

ICDL Excel Exams

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Excel Exams (v4)

The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - Menswear.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The formula bar shows "A4" and "= Shirts". The worksheet displays a table with the following data:

	A	B	C	D	E	F	G	H	I
1		Monthly sales							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

The status bar at the bottom shows "Ready" and "NUM". The sheet tabs at the bottom are labeled "Sheet1", "Sheet2", and "Sheet3".

Open the **Samples.xls** workbook that is in the **My Documents** folder.

File → open → select the samples.xls → open

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The screenshot shows the Microsoft Excel interface with the file 'Menswear.xls' open. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The standard toolbar contains various icons for file operations, editing, and formatting. The formula bar shows 'A4' and '= Shirts'. The worksheet grid displays a table with the following data:

	A	B	C	D	E	F	G	H	I
1		Monthly sales							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

The status bar at the bottom shows 'Ready' and 'NUM'.

Create a **new**, **blank** workbook.

Click new tool from the standard tool bar > Workbook

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	A	B	C	D	E	F	G	H	I
1		Monthly sales							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Save this workbook (which is currently a Microsoft Excel 2000 file) in a format suitable for users with a previous version of Excel.

Note: Do not change the file location.

File → Save as → select from save as type (Microsoft excel 5.0/95 work book)→ click save

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Microsoft Excel - Quarter 1.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U % , +.0 +.00

A2 = 271

	A	B	C	D	E	F	G	H	I	J
	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.86	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.46	329.46	90D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.18	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.02	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery	

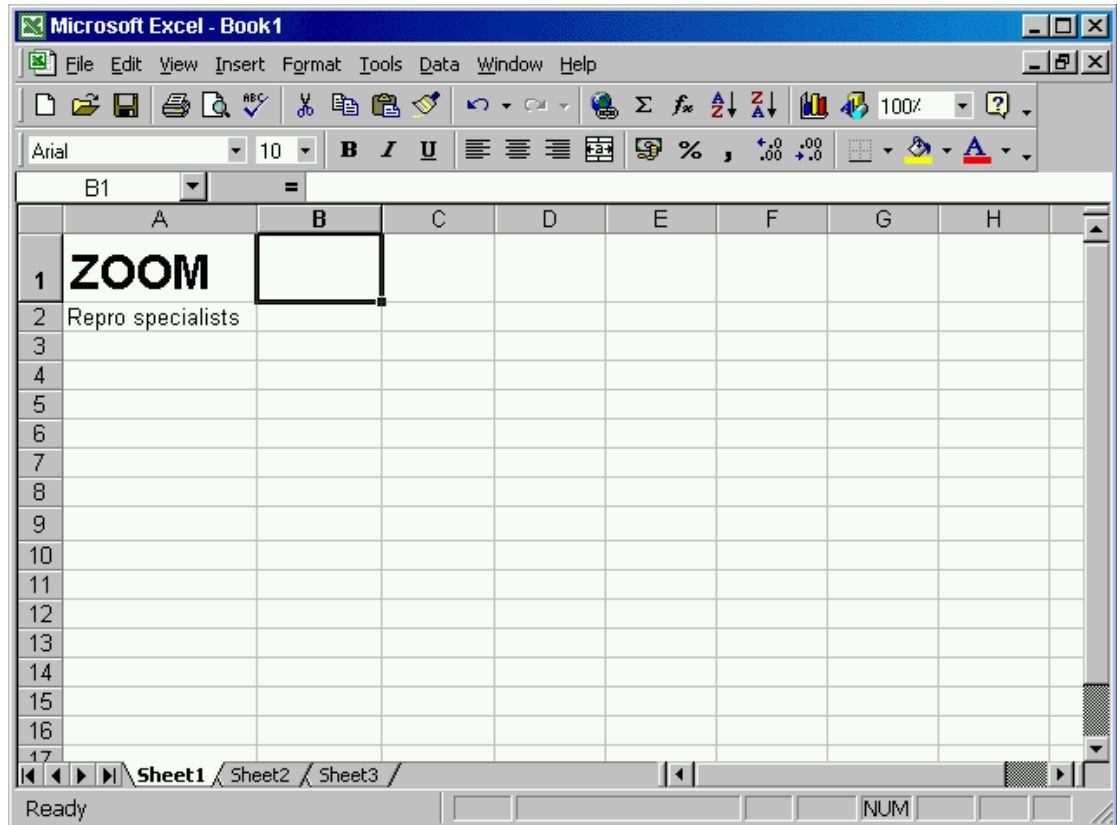
Sheet1 / Sheet2 / Sheet3

Ready NUM

Use Microsoft Excel Help to access information on **advanced filters**.

Help → Microsoft excel help → type advanced filters → click search

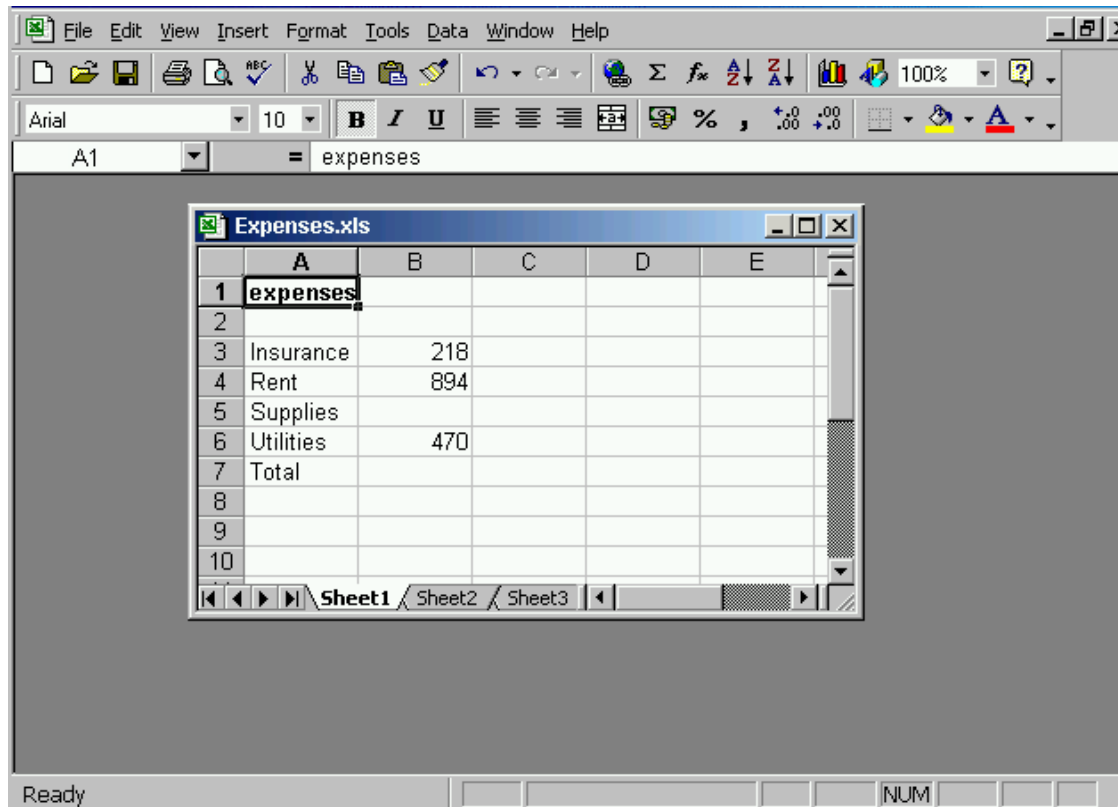
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Change the **user name** for this application to **Carla Banks**.

Tool → Options → select General tab → in user name type Carla Banks

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Enter the value **521** in cell B5.

Click any other cell when you have finished.

Select B5 cell → type 521 → click any other cell

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Microsoft Excel - Menswear.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

E8 = 977

	A	B	C	D	E	F	G	H	I
1		Monthly sales							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

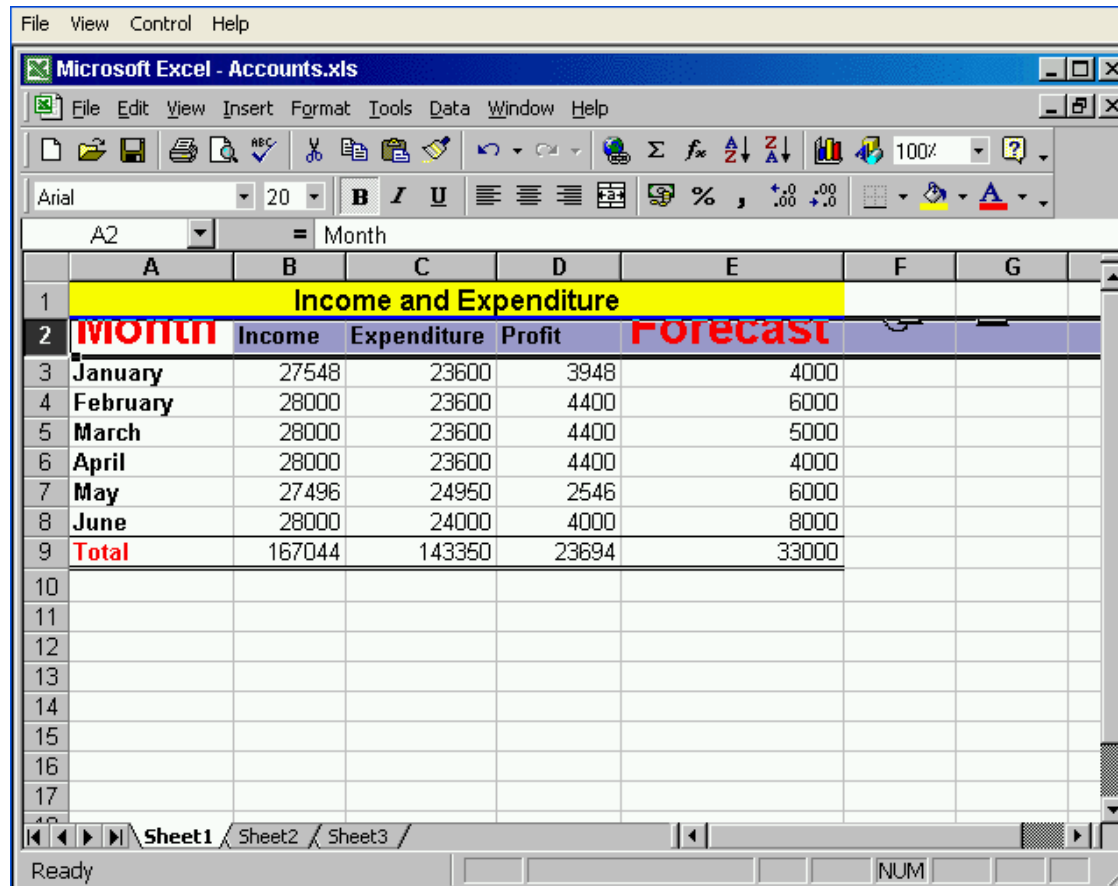
Sheet1 Sheet2 Sheet3

Ready NUM

Click on the location that selects all of the cells in **row 4**.

Click on the gray area of the row 4

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	A	B	C	D	E	F	G
1	Income and Expenditure						
2	Month	Income	Expenditure	Profit	Forecast		
3	January	27548	23600	3948	4000		
4	February	28000	23600	4400	6000		
5	March	28000	23600	4400	5000		
6	April	28000	23600	4400	4000		
7	May	27496	24950	2546	6000		
8	June	28000	24000	4000	8000		
9	Total	167044	143350	23694	33000		
10							
11							
12							
13							
14							
15							
16							
17							

Automatically adjust the height of **Row 2** to fit its tallest contents.

Format > Row > Auto fit

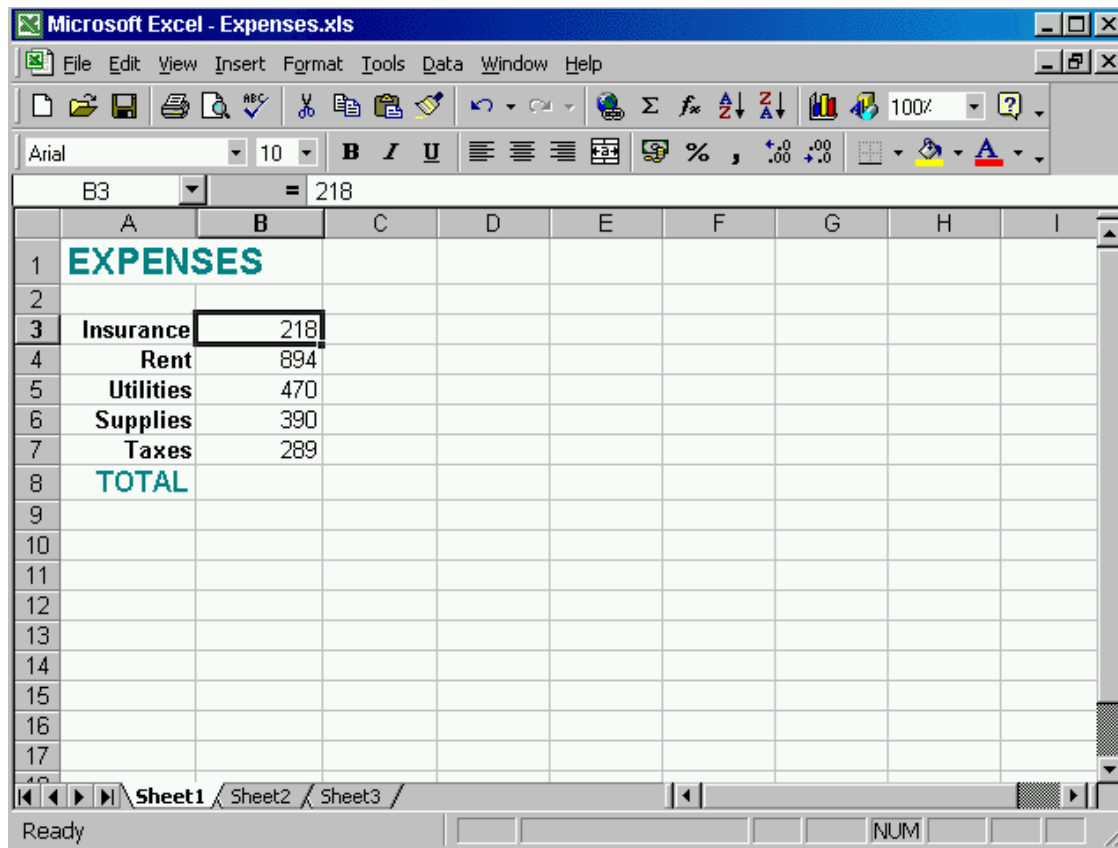
Or

Double click on the gray area between Row 2 and Row 3

Note:

Same thing for column

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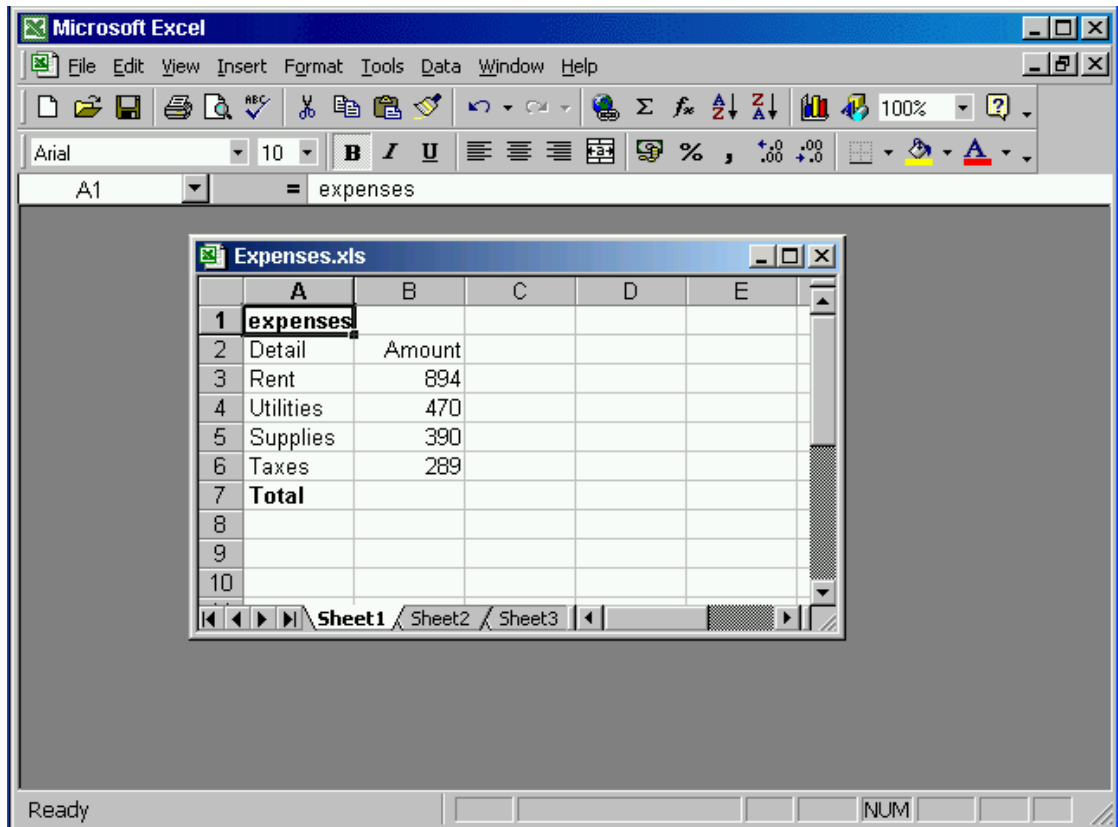


You wish to reverse the last change you have made to this worksheet.

