

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

1) Create the worksheet below in Microsoft Excel and save it as Marks

A	B	C	D	E
1	STUDENT NAME	GENDER	TEST [20]	ASIGNMENT[100]
2	MARY	F	17	70
3	GUSTOV	M	7	53
4	TATENDA	M	14	77
5	CECILIA	F	15	60
6	MAY	F	14	78
7	TENDAI	M	8	56
8	ALVARO	M	16	60
9				39

2) Insert a new column between column D and column E
3) In cell E1 enter the text "Coursework"
4) In cell E2 enter a formula to calculate the coursework for the student.
NB. Remember the Test is out of 20, the Assignment out of 100 and the Exam out of 50. The coursework mark contributes 40% of the final mark and the Test and Assignment carry equal weighting
Copy the formula to the cells E3 to E8
5) In cell G1 enter the text "FinalMark"
6) In cell G2 enter a formula to calculate the final mark for each student.
NB. The Exam mark contributes 60% of the final mark
7) Sort the students in alphabetic order
8) Insert a new row with the cell pointer in cell A1
9) Merge the cells A1 to H1
10) In cell A1 enter the text "ACA MARKS"
11) Bold, underline, center, change font size of heading to 15 and the font to forte.
12) In cell H2 enter the text "Grade"
13) In cell H3 enter a formula for grading the student according to the final mark:
The grading is as follows: 0-49=F, 50-64=C, 65-79=B, 80-100=A
14) Filter all the students who got a test marks greater than 15. The list of students should be placed in cell range starting from cell A12

Microsoft Office 2013 Test Questions And Answers

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Computing Fundamentals Faith Wempen, 2014-11-26 The absolute beginner's guide to learning basic computer skills Computing Fundamentals Introduction to Computers gets you up to speed on basic computing skills showing you everything you need to know to conquer entry level computing courses Written by a Microsoft Office Master Instructor this useful guide walks you step by step through the most important concepts and skills you need to be proficient on the computer using nontechnical easy to understand language You'll start at the very beginning getting acquainted with the actual physical machine then progress through the most common software at your own pace You'll learn how to navigate Windows 8.1 how to access and get around on the Internet and how to stay connected with email Clear instruction guides you through Microsoft Office 2013 helping you create documents in Word spreadsheets in Excel and presentations in PowerPoint You'll even learn how to keep your information secure with special guidance on security and privacy Maybe you're preparing for a compulsory computing course brushing up for a new job or just curious about how a computer can make your life easier If you're an absolute beginner this is your complete guide to learning the essential skills you need Understand the basics of how your computer works Learn your way around Windows 8.1 Create documents spreadsheets and presentations Send email surf the Web and keep your data secure With clear explanations and step by step instruction Computing Fundamentals Introduction to Computers will have you up and running in no time

Microsoft Office Excel 2003 Gary B. Shelly, Thomas J. Cashman, James S. Quasney, 2003-10-29

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Parliamentary Debates (Hansard) Great Britain. Parliament. House of Commons, 2014

Data Sources , 2000

Microsoft Office Specialist MOS Certification on Microsoft Office 2013 MS Word 2013 ExamFOCUS Study Notes

ExamREVIEW, 2013-03-18 With the MOS 2013 exams you will be presented with a project to build Therefore real world experience with the software is highly important You should start by learning how to perform individual tasks Then you need

to chain up your skills and apply them on the project to produce a meaningful outcome as required by the exam questions The Word exam covers Create and Manage Documents Format Text Paragraphs and Sections Create Tables and Lists Apply References Insert and Format ObjectsThe exam is performance based with a project like style you need to build up an Office document or complete something according to the given specifications There is a simulated environment for you to get your job done To prepare for the exam you need to know the various options available in the Office software You know the options and functions available then you can choose the right stuff and apply them in the correct order to achieve the project goal You must have hands on experience This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results We introduce and explain the important options in the software that you cannot afford to miss The book is NOT intended to guide you through every single step in the Office software DO NOT TREAT THIS AS AN A B C GUIDE TO MS OFFICE You should use this book together with other reference books for the best possible preparation outcome

The Official Program American Public Health Association. Annual Meeting, 1981 **Japan Gazette** ,1877

Congressional Record United States. Congress,2002 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 **Press**

Summary - Illinois Information Service Illinois Information Service,2003-02-18 *Forthcoming Books* Rose

Arny,2002-02 *Microsoft Office Specialist MOS Certification on Microsoft Office 2013 MS Word, Excel and Outlook 2013 ExamFOCUS Study Notes ExamREVIEW*,2013-04-04 With the MOS 2013 exams you will be presented with a project to build Therefore real world experience with the software is highly important You should start by learning how to perform individual tasks Then you need to chain up your skills and apply them on the project to produce a meaningful outcome as required by the exam questions The Word exam covers Create and Manage Documents Format Text Paragraphs and Sections Create Tables and Lists Apply References Insert and Format ObjectsThe Excel exam covers Create and Manage Worksheets and Workbooks Create Cells and Ranges Create Tables Apply Formulas and Functions Create Charts and ObjectsThe Outlook exam covers Manage the Outlook Environment Manage Messages Manage Schedules Manage Contacts and GroupsThe exams are all performance based with a project like style you need to build up an Office document or complete something according to the given specifications There is a simulated environment for you to get your job done To prepare for the exams you need to know the various options available in the Office software You know the options and functions available then you can choose the right stuff and apply them in the correct order to achieve the project goal You must have hands on experience This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results We introduce and explain the important options in the software that you cannot afford to miss The book is NOT intended to guide you

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