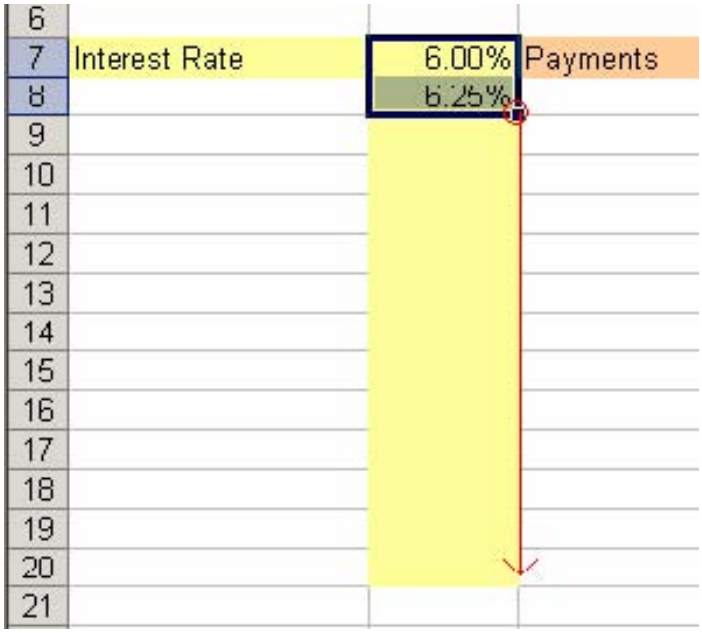
Step 6: Click somewhere on row 11.
Step 7: Select the Insert menu.
Step 8: Select the Rows command.
Step 9: Select the Insert menu.
Step 10: Select the Rows command.
Note: Step 7-10 could be replaced with: select row 10 and 11, Select Rows from the Insert menu.

QUESTION 27:

Use the Fill Handle to complete the following:
(1) Continue the series in the cell range B7:B8 through cell B20.
(2) Copy the formula from cell D7 through cell D20.



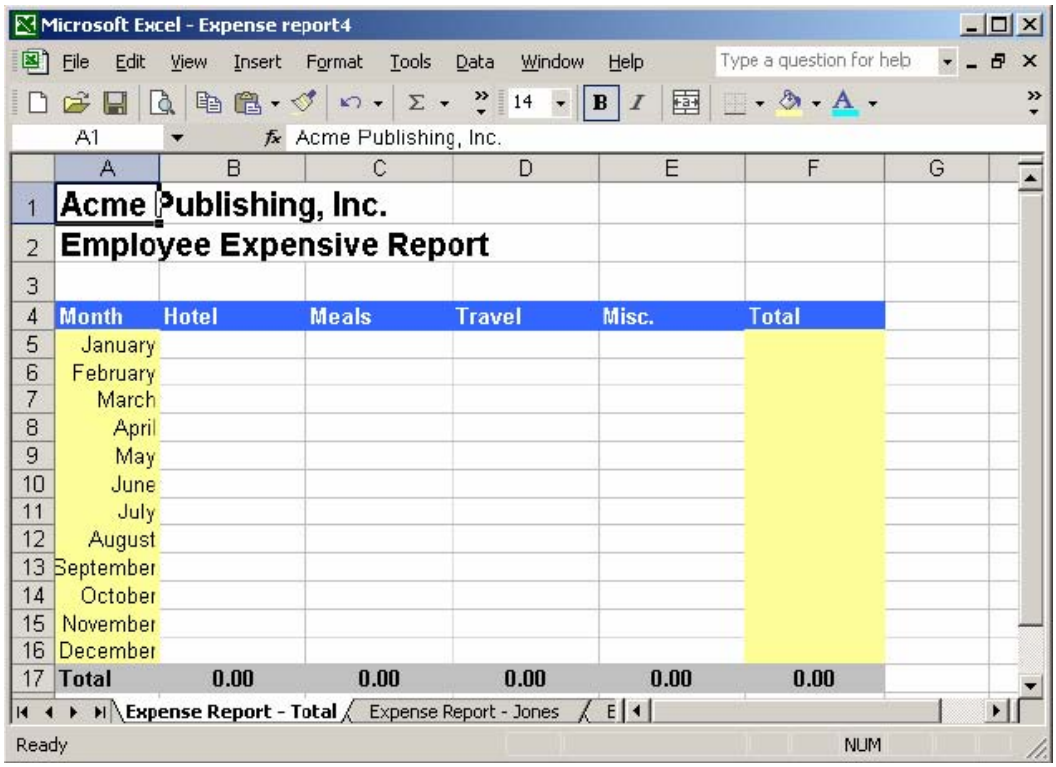
Answer:
Step 1: Select cell B7 and B8.
Step 2: Click the fill handle and fill downwards to cell B20.



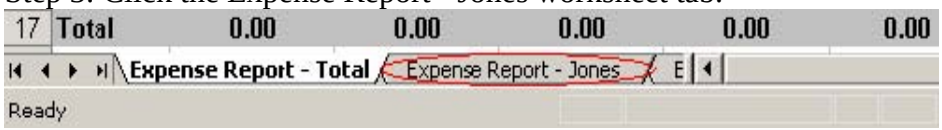
Step 3: Click cell D7.
Step 4: Click the fill handle and fill downwards to cell D20.

QUESTION 28:

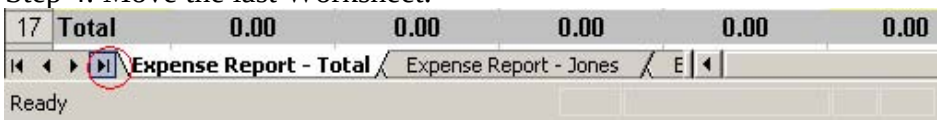
Link the worksheets and create a consolidation formula in cell B5 that sums the appropriate expenses for all employees.



