

Module 4 Handout 11

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 sample test for Module 4, *Spreadsheets*, is based on creating a spreadsheet for improvements to a golf club. In the sample test you are asked to develop a budget for improvements to the club facilities, to carry out various formatting actions, and to make some calculations before presenting the spreadsheet to the club members.

1. Open the spreadsheet application and open the file called ***golfbudget.xlsx*** from your Candidate Drive. Save the ***golfbudget.xlsx*** spreadsheet as ***extensionbudget.xlsx*** to your Candidate Drive.
2. Zoom the ***costings*** worksheet up to 100%.
3. On the ***costings*** worksheet widen column A as appropriate so that entered data is fully visible.
4. Which of the two ***cells E7 or E8*** displays good practise in totalling a cell range? Enter your answer in ***cell B22***.
5. Enter 1600 in ***cell C11*** and change the number in ***cell D8*** from 400 to 600.
6. Enter a formula in ***cell B12*** to calculate the sum of the ***cell range B7 : B11***.
7. Copy the formula in ***cell B12*** to the ***cell range C12 : E12*** and save.
8. Enter a formula in ***cell F7*** with an absolute cell reference (for one cell only), that divides ***cell E7*** by ***cell E12***. Copy the formula in ***cell F7*** to the ***cell range F8 : F12***.
9. Format the ***cell range F7 : F11*** as a percentage with 2 decimal places.
10. Enter a formula in ***cell B14*** that subtracts ***cell B12*** from ***cell B3***. Copy the formula in ***cell B14*** to the ***cell range C14 : E14***.
11. Enter a formula in ***cell B15*** to calculate the maximum of the ***cell range B7 : B11***. Copy the formula in ***cell B15*** to the ***cell range C15 : E15***.
12. Enter a formula in ***cell B16*** to calculate the minimum of the ***cell range B7 : B11***. Copy the formula in ***cell B16*** to the ***cell range C16 : E16***.
13. Enter a formula in ***cell B17*** that will calculate the average of the ***cell range B7 : B11***. Copy the formula in ***cell B17*** to the ***cell range C17 : E17***.

14. Enter a formula in **cell J9** using the + operator that adds **cell B9** and **cell B10**.
15. Enter a formula in **cell B20** that displays the text Yes if the number in **cell E14** is less than zero and otherwise displays the text No.
16. Format the **cell range B3 : E17** to € currency with no decimal places.
17. Copy the formatting from **cell A6** to **cell A14** (widen column A again if necessary so the entered data is fully visible).
18. Insert a right aligned field in the footer of the **costings** worksheet that shows the worksheet name.
19. On the **donations** worksheet you want to be able to sort the **cell range A2:D135** by **Surname** only in ascending order. What changes are required for the **cell range A2:B135** to allow you to do this? Enter your answer in the shaded **cell B141**.
20. On the **donations** worksheet freeze row 1 and save.
21. On the **donations** worksheet apply settings so that the titles on row 1 would automatically print at the top of each page. Do not print the worksheet.
22. Rename the **Sheet 3** worksheet so that it meaningfully relates to the worksheet content.
23. Rename the **bank loan** worksheet as funding and save.
24. On the **funding** worksheet there is a #NAME? error value in **cell B8**. Why is this error displayed? Enter your answer in the shaded **cell B11** of the worksheet.
25. On the **funding** worksheet create a 2-D Clustered Column chart, (accept default column chart) from the **cell range A2 : B6**.
26. On the **funding** worksheet move the column chart to begin near **cell A13**.
27. Change the colour of the columns in the chart to a colour of your choice.
28. Add your candidate identification number into the left section of the header of the **funding** worksheet.
29. Print 1 copy of the contents of the **funding** worksheet to an output printer. Save and close the **extensionbudget.xlsx** spreadsheet.
30. Open the file called **newmembers.xlsx** from your Candidate Drive. Change the top and bottom margins for the **new members** worksheet to 2.5.
31. Enter a function in **cell B42** to count the new member names in the **cell range B4 : B40**. Save and close the **newmembers.xlsx** spreadsheet.
32. Open the file called **scoreboard.xlsx** from your Candidate Drive. Save the **scoreboard.xlsx** spreadsheet to your Candidate Drive in template format as **scoreboard.xltx**. Save and close any open spreadsheets and close the spreadsheet application.

END OF TEST