

## ECDL Module 4 – Handout 02

1. Open the file **Members.xlsx** from your Candidate Disk.
2. Answer the questions on **Question1** and **Question2** in the marked cells.
3. Save **Members.xlsx** and close the workbook.
4. Start a new workbook and enter the following data as shown:

	A	B	C	D
1	Stationery			
2				
3	Item	Supplier	Qty	Price
4	Pencil HB		24	0.45
5	Felt Tip Pen		64	0.66
6	Copy Book		11	0.40

5. Save the new workbook as **Stationery.xlsx**.
6. Open the workbook **Additional Data.xlsx**, and copy cell range **A1:A3** and paste it to the workbook Stationery at cell **B4**.
7. Close **Additional Data.xlsx**.
8. Select the cell ranges **A3:A6** and **C3:D6** simultaneously and copy them to cell **A1** on **Sheet2**. Save your work.
9. On **Sheet1** use Replace tool to replace **Zarb Ltd.** with **ABC Ltd.**
10. In cell **A9**, enter today's date in **DD/MM/YY** format.
11. Set the zoom level on **Sheet1** to 90%.
12. Sort the items in the list by their **quantity** in **ascending order**.
13. Use Help to find topics related to sorting data in a cell range. Copy a sentence to cell **A11**.
14. Save your work. Save it again as a text file using the filename **SText.txt**.
15. Create a new template based on **Sales Report**, replace all occurrences of **Filo Mix** with **Filo Pastry** on the worksheet **Source Data**.
16. Sort the list on **Qtr1** and **Qtr2** in **Ascending Order** and by **Customer** in **Descending Order**.
17. Save it as **SalesEdited.xlsx** and close all files.