

### Formatting Cells

These exercises include topics taken from the following list: format numbers, enter and format dates and times, use alignment, use wrap text, merge cells, rotate text.

#### Exercise 2.11

1. Open the workbook **House**.
2. Select the range **B2:N16** and format as **Currency** with **2** decimal places, with **£** signs added, showing negative numbers in **red** with a **minus sign**.
3. Change the font of the title in **A1** to **Times New Roman**, change the size to **12** and apply the **Wrap text** option.
4. Select the range **B1:N1** and apply a text orientation of **45°**. Make the text **Bold**.
5. Select the range **A1:N1** and change the text colour (**Font Color**) to **Dark Blue** and apply cell shading (**Fill Color**) of **Pale Blue**.
6. Make the figures in **B4:N4** bold.
7. Make the figures in the range **B15:N15** bold.
8. Apply a light turquoise cell shading to the range **A2:A16**.
9. Select **Tools | Options** and display the **View** tab. Remove the check for **Gridlines** in the **Window options** section.
10. Save the workbook as **Formatted** and close it.



## Revision Exercises

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### Exercise 2.12

1. Start a new workbook.
2. In cell **D2** type **Age Calculator**. Merge and centre this text across cells **D2** to **F2** and make it bold.



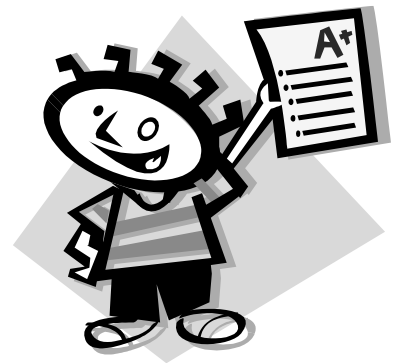
3. Type the text **Current Date** in cell **D4**, **Date of Birth** in **D6**, **Age (days)** in **D8** and **Age (years)** in **D10**.
4. In cell **F4** enter the current date using a key press and in cell **F6** enter your date of birth in the format **dd/mm/yy**.
5. Enter the formula **=F4-F6** in cell **F8** and format the cell as **Number** with no decimal places.
6. Enter the formula **=F8/365** in cell **F10** and format the cell as **Number** with no decimal places.
7. Select the range of cells **F4:F10** and apply centre alignment.
8. Select the range of cells **D2:F10** and apply a cell colour of **Light Yellow**.
9. Print a single copy of the spreadsheet.
10. Save the workbook as **Age**.
11. Close the workbook.

### **Formatting Worksheets**

These exercises include topics taken from the following list: change column widths, hide and display rows and columns.

#### **Exercise 2.13**

1. Open the workbook **Grades**.
2. Apply **Bold** formatting to cells **A1:A22**.
3. Widen column **A** to display all the text fully.
4. **Centre** align columns **B** to **K**.
5. Format **B22:K22** as **Percentage** with 2 decimal places.
6. Hide rows **3** to **20**.
7. Save the workbook as **Summary**.
8. Print the spreadsheet in landscape orientation with a centred header text of **Summary Results**.
9. Unhide all the hidden rows. Print the spreadsheet again in landscape orientation, this time with header text of **Full Results**.
10. Close the workbook without saving.



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### **Exercise 2.14**

1. Open the workbook **Wages**.
2. Enter **Administration Department** in cell **D7**, **IT Services Department** in **D11**, **Finance Department** in **D15**, **Training Department** in **D19** and **Company Total** in **D20**.
3. Widen column **D** to fit all text for that column.
4. Use **AutoSum** in cell **E7** to add the 3 individual cells above it and obtain a total salary for the **Administration** department.
5. Repeat the process to calculate totals for the other departments in cells **E11**, **E15**, and **E19**.
6. Enter a formula in cell **E20** to add together the 4 department totals. What is the total salary figure for the company?
7. Hide rows **4-6**, **8-10**, **12-14** and **16-18**.
8. Save the workbook as **Department**.
9. Print the spreadsheet with centred header text of **Company Salary Summary**.
10. Unhide all the hidden rows. Print the spreadsheet again, this time with header text of **Company Salary Details**.
11. Close the workbook without saving.

### Creating Charts

These exercises include topics taken from the following list: understand the different chart types, choose an appropriate data source, use different chart types, create comparative charts.

#### Exercise 2.15

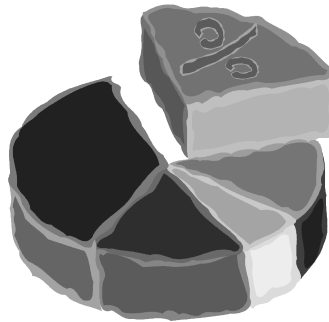
1. How many **Steps** are contained within the **Chart Wizard**?
2. Which menu could be used to start the **Chart Wizard**?
3. In **Step 1** of the **Chart Wizard**, what reason could there be for **Press and Hold to View Sample** not displaying a preview of the chart?
4. What is the difference between a **Column Chart** and a **Bar Chart**?
5. How many major types of chart are available within the **Chart Wizard**?
6. Which chart is best at showing fractions within the sum of the original data?
7. Which type of chart, similar to a pie chart would be used to compare more than one data series?
8. What type of chart would be best used to display a direct comparison of data from different areas?
9. What type of chart would you create to represent two sets of unrelated data?
10. What information is displayed by the **Category Axis**?
11. What information is displayed by the **Value Axis**?



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### Exercise 2.16

1. How many chart **sub-types** of **Standard Line Charts** are available within the **Chart Wizard**?
2. Why is it useful to include the **Row** and **Column** labels in the selected **Data Range** for a chart?
3. What would an **Exploded Pie Chart** be particularly useful for?



4. What is this button, , and what function does it perform?
5. What is this button, , and what function does it perform?
6. How can a single “slice” of a **Pie Chart** be made to stand out from the rest?
7. If you were given the weekly profit and loss figures for a company, what type of chart would you create to best demonstrate the data?
8. What type of chart would you create, obtained from two sets of data that appear to have no relationship to make sense of the data?
9. What type of chart would you create to represent two different sets of data on the same chart?