

Work towards ECDL Practice Test

Spreadsheet Paper

Preparation: Ask your tutor for the following files: SS PT3 Improvements.xls

The following practice test for Module 4, Spreadsheets, is based on creating a spreadsheet for improvements to your house. In the test you are asked to develop a budget for improvements to your house, to carry out various formatting actions, and to make some calculations before presenting the spreadsheet to your bank manager.

16 Marks

1. Open the file called improvements.xls from your Candidate Disk. [1 Mark]
2. Save the improvements.xls spreadsheet as costings.xls to your Candidate Disk. [1 Mark]
3. On the projection worksheet zoom the display to 100% [1 Mark]
4. Widen column A as appropriate so that entered data is fully visible. [1 Mark]
5. Enter 2,000 in cell C7 [1 Mark]
6. Enter a formula in cell B11 to calculate the sum of the cell range B5 : B10 [1 Mark]
7. Copy the formula in cell B11 to the cell range C11 : F11 and save. [1 Mark]
8. Enter a formula in cell B13 that subtracts cell B11 from cell B3 Copy the formula in cell B11 to the cell range C11 : E11 [1 Mark]
9. Enter a formula in cell F5 with an absolute cell reference (for one cell only), that divides cell E5 by cell E11 Copy the formula in cell F5 to the cell range F6 : F10 [1 Mark]
10. Enter a formula in cell B15 to calculate the minimum cost of the cell range B5:B10. Copy the formula in cell B15 to the cell range C15:D15 [1 Mark]
11. Enter a formula in cell B17 to calculate the maximum cost of the cell range B5:B10. Copy the formula in cell B17 to the cell range C17:D17 [1 Mark]
12. Format the cell range B3:E17 to € currency with no decimal places. [1 Mark]
13. Format the cell range F5:F11 as a percentage with no decimal places and save. [1 Mark]
14. Rename the loan worksheet as bank loans and save. [1 Mark]

15. On the bank loans worksheet create a column chart, (accept default column chart) from the cell range A3:D5 [1 Mark]
16. Print 1 copy of the contents of the projection worksheet to an output printer if available, or as a print file to your Candidate Disk. (Use the file name costs.prn if you are adding a print file to your Candidate Disk.) Save all open spreadsheets and close the spreadsheet application. [1 Mark]