Choose the appropriate command to do this.

Click on the undo tool from the standard tool bar
Or
From menu bar select Edit > undo

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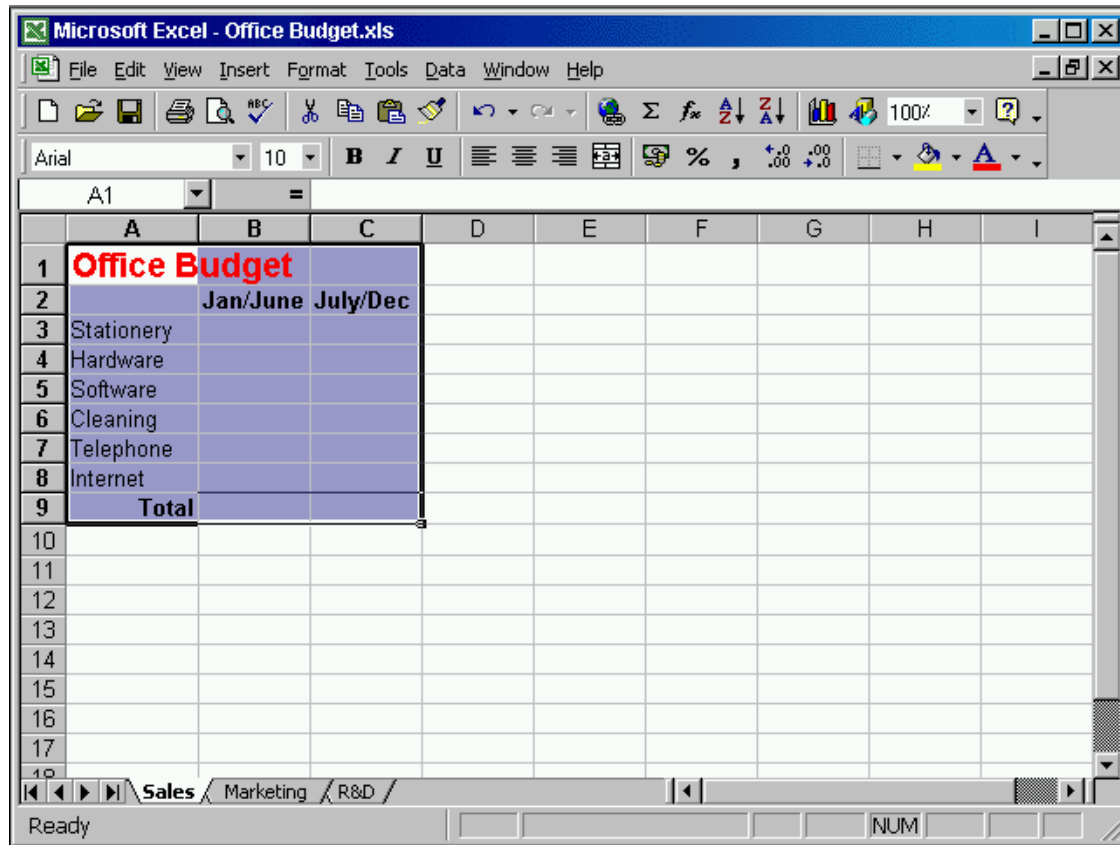


Change the contents of cell **B2** to the word **Cost**.

Press **Enter** when you have finished.

Select cell B2 → type Cost→ press Enter

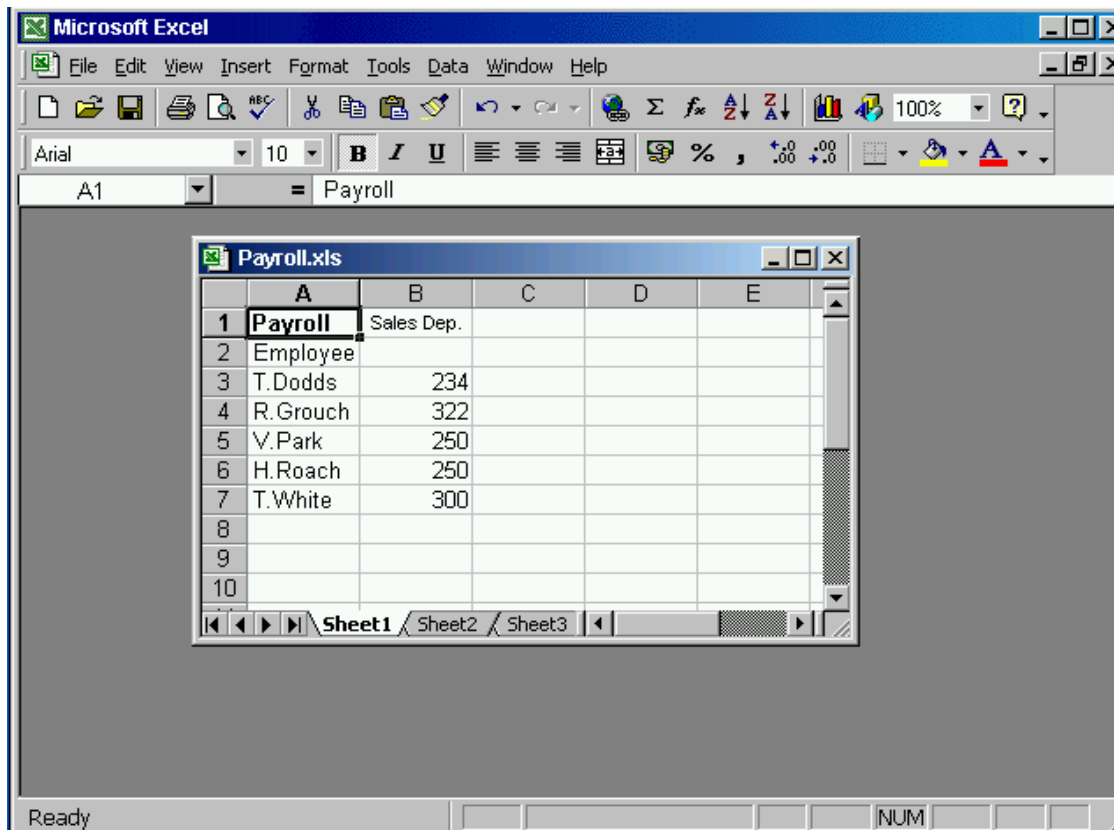
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Copy the selected range and paste it into cell **A1** in the worksheet entitled **Marketing** in this workbook.

Click copy from the standard tool bar → select A1 in Marketing worksheet → click paste from the standard tool bar

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Clear the contents of cell B3 **without** deleting the cell.

Select the cell B3 → press the Delete key from the Keyboard

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Microsoft Excel - Employee Listing.xls

File Edit View Insert Format Tools Data Window Help

A2 = *Team leaders are in bold

	A	B	C	D	
1	Employee Listing (2003)				
2	*Team leaders are in bold				
3	Production Dept	Design Dept	Accounts Dept	QA Dept	HR
4	Gretta Bouche	Mark Edelbach	Deirdre Gahan	Jim Jordan	Alain Sibi
5	Anne Campbell	Frances Smith	Anya Merton	Eugenia Katawa	Sara Wagr
6	Aaron Eder	Shariq Siddiqui	Kay Sigurd	Deirdre Gahan	Mark Edell
7	Leo Bernstein	Lee Yuk Sin	Melanie Cutter	Claudia Kelly	Lee Yuk S
8	Adam Edwards	Silva Gorma	Lee Siew Shen	Cathryn Roberts	Klaus Sieb
9	Enzo Farelli	Kim Nam Sim	Martin O'Neill	Carlos Eduardo	Kim Nam S
10	Andrew Davidson	Wolf Siegert	Cathryn Roberts	Anya Merton	Karin Edel
11	Aisling Miller	Alain Sibille	Claudia Kelly	Roger Sibille	Graham St
12	Harry Knowles	Karl Wagner	Rachel Morton	Rachel Morton	Frances S
13	Dominique Seurat	Graham Short	Carlos Eduardo	John Breen	Didier Blar
14	John Barry	Karin Edelbach	Pablo Sierchio	Neill Plunkett	Josie Tayl
15	Pili Halldare	Klaus Siebs	Juan Gonzalez	Melanie Cutter	Rose Tibet
16	Naomi Byrne	Didier Blanc	Jim Jordan	Neil Roberts	Frank Smir
17	Stefano Pescina	Rodrigo Pereira	Neill Plunkett	Jayne Maher	Ruth Asah
18	Min Chong	Shauna Buchanan	Eugenia Katawa	Bill Bradford	

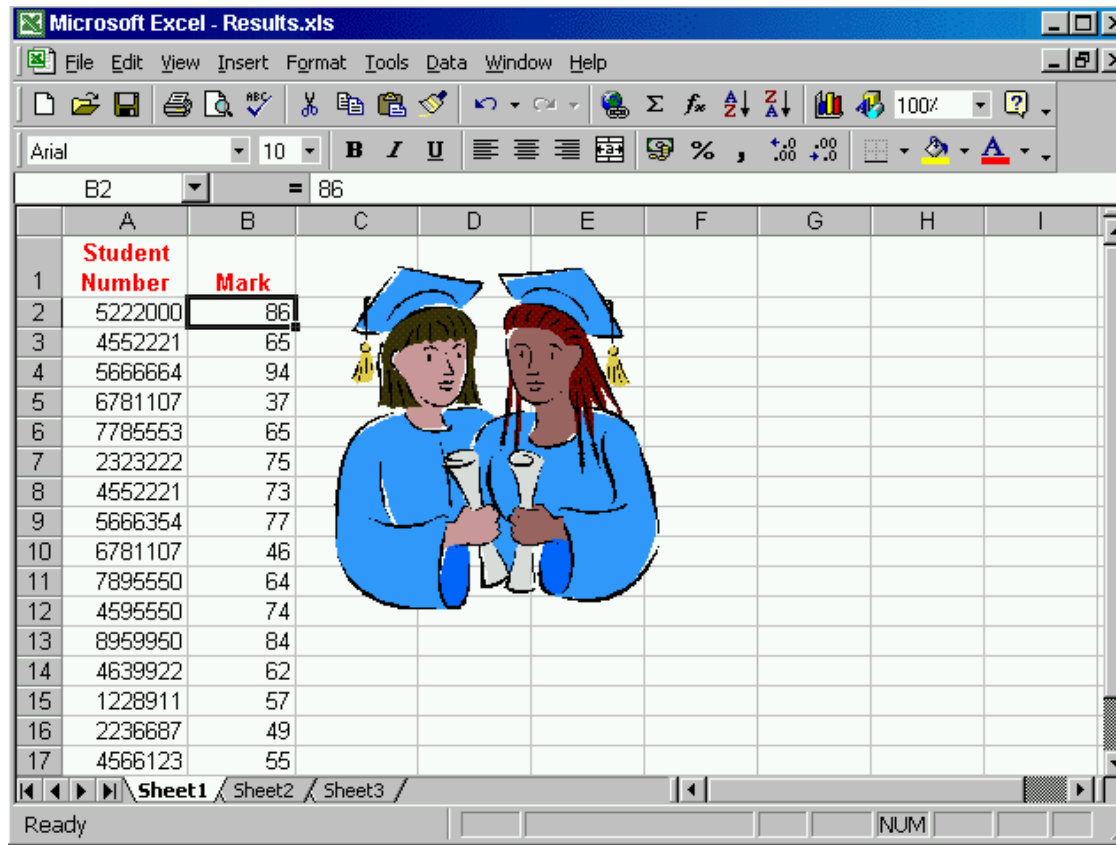
Sheet1 Sheet2 Sheet3

Ready NUM

Use the Replace tool to replace **all** occurrences of the name **Jane Harris** with **Tim Snow**.

Edit → select Replace → type Jane Harris in the find what → type Tom Snow in replace with → click replace all

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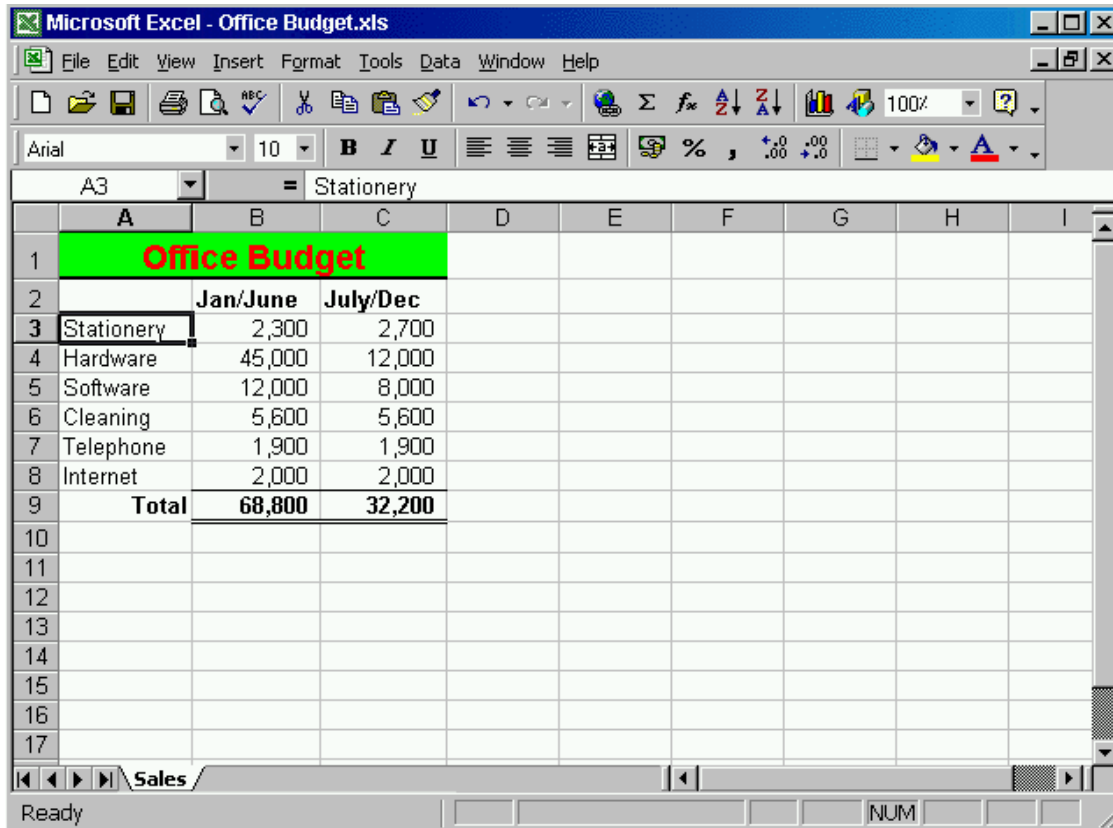


	A	B	C	D	E	F	G	H	I
1	Student Number	Mark							
2	5222000	86							
3	4552221	65							
4	5666664	94							
5	6781107	37							
6	7785553	65							
7	2323222	75							
8	4552221	73							
9	5666354	77							
10	6781107	46							
11	7895550	64							
12	4595550	74							
13	8959950	84							
14	4639922	62							
15	1228911	57							
16	2236687	49							
17	4566123	55							

Automatically sort this list so that the highest mark displays at the top of the list.

