

### Open and Close Workbooks

These exercises include topics taken from the following list: opening and closing workbooks, using scroll bars and opening multiple workbooks.

#### Exercise 4.3

1. Open the workbook **Grand Hotel**. Maximise the window if necessary.
2. Use the scroll bars to navigate to the edges of the main block of occupied cells. What is last cell reference (bottom right corner) in the main block?
3. Navigate to the **Bookings** block to the right. What range of cells does it occupy (excluding the **Bookings** label in cell **Q2**)?
4. What is the current rate of **Tax** for **Jan to Mar**, located in cell **R17**, as a percentage?
5. Make **A1** the active cell in the **Grand Hotel** workbook.
6. Scroll down with the scroll button to display **Row 15** as the first row on the screen. What cell contents are displayed at the top left of the screen?
7. Leave the **Grand Hotel** workbook open and open the workbook **Budget**.
8. What is the total **Net Profit** for the year?
9. Make **Grand Hotel** the active workbook.
10. Close the workbook **Grand Hotel** without saving.
11. Close the workbook **Budget** without saving.



### Exercise 4.4

1. Open the workbook **Hydrogen**.
2. Open the workbook **Market Stall**.
3. Both the workbooks are now open. The **Taskbar** along the bottom of the screen shows each open workbook as a button. If these buttons are not displayed on the **Taskbar**, then select **Tools | Options | View** tab and check **Windows in Taskbar**. Click **OK**.
4. Which of the workbooks is active, denoted by the button representing the workbook appearing to be pressed?
5. Click on the **Hydrogen** button to view that workbook. This workbook is now active.
6. Open the workbook **Temperatures**. The **Taskbar** now shows three workbooks as buttons.
7. Which workbook on the **Taskbar** appears to be pressed?
8. Display **Market Stall**.
9. Use the scroll bars to navigate to the edges of the block of occupied cells. Which is the last occupied cell?
10. Use a key press to return to cell **A1**. What did you press?
11. Close all the open workbooks without saving.

### Creating and Saving Workbooks

These exercises include topics taken from the following list: starting a new workbook, entering numbers and labels, saving a new workbook, saving a named workbook and saving as a web page.

#### Exercise 4.5

1. Start with a new workbook.
2. Create the following worksheet in the columns and rows indicated.

	A	B	C	D	E
1	<b>Breakdown of TV Viewing Figures</b>				
2					
3		<b>Channel</b>	<b>Percentage</b>		
4		Channel1	28		
5		Channel2	17		
6		Channel3	45		
7		Channel4	6		
8		Channel5	4		
9					

3. Save the workbook as **Viewing**.
4. Resave the workbook as **Viewing.csv** and close it.
5. Open the generic file **snackdata.csv**.
6. Save the file as a workbook **snackdata.xls**.
7. Close the workbook.

**Exercise 4.6**

1. Start a new workbook.
2. Create the following worksheet in the columns and rows indicated.

	A	B	C	D
1	CLIMATE	Adelaide, Australia		
2		RAINFALL	TEMP	
3	Months	(cms)	(C)	
4	January	1.8	22	
5	February	1.8	22	
6	March	2.5	22	
7	April	4.0	21	
8	May	7.0	17	
9	June	8.0	12	
10	July	7.0	11	
11	August	6.0	11	
12	September	5.0	13	
13	October	4.5	16	
14	November	3.0	18	
15	December	2.5	21	
16				

3. Save the workbook as **Adelaide**.
4. Re-save the workbook as a **Web Page**, named **Adelaide Weather**.
5. Close the workbook.
6. Preview the web page, **Adelaide Weather** in a browser.
7. Close the browser.



## Revision Exercises

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### Formulas

These exercises include topics taken from the following list: creating formulas, using brackets, **AutoSum** and checking for errors.

#### Exercise 4.7

1. On a blank worksheet enter the numbers in the cells to match below.

	A	B	C	D	E
1	<b>Course Attendances</b>				
2					
3		<b>Term1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Total</b>
4	Spanish	20	12	5	
5	Pottery	8	9	7	
6	Yoga	15	18	16	
7	Self Defence	6	11	16	
8	All Courses				
9					

2. Click in cell **B8**. Use a formula to add the four cells above. What is the total?
3. Click in cell **E4**. Click the **AutoSum** button. Press <Enter>. What is the answer?
4. Complete cells **C8**, **D8**, **E5**, **E6** and **E7**.
5. Click in cell **E8**. **AutoSum** is to be used to sum the column or the row of totals. Will it sum the column or the row?
6. Click the **AutoSum** button, press <Enter>. What is the answer?
7. Delete the contents of **E8**. Use **AutoSum** again but click and drag to select the row of numbers, **B8:D8**. What is the answer? Is it the same answer as before?
8. Save the workbook as **Courses** and the close it.