

**Currencies - Relative and Absolute Cell Refence**

	A	B	C	D	E	F	G
1	Currency Exchange Rate						
2							
3	Exchange Rate ->	1	1.16	0.86	128.75	7.47	
4	Currency ->	Euro	US Dollars	UK Pound	Japanese Yen	Chinese Yuan	
5		10					
6		20					
7		50					
8		100					
9		200					
10		500					
11		1000					
12		5000					
13		10000					

- 15 1 Create a new Workbook in Excel.
- 16 2 Input the data as shown.
- 17 3 Input the correct formula under in currency column in the grey shaded area.
- 18 4 Change the contents of A1 to font: Arial, size: 18point, Colour: Blue.
- 19 5 Embolden all currency names in row 4.
- 20 6 Highlight cells in the range B4:F5 and insert a chart of your choice.
- 21 7 Ensure all cells in the range C5:F13 are set to 2 decimal places.
- 22 8 Shade the range C5:C13 using the colour grey as shown.
- 23 9 Set the contents of cells in the range A3:A4 to italics.
- 24 10 Save your workbook to your Spreadsheet Methods folder with filename Currencies.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Currency Exchange Rate														
2															
3	<i>Exchange Rate -&gt;</i>	1	1.16	0.86	128.75	7.47									
4	<i>Currency -&gt;</i>	<b>Euro</b>	<b>US Dollars</b>	<b>UK Pound</b>	<b>Japanese Yen</b>	<b>Chinese Yuan</b>									
5		10	11.60	9.98	1284.41	9594.54									
6		20	23.20	19.95	2568.82	19189.09									
7		50	58.00	49.88	6422.05	47972.71									
8		100	116.00	99.76	12844.10	95945.43									
9		200	232.00	199.52	25688.20	191890.85									
10		500	580.00	498.80	64220.50	479727.14									
11		1000	1160.00	997.60	128441.00	959454.27									
12		5000	5800.00	4988.00	642205.00	4797271.35									
13		10000	11600.00	9976.00	1284410.00	9594542.70									
14															
15															
16															
17															
18															

**Currencies**

■ Euro 
 ■ US Dollars 
 ■ UK Pound 
 ■ Japanese Yen 
 ■ Chinese Yuan