**Spreadsheet Methods**

Practical Exam Checklist ***(2 hours only)***

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| **ID** | **Task** | **Mark** |
| 1 | Create a new spreadsheet and input the data as shown below using the Calibri size 11point font. Rename the worksheet with the name **Data**. Save this spreadsheet file as Practical Exam with your own name eg **TEST Ray O Connor**. (Note: The grey shaded columns indicate where you will input functions and formula). The screenshot below only shows sample data. |  |
|  |
| 2 | Create a new worksheet named.  |  |
| 3 | Copy everything from the worksheet named Data and paste it into the worksheet. |  |
| 4 | Insert today’s date in the cell to the right of the heading Date: |  |
| 5 | Insert a new column with the heading. |  |
| 6 | Delete the row containing. |  |
| 7 | In the column, use the correct LOOKUP function  |  |
| 8 | In the column, you are required to input the formula to calculate 21.5%. |  |
| 9 | In the column, you must input the formula to adding the price and VAT |  |
| 10 | In the column, input a formula which subtract 2 cells. |  |
| 11 | In the column, **if function** the number of days is 30 or less the customer is entitled to a 7% deduction, hence you are required to input a formula to calculate 93% of the for all cells in this column. |  |
| 12 | In the column, input a formula which subtracts two columns. |  |
| 13 | In the **Mortgage** column and based on a mortgage rate of 3.05% for 25 years for all customers you are required to use the correct financial function to calculate the monthly mortgage repayment based on the Price. |  |
| 14 | Set all columns to AutoFit the column width. |  |
| 15 | Set the font of the heading  |  |
| 16 | Set the size of the sub heading X point. |  |
| 17 | Set the background colour of the range of cells. |  |
| 18 | In cell, input the function to calculate the average price |  |
| 19 | In cell, input the function to calculate the sum of all prices. |  |
| 20 | Set the cells to currency format with 2 decimal places. |  |
| 21 | Embolden all the column headings in row. (Note: set contents to bold) |  |
| 22 | Centre the main heading and sub heading across the columns. Set all columns to Autofit to Contents. |  |
| 23 | Create a new worksheet named. Copy all data from the one worksheet and paste into the second worksheet. |  |
| 24 | Sort all data in ascending from smallest to largest.  |  |
| 25 | Right align the contents of the House Type column. |  |
| 26 | Centre align the contents of the Deposit Paid column. |  |
| 27 | Use Conditional Formatting to highlight the cells containing “” in the specific column. Cells should be highlighted in Light Red. |  |
| 28 | Create a new worksheet named. |  |
| 29 | Create a bar chart based on contents of 2 columns(Select two separate columns using SHIFT/CTRL keys) |  |
| 30 | Change the title of the bar chart. Ensure you enlarge this chart, so it is clearly legible. |  |
| 31 | Save this spreadsheet file containing all worksheets as TEST with your own name eg **TEST Ray O Connor**. |  |
| 32 | From the worksheet named Sorted select the contents of cell A11 to L21 only and print as a PDF with filename **TEST PDF**. |  |
|  | When you are finished double check everything and upload your spreadsheet file and the PDF file via Moodle for assessment by the deadline. |  |