Click the sort Descending tool from the standard tool bar

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Excel Exams (v4)



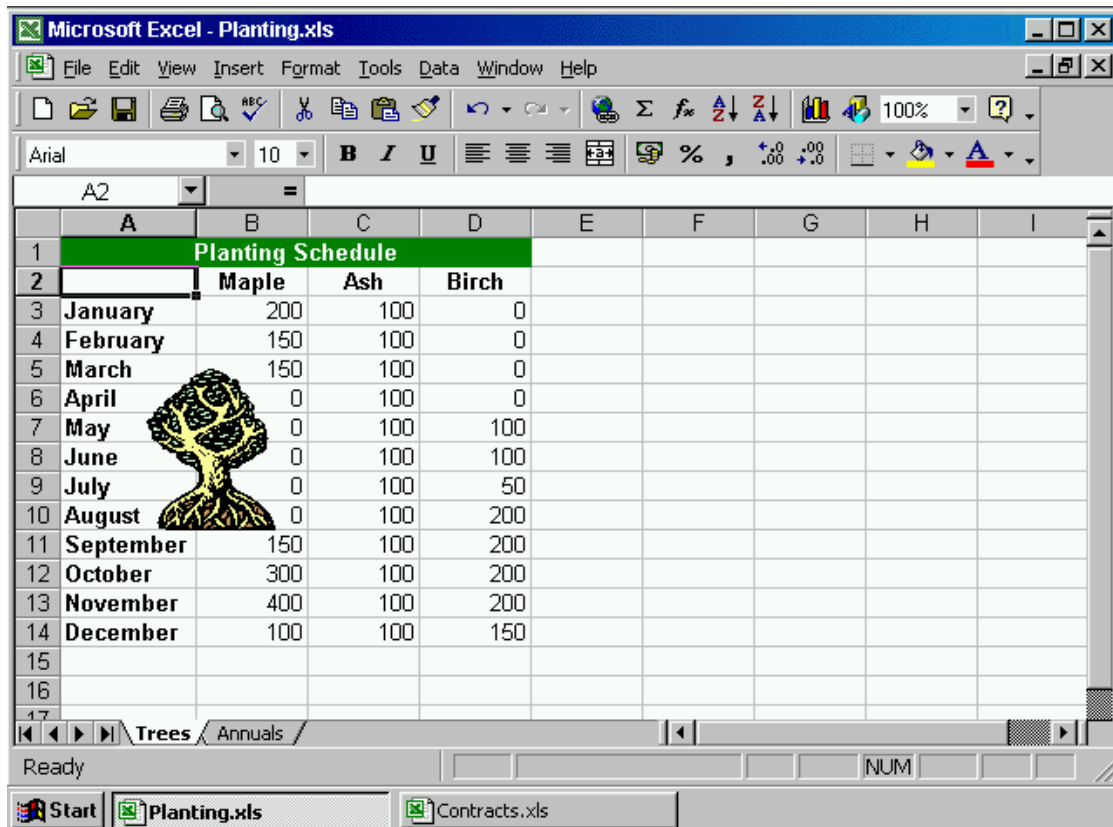
The screenshot shows the Microsoft Excel interface with the file 'Office Budget.xls'. The active worksheet is 'Stationery'. The table contains the following data:

	A	B	C	D	E	F	G	H	I
1	Office Budget								
2		Jan/June	July/Dec						
3	Stationery	2,300	2,700						
4	Hardware	45,000	12,000						
5	Software	12,000	8,000						
6	Cleaning	5,600	5,600						
7	Telephone	1,900	1,900						
8	Internet	2,000	2,000						
9	Total	68,800	32,200						
10									
11									
12									
13									
14									
15									
16									
17									

Insert a **new** worksheet into this workbook.

Right click on the sales worksheet → select insert → ok

ICDL
Excel Exams (v4)



	A	B	C	D	E	F	G	H	I
1	Planting Schedule								
2		Maple	Ash	Birch					
3	January	200	100	0					
4	February	150	100	0					
5	March	150	100	0					
6	April	0	100	0					
7	May	0	100	100					
8	June	0	100	100					
9	July	0	100	50					
10	August	0	100	200					
11	September	150	100	200					
12	October	300	100	200					
13	November	400	100	200					
14	December	100	100	150					
15									
16									
17									

Move the entire **Annuals** worksheet into the **Contracts** workbook, so that it displays after the other worksheet.

Right click on the **Annuals** worksheet → select move or copy → from To Book select **Contracts** → select move to end from before sheet → ok

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Excel Exams (v4)

Which one of the following formulas would be appropriate to calculate the monthly surplus for September in this worksheet?

- ☐ =B5+B11
- ☐ =SUM(B5:D5)-SUM(B11:D11)
- ☐ =B5-B11
- ☐ =AVERAGE(B5:D5)-AVERAGE(B11:D11)

الفائض

	A	B	C	D
1	My Budget			
2		Sep	Oct	Nov
3	Allowance	80	80	80
4	Part time work	240	250	270
5	Total income	320	330	350
6				
7	Clothes	40	65	25
8	Books	115	35	15
9	Travel	40	50	55
10	Entertainment	100	180	195
11	Total expenditure	295	330	290
12				
13	Monthly Surplus			

= B5-B11

If the Enter key was pressed to accept the formula in cell B9, which of the following would be the result:

- ☐ A #REF! error message
- ☐ 9.3
- ☐ A #VALUE! error message
- ☐ A #NAME? error message

	A	B	C
1	Millimetres per day		
2	Monday	4	
3	Tuesday	4.8	
4	Wednesday	2.1	
5	Thursday	1.6	
6	Friday	9.3	
7	Saturday	7.2	
8	Sunday	4.2	
9	Maximum Rainfall	=MAXIMUM(B2:B8)	

○ A#NAME? Error message

ICDL
Excel Exams (v4)

Which formula entered into **C3** would calculate the **Total Cost** of Barrels for the **Oil Deco** company and if copied down would automatically calculate the Total Cost for all the other customers.

- ☐ =B3*C1
- ☐ =B3*\$C\$1
- ☐ =\$B\$3*\$C\$1
- ☐ =\$B\$3*C1

C3		=	
	A	B	C
1	Cost per Barrel:		45.00
2	Customer	Barrels	Total Cost
3	Oil Deco	2,400	
4	Midland Oil	4,230	
5	Trexo Oil	6,060	
6	O.I.L. Co.	7,890	

- ☐ =B3*\$C\$1

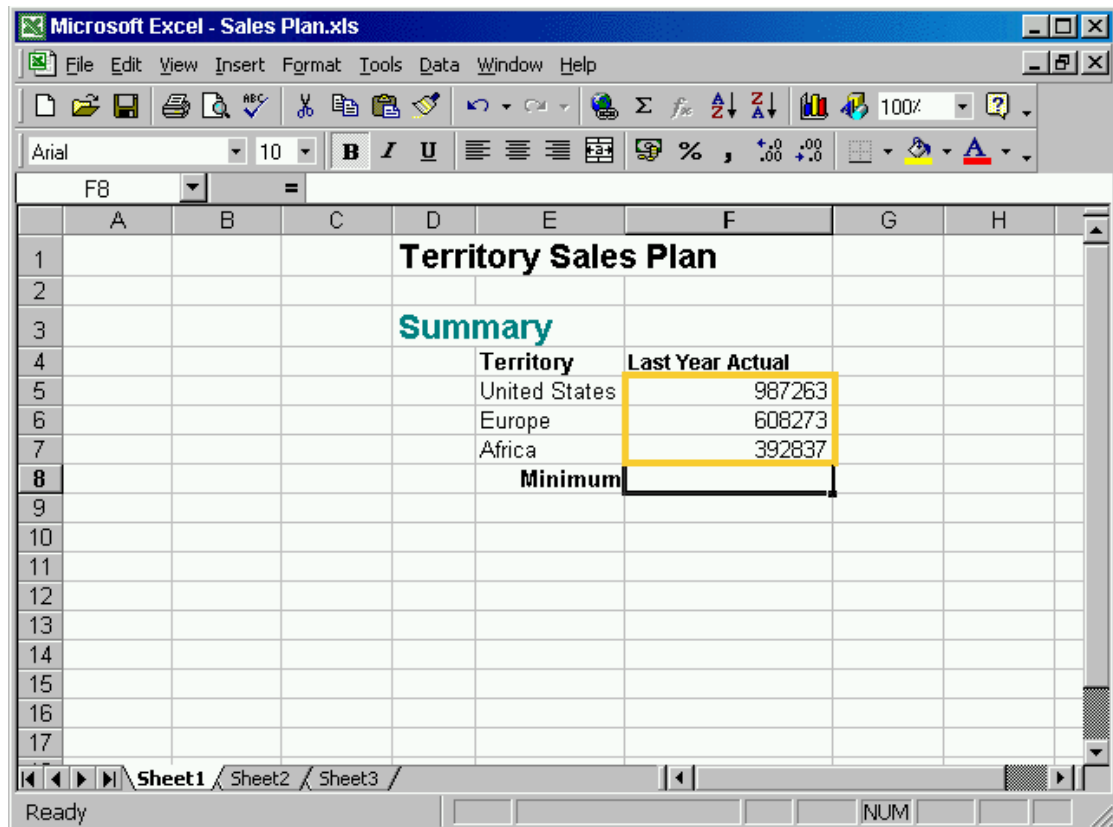
Which formula entered into **B5** will calculate the total cost of a **Colonial** style chair (including delivery) and if copied to **C5** will perform a similar calculation for the **Metro** style chair?

- ☐ SUM(\$B\$2:\$B\$4)+B8
- ☐ =SUM(B2:B4)+\$B\$8
- ☐ =SUM(B2:B5)+\$B\$8
- ☐ =SUM(C2:C4)+\$C\$8

Microsoft Excel - Furniture Prices.xls				
	A	B	C	D
1	Details	Colonial	Metro	Cottage
2	Chair	138.00	156.00	125.00
3	Loose cover	47.00	52.00	38.00
4	Cushion	28.00	23.00	19.00
5	Total incl delivery	231.00		
6				
7				
8	Total Delivery Charge	18.00		

- ☐ =sum(B2:B4)+\$B\$8

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Type a function into cell **F8** that will calculate the **smallest** value in the highlighted range.


Press the **Enter** key when you have finished.

Type = min (F5:F7) → press Enter

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Excel Exams (v4)

Which formula entered into **B10** would find the **total** amount of rainfall that fell in the seven days?

- ☐ =SUMB3:B9
- ☐ =SUM(B3:B9)
- ☐ =(SUM)B3:B9
- ☐ SUM=(B3:B9)

	A	B
1	Rainfall Statistics	
2		Millimetres per day
3	Monday	4.0
4	Tuesday	4.8
5	Wednesday	2.1
6	Thursday	1.6
7	Friday	9.3
8	Saturday	7.2
9	Sunday	4.2
10	Total Rainfall	
11		

- ☐ =sum(B3:B9)

Which formula would display **10%** in cell **C3** if the customer order quantity is over 300, and **0%** if not.

- =IF(C3>300,10%,0%)
- =IF(B3>300,10%,0%)
- =IF(B3>300,0%,10%)
- =IF(B3<300,10%,0%)

Microsoft Excel - The Solar Panel Co.xls

File Edit View Insert Format Tools Data Window Help

C3 =

	A	B	C	D
1	The Solar Panel Co.		Special Discount Rate of 10% for all order quantities over 300	
2	Customer	Quantity Order	Discount	
3	Apex Builders	850		
4	Widgers Ltd.	250	0%	
5	Harris Houses	325	10%	
6	Orchard Builder	200	0%	
7	Energy Savers	100	0%	
8	Green Merchant	350	10%	

Customers Invoices Sheet1

- ☐ =IF (B3>300, 10%, 0%)

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Excel Exams (v4)

Microsoft Excel - Expenses.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

B3 = 218

	A	B	C	D	E	F	G	H	I
1	EXPENSES								
2									
3	Insurance	218							
4	Rent	894							
5									
6	Utilities	470							
7	Supplies	390							
8	Taxes	289							
9	TOTAL	2,261							
10									
11									
12									
13									
14									
15									
16									
17									
18									

Sheet1 Sheet2 Sheet3

Ready NUM

Change the display of the numbers in the selected range from no decimal places to **one** decimal place.

Click on increase decimal tool from the formatting tool bar

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Excel Exams (v4)

Microsoft Excel - Northwest.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

F5 =SUM(B5:E5)

	A	B	C	D	E	F	G	H
1	Profit Projection							
2	Northwest Retail Outlets							
3								
4		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Yearly Estimate		
5	Income	450,000	635,000	480,000	580,000	2145000		
6	Costs	195,000	320,000	250,000	300,000	1065000		
7	Profit	255,000	315,000	230,000	280,000	1080000		
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

Sheet1 Sheet2 Sheet3

Ready

Apply the Pound (£) currency symbol to the selected numbers.

Format → select cells → select currency from the category → select £ English (United Kingdom) → ok

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The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - Expenses.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom shows "Ready" and "NUM".

The active worksheet is "Sheet1", which contains the following data:

	A	B	C	D	E	F	G	H	I
1	EXPENSES								
2									
3	Insurance	218							
4	Rent	894							
5									
6	Utilities	470							
7	Supplies	390							
8	Taxes	289							
9	TOTAL	2261							
10									
11									
12									
13									
14									
15									
16									
17									

The formula bar shows the formula for cell B9: `=SUM(B3:B8)`.

Format the contents of the selected cell **bold**.

Click on the bold tool from the formatting tool bar

ICDL
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Microsoft Excel - Profit Projections.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

B3 = Actual

	A	B	C	D	E	F	G	H	I
1	Profit Projection								
2		Jan		Feb					
3		Actual	Forecast	Actual	Forecast				
4	Income	12560	10000	12980	10000				
5	Costs	2350	4000	4580	6000				
6	Profit	10210	6,000	8400	4,000				
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Sheet1 Sheet2 Sheet3

Ready NUM

Copy all of the **formatting** from cell **B3** and automatically apply it to cell **D3**.

Click the format painter tool from the standard tool bar → click on cell D3

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	A	B	C	D	E	F	G	H
1	Details	Colonial	Metro	Cottage				
2	Chair	601.85	720.40	1100.70				
3	Loose cover	1092.50	1310.30	2520.80				
4	Cushion	537.80	645.80	1536.50				
5	Total incl delivery	2890.20	2676.50	5158.00				
6								
7								
8	Total Delivery Charge							
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Change the **orientation** of the text in the selected cells to vertical (90 degrees).

Format → select cells → select Alignment tab → in the orientation area move the red point up to the first point

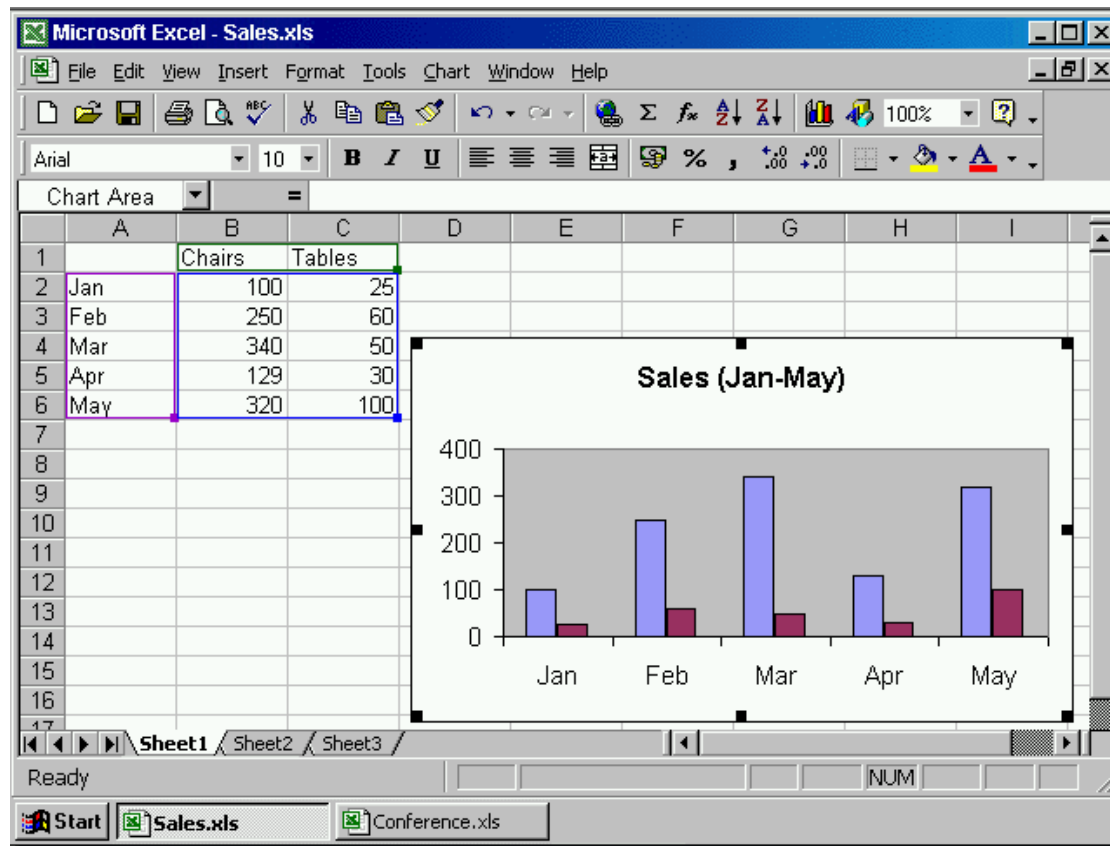
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	A	B	C	D	E
1		October	November	December	
2	Wine	601.95	720.40	1100.70	
3	Beer	1092.50	1310.30	2520.80	
4	Spirits	537.80	645.80	1536.50	
5	Fruit juice	247.35	297.60	248.50	
6	Minerals	209.20	259.10	328.60	
7	Total				
8					
9					
10					

Select the range of cells **A2 to B6**.
Launch the Chart Wizard, and choose a **Pie Chart**.
Click **Finish** to submit your answer.

