

ECDL Module 4 – Handout 06

1. Open the spreadsheet **Sports.xlsx**, and save it as **Gym.xlsx**.
2. Delete Sheet 2 and Sheet 3.
3. Rename Sheet 1 to **Budget**.
4. Select all the text and change the font to Calibri, and change the font size to 12.
5. Insert a new row before row 8.
6. In cell **A8** type **Sub Total**.
7. In cell **B8** work out the sum of cell range **B4:B7**. Replicate the formula to **C8:E8**.
8. Insert a new row before row 14.
9. In cell **A14** type **Sub Total**.
10. In cell **B14** work out the sum of cell range **B11:B13**. Replicate the formula to cell range **C14:E14**.
11. In cell **B16** subtract **B14** from **B8**. Replicate the formula to **C16:E16**.
12. Resize column A to best fit.
13. Use Autofill to copy the text in **B3** as a series to cell range **C3:E3**.
14. In cell **G3**, type **Total**.
15. In cell **G4** type **=B16**, in cell **G5** type **=C16**, in cell **G6** type **=D16** and in cell **G7** type **=E16**.
16. In cell **G8** work out the total of cell range **G4:G7**.
17. In cell **H3** type **Percentage**.
18. In cell **H4**, divide **G4** by **G8**, making sure to use absolute referencing where required.
19. Replicate the formula in **H4** to cell range **H5:H7**.
20. Apply the percentage symbols to cell range **H4:H7**. Change the decimal places to 3.
21. Resize columns B to H to 12.

22. Increase the font size of the title to 30 and apply bold to it.
 23. Open **Membership.xlsx** and copy the worksheet members to **Gym.xls** after the worksheet **Budget**.
 24. Close **Membership.xls**.
 25. In cell **A18** type ***Grand Total***.
 26. In cell **B18** work out the total of cell range **B16:E16**.
 27. In cell **A20** type ***Outcome***.
 28. In cell **B20** display the text ***Satisfactory*** if the Grand Total (**B18**) is greater than 1500, otherwise display ***Unsatisfactory***.
 29. Apply the Euro symbol with 2 decimal places to cell range **B4:E18**.
 30. In cell **A22** insert today's date.
 31. Format the date to be displayed as **10 April 2010**.
 32. Save all open files and close them.
 33. Open **Answerbook.xlsx** and answer all questions.
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