

ECDL Module 4 – Handout 03

1. Start a new spreadsheet and type in the following spreadsheet:

	A	B	C
1	Fund Raising		
2		2006	
3	January		
4	February		
5			

2. Save the spreadsheet as **Funds.xlsx**.
3. Select cell **A3** and **A4**, use Autofill to fill the cell range **A5:A14**.
4. Select cell **B2**, use Autofill to fill the cell range **C2:E2**. Make sure to select the option to fill in as a series rather than copy cells.
5. Open the workbook **Values.xlsx** and copy cell range **A1:D12** to the workbook **Funds.xlsx** starting at cell **B3**. Close **Values.xlsx**.
6. Back on **Funds.xlsx**, copy cells **A3:A14** and **E3:E14** to **Sheet 2** on cell **A1** of the same workbook.
7. On **Sheet2**, sort the range in descending order by the value.
8. On **Sheet1** of **Funds.xlsx** replace all values of 80 with 120.
9. Replace the value of cell **D13** with **530**.
10. Choose columns **A** to **E** and copy them to a new workbook. Save it as **AE.xlsx** and close it.
11. Insert two new rows before row 2.
12. Freeze row 1 so that when the content is scrolled, it remains visible.
13. Save **Funds.xlsx**.
14. Save **Funds.xlsx** as a template using the filename **FT.xltx**.
15. Open **Others.xlsx**, and switch to **Sheet1**. What would happen if the user clicks on **C2** and chooses to quick sort in ascending order?
16. How can the problem mentioned in **Q15** be fixed?

17. On **Sheet2** of **Others.xlsx**, delete all cell contents.
 18. Use Help to find information on sorting. Copy and paste a few lines, to start from cell **B3**.
 19. Save **Others.xlsx** and close it.
 20. Open **Answerbook.xlsx** and answer all questions.
 21. Close all open files.
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