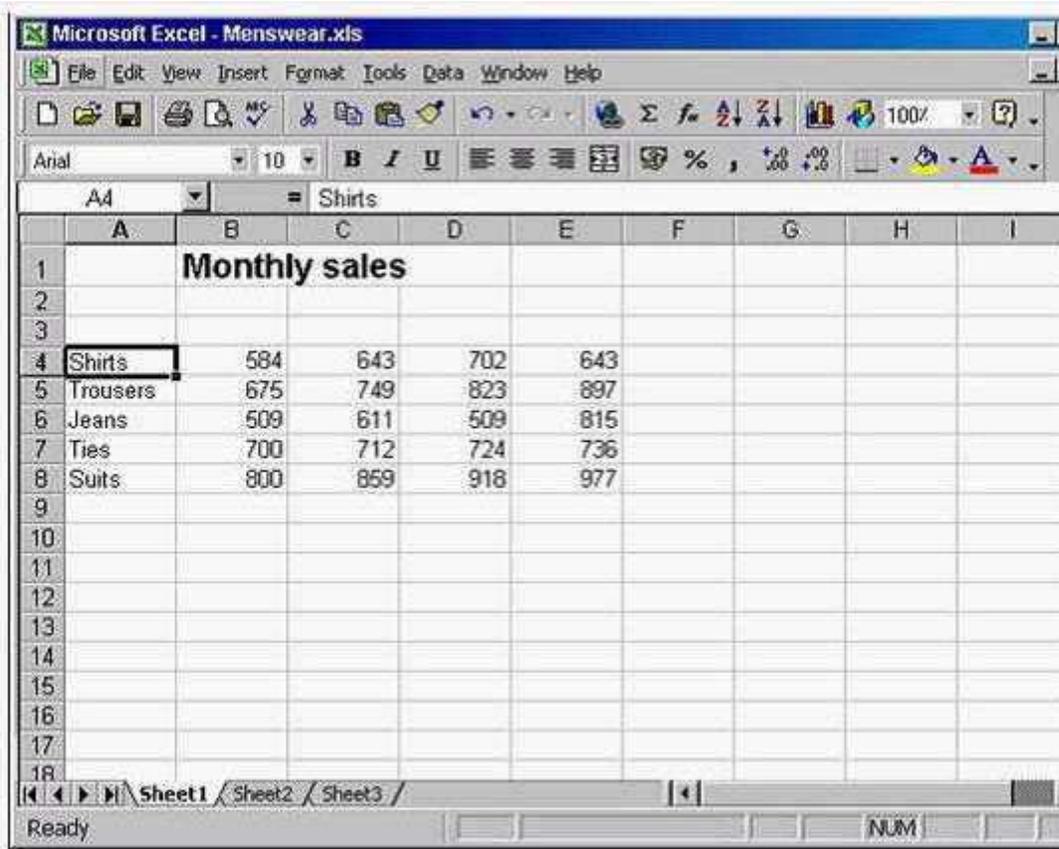


# Latest Version: 6

## Question: 1

Open the Samples.xls workbook that is in the My Documents folder.

