

# MICROSOFT OFFICE PRACTICE QUESTIONS

## QUESTION

- 1) Create the worksheet below in Microsoft Excel and save it as Marks

	A	B	C	D	E
1	STUDENT NAME	GENDER	TEST [20]	ASIGNMENT[100]	EXAM [50]
2	MARY	F	17	70	34
3	GUSTOV	M	7	53	23
4	TATENDA	M	14	77	35
5	CECILIA	F	15	60	29
6	MAY	F	14	78	40
7	TENDAI	M	8	56	24
8	ALVARO	M	16	60	39
9					

- 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.  
**NB. Remember the Test is out of 20, the Assignment out of 100 and the Exam out of 50. The coursework mark contributes 40% of the final mark and the Test and Assignment carry equal weighting**  
*Copy the formula to the cells E3 to E8*
- 5) In cell G1 enter the text "FinalMark"
- 6) In cell G2 enter a formula to calculate the final mark for each student.  
**NB. The Exam mark contributes 60% of the final mark**
- 7) Sort the students in alphabetic order
- 8) Insert a new row with the cell pointer in cell A1
- 9) Merge the cells A1 to H1
- 10) In cell A1 enter the text "ACA MARKS"
- 11) Bold, underline, center, change font size of heading to 15 and the font to forte.
- 12) In cell H2 enter the text "Grade"
- 13) In cell H3 enter a formula for grading the student according to the final mark:  
**The grading is as follows: 0-49=F, 50-64=C, 65-79=B, 80-100=A**
- 14) Filter all the students who got a test marks greater than 15. The list of students should be placed in cell range starting from cell A12

# Microsoft Office 2013 Practice Exam

**Joan Lambert**



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