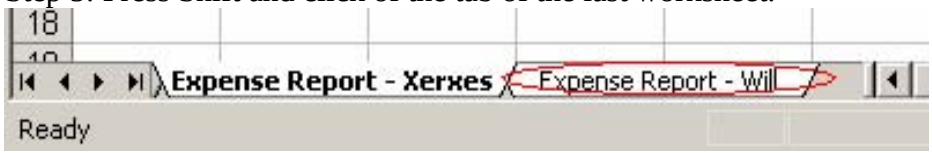
Answer:
Step 1: Click cell B5.
Step 2: Enter: =SUM(
Note: We manually start writing a sum formula
Step 3: Click the Expense Report - Jones worksheet tab.



Step 4: Move the last Worksheet.

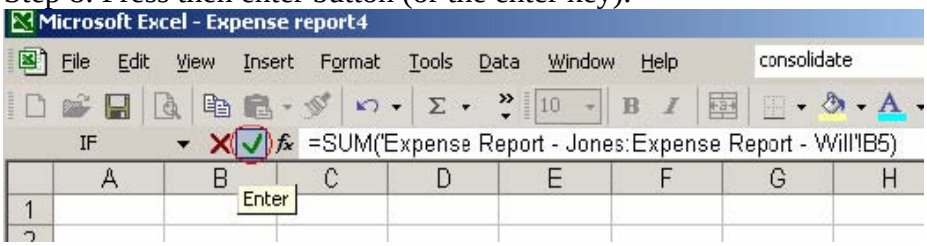


Step 5: Press Shift and click of the tab of the last worksheet.



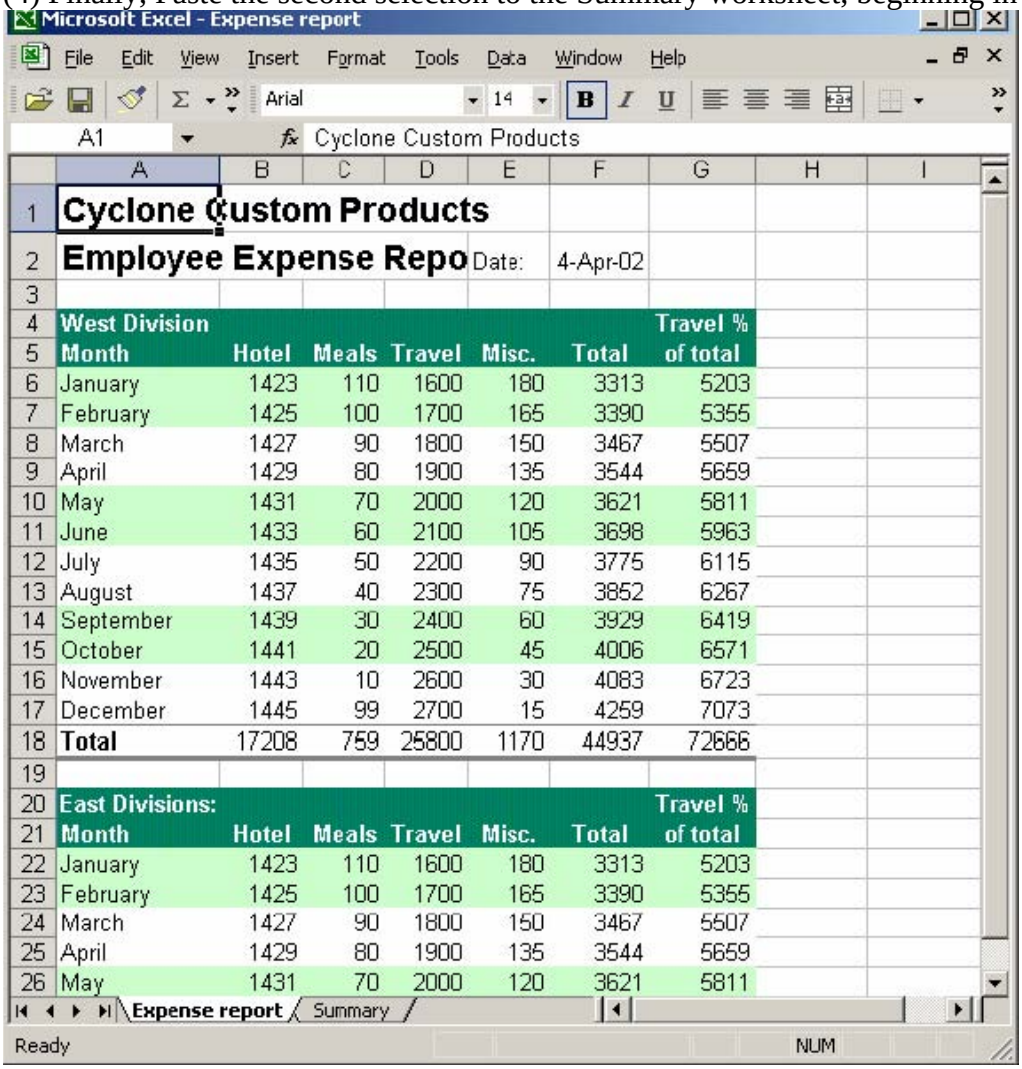
Note: We have now selected all worksheets except the Expense Report - Total worksheet.
Step 6: Click cell B5.
Step 7: Type:)

Step 8: Press then enter button (or the enter key).



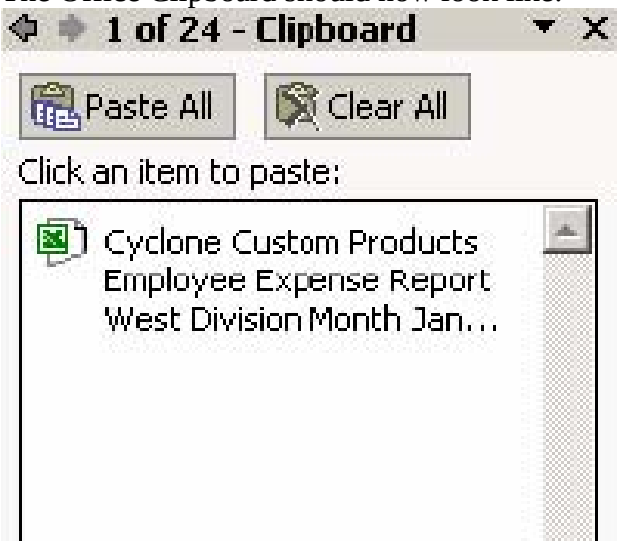
QUESTION 29:

Complete the following 4 tasks:
(1) Copy the cell range A1:A36 of the Expense Report worksheet to the Office Clipboard.
(2) Then, copy cell range F4:F36 from the Expense Report worksheet to the Office Clipboard.
(3) Paste the first selection to the Summary worksheet, beginning in cell A1.
(4) Finally, Paste the second selection to the Summary worksheet, beginning in cell B4.

