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Word and Excel Practice Exercise

Fig.1. Launching MS Excel 2010 . In this practical work you will learn to use Microsoft Excel 2010 version of this the spreadsheet program. To launch the application, press the START button, move the mouse cursor over the "All Programs" button and select "Microsoft Office" from the list that appears. In the list of shortcuts

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EXCEL PRACTICAL Saturday, May 05, 2012 A. In a new worksheet, create a table and insert the following information. Use different fonts for different columns. 1. Names of people (at least 25) 2. Their ages 3. Number of years they have worked 4. Salary per month 5. Show housing, medical, travel and hardship allowances, and columns B.

Excel Test - 20 Questions to Test Your Excel Knowledge!

This is sample test of MS-Excel with 20 multiple choice questions for you to test your knowledge. Instructions. To attempt this multiple choice test, click the 'Take Test' button. Do not press the Refresh or Back button, else your test will be automatically submitted. Use the 'Next' button to move on to the next question.

Microsoft Office Package: Practical Questions

Intermediate-Advanced Level Questions: 1. Highlight every cell with Annual Sales over 70 (mil. \$). a) Click on cell F3, hold down Shift and click on cell F7 to select all cells under Sales (1 & 2). b) In Home tab under Styles group, Click on Conditional Formatting (3).

Microsoft Excel mcq questions With Answer | MS Excel ...

Excel Test designed to help you assess your knowledge on basic Excel functions and formulas. Get a score of 80% to pass the practice test with 20 questions Login to your new FMVA dashboard today.

Ms Excel Practical Question Paper

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Get Our Free Excel Sample Assessment Questions Below are free sample questions similar to the questions seen on a typical Prove It Microsoft Excel assessment. Our products offer the ability to practice with software similar to the one used on the Real Test. Click on the "Start Practicing" key and increase your chances of success.

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MICROSOFT OFFICE PRACTICE QUESTIONS 8rmmakaha@gmail.com QUESTION 1) Create the worksheet below in Microsoft Excel and save it as Marks 2) Insert a new column between column D and column E 3) In cell E1 enter the text "Coursework" 4) In cell E2 enter a formula to calculate the coursework for the student.

Free Excel Test Sample Questions

MS WORD AND EXCEL TEST The test is a computer based simulation to assess your skills in the preparation and/or processing of MS Word and Excel documents. It is a mix of practical and theoretical questions with multiple choice format (MCQ). Please see below some examples: MS WORD

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This is sample test of MS-Excel with 20 multiple choice questions for you to test your knowledge. Instructions To attempt this multiple choice test, click the 'Take Test' button.

PRACTICAL WORK 02 - SPREADSHEETS

MS Excel Questions & Answers. Ctrl + ' Insert the value of the above cell into cell currently selected. Ctrl + Shift + ! Format number in comma format. Ctrl + Shift + \$ Format number in currency format. Ctrl + Shift + # Format number in date format. Ctrl + Shift + % Format number in percentage format. Ctrl + Shift + @ Format number in time format.

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