

# MICROSOFT OFFICE PRACTICE QUESTIONS

## QUESTION

Please set up a spreadsheet using the following information. Do not put any lines or borders on it yet.

Names	Weight peaches	Weight plums	Weight oranges	Total weight
80Linda	100	50	0	
73Joseph	34	212	21	
01Rufaro	25	25	33	
78Simbui	164	167	74	
85Langton	290	0	3	

- Save it as Qn-fruits1. [5 marks]
- Use the **Sum** formula to calculate the Total weight (kg) of fruit packed by each worker. [5 marks]
- Format all the numbers as integer (2 decimal places). [1 mark]
- Separate employee names & their payroll numbers, by inserting 2 columns after the **Names** column & insert the headings **Employees & Payroll Number**. Enter the information into the 2 columns. (See example below).

Employees	Payroll Number
Linda	80
Joseph	34
Etc	Etc

- Center align the Payroll Number heading & the numbers in the column. [1 mark]
- Delete the Names column [1 mark]
- Add a title WEEKLY PRODUCTION FIGURES in bold, font size 16 above the spreadsheet. [2 marks]
- Add rows at the bottom of the worksheet and label them AVERAGE, MAXIMUM & MINIMUM. [3 marks]
- Calculate the average, maximum & minimum values for the columns containing weights only. [6 marks]
- Add shading to the column headings and borderlines to the full table. (Include the column headings but not the title in the border). [2 marks]
- Set up the spreadsheet ready for printing in landscape format [1 mark].
- Save the worksheet as Qn-fruit2. [1 mark]
- Create a pie chart titled (EMPLOYEE PAYROLL NUMBERS) for the Employees & Payroll Number columns only. Do not show a legend on your chart. Data labels indicating percentages should be displayed. Display the chart as a new sheet & print it. [5 marks]
- Change the spreadsheet to display formulae you have used. Adjust the column width so that the formulae are displayed in full and the sheets fit into one side of A4 landscape format. Save the worksheet as **formulae** in landscape format. [5 marks]

All your field names or cells must fit on one page otherwise marks will be deducted. Use your **print preview** regularly.

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**South-Western Microsoft Office 2000 Curriculum Guide** Reidel, 1999-05-28 This Curriculum Guide is a supplementary instructional tool designed for users of South Western texts about Microsoft Office 2000 This guide provides all the information necessary for a complete curriculum for this popular suite of applications Different areas covered include Word Excel Access PowerPoint Outlook FrontPage and Publisher Three different series are covered as curriculums South Western series QuickTorial series and the Napier and Judd series Users will also find the basic facts about Microsoft Office User Specialist MOUS certification

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Preparing for MOUS Certification **Microsoft PowerPoint 2002** Nancy Muir, Nancy Stevenson, 2002

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## **Table of Contents Ms Office Question In For Exam**

1. Understanding the eBook Ms Office Question In For Exam
  - The Rise of Digital Reading Ms Office Question In For Exam
  - Advantages of eBooks Over Traditional Books
2. Identifying Ms Office Question In For Exam
  - 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 Ms Office Question In For Exam
  - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Office Question In For Exam
  - Personalized Recommendations
  - Ms Office Question In For Exam User Reviews and Ratings
  - Ms Office Question In For Exam and Bestseller Lists
5. Accessing Ms Office Question In For Exam Free and Paid eBooks
  - Ms Office Question In For Exam Public Domain eBooks
  - Ms Office Question In For Exam eBook Subscription Services
  - Ms Office Question In For Exam Budget-Friendly Options
6. Navigating Ms Office Question In For Exam eBook Formats

- ePub, PDF, MOBI, and More
- Ms Office Question In For Exam Compatibility with Devices
- Ms Office Question In For Exam Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Ms Office Question In For Exam
  - Highlighting and Note-Taking Ms Office Question In For Exam
  - Interactive Elements Ms Office Question In For Exam
- 8. Staying Engaged with Ms Office Question In For Exam
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Ms Office Question In For Exam
- 9. Balancing eBooks and Physical Books Ms Office Question In For Exam
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Ms Office Question In For Exam
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Ms Office Question In For Exam
  - Setting Reading Goals Ms Office Question In For Exam
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ms Office Question In For Exam
  - Fact-Checking eBook Content of Ms Office Question In For Exam
  - 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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