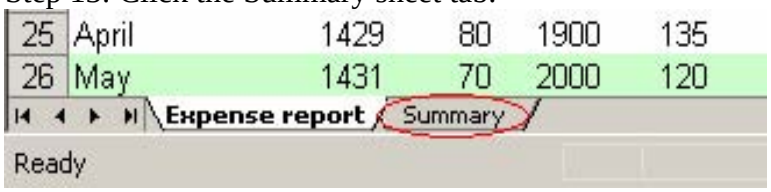


Answer:

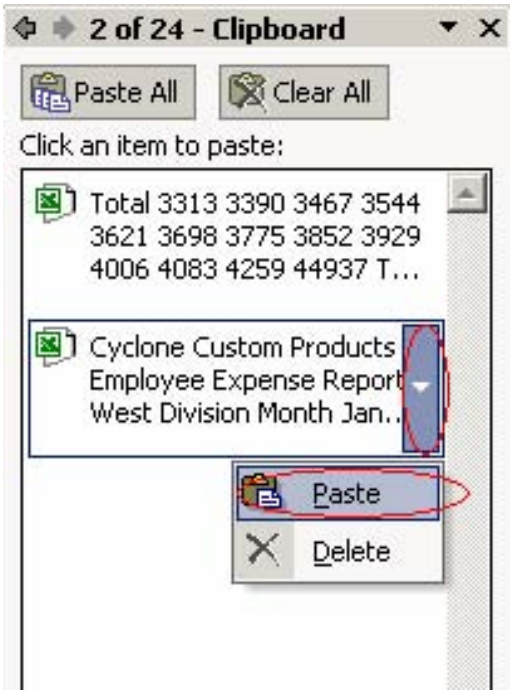
Step 1: Click cell A1.
Step 2: Scroll down until you see the A36 cell.
Step 3: Press the Shift key and click the cell A36.
Step 4: Select the Edit menu.
Step 5: Select the Copy command.
Note: Steps 7-8 only necessary if need to activate the Office Clipboard.
Step 6: Select the Edit menu.
Step 7: Select Office Clipboard command.
The Office Clipboard should now look like:



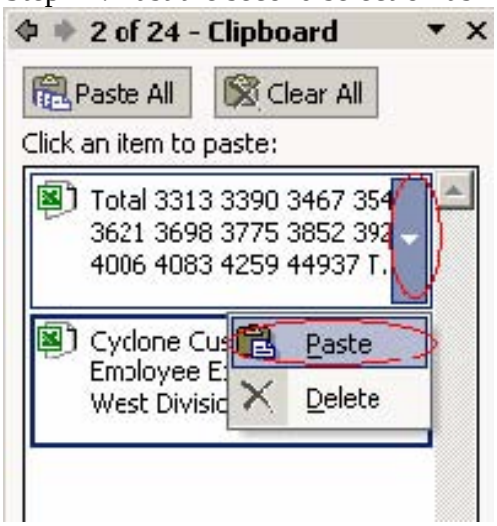
Step 8: Click cell F4.
Step 9: Scroll down until you see the F36 cell.
Step 10: Press the Shift key and click cell F36.
Step 11: Select the Edit menu.
Step 12: Select the Copy command.
Step 13: Click the Summary sheet tab.



Step 14: Click cell A1.
Step 15: Past the first selection using the Office Clipboard.

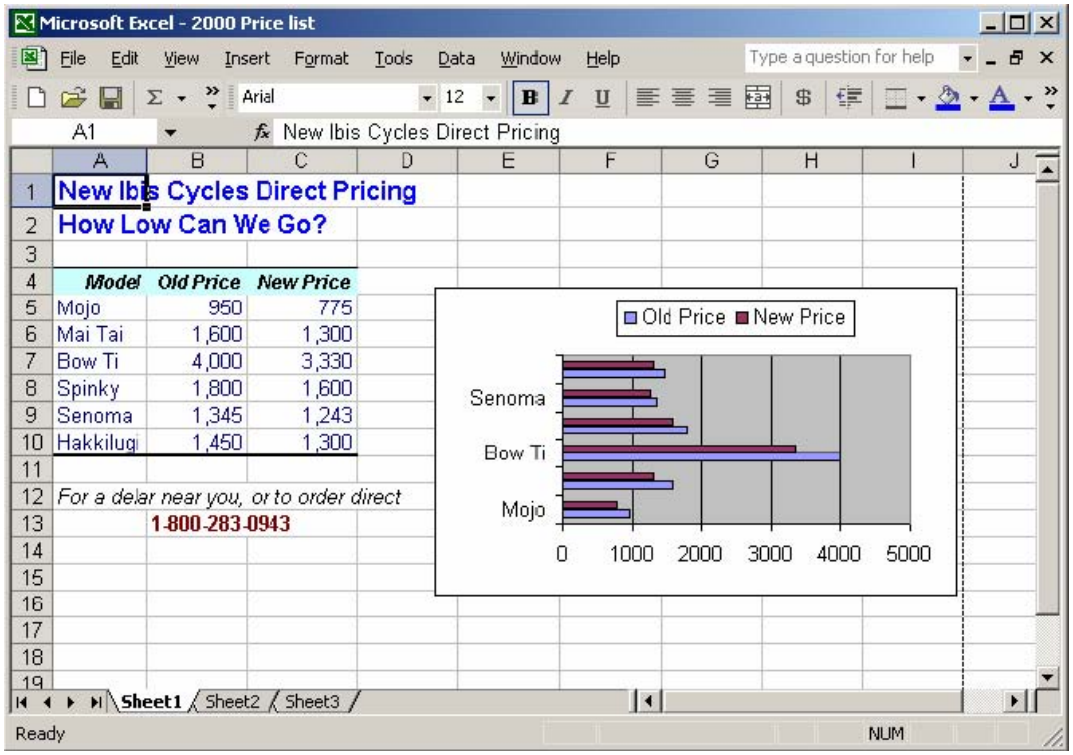


Step 16: Click cell B4.
Step 17: Past the second selection using the Office Clipboard..



