

Module 4 Sample Test 4.2

This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.

The sample tests must not, under any circumstances, be used in Certification testing.

The following is a sample test for Module 4, *Spreadsheets*. Your task is based on creating a spreadsheet for The Sports Centre. In the sample test you are asked to edit a spreadsheet that deals with sales and expenses over the past year, to carry out various formatting actions, to make some calculations and to create a chart.

1. Open the spreadsheet application and open the file called **games.xlsx** from your Candidate Drive. Save the **games.xlsx** spreadsheet as **sportsbudget.xlsx** to your Candidate Drive.
2. On the **budget** worksheet apply a font colour of your choice to **cell A1**.
3. Adjust the height of row 3 as appropriate so that entered data is fully visible.
4. Enter 15220 in **cell D7** and change the number in **cell E7** from 44770 to 44780.
5. Enter a formula in **cell B13** to calculate the sum of the **cell range B5 : B12**.
6. Copy the formula in **cell B13** to the **cell range C13 : F13** and save.
7. Format the **cell range B5 : F13** to no decimal places with a separator for thousands.
8. Enter a formula in **cell B16** to calculate the maximum sales in the **cell range B5 : B12**. Copy the formula in **cell B16** to the **cell range C16 : F16**.
9. Enter a formula in **cell B17** to calculate the minimum sales in the **cell range B5 : B12**. Copy the formula in **cell B17** to the **cell range C17 : F17**.
10. Enter a formula in **cell B18** that will calculate the number of sales values in the **cell range B5 : B12**. Copy the formula in **cell B18** to the **cell range C17 : F17**.
11. Enter a formula in **cell G5** with an absolute cell reference (for one cell only), that divides **cell F5** by **cell F13**. Copy the formula in **cell G5** to the **cell range G6 : G13**.
12. Enter a formula in **cell J8** that subtracts **cell J6** from **cell F13**.
13. Enter a formula in **cell J11** that displays the text in **cell L2** if the number in **cell F13** is greater than the number in **cell J6** and otherwise displays the text in **cell L3**.
14. Enter a formula in **cell J14** that multiplies the value in **cell F5** by **L4**.
15. Format **cell I2** so the date displays the year as well as the day and month and save.
16. Change the top and bottom margins for the **budget** worksheet to 2.

17. Add your candidate identification number into the right section of the header of the ***budget*** worksheet.
18. Adjust the ***cell range B2 : E2*** so that the contents display at a 45 degree angle.
19. Delete the text from ***cell A22***.
20. Apply a setting (without adjusting the font size or margins) so that the contents of the worksheet would print on 1 page.
21. Print 1 copy of the contents of the ***budget*** worksheet to an output printer. Save the spreadsheet.
22. On the ***footwear*** worksheet merge and centre the title Footwear in ***cell A1*** across the cell range ***A1:G1***.
23. On the ***footwear*** worksheet which of the two ***cells F7 or F8*** displays good practice in totalling a cell range? Enter your answer in ***cell B12***.
24. Display gridlines for printing purposes and save. Do not print the worksheet.
25. Delete column ***H*** titled ***VAT*** on the ***footwear*** worksheet.
26. On the ***sportswear*** worksheet, create a pie chart (accept default pie chart) from the data contained within the ***cell range A2 : B5***.
27. Add the title ***Sportswear Sales*** to the chart.
28. On the ***accessories & gamesfitness*** worksheet there is an ***#REF!*** error value in ***cell B7***. Why does this error message appear? Enter your answer 1, 2, 3 or 4 in the shaded ***cell B12*** of the worksheet from the 4 options displayed in the worksheet.
29. On the department worksheet enter a function in ***cell E7*** to round the content of ***cell D7*** to no decimal places. Copy the function in ***cell E7*** to the ***cell range E8 : E10*** and save.
30. On the department worksheet wrap the content of ***cell B6*** in the cell.
31. On the ***sports equipment*** worksheet resize the line chart so the chart and data would print on one page. Do not print the worksheet. Save and close the ***sportsbudget.xlsx*** spreadsheet.
32. Open the file called ***CustomerList.xlsx*** from your Candidate Drive. Save the ***CustomerList.xlsx*** spreadsheet as a text file (tab delimited) called ***customer.txt*** to your Candidate Drive (Click Yes to dialog box prompt). Save all open spreadsheets and close the spreadsheet application.

END OF TEST