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society

human
rights to
education
and
information

Working with Spreadsheets - Microsoft Excel 2010

Sample exam

Author: Mario Dujlo

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Author:

Mario Dujlo

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Preface

Today's society is shaped by a sudden growth and development of information technology (IT), which resulted in a great dependence of society, in a wider sense, on individual's knowledge and competence in the IT area. And despite the growth of that dependence, **human right to education and information** is not extended to that area. Problems, affecting society as a whole, have appeared, creating gaps and distancing people from the main reason and motivation for advancement, from **opportunity**. Today, to be a person who is computer illiterate, means to be a person who is unable to participate in a modern society, a person without opportunity and, in spite of acknowledged necessity and benefits of inclusive computer literacy by, for instance, the European Commission, UNESCO, OECD, there are still groups of people with hindered access to basic computer education (persons with disabilities, persons with learning difficulties, migrant workers, unemployed, persons who live in remote (rural) areas, where IT education is not accessible).

This handbook, combined with other materials published on the web site www.ITdesk.info, represents our effort and contribution to the realization and promotion of human rights to education and information, encompassing the IT area. We hope this education will help you master basic computer skills and, with that hope, we want you to learn as much as you can, to become an active member of a modern ICT society.

Sincerely yours,

ITdesk.info team



1. Save the opened file *primjer1.xlsx*, using a new name *primjer_ispita.xlsx* [1 point]
on the same location.

2. Continue to use the file *primjer_ispita.xlsx*. [1 point]
Open the worksheet *List 1*. Highlight the header of the table, and
center the text in the header.

3. In cell B10, enter the formula for calculating the average of the cell [1 point]
range from B2 to B9.

4. Copy the formula in cell B10 to cells C10 and D10. [1 point]

5. In cell B11, enter the formula for calculating the maximum value [1 point]
in the cell range from B2 to B9.

6. In cell B12, enter the formula for calculating the minimum value [1 point]
in the cell range from B2 to B9.

7. Copy the formula in cell B11 and B12 to the cells from [1 point]
C11 to D11, and the cells from C12 to D12.

8. Select the cell range from A2 to D12, and add borders to all cells. [1 point]

9. Select the cell range from A10 to D12, and fill the background of [1 point]
the cells with a light blue. Select the cell range of A1 to D1, and fill
the background of the cells with a light green.

10. Save the file using the same name. [1 point]
Open the worksheet **List 2**.

11. Adjust the width of each column, so that all text is visible. [1 point]

12. Merge and center the title **Procesori** in the cell range from A1 to D1. [1 point]

13. In cell D21, enter the formula to add the cell range from D3 to D20. [1 point]

14. In cell E3, enter the formula that will show the selling price (Cijena + PDV), using the absolute reference of the cell B23. [1 point]

15. Copy the formula to the cell range from E4 to E20. [1 point]

16. Copy the formula to the cell range from D21 in the cell E21. [1 point]

17. Select the cell range from D3 to E21, and format it as currency **kuna**, with two decimal places. [1 point]

18. Again, merge and center the title **Procesori**, but this time on the cell range from A1 to E1. Merge and center the header **Cijena** in cells D2 and E2. [1 point]

19. In cell B26, enter the formula that will count how many processors there are. [1 point]



-
20. In cell B24, enter the formula that will count how many AMD processors there are, and in cell B25, enter the formula that will count how many Intel processors there are. [2 points]
-
21. In cell E24, enter the formula that will add prices of AMD only (with PDV) processors. [1 point]
-
22. In cell E25, enter the formula that will display the total price of all Intel processors. Save the file using the same name. [2 points]
-
23. Open the sheet **List 1**. Add header and footer. Put the name of the worksheet in the header, in any field. While in the footer, enter ITdesk.info on the left and put today's date on the right. [1 point]
-
24. Create a graph (Clustered Column) for the cell range from A1 to D9. [1 point]
-
25. Move the graph onto the new sheet. Leave the name **Chart 1**. Go back to **List 1**. [1 point]
-
26. Sort, in descending order, the cell range from A1 to D9, criteria **Godina**. [1 point]
-
27. Use conditional formatting on the cell range from C2 to C9. The condition should be "more than 80", format: bright red fills the cell, text color dark red. [2 points]
-

28. In the cells B13, C13 and D13, insert Sparkline for the cell range from B2 to B9, then for the cell range from C2 to C9; and then for the cell range from D2 to D9 respectively. [1 point]

29. Open the worksheet **Chart 1**. Move the legend above the graph. [1 point]

30. Print the content of the worksheet **Chart 1**, or, if the printer is not available, save it as **primjer_ispita.pdf**. [1 point]

TOTAL POINTS: 33



This sample exam is intended for learning in accordance with materials published on the following links:

***Notes:**

[http://www.itdesk.info/Microsoft Excel 2010 notes.pdf](http://www.itdesk.info/Microsoft%20Excel%202010%20notes.pdf)

***Video presentations for basic use of Microsoft Excel 2010:**

- <http://www.itdesk.info/en/microsoft-excel-2010-spreadsheets-1/>
- <http://www.itdesk.info/en/microsoft-excel-2010-spreadsheets-2/> and
- <http://www.itdesk.info/en/microsoft-excel-2010-spreadsheets-3/>

***Exam solution for this exam sample:**

<http://www.itdesk.info/en/exam-solution-module-4/>

***Quiz for self-evaluation is published at:**

<http://www.itdesk.info/en/spreadsheets-quiz/>

(o open the link contained within a PDF document, just press the left mouse button on one of the above links. Web page, that a link points to, will open in a browser that you have installed on your computer.)



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