QUESTION 30:

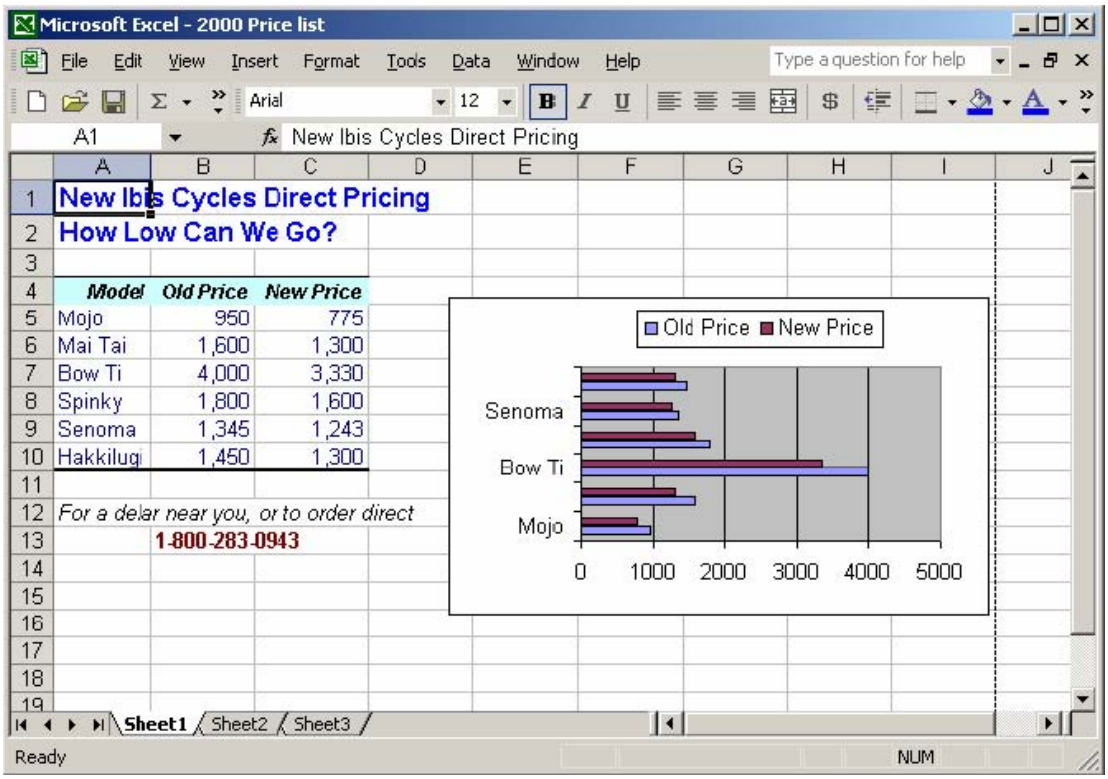
Print the existing chart.



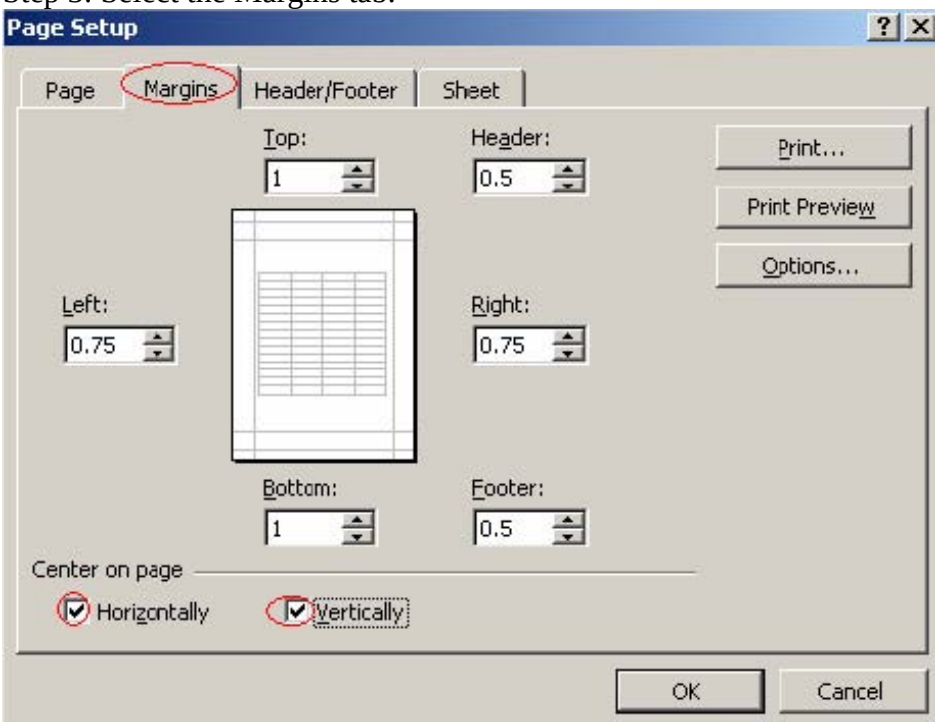
Answer:
Step 1: Click the Chart.
Note: It is not possible to print only the chart unless you select it first.
Step 2: Select the File menu.
Step 3: Select the Print Command.
Step 4: Select the OK button.

QUESTION 31:

Using print options, center the worksheet horizontally and vertically.



Answer:
Step 1: Select the File menu.
Step 2: Select the Page Setup command.
Step 3: Select the Margins tab.

