

1 DataEntry

	A	B	C	D	E	F	G
1	Business Studies						
2							
3	Components	Pat Murray	Mary Daly	Sined Daly	Susan O'Donovan	Michael Dunlea	Richard Moore
4	Communication	45	78	43	65	90	100
5	Work Experience	43	68	54	65	87	99
6	Spreadsheet Methods	65	78	56	45	46	34
7	Word Processing	7	8	65	67	23	5
8	Mathematics	65	9	45	40	45	76
9	Marketing	43	98	56	50	5	8
10	Law	67	98	6	50	76	67
11	Coaching	78	78	78	47	77	30
12	Psychology	98	57	55	6	8	60
13							
14	1 Create a new Workbook in Excel.						
15	2 Input the data as shown.						
16	3 Set all columns to autofit contents.						
17	4 Change the contents of A1 to font: Arial Black, size: 18point, Colour: Red.						
18	5 Embolden all data in column A and row 3.						
19	6 Centre the contents of all cells in the range B3:G12.						
20	7 Ensure all cells in the range B4:G12 are set to 1 decimal places.						
21	8 Shade the range B4:G12 using a light blue colour of your choice.						
22	9 Centre the heading Business Studies to be centre aligned in the range A1:G1.						
23	10 Save your workbook to your Spreadsheet Methods folder with filename DataEntry.						

	A	B	C	D	E	F	G
1	Business Studies						
2							
3	Components	Pat Murray	Mary Daly	Sinead Daly	Susan O'Donovan	Michael Dunlea	Richard Moore
4	Communication	45.0	78.0	43.0	65.0	90.0	100.0
5	Work Experience	43.0	68.0	54.0	65.0	87.0	99.0
6	Spreadsheet Methods	65.0	78.0	56.0	45.0	46.0	34.0
7	Word Processing	7.0	8.0	65.0	67.0	23.0	5.0
8	Mathematics	65.0	9.0	45.0	40.0	45.0	76.0
9	Marketing	43.0	98.0	56.0	50.0	5.0	8.0
10	Law	67.0	98.0	6.0	50.0	76.0	67.0
11	Coaching	78.0	78.0	78.0	47.0	77.0	30.0
12	Psychology	98.0	57.0	55.0	6.0	8.0	60.0