Select the range → insert → select chart → select pie in the chart type → click finish

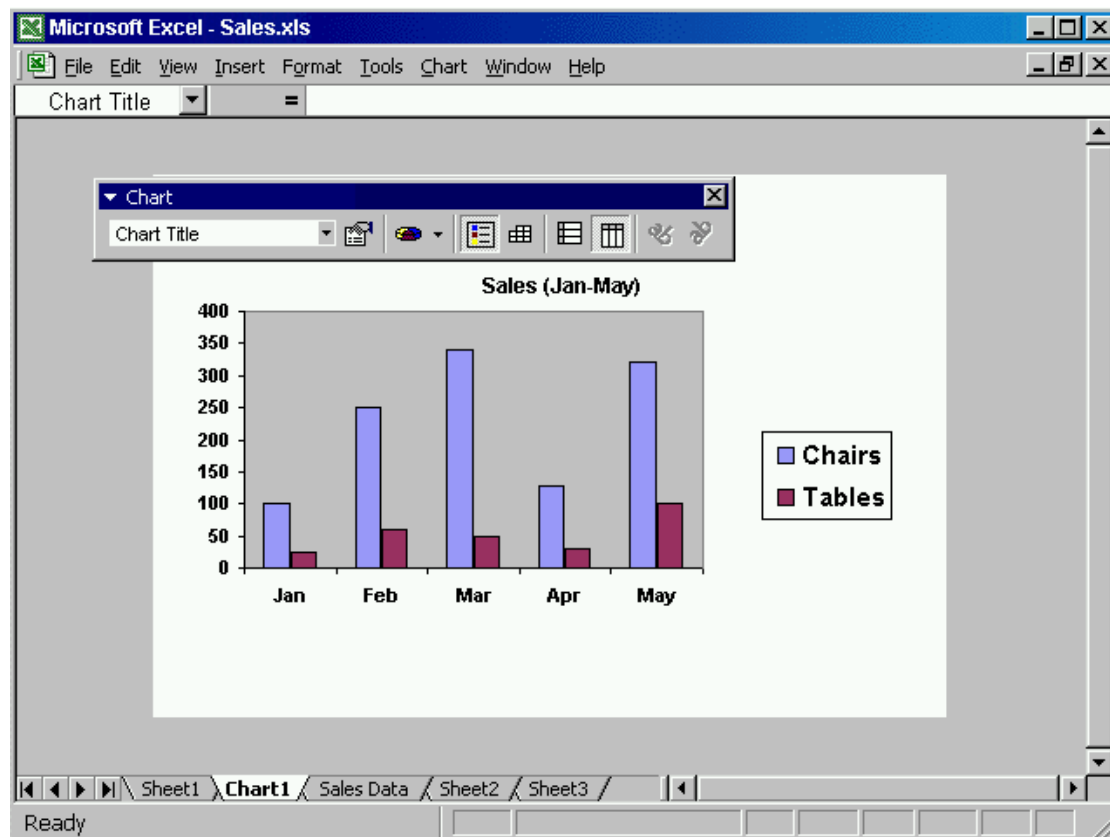
ICDL
Excel Exams (v4)



Duplicate the selected chart into cell **A1** of the **Conference** workbook.

Click copy from standard tool bar → select the Conference workbook → click paste from the standard tool bar

ICDL
Excel Exams (v4)



Change this column chart to a **Bar Chart**.

Click on the arrow in the chart type tool in the chart tool bar → select bar chart

ICDL

Excel Exams (v4)

Microsoft Excel - Beverages.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	A	B	C	D	E	F	G	H	I	J	K	L
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
2	Cabernet Sauvignon	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	2254.23	1803.38	601.85	72
3	Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	1690.67	1352.54	1092.50	131
4	Bergundy	537.80	645.80	1536.50	825.52	660.42	1320.84	1056.67	2113.34	1690.67	537.80	64
5	Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	704.44	563.55	247.35	29
6	Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	1408.89	1127.11	201.50	24
7	Chateau Neuf Du P	209.20	259.10	328.60	470.35	360.28	800.56	624.44	1328.89	1047.11	209.20	25
8	Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	1388.89	1107.11	269.20	31
9												
10	Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	1220.85	998.88	799.10	60
11	Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	1113.88	914.10	914.10	71
12	Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	1559.43	1279.75	1279.75	100
13	Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	866.35	710.97	710.97	55
14	Vin du Pays du Tarn	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	2227.77	1828.21	1828.21	143
15	Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	2673.32	2193.85	2193.85	171
16	Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	1450.27	1190.16	1190.16	93
17	Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	248.50	242.35	224.14	21
18	Total	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	22249.72	18049.74	12299.68	1095
19												
20												
21												
22												
23												
24												

Sheet1 Sheet2 Sheet3

Ready NUM

Increase the measurement of the **top** page margin from 1 to 2 centimetres.

File → select page setup → select margins tab → type 2 in top box → ok

ICDL
Excel Exams (v4)

Microsoft Excel - Quarter 1.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A1 = Inv No

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.86	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.46	329.46	90D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.18	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.02	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery	

Sheet1 Sheet2 Sheet3

Ready NUM

Adjust the page setup so that the entire contents of this worksheet will fit on **1 page wide by 3 pages tall**.

File → select page setup→ delete number 4 and type 3→ ok

ICDL Excel Exams (v4)

Microsoft Excel - Beverages.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	A	B	C	D	E	F	G	H	I	J	K	L
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
2	Cabernet Sauvignon	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	2254.23	1803.38	601.85	72
3	Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	1690.67	1352.54	1092.50	131
4	Bergundy	537.80	645.80	1536.50	825.52	660.42	1320.84	1056.67	2113.34	1690.67	537.80	64
5	Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	704.44	563.55	247.35	29
6	Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	1408.89	1127.11	201.50	24
7	Chateau Neuf Du P	209.20	259.10	328.60	470.35	360.28	800.56	624.44	1328.89	1047.11	209.20	25
8	Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	1388.89	1107.11	269.20	31
9												
10	Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	1220.85	998.88	799.10	60
11	Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	1113.88	914.10	914.10	71
12	Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	1559.43	1279.75	1279.75	100
13	Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	866.35	710.97	710.97	55
14	Vin du Pays du Tarn	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	2227.77	1828.21	1828.21	143
15	Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	2673.32	2193.85	2193.85	171
16	Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	1450.27	1190.16	1190.16	93
17	Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	248.50	242.35	224.14	21
18	Total	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	22249.72	18049.74	12299.68	1095
19												
20												
21												
22												
23												
24												

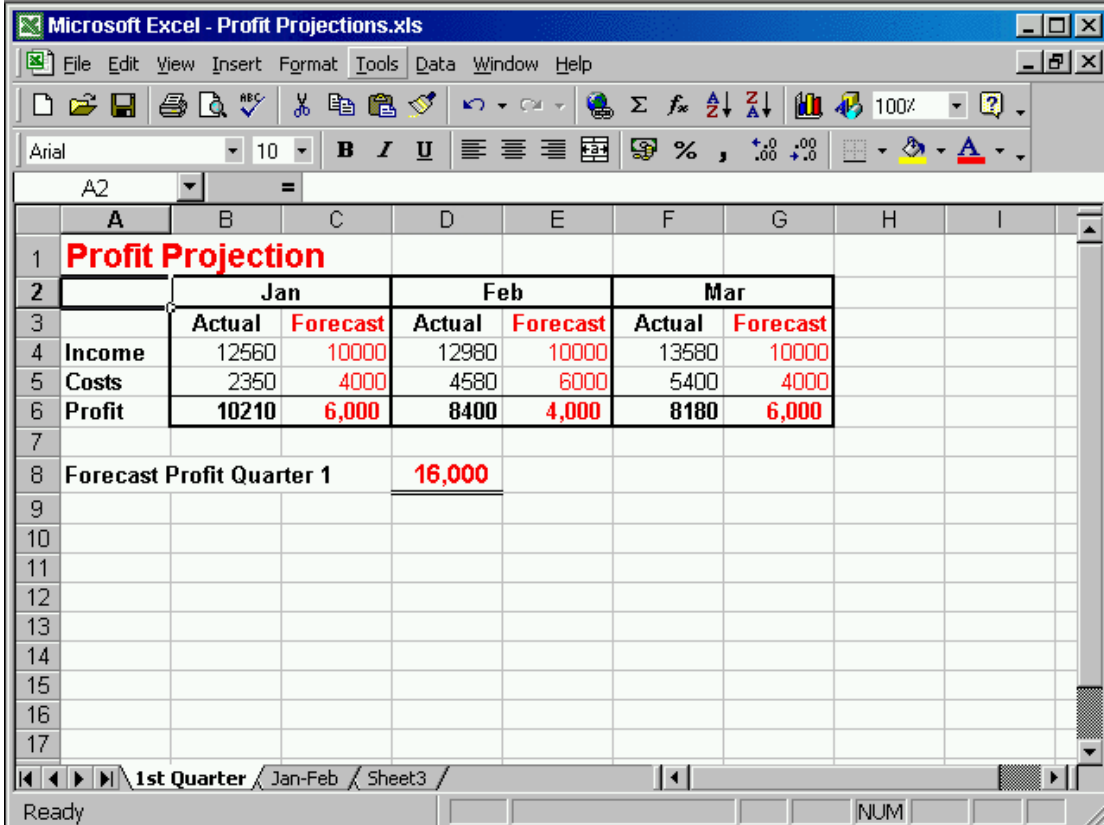
Sheet1 / Sheet2 / Sheet3 /

Ready NUM

Insert the **file name** field into the **centre** section of the header for this worksheet.

View → select Header and Footer → click custom Header → click in the center section → click on  → ok → ok

ICDL
Excel Exams (v4)



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Profit Projections.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom shows "Ready" and "NUM".

The worksheet displays a profit projection table. The title "Profit Projection" is in cell A1. The table structure is as follows:

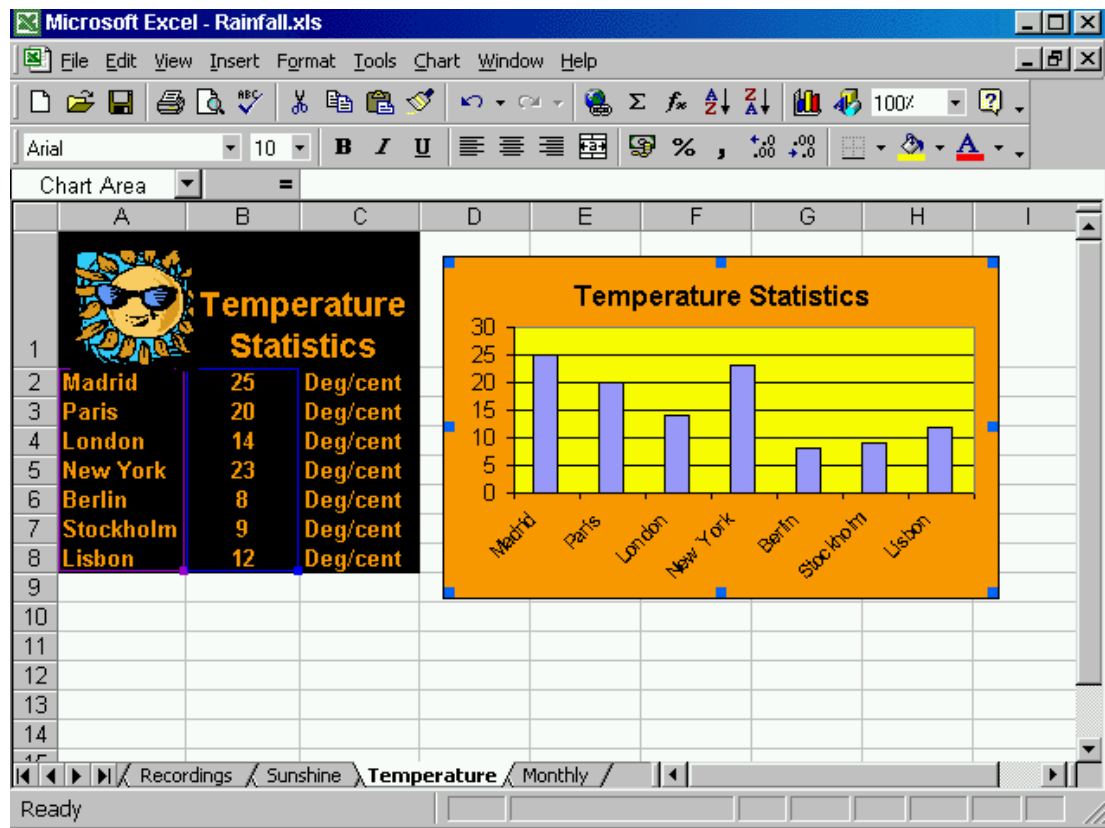
	Jan		Feb		Mar	
	Actual	Forecast	Actual	Forecast	Actual	Forecast
Income	12560	10000	12980	10000	13580	10000
Costs	2350	4000	4580	6000	5400	4000
Profit	10210	6,000	8400	4,000	8180	6,000

Below the table, cell A8 contains the text "Forecast Profit Quarter 1" and cell D8 contains the value "16,000".

Change the settings for this worksheet so that the gridlines will print.

File → select page setup → select sheet tab → check the gridlines in the print section

ICDL
Excel Exams (v4)



Print the selected chart.

File → select print → ok

ICDL
Excel Exams (v4)

The screenshot shows the Microsoft Excel interface with the file 'Expense Claim.xls'. The formula bar displays '=SUM(B3:B5)-B6'. The worksheet contains the following data:

	A	B	C	D	E	F	G	H
1		Expenses						
2		Sep 11th	Oct 17th	Nov 4th				
3	Meals	35.00	43.00	27.00				
4	Hotel	55.00	49.00	54.00				
5	Mileage	93.00	108.00	75.00				
6	Cash from Petty cash	100.00	150.00	100.00				
7	Amount due	83.00						
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Save a copy of this workbook with the new name **Accounts**.

Note: Do not change the file location.

File→ save as →change the name Expense Claim into Accounts→ok

ICDL
Excel Exams (v4)

Microsoft Excel - Menswear.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U % , .00 +.00

E8 = 977

	A	B	C	D	E	F	G	H	I
1		Monthly sales							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

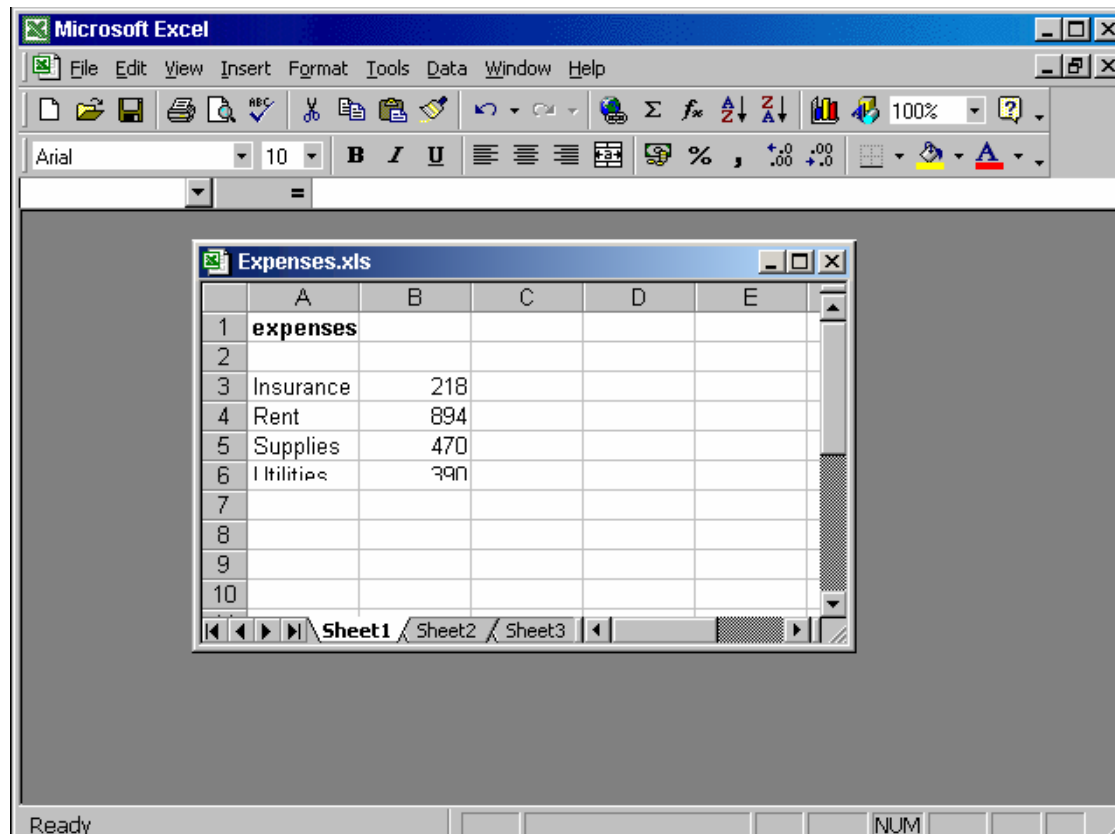
Sheet1 Sheet2 Sheet3

Ready NUM

Click on the location that selects all of the cells in **column C**.

