

# 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

**Rachel Sandford**

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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 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 **Japan Gazette** ,1877

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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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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing.

Within the pages of "**Microsoft Office 2013 Test Questions And Answers**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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