

## Work towards ECDL Practice Test

### Spreadsheet Paper 4

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

The following practice test for Module 4, Spreadsheets, is based on an analysis of revenues at the Jupiter ice-rink. In the test you are asked to create a small spreadsheet for the ice-rink management showing receipts over the four quarters of the trading period just passed, to carry out various formatting actions and to make some calculations.

16 Marks

1. Open the file called arena.xls from your Candidate Disk. [1 Mark]
2. Save the arena.xls spreadsheet as rink.xls to your Candidate Disk. [1 Mark]
3. On the revenue worksheet adjust the height of row 6 as appropriate so that entered data is fully visible. [1 Mark]
4. Enter 250 into cell C5 and 275 into cell D5 [1 Mark]
5. Change the number in cell D7 from 155 to 160 and save. [1 Mark]
6. Enter a formula in cell B8 to calculate the sum of the cell range B4:B7 [1 Mark]
7. Copy the sum formula in cell B8 to the cell range C8:G8 [1 Mark]
8. Enter a formula in cell B10 to calculate the average of the cell range B4:B7. Copy the average formula to the cell range C10:E10 [1 Mark]
9. Enter a formula in cell G4 with an absolute cell reference that divides cell F4 by cell F8. Copy the formula in cell G4 to the cell range G5:G7 [1 Mark]
10. Format the cell range G4:G8 to percentage with no decimal places and save. [1 Mark]
11. Enter a formula in cell B12 that displays the text Above Budget if the number in cell F8 is greater than 2500 and otherwise displays the text Below Budget [1 Mark]
12. On the sales details worksheet, create a pie chart (accept default pie chart) from the data contained within the cell range A4:B8 [1 Mark]
13. Delete the 2002 worksheet. [1 Mark]
14. On the names worksheet sort the cell range A4:C135 by Surname in ascending order and save. [1 Mark]

15. Print the contents of the revenue worksheet to an output printer if available, or as a print file to your Candidate Disk. (Use the file name rev.prn if you are adding a print file to your Candidate Disk.) Save and close the rink.xls spreadsheet. [1 Mark]
16. Open the file called yearly.xls from your Candidate Disk. Save the yearly.xls spreadsheet as a template called yearly results.xlt to your Candidate Disk. Close the yearly results.xlt template and close the spreadsheet application. [1 Mark]