Click on the gray area of the column c

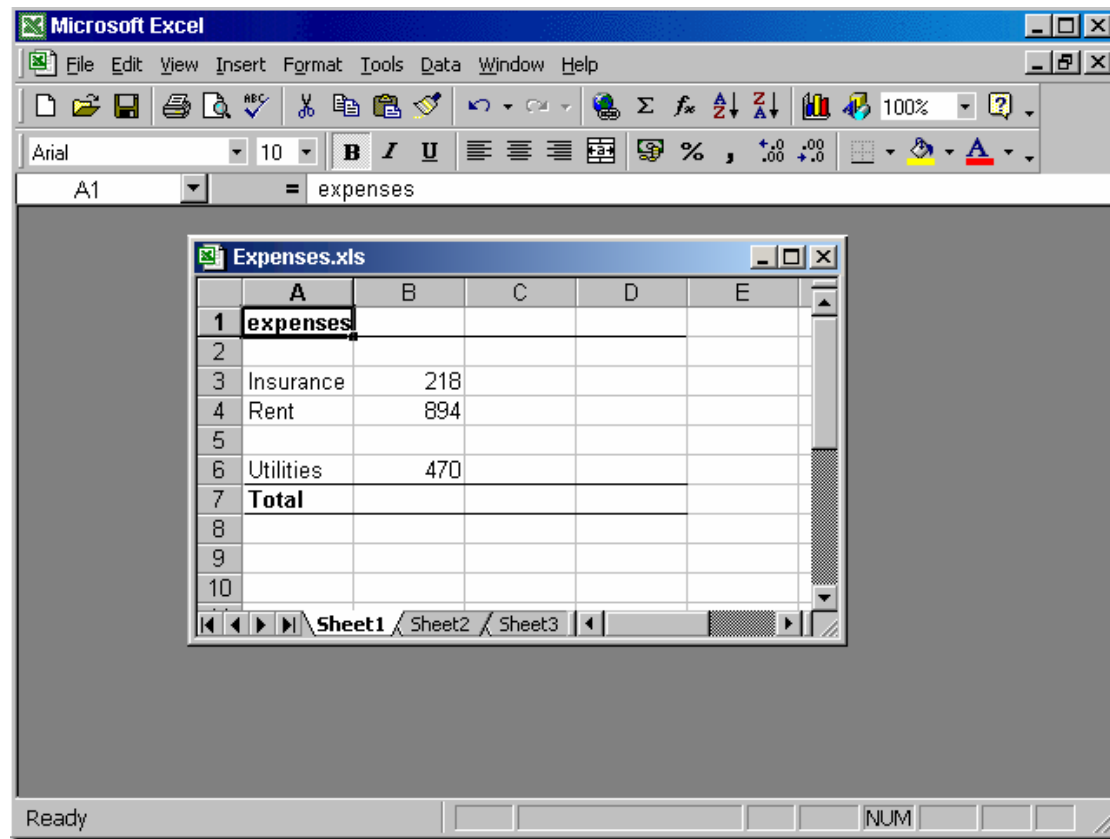
ICDL
Excel Exams (v4)



Delete **row 5** from this worksheet.

Right click on the gray area → select delete

ICDL
Excel Exams (v4)



Clear the contents of cell B3 **without** deleting the actual cell.

Select cell B3→ press delete from the keyboard

ICDL
Excel Exams (v4)

Microsoft Excel - Quarterly Sales.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A8 =

	A	B	C	D	E	F	G	H	I
1	Department Estimates - Marketing								
2		January	February	March					
3	Week1	23560	10200	16500					
4	Week2	18900	16800	19800					
5	Week3	20600	12000	13000					
6	Week4	9000	10500	12500					
7	Total	72060	49500	61800					
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Sheet1 Sheet2

Ready NUM

Change the name of the worksheet from Sheet2 to **Costs**.

Right click on the sheet2 tab → select rename → type Costs

ICDL
Excel Exams (v4)

	A	B	C	D	E	F	G
1	P.C. Megastore						
2	Sales Department						
3	Employee	Hourly Rate	Hours Worked	Pre-tax Salary			
4	Cathy Miller	15.45	24				
5	Roger Tann	30.00	45				
6	Sue Diagio	25.60	40				
7	Mel Walker	32.50	35				
8	Greg Quinee	20.00	42				
9	Pu Dobbs	21.50	35				
10							
11							
12							
13							
14							
15							
16							

Enter a formula in cell D4 that would calculate the **Pre-tax Salary** for **Cathy Miller**.

Press the **Enter** key when you have finished.

Type = B4*C4 → press Enter

ICDL
Excel Exams (v4)

If the Enter key was pressed to accept the formula in cell E9, which of the following would be the result:

- ☐ A #REF! error message
- ☐ A #VALUE! error message
- ☐ A #NAME! error message
- ☐ A Circular Reference error message

SUM		X	✓	=	=E3+E5+E7+E9	
	A	B	C	D	E	F
1	Profit Projection					
2			Income	Costs	Profit	
3	Jan	Actual	12560	2350	10210	
4		Forecast	10000	4000	6000	
5	Feb	Actual	12980	4580	8400	
6		Forecast	10000	6000	4000	
7	Mar	Actual	13580	5400	8180	
8		Forecast	10000	4000	6000	
9	Actual Profit Q1				=E3+E5+E7+E9	
10	Forecast Profit Q1				16000	

- ☐ A Circular Reference error message

If row 4 is deleted, which formula will then be in cell B6?

- ☐ =SUM(B3:B6)
- ☐ =SUM(B3:B5)
- ☐ =B3+B4+B5
- ☐ =SUM(B3:B7)

Microsoft Excel - Student Budget.xls				
B7	=SUM(B3:B6)			
	A	B	C	D
1	My Budget			
2		Sep	Oct	Nov
3	Clothes	40.00	65.00	25.00
4	Books	115.00	35.00	15.00
5	Travel	40.00	50.00	55.00
6	Entertainment	100.00	180.00	195.00
7	Total expenditure	295.00		
8				
9				
10				

- ☐ =sum(B3:B5)

ICDL
Excel Exams (v4)

Which formula entered into **E2** would calculate the **total cost (including delivery)** of a Barbados garden suite and, if copied down, would automatically calculate the total cost for the other two garden suites.

- ☐ =SUM(B2:D2)+\$B\$6
- ☐ =SUM(B3:D3)+\$B\$6
- ☐ =SUM(\$B\$2:\$D\$2)+B6
- ☐ =SUM(B2:B4)+\$B\$6

	A	B	C	D	E
		Table	Chairs (X4)	Sunshade	Total Inc delivery
1					
2	Barbados	99.00	160.00	48.00	357.00
3	Miami	89.00	180.00	53.00	
4	Cote d'Azur	110.00	240.00	70.00	
5					
6	Delivery Cost	50.00			

☐ =sum(B2:D2)+\$B\$6

Drag each **X** to a cell in this worksheet that contains an error.

X

X

X

Microsoft Excel - Fruit Totals.xls				
File Edit View Insert Format Tools Data Window				
D7		=SUM(B5:D6)		
	A	B	C	D
1	Totals (Jan-Mar)			
2		Jan	Feb	Apr
3	Pears	10	5	10
4	Bananas	5	0	10
5	Oranges	15	15	5
6	Total	30	20	25
7	Quarterly Total			110

The first **X** put it on 110

The second **X** put it on Apr

The second **X** put it on pears

ICDL
Excel Exams (v4)

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Rainfall.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The formula bar shows "A2" and the formula "= Millimetres per day". The worksheet grid shows a table with the following data:

	A	B	C	D	E	F	G	H	I
1	Rainfall Statistics								
2	Millimetres per day								
3	January								
4		Week 1	Week 2	Week 3	Week 4				
5	Monday	4	5.8	2.3	5.6				
6	Tuesday	4.8	2.3		1.9				
7	Wednesday		6.5	10.1	5				
8	Thursday	1.6		0	3.2				
9	Friday	9.3		2.5	0				
10	Saturday	7.2	0	2.4	4.2				
11	Sunday	4.2	1.2	2.8	1.1				
12									
13	February								
14		Week 1	Week 2	Week 3	Week 4				
15	Monday	4	5.8	2.3	5.6				
16	Tuesday	4.8	2.3		1.9				
17	Wednesday		6.5	10.1	5				

The status bar at the bottom shows "Ready" and "NUM".

Print just the range A2:E11 selected in this worksheet.

Note: This is a simulation - you do not need to have a printer attached to your computer.

File → print → in print what section → select Selection

ICDL
Excel Exams (v4)

	A	B	C	D	E	F	G
1				Territory Sales Plan			
2							
3				Summary			
4				Territory	Last Year Actual		
5				United States	987263		
6				Europe	608273		
7				Africa	392837		
8						Total	
9						Average	
10						Minimum	
11						Maximum	
12							
13							
14							
15							
16							
17							

Type a formula into cell **G8** which uses an appropriate function to calculate the total of the highlighted range.

Type =sum (f5:f7) →press enter from the keyboard

ICDL
Excel Exams (v4)

Which formula entered into **C12** would calculate the number of recorded rainfall readings taken over the 3 weeks?

- ☐ =NUMBER(B4:D10)
- ☐ =COUNT(B4:B10)+(C4:C10)+(D4:D10)
- ☐ =COUNT(B4:D10)
- ☐ =NUM(B4:D10)

	A	B	C	D
1	Rainfall Statistics			
2	<i>Units per day</i>			
3		Week 1	Week 2	Week 3
4	Mon	4	0.8	2.3
5	Tue	4.8	2.3	
6	Wed		6.5	
7	Thu	1.6		0.15
8	Fri	9.3		2.5
9	Sat	7.2	0.2	2.4
10	Sun	4.2	1.2	2.8
11				
12	Recorded readings:		16	

- ☐ =count (B4:D10)

Which formula would display **7%** in cell **D8** if the customers order value is over **10,000** and would display **0%** if not.

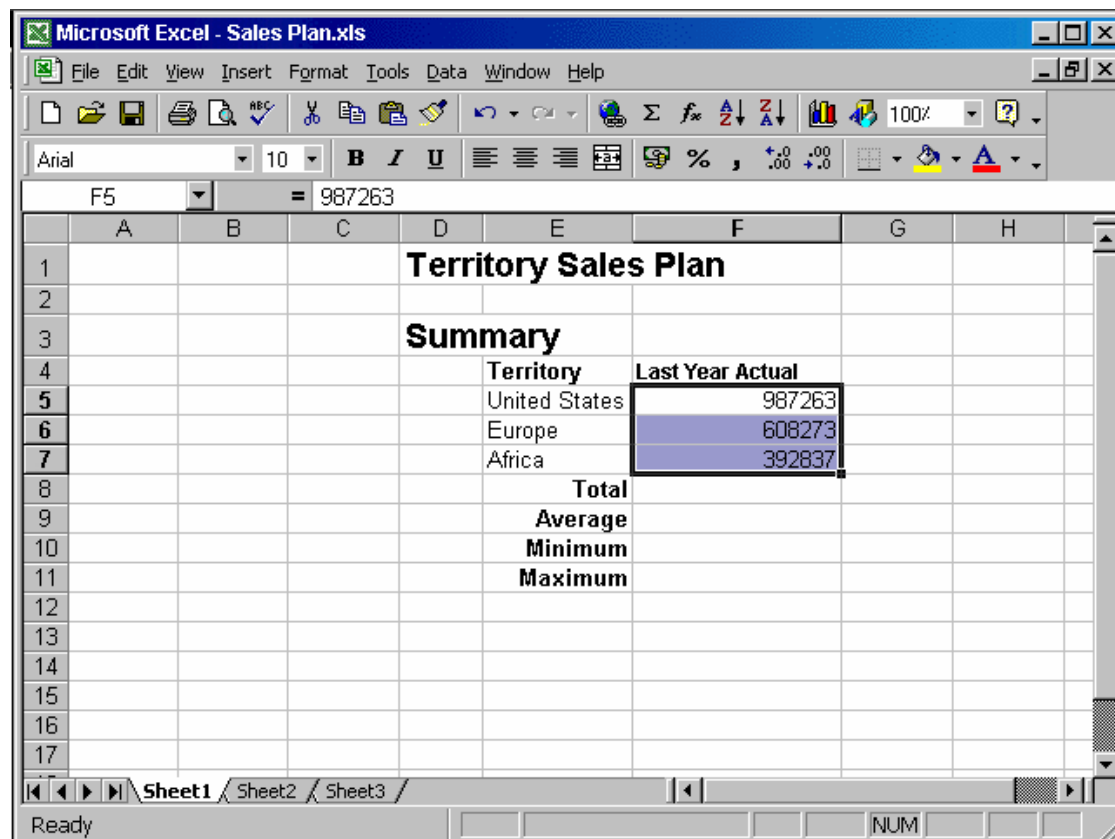
- ☐ =IF(D7=10,000,7%,0%)
- ☐ =IF(D8>10000,7%,0%)
- ☐ =IF(D7>10000,7%,0%)
- ☐ =IF(D7<10000,7%,0%)

The screenshot shows an Excel spreadsheet titled 'The Solar Panel Co.xls'. The active cell is D8, which contains the formula bar. The spreadsheet content includes:

	A	B	C	D
1	Customer:		Discount Terms: 7% on all order values over 10,000	
2	Apex Builders	Order No.	SET009932	
3	Order	Quantity	Price	Sub Total
4	15" x 30" panels	150	34.55	5,182.50
5	9" x 12" panels	100	12.45	1,245.00
6	20" x 20" panels	200	30.00	6,000.00
7	Order Value			12,427.50
8	Discount Rate			7%
9	Amount Due			

- ☐ =if (D7>10000, 7%, 0%)

ICDL
Excel Exams (v4)



Change the formatting for the selected cells so they display with commas separating the thousands (e.g. **10,000**).

Click the comma style from the formatting tool bar

ICDL
Excel Exams (v4)

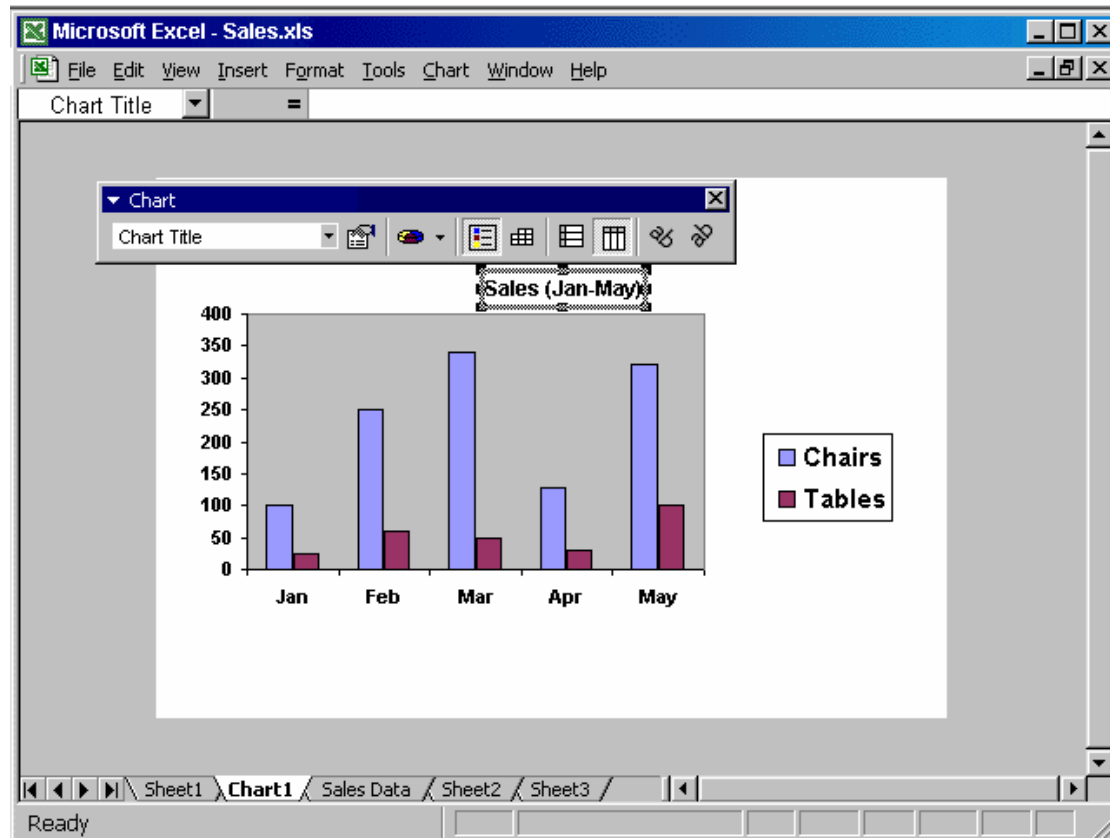
	A	B	C	D	E	F	G	H	I
1	EXPENSES								
2									
3	Insurance	218							
4	Rent	894							
5									
6	Utilities	470							
7	Supplies	390							
8	Taxes	289							
9	TOTAL	2,261							
10									
11									
12									
13									
14									
15									
16									
17									
18									

Add a **border** around the selected range.

