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Word and Excel Practice Exercise

Fig.1. Launching MS Excel 2010 . In this practical work you will learn to use Microsoft Excel 2010 version of this the spreadsheet program. To launch the application, press the START button, move the mouse cursor over the "All Programs" button and select " Microsoft Office" from the list that appears. In the list of shortcuts

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MICROSOFT OFFICE PRACTICE QUESTIONS 8rmmakaha@gmail.com QUESTION 1) Create the worksheet below in Microsoft Excel and save it as Marks 2) Insert a new column between column D and column E 3) In cell E1 enter the text "Coursework" 4) In cell E2 enter a formula to calculate the coursework for the student.

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PRACTICAL WORK 02 - SPREADSHEETS

MS Excel Questions & Answers. Ctrl + ' Insert the value of the above cell into cell currently selected. Ctrl + Shift + ! Format number in comma format. Ctrl + Shift + \$ Format number in currency format. Ctrl + Shift + # Format number in date format. Ctrl + Shift + % Format number in percentage format. Ctrl + Shift + @ Format number in time format.

MS WORD AND EXCEL TEST - Europa

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This is sample test of MS-Excel with 20 multiple choice questions for you to test your knowledge. Instructions. To attempt this multiple choice test, click the 'Take Test' button. Do not press the Refresh or Back button, else your test will be automatically submitted. Use the 'Next' button to move on to the next question.

Ms Excel Practical Question Paper

Excel exam practical 1. EXCEL PRACTICAL You have been hired as a consultant for King Neptune's Community Pool. The manager of King Neptune's Community Pool needs you to prepare a worksheet to help analyze weekly receipts of child pool passes and adult pool passes.

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EXCEL PRACTICAL Saturday, May 05, 2012 A. In a new worksheet, create a table and insert the following information. Use different fonts for different columns. 1. Names of people (at least 25) 2. Their ages 3. Number of years they have worked 4. Salary per month 5. Show housing, medical, travel and hardship allowances, and columns B.

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The purpose of this practice exercise is to help prepare you to complete the Word and Excel Assignment. This exercise requires you to use the following: Microsoft Excel for creating tables, scatter plots, and completing data analysis. Microsoft Word for creating a summary document containing the results and discussion from