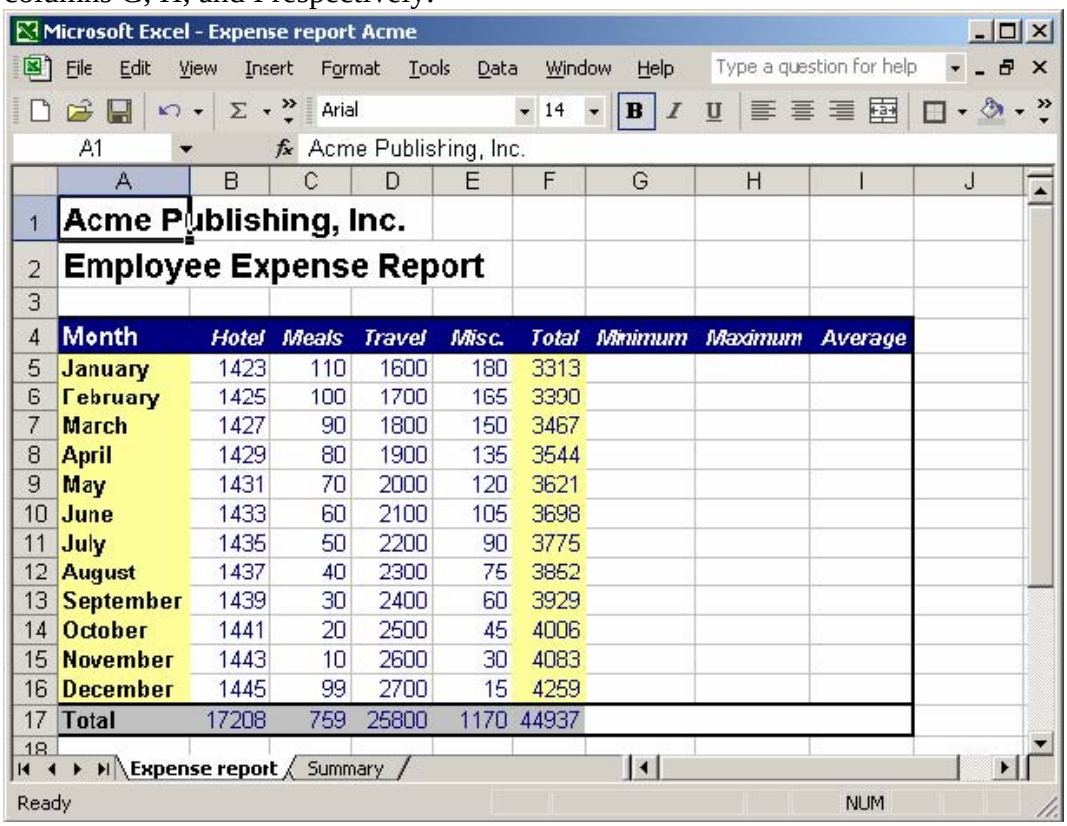


Step 4: Select the Center page Horizontally option.

Step 5: Select the Center page Vertically option.
Step 6: Click the OK button.
Note: We are not going to print it now. We are just setting the print options.

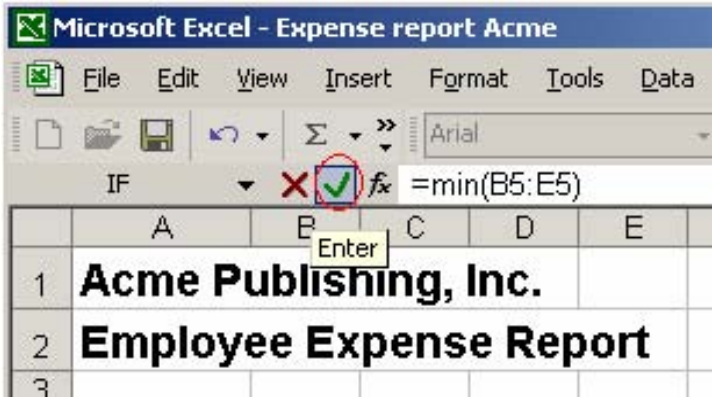
QUESTION 32:

Enter the appropriate formulas to calculate the minimum, maximum, and average expense each month in columns G, H, and I respectively.



Month	Hotel	Meals	Travel	Misc.	Total	Minimum	Maximum	Average
January	1423	110	1600	180	3313			
February	1425	100	1700	165	3390			
March	1427	90	1800	150	3467			
April	1429	80	1900	135	3544			
May	1431	70	2000	120	3621			
June	1433	60	2100	105	3698			
July	1435	50	2200	90	3775			
August	1437	40	2300	75	3852			
September	1439	30	2400	60	3929			
October	1441	20	2500	45	4006			
November	1443	10	2600	30	4083			
December	1445	99	2700	15	4259			
Total	17208	759	25800	1170	44937			

Answer:
Step 1: Click the G5 cell.
Step 2: Enter the formula: =min(B5:E5)
Step 3: Select the green Enter button.



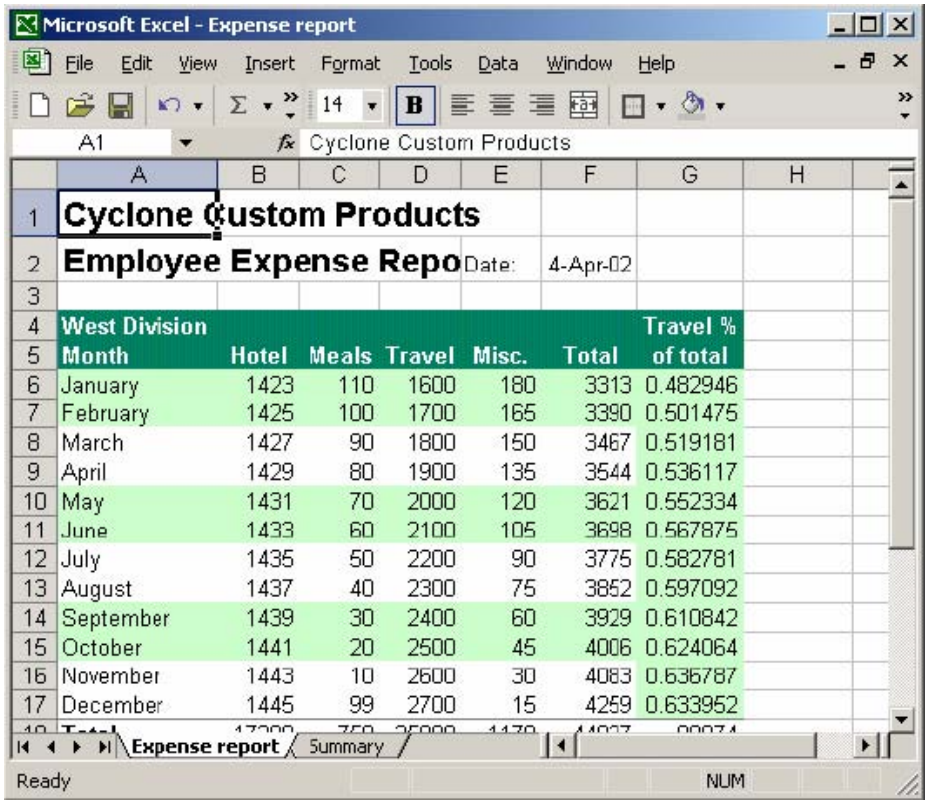
Step 4: Use autofill to copy the formula to cell G16

