

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]	EXAM [50]
2	MARY	F	17	70	34
3	GUSTOV	M	7	53	23
4	TATENDA	M	14	77	35
5	CECILIA	F	15	60	29
6	MAY	F	14	78	40
7	TENDAI	M	8	56	24
8	ALVARO	M	16	60	39
9					

- 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

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Illinois Information Service

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the Illinois Information Service text.

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Computing Fundamentals Faithe 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 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education We are proud of the fact that our series of Microsoft Office 4.3 Microsoft Office 95 Microsoft Office 97 Microsoft Office 2000 and Microsoft Office XP textbooks have been the most widely used books in computer education With each new edition of our Office books we have made significant improvements based on software changes and comments made by both instructors and students Our Microsoft Office 2003 books continue with the innovation quality and reliability that you have come to expect from the Shelly Cashman Series **Microsoft Access 2003** Gary B. Shelly, Thomas J. Cashman, Philip Pratt, Mary Z. Last, 2003-10-29 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today Parliamentary Debates India. Parliament. Rajya Sabha, 2013-08
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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 Army,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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Table of Contents Microsoft Office 2013 Test Questions And Answers

1. Understanding the eBook Microsoft Office 2013 Test Questions And Answers
 - The Rise of Digital Reading Microsoft Office 2013 Test Questions And Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2013 Test Questions And Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office 2013 Test Questions And Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2013 Test Questions And Answers
 - Personalized Recommendations
 - Microsoft Office 2013 Test Questions And Answers User Reviews and Ratings
 - Microsoft Office 2013 Test Questions And Answers and Bestseller Lists
5. Accessing Microsoft Office 2013 Test Questions And Answers Free and Paid eBooks

- Microsoft Office 2013 Test Questions And Answers Public Domain eBooks
- Microsoft Office 2013 Test Questions And Answers eBook Subscription Services
- Microsoft Office 2013 Test Questions And Answers Budget-Friendly Options
- 6. Navigating Microsoft Office 2013 Test Questions And Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office 2013 Test Questions And Answers Compatibility with Devices
 - Microsoft Office 2013 Test Questions And Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office 2013 Test Questions And Answers
 - Highlighting and Note-Taking Microsoft Office 2013 Test Questions And Answers
 - Interactive Elements Microsoft Office 2013 Test Questions And Answers
- 8. Staying Engaged with Microsoft Office 2013 Test Questions And Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office 2013 Test Questions And Answers
- 9. Balancing eBooks and Physical Books Microsoft Office 2013 Test Questions And Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office 2013 Test Questions And Answers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office 2013 Test Questions And Answers
 - Setting Reading Goals Microsoft Office 2013 Test Questions And Answers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office 2013 Test Questions And Answers
 - Fact-Checking eBook Content of Microsoft Office 2013 Test Questions And Answers
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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