

## **ECDL Module 4 – Handout 08**

1. Open the spreadsheet **Library.xlsx**.
2. Save the spreadsheet as **New Library.xlsx**.
3. In cell **B7** calculate the sum of **B4:B6**. Replicate to cells **C7:E7**.
4. In cell **B12** calculate the sum of **B9:B11**. Replicate to cells **C12:E12**.
5. In cell **B14** subtract **B12** from **B7**. Replicate to cells **C14:E14**.
6. In cell **B16** calculate the Average of cell range **B14:E14**.
7. In cell **B18** find the maximum value of cell range **B14:E14**.
8. In cell **B20** display the text in cell **K21** if the value in cell **B16** is greater than 10000 otherwise display the text in cell **K22**.
9. Resize column **A** so that all text fits neatly.
10. Rotate the text in cells **B3:F3** 45 degrees anti-clockwise.
11. Select **B4:F18** and apply the Euro symbol with no decimal places.
12. Apply any fill colour to **B3:E3** and choose a font colour as well.
13. Copy the formatting from cell **E3** to cell **F3**.
14. Apply a bottom double border to **B13:E13**.
15. On the **Members** worksheet, sort the members by the surname in ascending order.
16. Delete the column **Date Joined**.
17. In cell **A12**, type **Number of Members**.
18. In cell **B12** use a function to count the number of members in the library.
19. Delete **Sheet 3**.
20. Copy worksheet **Revenues** to a new workbook.
21. Save the new workbook as **Revenues.xlsx** and close it.
22. On worksheet **Revenues** delete rows 16 to 22.
23. In cell **F14** calculate the total of cell range **B14:E14**.
24. In cell **A15** type **Percentages**.

25. In cell **B15** calculate the percentage by dividing **B14** by **F14** making sure to use absolute referencing where required. Replicate the formula to cell range **C15:E15**.
  26. Apply a percentage format with three decimal places to cell range **B15:E15**.
  27. Select **B3:F3** and apply any border that you like.
  28. Create a pie chart on cell range **B15:E15**.
  29. Move the chart so that it starts on cell **A17**.
  30. Save your work and close all workbooks.
  31. Open **Answerbook.xlsx** and answer all questions.
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