	A	B	C	D	E	F	G
1	Acme Publishing, Inc.						
2	Employee Expense Report						
3							
4	Month	Hotel	Meals	Travel	Misc.	Total	Minimum
5	January	1423	110	1600	180	3313	110
6	February	1425	100	1700	165	3390	
7	March	1427	90	1800	150	3467	
8	April	1429	80	1900	135	3544	
9	May	1431	70	2000	120	3621	
10	June	1433	60	2100	105	3698	
11	July	1435	50	2200	90	3775	
12	August	1437	40	2300	75	3852	
13	September	1439	30	2400	60	3929	
14	October	1441	20	2500	45	4006	
15	November	1443	10	2600	30	4083	
16	December	1445	99	2700	15	4259	
17	Total	17208	759	25800	1170	44937	

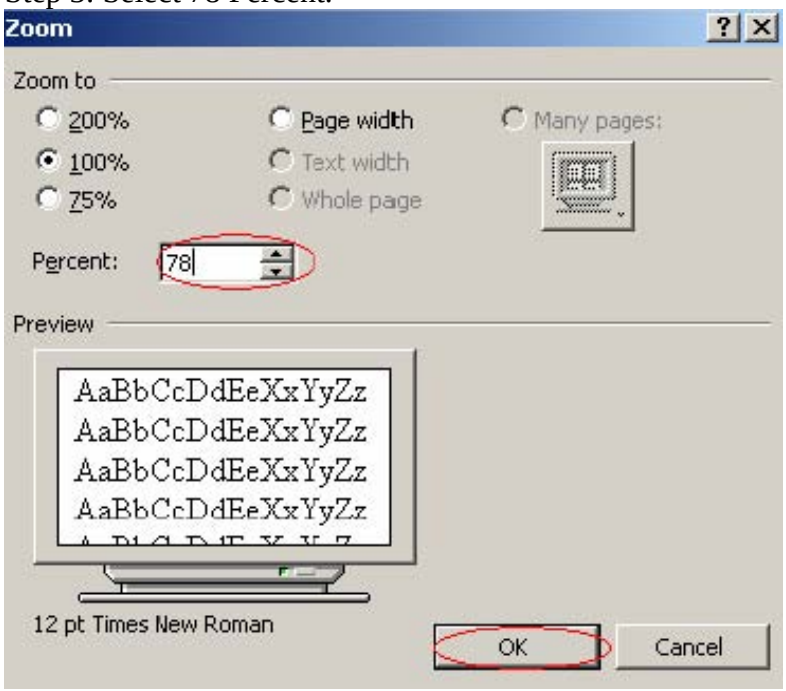
Step 5: Click cell H5.
Step 6: Enter the formula: =max(B5:E5)
Step 7: Select the green Enter button.
Step 8: Use autofill to copy the formula to cell H16
Step 9: Click cell I5.
Step 10: Enter the formula: =average(B5:E5)
Step 11: Select the green Enter button.
Step 12: Use autofill to copy the formula to cell I16

QUESTION 33:

Change the zoom setting to 78 percent.



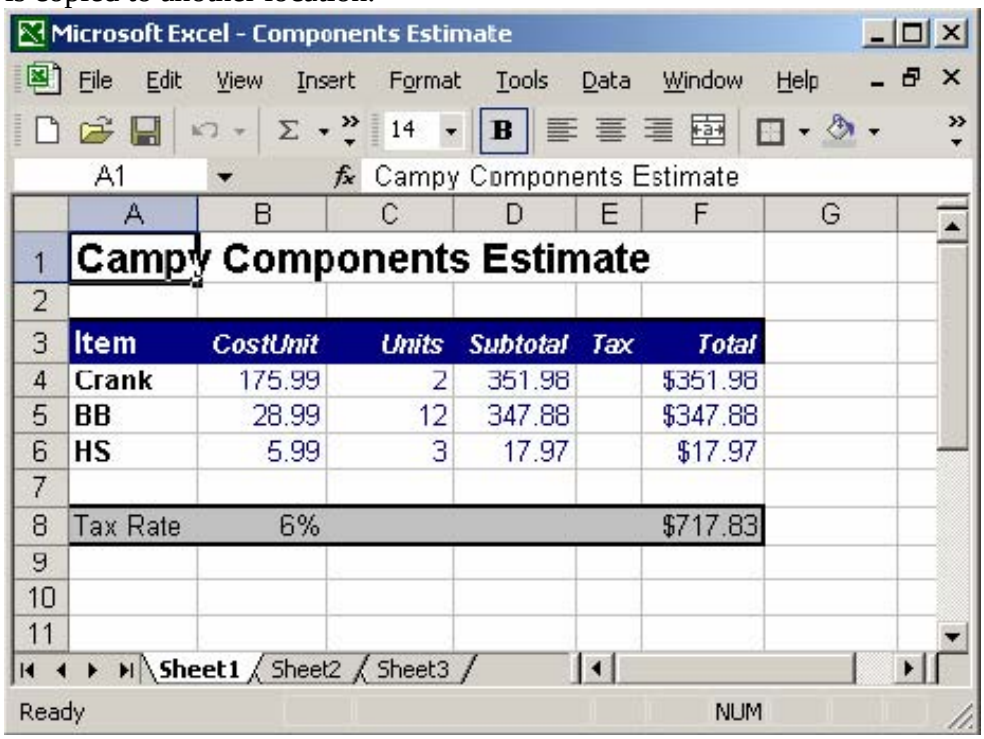
Answer:
Step 1: Select the View menu.
Step 2: Select the Zoom command.
Step 3: Select 78 Percent.