Note: Do not change the default line style.

Click the arrow in the borders tool from formatting tool bar → select out side borders

ICDL
Excel Exams (v4)



Change the white background colour of the chart to **yellow** .

Click the arrow in the chart tool bar → select the chart area → click on the format
Chart area tool → select the yellow color → ok

ICDL
Excel Exams (v4)

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Buildings.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The formula bar shows "A5" and "=". The worksheet grid has columns A through I and rows 1 through 17. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	EXPENSES								
2									
3	Insurance	218.00							
4	Rent	894.00							
5									
6	Utilities	470.00							
7	Supplies	390.00							
8	Taxes	289.00							
9	TOTAL	2,261.00							
10									
11									
12									
13									
14									
15									
16									
17									

The status bar at the bottom shows "Ready" and "NUM". The worksheet tab at the bottom is "Expenses", with "Sales" and "Clients" also visible.

Add a **page footer** with the text **Confidential** that will print at the bottom left of all the pages in this worksheet.

View → Header and footer → click on the custom footer → type Confidential

ICDL
Excel Exams (v4)

The screenshot shows the Microsoft Excel 2003 interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom shows 'Ready' and 'NUM'. The worksheet has three tabs: Sheet1, Sheet2, and Sheet3. The data is as follows:

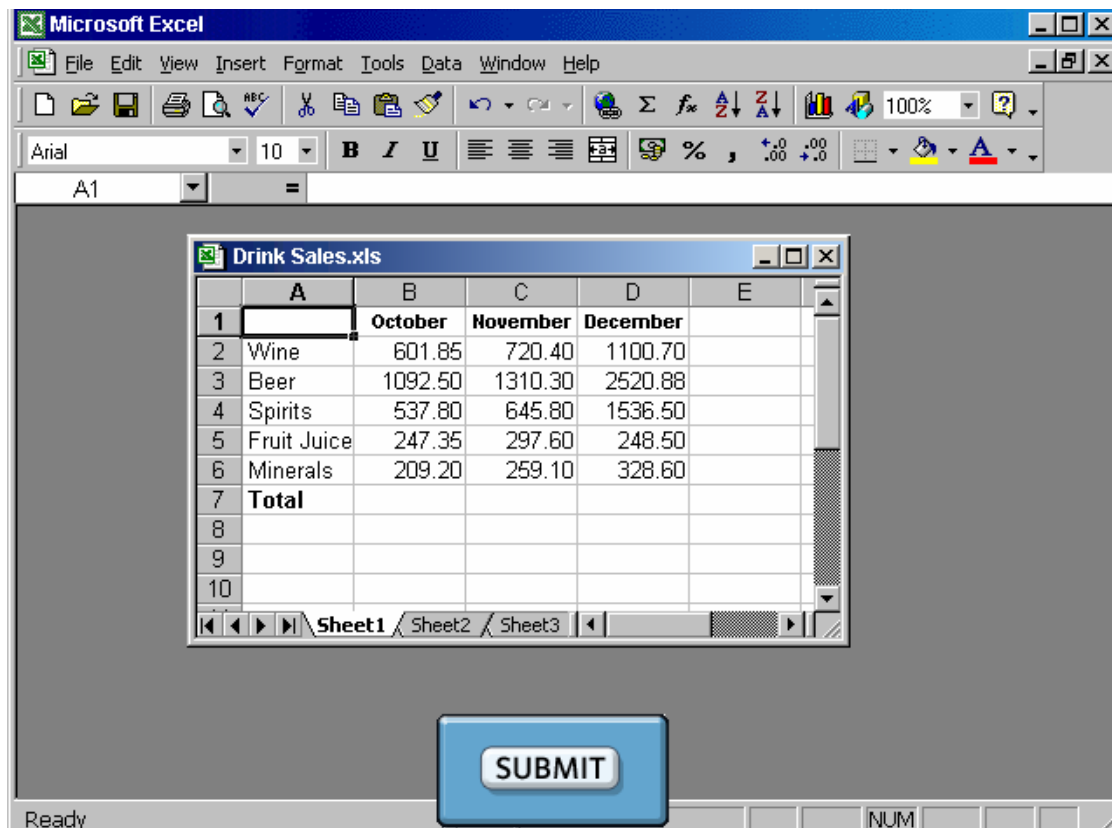
	A	B	C	D	E	F	G	H	I
1	EXPENSES								
2									
3	Insurance	218							
4	Rent	894							
5	Utilities	470							
6	Supplies	390							
7	Taxes	289							
8	TOTAL								
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Print this worksheet.

Note: This is a simulation - you do not need to have a printer attached to your computer.

File→ print → ok

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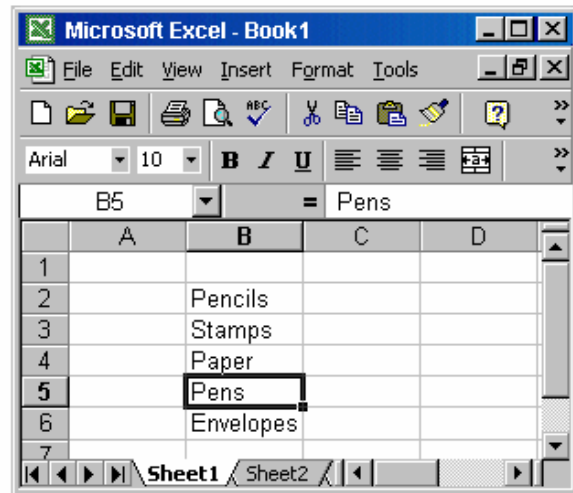
Use click-and-drag to select the range **A4:C6**
If necessary you can try again by repeating the click and drag action.

Select cell A4 and drag to cell C6

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Dragging the fill handle up to cell B3 will fill B3 with:

- ☐ Envelopes
- ☐ Pens
- ☐ Paper
- ☐ Stamps



- pens

Which **TWO** of the following would calculate the amount left to spend for **March**?

- ☐ =D8-D12
- ☐ =D12-D8
- ☐ =SUM(D4:D7)-SUM(D10:D11)
- ☐ =(D10:D11)-(D4:D7)
- ☐ =SUM(D10:D11)-SUM(D4:D7)

	A	B	C	D
1	Personal Budget			
2		Jan	Feb	Mar
3	Expenses			
4	Rent	400	400	400
5	Bills	85	60	49
6	Food	120	120	120
7	Travel	0	32	230
8	Total	605	612	799
9	Income			
10	Salary	1,820	1,820	1,820
11	Bonus	53	60	202
12	Total	1,873	1,880	2,022
13	To Spend!			

- =D12-D8
- =sum(D10:D11)-sum(D4:D7)

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The screenshot shows the Microsoft Excel interface with the file 'Expenses.xls' open. The 'Expenses' worksheet is active, and a range of cells from A1 to B9 is selected. The data in the selected range is as follows:

	A	B
1	EXPENSES	
2		
3	Insurance	218
4	Rent	894
5		
6	Utilities	470
7	Supplies	390
8	Taxes	289
9	TOTAL	2261

The status bar at the bottom shows 'Ready', 'Sum=4522', and 'NUM'.

Cut the selected range and paste it into cell **A1** on the worksheet entitled **Qtr 3** in this workbook.

Click on the cut tool from the standard tool bar → select the Qtr3 sheet → select cell A1 → click on the paste tool from the standard tool bar

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Microsoft Excel - Student Register.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A3 = John Barry

	A	B	C	D	E
1	Student Register				
2	Class 1	Class 2	Class 3	Class 4	Class 5
3	John Barry	Karl Wagner	Rachel Morton	Roger Sibille	Alain Sibille
4	Harry Knowles	Silva Gorma	Carlos Eduardo	Rachel Morton	Didier Blanc
5	Gretta Bouche	Frances Smith	Pablo Sierchio	John Breen	Frances Smith
6	Anne Campbell	Shariq Siddiqui	Juan Gonzalez	Neill Plunkett	Graham Short
7	Leo Bernstein	Lee Yuk Sin	Jim Jordan	Melanie Cutter	Karin Edelbach
8	Adam Edwards	Kim Nam Sim	Deirdre Gahan	Martin O'Neill	Sara Wagner
9	Enzo Farelli	Wolf Siebert	Anya Merton	Lee Siew Shen	Kim Nam Sim
10	Andrew Davidson	Alain Sibille	Kay Sigurd	Kay Sigurd	Klaus Siebs
11	Aisling Miller	Graham Short	Melanie Cutter	Juan Gonzalez	Lee Yuk Sin
12	Aaron Eder	Mark Edelbach	Lee Siew Shen	Jim Jordan	Mark Edelbach
13	Dominique Seurat	Karin Edelbach	Martin O'Neill	Eugenia Katawa	Pietro Andreatta
14	Pili Halldare	Klaus Siebs	Cathryn Roberts	Deirdre Gahan	Rodrigo Pereira
15	Naomi Byrne	Didier Blanc	Claudia Kelly	Claudia Kelly	Shariq Siddiqui
16	Stefano Pescina	Rodrigo Pereira	Neill Plunkett	Cathryn Roberts	Shauna Buchanan
17	Min Chang	Shauna Buchanan	Eugenia Katawa	Carlos Eduardo	Silva Gorma
18	Kathy Bone	Pietro Andreatta	Roger Sibille	Anya Merton	Wolf Siebert

Sheet1 Sheet2 Sheet3

Ready NUM

Use the Find tool to find the name **Kim Brown** in this worksheet.

Edit → find → type Kim Brown → click on the find next button

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	A	B	C	D	E	F	G	H	I
1	Planting Schedule								
2		Tulips	Dahlias	Daffodils					
3	January	0	0	0					
4	February	0	0	0					
5	March	0	500	0					
6	April	0	300	0					
7	May	0	0	0					
8	June	0	0	0					
9	July	400	0	300					
10	August	200	0	500					
11	September	600	0	400					
12	October	400	0	100					
13	November	0	0	0					
14	December	0	0	0					
15									
16									
17									

Copy the entire **Trees** worksheet from this workbook into the **Contracts** workbook, so that it displays **after** Sheet1.

Right click on the Trees worksheet tab → select move or copy → check the create a copy → from the to book drop down list select the Contracts workbook → select (move to end) → ok

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The screenshot shows the Microsoft Excel interface with the file 'Net Earnings.xls' open. The formula bar shows '= Projected Earnings'. The active cell is B1. The table below is the content of the spreadsheet:

	A	B	C	D	E	F	G	H	I
1		Projected Earnings							
2		Gross Earnings	Distrubuted Earnings	Net Earnings					
3	Year 1	(2,500)	Nil	Nil					
4	Year 2	0	Nil	Nil					
5	Year 3	5,000	2,000	3,000					
6	Year 4	20,000	10,000	10,000					
7	Year 5	30,000	15,000	15,000					
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

Change the alignment of the selected title **Projected Earnings**, so that it is centred horizontally over columns B, C and D.

Format → cells → Alignment → from the drop down list of the Horizontal → select center Across Selection

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If the formula in B7 is **copied** to cell D7, which formula will display in the formula bar when D7 is selected?


- ☐ =SUM(B3:B5)-B6
- ☐ =SUM(C3:C5)-C6
- ☐ =SUM(D3:D5)-B6
- ☐ =SUM(D3:D5)-D6

Expenses Claim.xls				
B7		=SUM(B3:B5)-B6		
	A	B	C	D
1	Expenses			
2		Sep 11th	Oct 17th	Nov 4th
3	Meals	35.00	43.00	27.00
4	Hotel	55.00	49.00	54.00
5	Mileage	93.00	108.00	75.00
6	Cash from Petty cash	100.00	150.00	100.00
7	Amount due	83.00		

- ☐ =sum(D3:D5)-D6

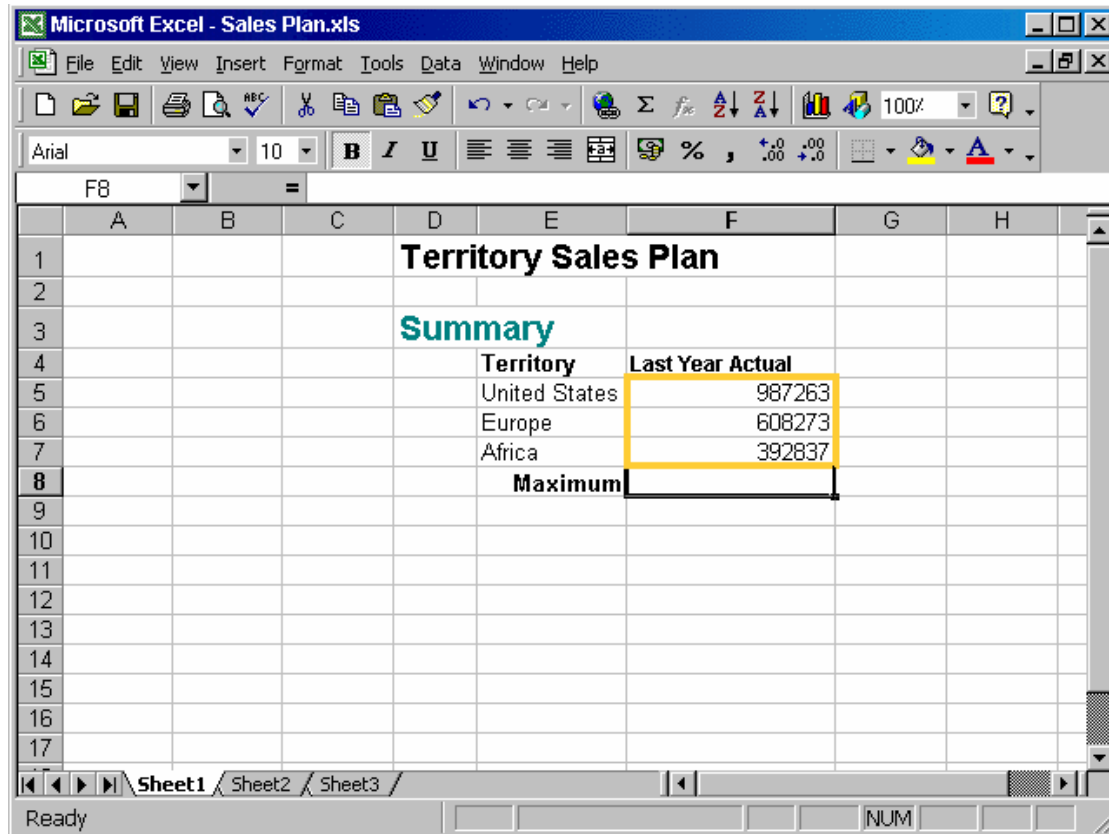
Which formula entered into B10 would find the **heaviest** rainfall in the seven days?

- ☐ =MAXIMUM(B3:B9)
- ☐ =(MAX B3:B9)
- ☐ =MAXIMUM(B3:B10)
- ☐ =MAX(B3:B9)

	A	B	C
1	Rainfall Statistics		
2		Millimetres per day	
3	Monday	4	
4	Tuesday	4.8	
5	Wednesday	2.1	
6	Thursday	1.6	
7	Friday	9.3	
8	Saturday	7.2	
9	Sunday	4.2	
10	Maximum Rainfall		
11			

- ☐ =max(B3:B9)

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Type a formula into cell **F8** using the appropriate function to calculate the greatest value in the highlighted range.

Press the **Enter** key when you have finished.

Type = max (F5:F7) → press enter from the keyboard

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Excel Exams (v4)

If the **Enter** key was pressed to accept the formula in cell **E8**,
what would appear in the cell?

- ☐ #REF!
- ☐ 6,000
- ☐ #VALUE!
- ☐ #NAME!

SUM ✖ ✓ = =B8-D8					
	A	B	C	D	E
1	Profit Projection				
2			Income	Costs	Profit
3	Jan	Actual	12560	2350	10210
4		Forecast	10000	4000	6000
5	Feb	Actual	12980	4580	8400
6		Forecast	10000	6000	4000
7	Mar	Actual	13580	5400	8180
8		Forecast	10000	4000	=B8-D8

- ☐ #VALUE!

