

## MICROSOFT EXCEL

### PRACTICAL EXERCISE 1.1

Using the data given, get the sum of all the figures within the range.

	A	B	C	D	E	F	G
1		Mon	Tue	Wed	Thur	Fri	TOTAL
2	Breakfast	3,560	3,186	2,952	3,395	3,436	
3	Lunch	20,163	21,416	19,912	19,681	18,628	
4	Bar	9,873	12,172	12,642	12,711	18,846	
5	Snacks	2,405	3,544	2,694	3,120	3,712	
6	TOTALS						

### PRACTICAL EXERCISE 1.2

Enter the data given below into a worksheet.

	A	B	C	D	E
1	Stationery Supplies Ltd				
2					
3	Date	SalesPerson	Item	Receipt No	Amount
4	21-Nov	Carl	Toys	1238	1,782.10
5	26-Nov	Carl	Stationery	1255	4,853.55
6	26-Nov	Carl	Toys	1395	51.35
7				Carl's Total	
8	21-Nov	John	Cards	1141	91.15
9	24-Nov	John	Books	1982	442.60
10	21-Nov	John	Toys	1885	561.50
11	26-Nov	John	Toys	1875	62.75
12				John's Total	
13	22-Nov	Judy	Books	1032	234.50
14	26-Nov	Judy	Sports goods	1920	472.60
15				Judy's Total	
16	25-Nov	Mary	Toys	1774	364.15
17				Mary's Total	
18	22-Nov	Susan	Electronics	1160	52.95
19	23-Nov	Susan	Cards	1075	81.60
20	23-Nov	Susan	Others	1745	132.95
21	24-Nov	Susan	Sports goods	1662	2,580.10
22				Susan's Total	
23					
24				Grand Total	

- Calculate the totals for each salesperson and get the grand total.:
- Format the worksheet as follows:  
Make all the Totals bold, two decimal places, comma, center the title across columns A-E and make it size 16, bold and Italic.
- Put a double border round the whole table and a single line border inside the table.
- Save the worksheet as **Stationery Analysis**.

# Microsoft Project Practical Exercises

**Catapult, Inc**



## **Microsoft Project Practical Exercises:**

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Project Planning and Control Using Primavera P6 for All Industries Including Versions 4 to 6 Paul E. Harris,2008 A user guide and training manual written for Project Management Professionals who wish to learn how to plan and control projects in an established Primavera P6 and earlier Enterprise versions with or without Resources and Roles Project This book is an update of the authors Primavera Version 5 0 book and contains more chapters including Global Change Multiple Project Scheduling Managing the Enterprise Environment Resource Optimization and Leveling It has been written using the Construction and Engineering version but may be used by any industry and covers Versions 4 to 6 The book is packed with screen shots constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level It covers Primavera Versions from 3 5 onwards and it explains some of the differences from SureTrak P3 Microsoft Project and Asta Powerproject to assist people converting from other products The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment It explains in plain English and in a logical sequence the steps required to create and maintain an unresourced and resourced schedule It tackles some of the more complex aspects of the software that the user manual does not address It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule

**Teach Yourself Microsoft Project 2000** Vickey L. Quinn,2000-04-03 This step by step tutorial gives you the information and visuals you need to quickly master Microsoft s powerful scheduling software You ll come down with a textbook case of learning when you cover everything from starting a project to creating macros that automate project management Find your own solutions to your project planning problems with this proven self teaching method

*Managing Projects with Microsoft Project* Gwen Lowery,1994 Timed for release with the latest version of the software this is the most up to date and advanced edition of Lowery s highly popular book She explains the concepts of project management from the ground up and takes the reader step by step through the features and applications of Microsoft Project 4 0

*The National Guide to Educational Credit for Training Programs* American Council on Education,2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies

Planning and Scheduling Using Microsoft Project 2002 Paul Eastwood Harris,2004 The book is designed to

teach planners and schedulers in any industry how setup and use the software in a project environment It explains in plain English and in a logical sequence the steps required to create and maintain a schedule It has a chapter dedicated to the new functions available in Microsoft Project 2002 and covers some of the more advanced features of the software It highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule It draws on the author s practical experience in using Microsoft Project in a wide variety of industries It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data It includes exercises a large number of screen dumps numerous tips and an index      *Project Management* Ted

Klasterin,Gary Mitchell,2020-08-13 As the number and size of projects continue to increase there is a growing demand for effective project managers *Project Management A Risk Management Approach* prepares students to successfully navigate the many challenges factors and situations that project managers face Authors Ted Klasterin and Gary Mitchell emphasize the importance of mitigating risk at every stage helping students avoid common pitfalls that lead to project failures compromised schedules or incurred costs Real world examples cases solved problems and practice problems help bring methodologies to life Readers will be equipped with the tools they need to plan schedule and monitor even the most complex projects in a variety of market sectors Included with this title The password protected Instructor Resource Site formally known as SAGE Edge offers access to all text specific resources including a test bank and editable chapter specific PowerPoint slides

*Microsoft Project Bible* Jason Taylor,2024-12-21 Explore the world of project management with *Microsoft Project Bible* an essential guide tailored for both newcomers and experienced professionals This book provides a thorough exploration of Microsoft Project equipping you with the skills necessary to manage projects efficiently from inception to completion  
Overview In today s fast paced business environment effective project management is crucial for success This book serves as your comprehensive roadmap guiding you through essential strategies tools and techniques that Microsoft Project offers Whether you re looking to refine your skills or start from scratch this guide is structured to meet your needs  
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