

Practice (S1 Excel)

1. Open the file “practice.xlsx” from “d:\temp”.
2. Save the file as “1Xyy.xlsx” (where 1X is your class and yy is your class number) in “d:\temp”.

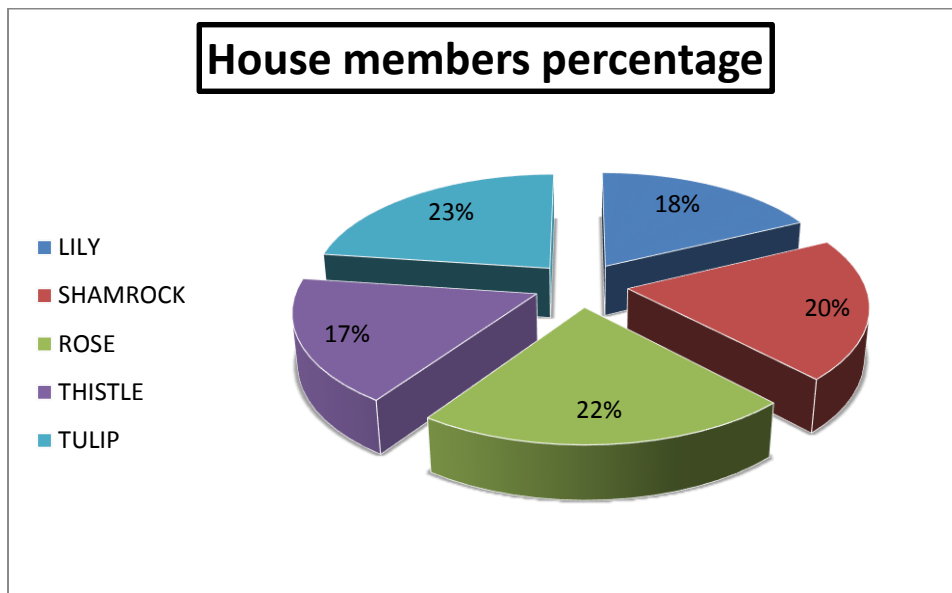
Section A

1. Apply **Merge & Center** to cells **A1** to **D1**.
2. Change the fill color of cell **A1** to Black.
3. Change the font color of cell **A1** to yellow.
4. Use “**SUM**” function in cell **B8**, copy and paste it to cell C8 and D8.
5. Type the formula in cells **D3** (Hint: the formula is “**=B3+C3**”).
6. Use Autofill to copy the formula in cells **D3** to the range of cells **D4** to **D7**.
7. Type the formula in cells **B15** (Hint: the formula is “**=D3**”).
8. Use Autofill to copy the formula in **B15** to the range of cells **B16:B19**.

	A	B	C	D
1	Number of students in each house			
2	House	Boy	Girl	Total (Boy+Girl)
3	LILY	110	115	225
4	SHAMROCK	145	109	254
5	ROSE	160	114	274
6	THISTLE	110	112	222
7	TULIP	159	130	289
8	Total	684	580	1264
9				
10				
11				
12				
13				
14	House	Total		
15	LILY	225		
16	SHAMROCK	254		
17	ROSE	274		
18	THISTLE	222		
19	TULIP	289		

Section B

1. Select the range of cells A14 to B19.
2. Create the following pie chart (Pie in 3-D) with the following requirement:
 - Chart Styles: Style 10
 - Chart Layouts: Layout 2
 - Chart title: House members percentage
 - Apply the first shape style (Colored Outline – Black, Dark 1) to the chart title.
 - Change the legend position to “left”.
 - Explode the pie



Section C

1. Select the range of cells A2 to C7.
2. Create the following bar chart (2-D Stacked Bar) with the following requirement:
 - Chart Styles: Style 8
 - Chart Layouts: Layout 4
 - Change the vertical axis title to “House name”.
 - Set the horizontal value axis to have the minimum fixed values 100.
 - Show the data table.
 - Put the legend at the top.
 - The created chart is moved to a new worksheet called “Boy&Girl”.