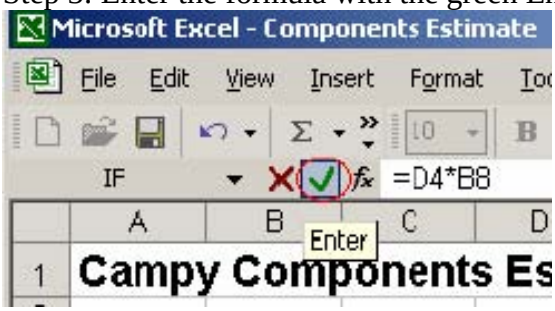
Step 4: Click OK.

QUESTION 34:

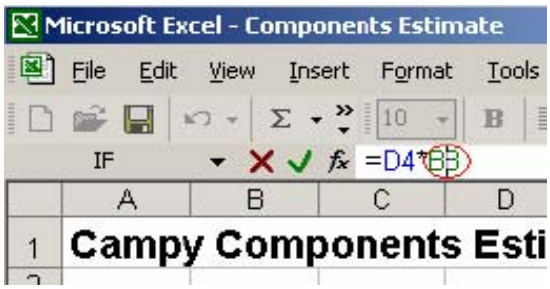
Complete the following tasks:
(1) Enter a formula in cell E4 that multiplies the Subtotal in D4 by the Tax rate in B8.
(2) Then, reference cell B8, with an absolute cell address in the formula so that it will not change if cell E4 is copied to another location.



Answer:
Step 1: Click cell E4.
Step 2: Enter the following formula: =D4*B8
Step 3: Enter the formula with the green Enter button.



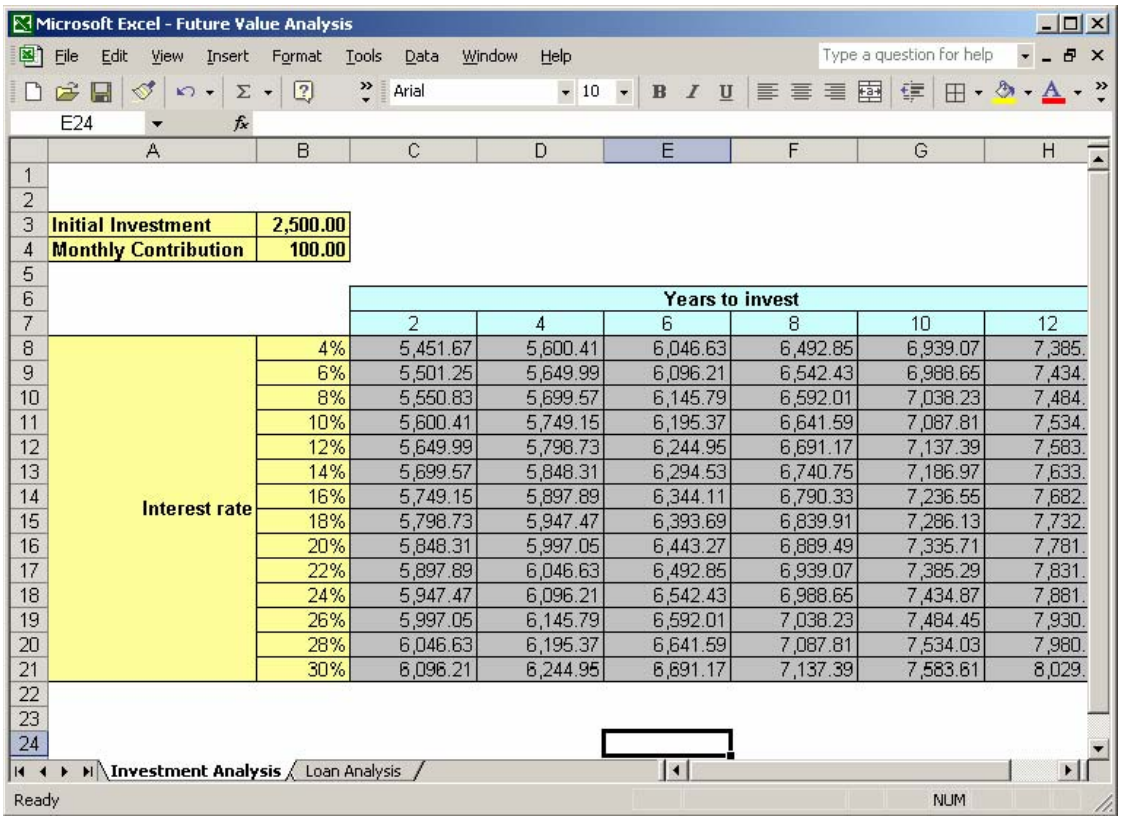
Step 4: Click the cell reference B8 in the formula bar.



Note: The formula changes to =D4*B8, locking the cell reference B8.
Step 5: Press the Enter button.

QUESTION 35:

Adjust the width of columns C through G to 12.00. Then, change the row height of rows 8 through 21 to 15.00.