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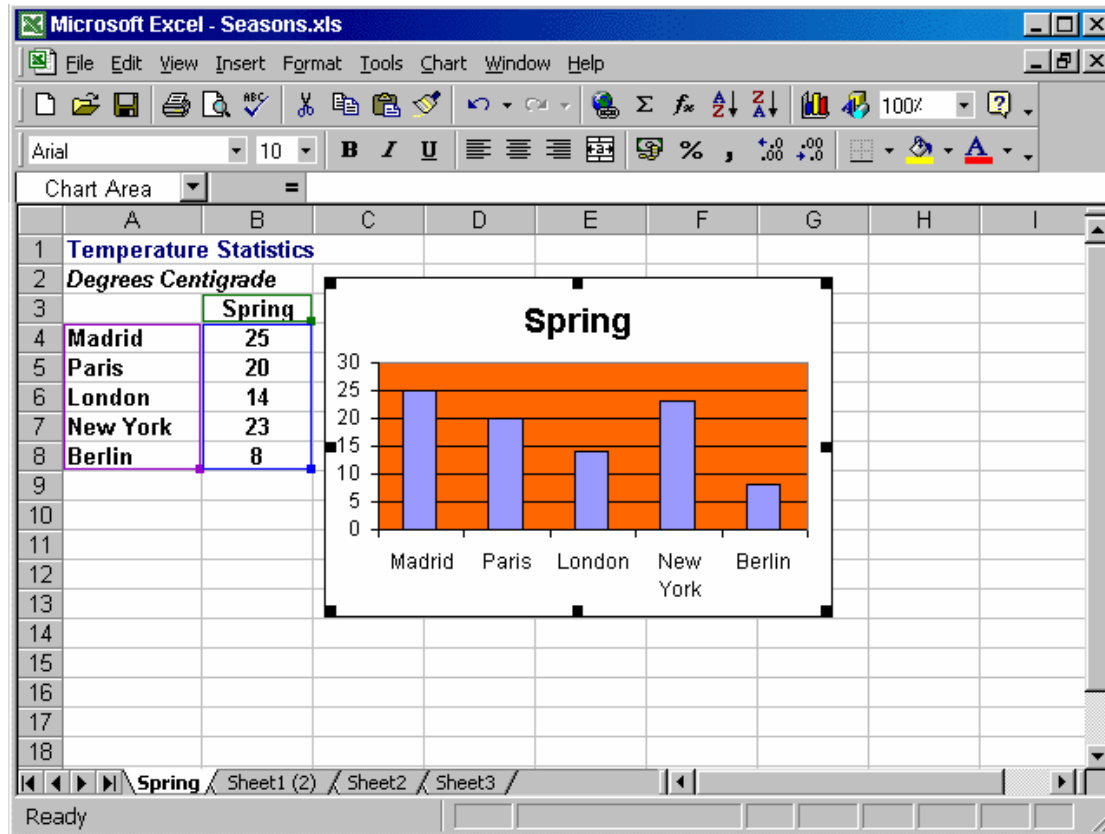
The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Department Payroll.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom shows "Ready" and "NUM".

	A	B	C	D	E	F	G	H	I
1	EXPENSES								
2		\$	% of Total						
3	Insurance	\$218.0	0.10						
4	Rent	\$894.0	0.40						
5									
6	Utilities	\$470.0	0.21						
7	Supplies	\$390.0	0.17						
8	Taxes	\$289.0	0.13						
9	TOTAL	\$2,261.0							
10									
11									
12									
13									
14									
15									
16									
17									
18									

Apply the **Percentage** style to the selected cells.

Click on the percent style tool from the formatting tool bar

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Delete the selected chart from this worksheet.

Press Delete from the keyboard

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	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.2	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.6	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.9	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.5	329.46	90D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.5	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.1	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.9	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.8	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.4	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.8	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.2	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.8	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.0	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406.0	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.2	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.6	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.9	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.5	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.5	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.1	8730.12	60D	Frank	Same-Day Delivery	

Preview the worksheet to see how it will look when printed.

File → select print preview

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Microsoft Excel - Profit Projections.xls

File Edit View Insert Format Tools Data Window Help

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D9 =

	A	B	C	D	E	F	G	H	I
1	Profit Projection								
2		Jan		Feb		Mar			
3		Actual	Forecast	Actual	Forecast	Actual	Forecast		
4	Income	12560	10000	12980	10000	13580	10000		
5	Costs	2350	4000	4580	6000	5400	4000		
6	Profit	10210	6,000	8400	4,000	8180	6,000		
7									
8	Forecast Profit Quarter 1			16,000					
9									
10									
11									
12									
13									
14									
15									
16									
17									

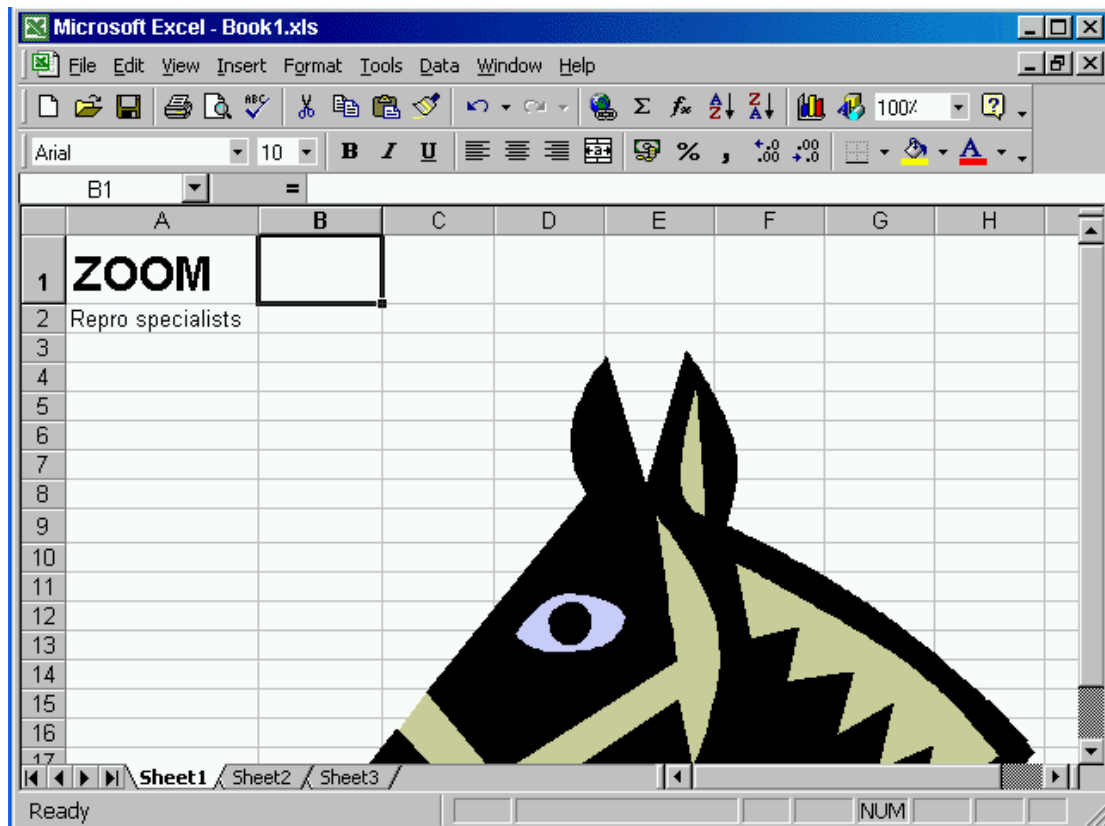
1st Quarter Jan-Feb Sheet3

Ready

Print **3 copies** of this worksheet.

File → select print → in the number of copies use the arrow to make it 3 → ok

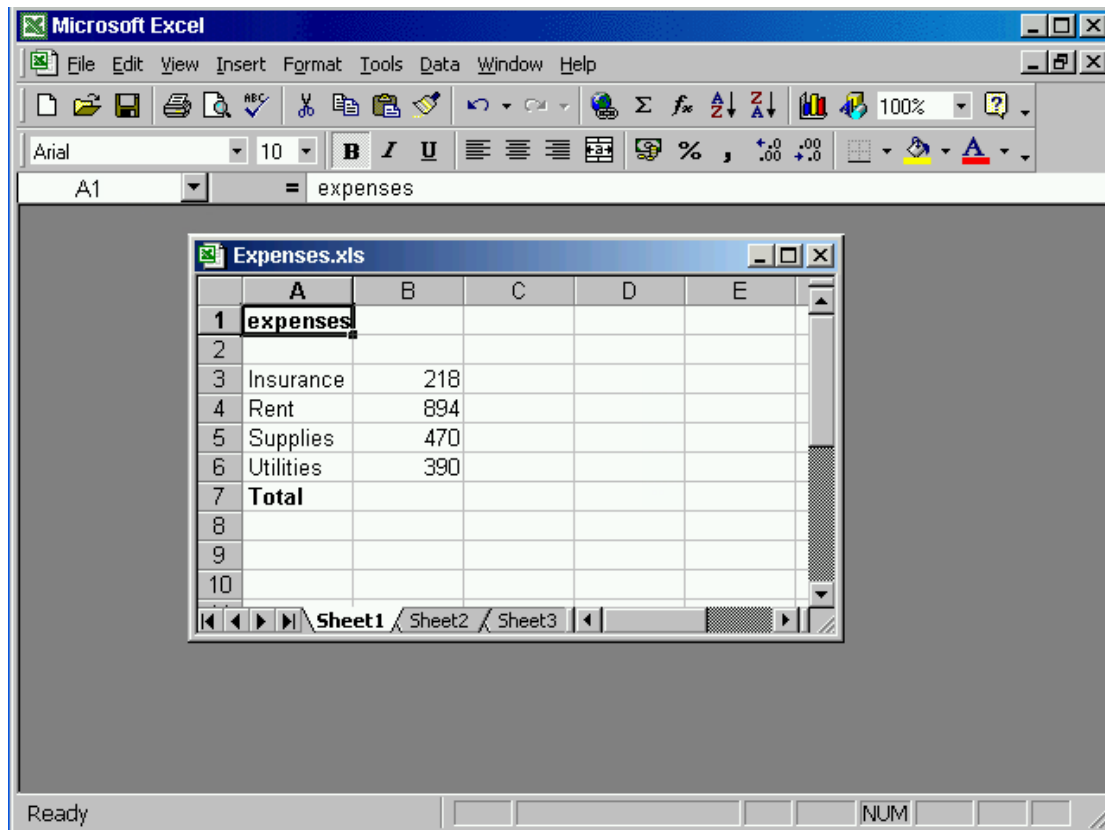
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View the above worksheet at **75%** of its full size.

From the zoom tool in the standard toolbar use the drop down list and select 75%

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Insert a **blank** row above row **5**.

Select row 5 from the gray area → Insert Rows

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	G	H	I	J	K	L	M	N	O	P	Q	R
1	Terms	Rep.	Delivery Method	Delivery Cost								
2	60D	Gillian	Overnight Courier	22.00								
3	30D	Wilma	Two-Day Delivery	12.00								
4	90D	Wilma	Two-Day Delivery	12.00								
5	90D	Wilma	Same-Day Delivery	35.00								
6	COD	Evelyn	Collect	0.00								
7	30D	Evelyn	Same-Day Delivery	35.00								
8	60D	Evelyn	Two-Day Delivery	12.00								
9	COD	Gillian	Collect	0.00								
10	90D	Evelyn	Same-Day Delivery	35.00								
11	COD	Gillian	Collect	0.00								
12	30D	Gillian	Two-Day Delivery	12.00								
13	COD	Gillian	Collect	0.00								
14	90D	Frank	Overnight Courier	22.00								
15	COD	Gillian	Collect	0.00								
16	60D	Frank	Same-Day Delivery	35.00								
17	90D	Frank	Same-Day Delivery	35.00								
18	COD	Gillian	Collect	0.00								
19	COD	Gillian	Collect	0.00								
20	COD	Wilma	Collect	0.00								
21	60D	Wilma	Two-Day Delivery	12.00								
22	60D	Frank	Overnight Courier	22.00								
23	90D	Frank	Two-Day Delivery	12.00								
24	60D	Frank	Same-Day Delivery	35.00								

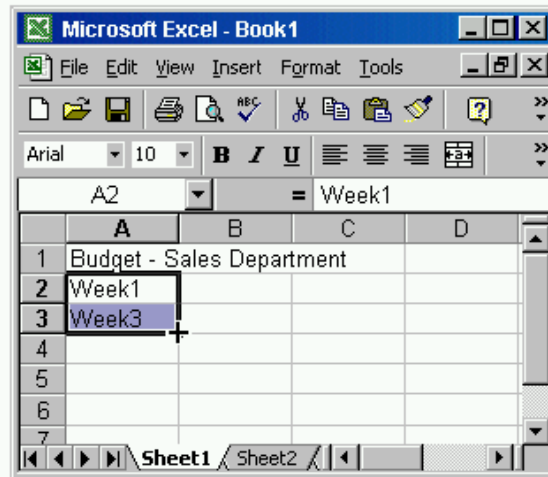
Automatically adjust the width of **Column I** so that its widest cell content is fully visible.

Format → column → Auto fit selection

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Dragging the fill handle down to cell A5 will fill A5 with:

- ☐ Week 3
- ☐ Week 4
- ☐ Week 5
- ☐ Week 7



- ☐ Week 7

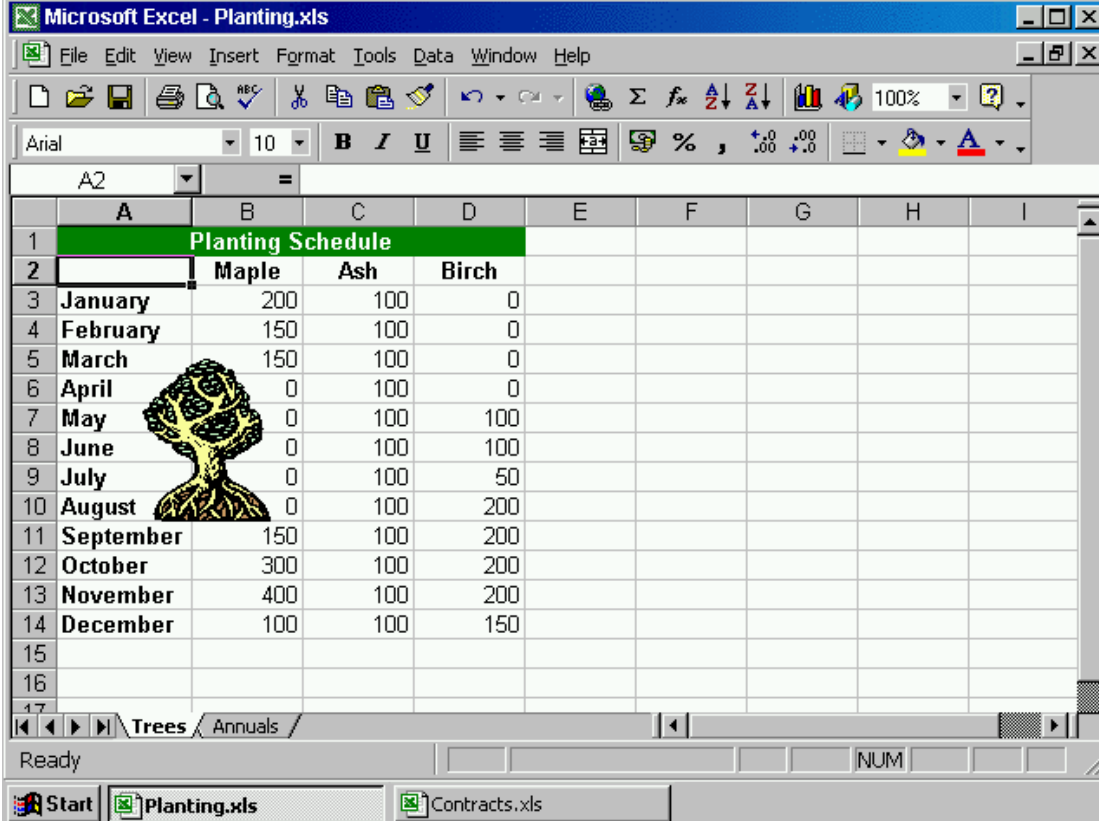
Which of the following formulas would calculate the **Net Sales** for **January** in this worksheet?

- ☐ =SUM(B2:B11)
- ☐ =B6+B11
- ☐ =B6-B11
- ☐ =SUM(B6:D6)-SUM(B11:D11)

	A	B	C	D
1		January	February	March
2	Week1	12045	13500	29520
3	Week2	16520	16800	19800
4	Week3	23560	12444	14560
5	Week4	10250	23402	32001
6	Sales	62375	66146	95881
7	Week1	120	231	320
8	Week2	240	128	125
9	Week3	45	98	225
10	Week4	330	124	154
11	Refunds	735	581	824
12	Net Sales			

- ☐ =B6 – B11

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The screenshot shows the Microsoft Excel application window titled 'Microsoft Excel - Planting.xls'. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom shows 'Ready' and the active workbook 'Planting.xls'.

The active worksheet is 'Trees', which contains a table titled 'Planting Schedule'. The table has columns for months (A2:A14) and tree types (B2:D2). The data is as follows:

	A	B	C	D
1	Planting Schedule			
2		Maple	Ash	Birch
3	January	200	100	0
4	February	150	100	0
5	March	150	100	0
6	April	0	100	0
7	May	0	100	100
8	June	0	100	100
9	July	0	100	50
10	August	0	100	200
11	September	150	100	200
12	October	300	100	200
13	November	400	100	200
14	December	100	100	150

Move the entire **Trees** worksheet from this workbook into the **Contracts** workbook, so that it is the first worksheet in the workbook.

Right click on the trees worksheet → select move or copy → select Contracts workbook → ok

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Which **one** of these combinations is used to indicate that cell C1 has an absolute reference?

