

## **ECDL Module 4 – Handout 07**

1. Open the spreadsheet **Bakery.xlsx**.
2. Save the spreadsheet as **Peter Bakery.xlsx**.
3. Select all the text and change the font to Century Gothic size 12.
4. Resize columns **A** up-to **E** to 20.
5. Merge cell **A1** across cell range **A1:E1**.
6. Select cell **A1** and increase the font size to 16.
7. Centre align the text in **A3:E3**.
8. Fill in cell **B3** using any colour that you like and change the font colour as well.
9. Copy the formatting of **B3** to cell range **C3:E3**.
10. Insert a new row before row 9.
11. In cell **A9**, type **Total**.
12. In cell **B9**, calculate the sum of cell range **B4:B8**. Replicate the formula to cell range **C9:E9**.
13. In cell **A13**, type **Revenues**.
14. In cell **B13** subtract **B11** from **B9**. Replicate the formula to cell range **C13: E13**.
15. In cell **A15**, insert today's date in the following format **DD/MM/YY**.
16. Change the date in cell **A15** to a long date. Widen column **A** so that the date fits neatly.
17. Rename **Sheet1** to **2011** and change the sheet colour to Blue.
18. Copy worksheet **2011** to the same workbook and rename the new worksheet as **2011 Percetanges**.
19. Delete rows 10 to 15 on worksheet **2011 Percentages**.
20. In cell **F4** calculate the sum of cell range **B4:E4**. Replicate the formula to cell range **F5:F9**.
21. In cell **G4** divide **F4** by **F9** to calculate the percentage of St. Julians. Make sure to use absolute referencing on one cell. Replicate the formula to **G5:G8**.
22. Apply the percentage symbol to cell range **G4:G8** using 2 decimal places.

23. In cell **A11** insert the text **Satisfactory Results** and in cell **A12** insert the text **Unsatisfactory Results**.
  24. In cell **F11** type **Outcome**.
  25. In cell **G11** display the text in cell **A11** if the total in **F9** is greater than 10000, otherwise display the message in cell **A12**.
  26. Apply text wrapping to cell **G11**.
  27. Rotate the text in cells **B3:E3** by 45 degrees.
  28. Resize columns **F** and **G** to 17.
  29. Delete **Sheet 2** and **Sheet 3**.
  30. Save and close **Peter Bakery.xlsx**.
  31. Open **Others.xlsx** and answer all the questions.
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