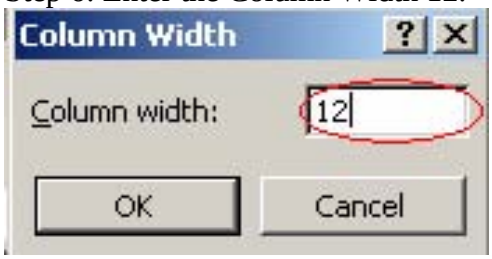


Initial Investment	2,500.00						
Monthly Contribution	100.00						
		Years to invest					
		2	4	6	8	10	12
Interest rate	4%	5,451.67	5,600.41	6,046.63	6,492.85	6,939.07	7,385.
	6%	5,501.25	5,649.99	6,096.21	6,542.43	6,988.65	7,434.
	8%	5,550.83	5,699.57	6,145.79	6,592.01	7,038.23	7,484.
	10%	5,600.41	5,749.15	6,195.37	6,641.59	7,087.81	7,534.
	12%	5,649.99	5,798.73	6,244.95	6,691.17	7,137.39	7,583.
	14%	5,699.57	5,848.31	6,294.53	6,740.75	7,186.97	7,633.
	16%	5,749.15	5,897.89	6,344.11	6,790.33	7,236.55	7,682.
	18%	5,798.73	5,947.47	6,393.69	6,839.91	7,286.13	7,732.
	20%	5,848.31	5,997.05	6,443.27	6,889.49	7,335.71	7,781.
	22%	5,897.89	6,046.63	6,492.85	6,939.07	7,385.29	7,831.
	24%	5,947.47	6,096.21	6,542.43	6,988.65	7,434.87	7,881.
	26%	5,997.05	6,145.79	6,592.01	7,038.23	7,484.45	7,930.
	28%	6,046.63	6,195.37	6,641.59	7,087.81	7,534.03	7,980.
	30%	6,096.21	6,244.95	6,691.17	7,137.39	7,583.61	8,029.

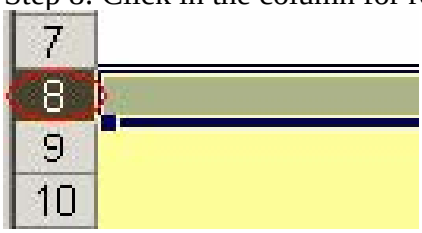
Answer:
Step 1: Click in the C column.

Step 2: Press the Shift key and click in the G column.

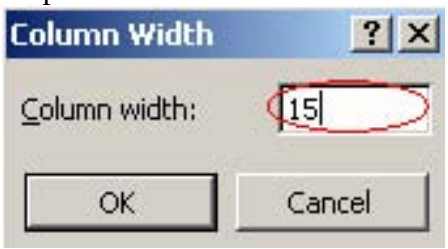
Step 3: Select the Format menu.
Step 4: Select the Column command.
Step 5: Select Width.
Step 6: Enter the Column Width 12.



Step 7: Click OK.
Step 8: Click in the column for row 8.



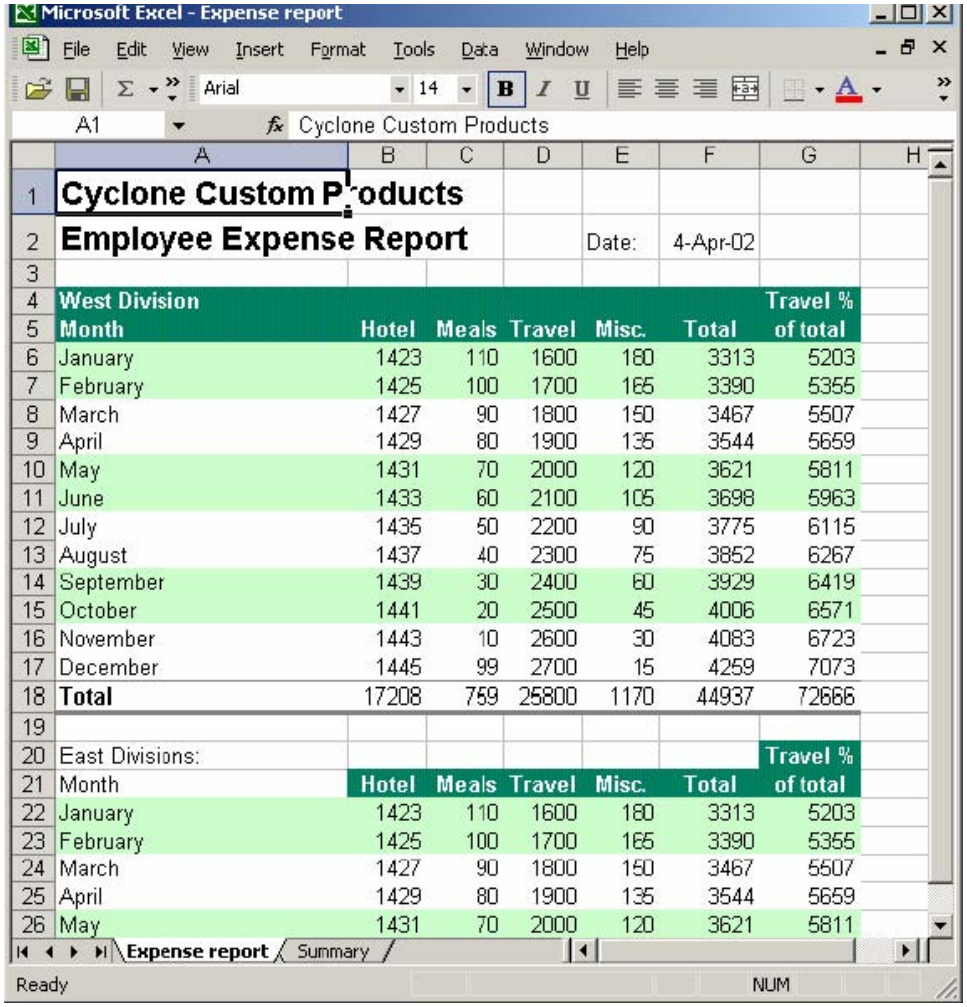
Step 9: Scroll down until you see row 21.
Step 10: Press the Shift key and click in the column for row 21.
Step 11: Select the Format menu.
Step 12: Select the Row command.
Step 13: Select Width.
Step 14: Enter the Column Width 15.



Step 15: Click OK.

QUESTION 36:

Clear all formats from the cell range A6:G17.



Answer:
Step 1: Click in cell A6.
Step 2: Press Shift key and click in cell G17.
Note: You can manually select the A6:G17 range by dragging the mouse as well.
Step 3: Select the Edit menu.
Step 4: Select the Clear command.
Step 5: Select Formats.