☐ £C£1

☐ #C#1

☐ \$C\$1

☐ /C/1

☐ \$c\$1


Which formula entered into B10 would find the average amount of sunshine for March to September?

☐ AVERAGE=B4

☐ =(AVG)B3:B9

☐ =AVERAGE(B3:B9)

☐ =AVG(B3:B9)

B10		=	
	A	B	C
1		Sunshine Statistics	
2		Hours per day	
3	March	4	
4	April	4.7	
5	May	2.1	
6	June	1.6	
7	July	9.3	
8	August	7.2	
9	September	4.2	
10	Average Hours/day		

☐ =average(B3:B9)

ICDL Excel Exams (v4)

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.2	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.6	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.9	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.5	329.46	90D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.5	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.1	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.9	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.8	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.4	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.8	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.2	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.8	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.0	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406.0	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.2	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.6	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.9	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.5	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.5	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.1	8730.12	60D	Frank	Same-Day Delivery	

Change the formatting for the selected column so the **dates** display in this format: **04-Mar-02**

Format → cells → select date → select 04-Mar-02 → ok

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	A	B	C	D	E	F	G	H	I
1		Gross Earnir	Distributed	Net Earnings					
2	Year 1	(2,500)	Nil	Nil					
3	Year 2	0	Nil	Nil					
4	Year 3	5,000	2,000	3,000					
5	Year 4	20,000	10,000	10,000					
6	Year 5	30,000	15,000	15,000					
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Change the formatting so the selected text automatically **wraps** onto a second line within the cell.

Format → cells → select Alignment tab → check the wrap text → ok

ICDL
Excel Exams (v4)

The screenshot shows the Microsoft Excel interface with the file 'Drink Sales.xls'. The formula bar shows 'B1 = October'. The worksheet contains a table with the following data:

	A	B	C	D	E	F	G	H
1		October	November	December				
2	Wine	601.85	720.40	1100.70				
3	Beer	1092.50	1310.30	2520.80				
4	Spirits	537.80	645.80	1536.50				
5	Fruit Juice	247.35	297.60	248.50				
6	Mixers	201.50	240.50	552.80				
7	Minerals	209.20	259.10	328.60				
8	Total	2890.20	3473.70	6287.90				
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Center align the text in the selected cells horizontally.

Click the center tool from the formatting toolbar

ICDL Excel Exams (v4)

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.86	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.46	329.46	90D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.18	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.02	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery	

Change the page orientation so that this worksheet will print on a page that is wider than it is tall.

File → page setup → select landscape → ok

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Excel Exams (v4)

The screenshot shows the Microsoft Excel interface with the file 'Office Budget.xls' open. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The active cell is A2, which contains the text 'Office Budget'. The worksheet has columns A through I and rows 1 through 17. The data is organized as follows:

	A	B	C	D	E	F	G	H	I
1	Office Budget								
2		Jan/June	July/Dec						
3	Stationery	2,300	2,700						
4	Hardware	45,000	12,000						
5	Software	12,000	8,000						
6	Cleaning	5,600	5,600						
7	Telephone	1,900	1,900						
8	Internet	2,000	2,000						
9	Total	68,800	32,200						
10									
11									
12									
13									
14									
15									
16									
17									

The status bar at the bottom shows 'Ready' and 'NUM'.

Save this workbook as a **text file**.

Note: Do not change the file name or location.

File → save as → in the save as type → from the drop down list → choose text (Tab delimited) → save

ICDL Excel Exams (v4)

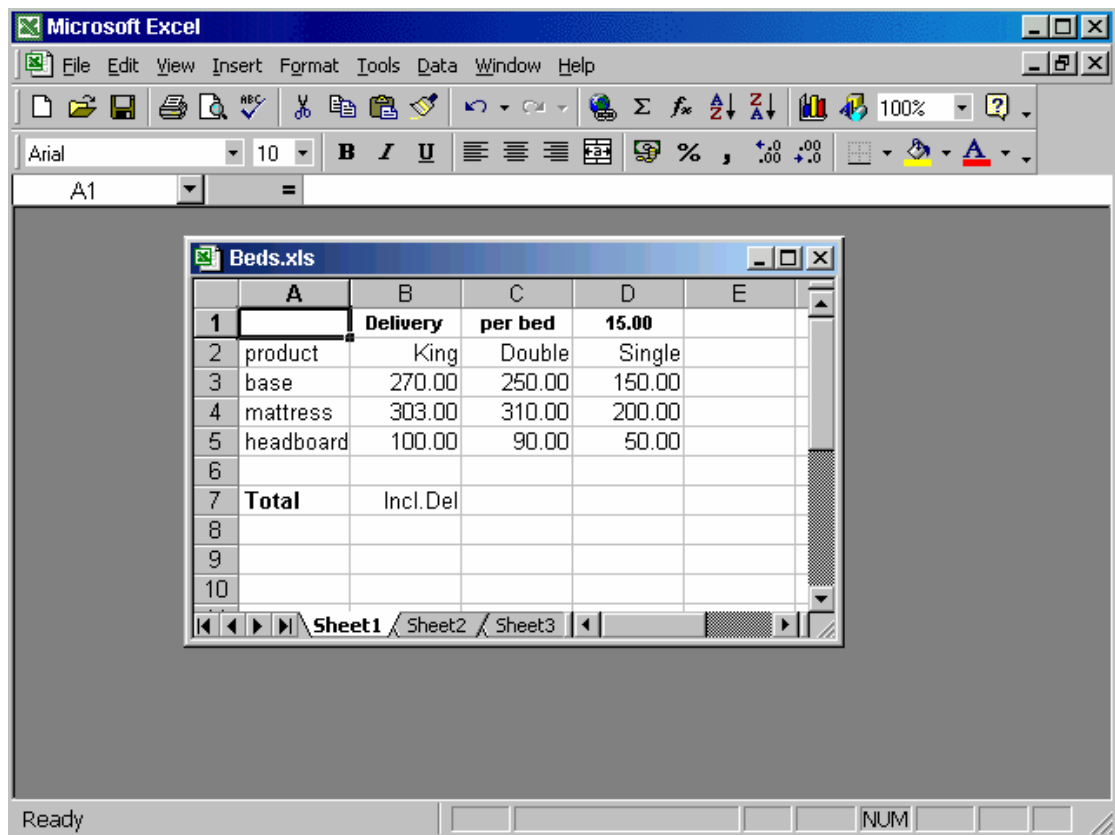
The screenshot shows an Excel spreadsheet titled "Microsoft Excel - Beverages.xls". The formula bar shows "A2 = Cabernet Sauvignon". The spreadsheet contains a table with 10 columns (A-J) and 18 rows (1-18). The first row (row 1) contains month names: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug. The first column (column A) contains wine names: Cabernet Sauvignon, Merlot, Bergundy, Pinot Noire, Nuit St Georges, Chateau Neuf Du F, Cote du Rhone, Sauterne, Chablis, Sauvignon Blanc, Chenin Blanc, Vin du Pays du Tai, Villages, Macon, Liebfraumilch, and Total. The data represents sales figures for each wine type across the months.

	A	B	C	D	E	F	G	H	I
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2	Cabernet Sauvignon	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	225
3	Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	169
4	Bergundy	537.80	645.80	1536.50	825.52	660.42	1320.84	1056.67	211
5	Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	70
6	Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	140
7	Chateau Neuf Du F	209.20	259.10	328.60	470.35	360.28	800.56	624.44	132
8	Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	136
9									
10	Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	122
11	Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	111
12	Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	155
13	Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	86
14	Vin du Pays du Tai	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	222
15	Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	267
16	Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	145
17	Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	24
18	Total	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	2224

Freeze both the **column A** and **row 1** titles in this worksheet.

Select the cell B2 → window → select freeze pane

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Excel Exams (v4)



Insert a new column between columns **A** and **B** in this worksheet.

Select the column B → insert → columns

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Excel Exams (v4)

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Sales Department.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The formula bar shows "D4" and an equals sign. The worksheet grid has columns A through G and rows 1 through 16. The data is as follows:

	A	B	C	D	E	F	G
1	P.C. Megastore						
2	Sales Department						
3	Employee	Gross Salary	Tax	Take home pay			
4	Cathy Miller	1524	789				
5	Roger Tann	2560	1250				
6	Sue Diagio	1560	690				
7	Mel Walker	1530	200				
8	Greg Quinee	2680	1200				
9	Pu Dobbs	1500	850				
10							
11							
12							
13							
14							
15							
16							

The status bar at the bottom shows "Ready" and "NUM". The sheet tabs at the bottom are "Sheet1", "Sheet2", and "Sheet3".

Enter a formula in cell D4 using cell references that would calculate the **Take home pay** for **Cathy Miller**.

Press the **Enter** key when you have finished.

Type = B4-C4

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Excel Exams (v4)

The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - Menswear.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom indicates "Ready" and "NUM".

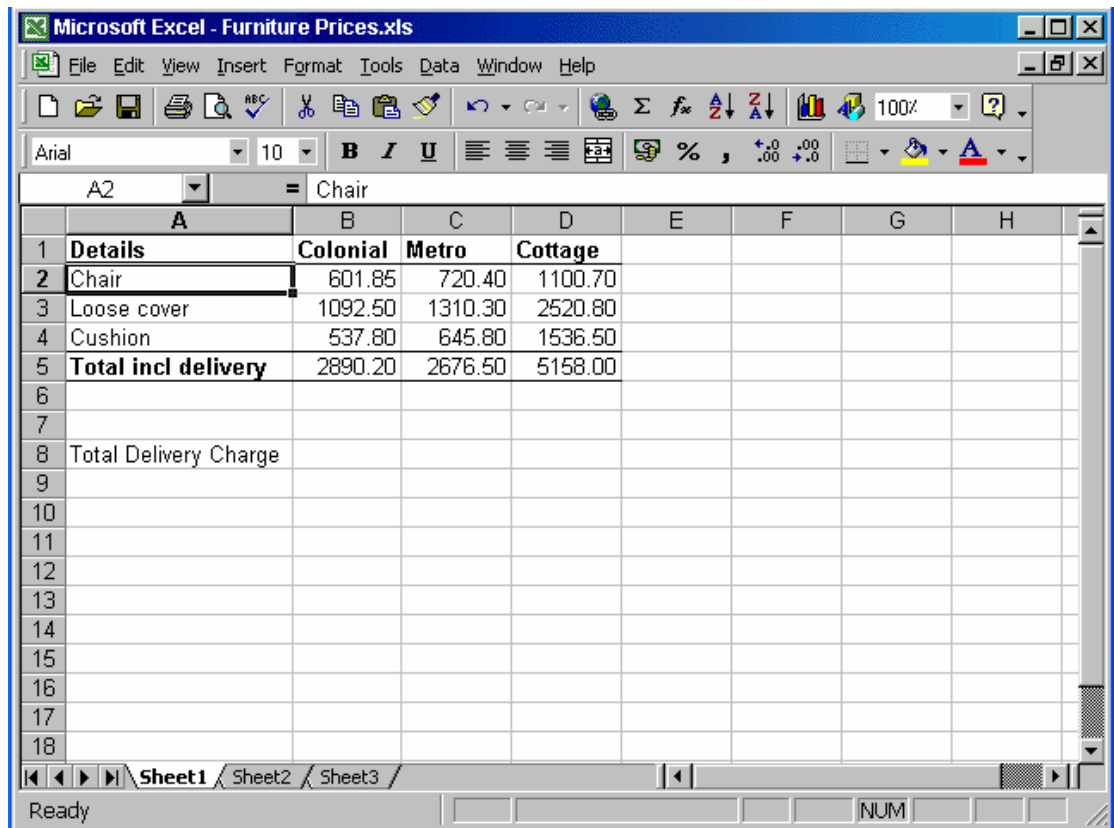
The active worksheet is "Sheet1", which contains a table of monthly sales data. The table has columns A through I and rows 1 through 18. The data is as follows:

	A	B	C	D	E	F	G	H	I
1		Monthly sales							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Close this workbook **without** closing the application.

File → close

ICDL
Excel Exams (v4)



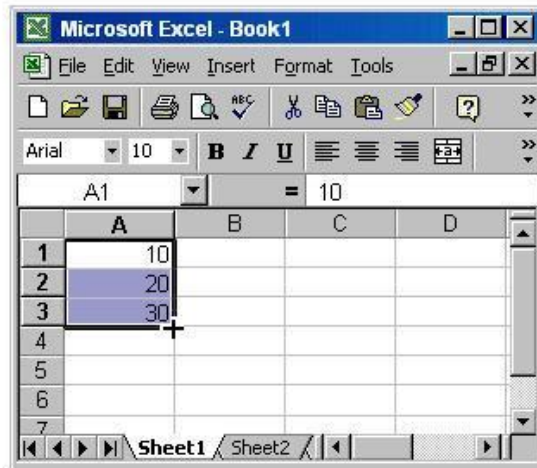
Display the **Drawing** toolbar in the Microsoft Excel application window.

View → Toolbars → Drawing

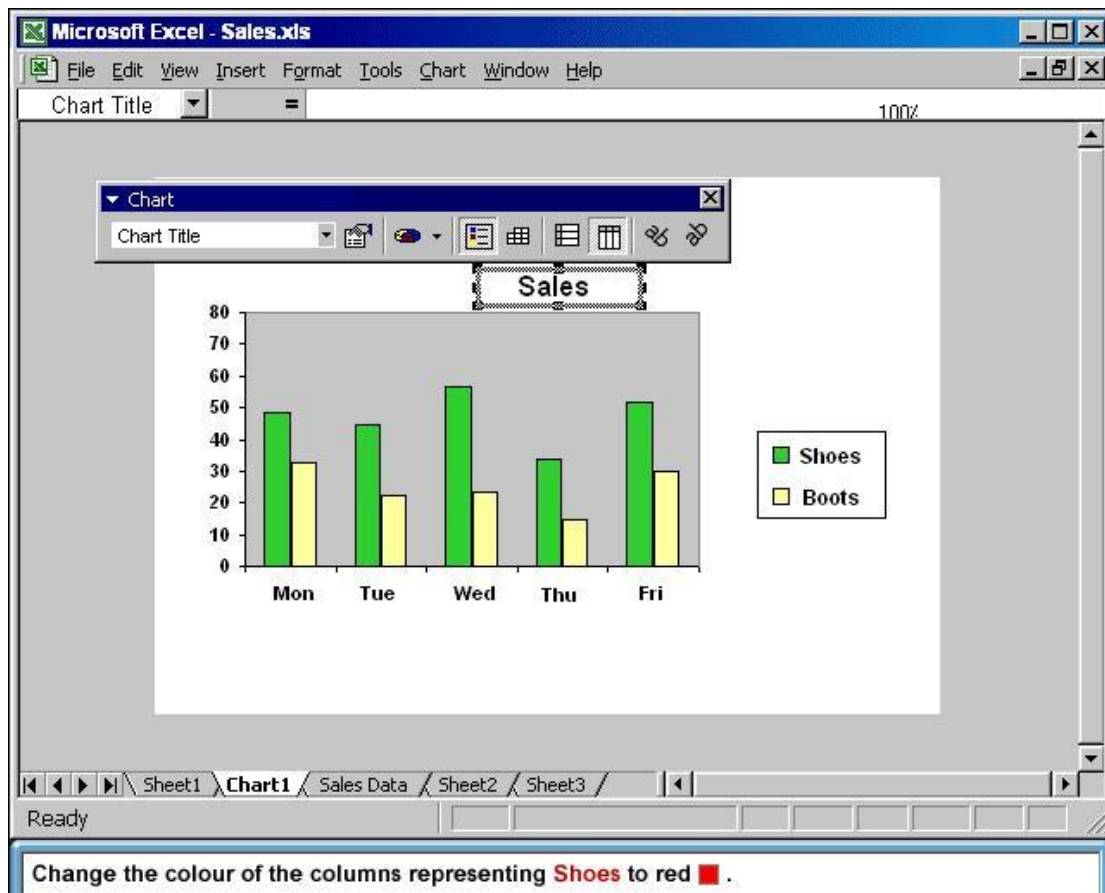
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Excel Exams (v4)

Dragging the fill handle down to cell A6 will fill A6 with which of these values?

- ☐ 50
- ☐ 60
- ☐ 70
- ☐ 100



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Excel Exams (v4)



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Excel Exams (v4)

The screenshot shows the Microsoft Excel 2003 application window. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom indicates 'Ready' and 'NUM'.

Inside the Excel window, a smaller window titled 'Book1' displays a worksheet with the following data:

	A	B	C	D	E
1		Sales			
2	Shirt	147	158	175	
3	Trousers	162	183	202	
4	Jeans	123	156	122	
5	Ties	174	178	182	
6	Suits	199	206	247	
7					
8					
9					
10					

Below the worksheet, a blue button labeled 'SUBMIT' is visible. At the bottom of the Excel window, a task instruction box contains the following text:

Use click and drag to select the range **A2:D5**.

If necessary you can try again by repeating the click and drag action.

Click **SUBMIT** when you have finished.