

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

Office Technican Practice Questions

National Learning Corporation

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the National Learning Corporation text.

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questions focused on anatomical structures and physiological processes Diagrams and illustrations to aid visual learning and retention

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4 Fundamental Writing Skills Essential writing skills for medical documentation and communication Practice questions to improve your ability to write clear and concise medical reports and notes Examples of well written medical documents

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6 Insurance In depth understanding of health insurance policies and procedures Practice questions focused on billing coding and insurance claims Guidance on navigating insurance paperwork and ensuring accurate submissions Additional Benefits Detailed Answer Key with Explanations Each practice question is accompanied by a detailed answer key with thorough explanations to enhance your understanding and retention Comprehensive Coverage Each section is tailored to cover all critical topics necessary for your certification exam Realistic Practice Questions Hundreds of questions designed to mirror the format and difficulty of the actual certification exam User Friendly Layout Easy to navigate sections and clear formatting make your study sessions efficient and productive Self Assessment Tools Progress trackers and self assessment tools to help you gauge your readiness and focus your study efforts where needed most Equip yourself with the knowledge and skills to confidently pass your certification exam and excel as a Certified Medical Assistant with this indispensable practice workbook Practice Really Does Make Perfect The more questions you see the more likely you are to pass the test And between our practice tests you ll have over 400 practice questions that cover every category You can fine tune your knowledge in areas where you feel comfortable and be more efficient in improving your problem areas Our practice test questions have been developed by our dedicated team of experts All the material in the practice test question are designed to engage the critical thinking skills that are needed to pass the Certified Medical Assistant Test CMA and Certified Medical Assistant are registered trademarks of the American Association of Medical Assistants who are not involved in the production of and do not endorse this book Why not do everything you can to get the best score on the CMA 4000+ COMPETITIVE exams for JOB's, Colleges and Schools ADV. DR MANISH DAS,RUPALI BAURAH DAS,2025-03-18 COMPETITIVE exams for JOB s Colleges and Schools AUTHOR ADV DR MANISH DAS RUPALI BAURAH DAS CAREER JOB COUNSELLORS AND BEST SELLING AUTHOR **Tests** Richard C. Sweetland,1991 Revises the information in the second edition and presents over 700 new or revised tests The Psychology section contains 20 subsections Education has 54 subsections and Business has 13 subsections Does not contain reliability validity and normative data Use the complementary Test Critiques series for this information *Maine 2020 Master Electrician Exam Questions and Study Guide* Ray Holder,2020-09-23 The Maine 2020 Master study guide will help you prepare for the exam by providing 12 practice open

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Practice for Officer Candidate Tests David Reuben Turner, 1974
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