

ECDL Module 4 – Handout 05

1. Open **Sports.xlsx** from your exercise folder.
2. Save the file as **Sports Shop.xlsx**.
3. In Cell **B5**, enter the text **January**.
4. Use Autofill to copy cell **B5** to cell range **C5:M5**.
5. Freeze Column **A**.
6. Change the width of all columns to 13.
7. Change the width of column **A** to optimal fit.
8. Insert the text **Total** in cell **N5**.
9. Centre align the text in cell range **B5:N5**.
10. In cell **O5**, insert the text **Percentage**.
11. In cell **O6**, work out the percentage of the running shoes of the total. Make sure to use absolute referencing with the appropriate cell.
12. Replicate the formula in cell **O6** to cell range **O7:O12**.
13. Apply the percentage symbol to the cell range **O6:O12**.
14. Open **Accounts.xlsx**, and from worksheet **Expenses** copy cell range **A1:B5** to workbook **Sports Shop** on the first sheet at cell **M15**. Close **Accounts.xlsx**.
15. In cell **M21** type **Total**.
16. In cell **N21** calculate the total of the four expenses using **SUM**.
17. In cell **M23**, type **Profit**. In cell **N23** subtract **N21** from **N13**.
18. In cell **M24**, type **Less Taxes**. In cell **N24** multiply **N23** by 0.85.
19. Sort cell range **A6:O12** in ascending order by the **Total** (use custom sort).
20. Delete **Sheet2** and **Sheet3**.
21. Copy **Sales** worksheet to a new workbook. Close **Sports Shop.xlsx**.
22. Save the new workbook as **Sports Shop Edit.xlsx**.
23. Delete cell **N13**, why does the error message **#DIV/0** appear in cell range **O6:O12**?
Type your answer in cell **A15**.
24. Save your work and close the workbook.
25. Open **Answerbook.xlsx** and answer all questions.