

ECDL Module 4 – Handout 07R

1. Open the spreadsheet **Students.xlsx**.
2. Open the spreadsheet **List.xlsx** and copy the cell range **A1:E20** from **List** to **Students** starting in cell **A6**.
3. Insert a new row before row 5.
4. In cell **C5** type **Core Subjects**, then centre it across the subjects.
5. Select all the text (all the worksheet) and change the font to Verdana size 11.
6. Select columns **A** to **G** and resize them to 15.
7. Centre the headings in row 6.
8. Apply shading and font colour to the headings in row 6 using any colours that you want.
9. Apply appropriate formatting (font size, font colour, merging, borders, alignment) to the titles in Row 1 and Row 3.
10. In cell **F7** calculate the average mark of Tonnest.
11. Apply 2 decimal place formatting to the average in cell **F7**.
12. Replicate the average of cell **F7** to cell range **F8:F26**.
13. In cell **F6**, type **Average**.
14. In cell **J7** type **Pass Mark**.
15. Resize column **J** so that the text fits.
16. In cell **K7** type **45**.
17. In Cell **J8** type **Pass** and in cell **J9** type **Fail**.
18. In cell **G6** type **Outcome**.
19. In cell **G7** display the text in cell **J8** if the average mark is more or equal to the pass mark (**K7**), otherwise display the text in **J9**.
20. Replicate the formula in cell **G7** to cell range **G8:G26**. As you can see the results are incorrect. Undo your last action and fix the formula in cell **G7** using absolute referencing where required, then replicate again.
21. Rename **Sheet 1** to **Results**, and delete **Sheet 2** and **Sheet 3**.
22. Copy the worksheet **Results** to the same workbook and rename it as **Others**.

23. Delete columns **F** to **K**.
 24. Freeze rows 1 to 6.
 25. In cell **C28** calculate the highest mark of the English exam.
 26. Replicate the formula in cell **C28** to **D28:E28**.
 27. In cell **C29** calculate the lowest mark of the English exam.
 28. Replicate the formula to cell **C29** to **D29:E29**.
 29. Sort the students in cell range **A7:E26** first by surname and then by name.
 30. Save and close the workbook.
 31. Open the workbook **Results Calc.xlsx**.
 32. In cell **H4** subtract **D4** from **E4**.
 33. Replicate the formula in cell **H4** to **H5** and **H6**.
 34. In cell **H7** calculate the total of cell range **H4:H6**.
 35. In **I7** display the text **Progress Declining** if the value in **H7** is negative, otherwise display **Progress Increasing**.
 36. Save and close all workbooks.
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