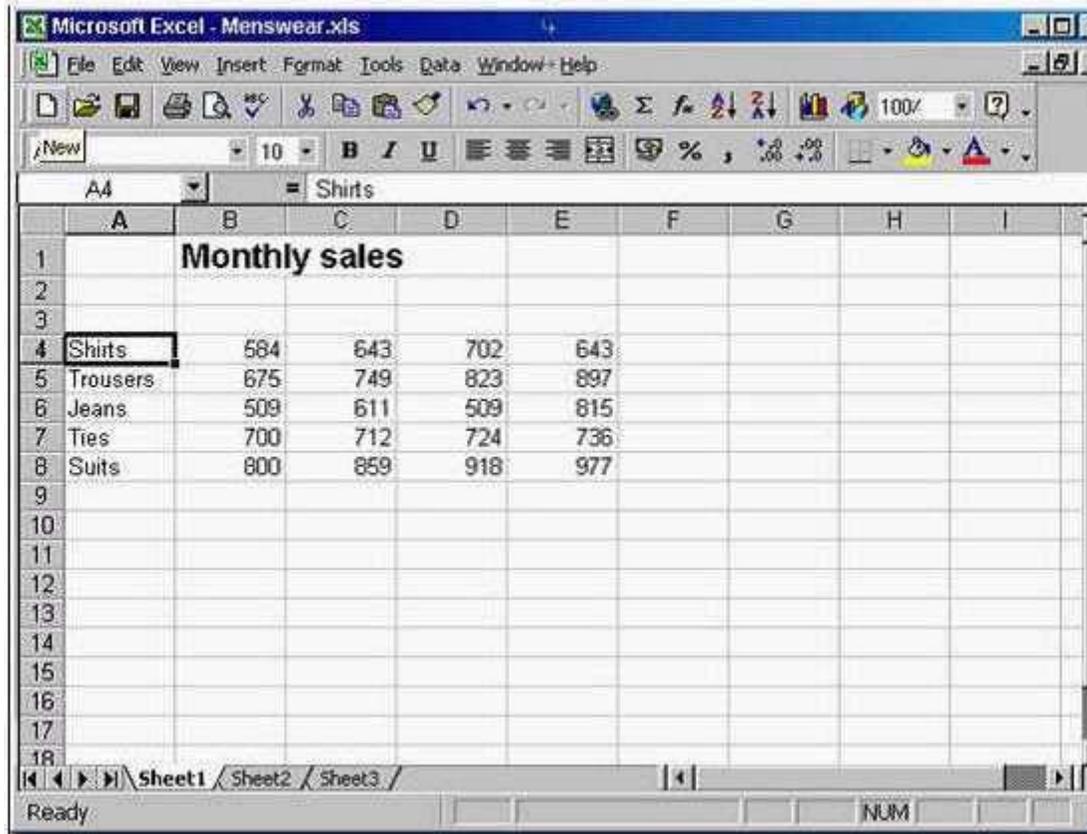


A. File -> open -> select the samples.xls -> open

**Answer: A**

## Question: 2

Create a new, blank workbook.



A. Click new tool from the standard tool bar

**Answer: A**

### Question: 3

Save this workbook (which is currently a Microsoft Excel 2000 file) in a format suitable for users with a previous version of Excel.

	A	B	C	D	E	F	G	H	I
1	<b>Monthly sales</b>								
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

A. File -> save as -> select Microsoft excel 5.0/95 work book from save as type -> click save

**Answer: A**

**Question: 4**

Use Microsoft Excel Help to access information on advanced filters.

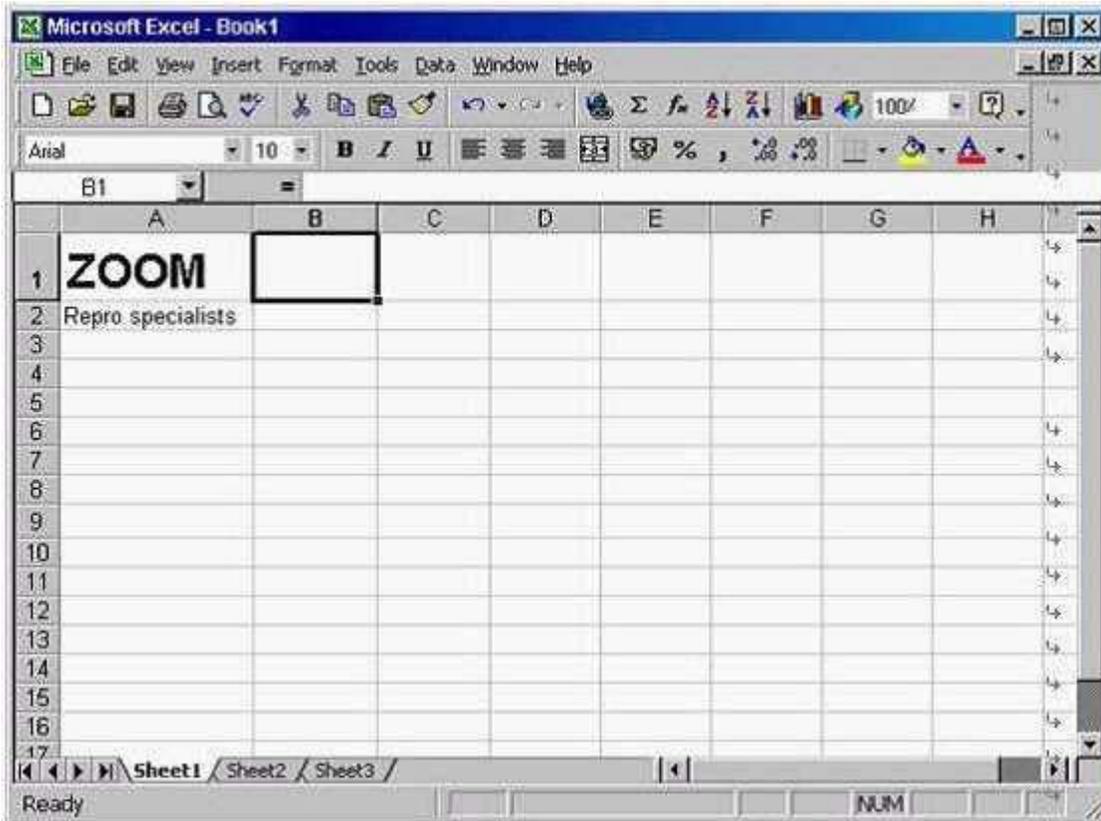
	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	83.20	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.86	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.46	329.46	30D	Wilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	30D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.18	327.18	30D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6943	958.02	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406	3306	30D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	997	138.18	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery	

A. Help -> Microsoft excel help -> type advanced filters -> click search

**Answer: A**

**Question: 5**

Change the user name for this application to Carla Banks.

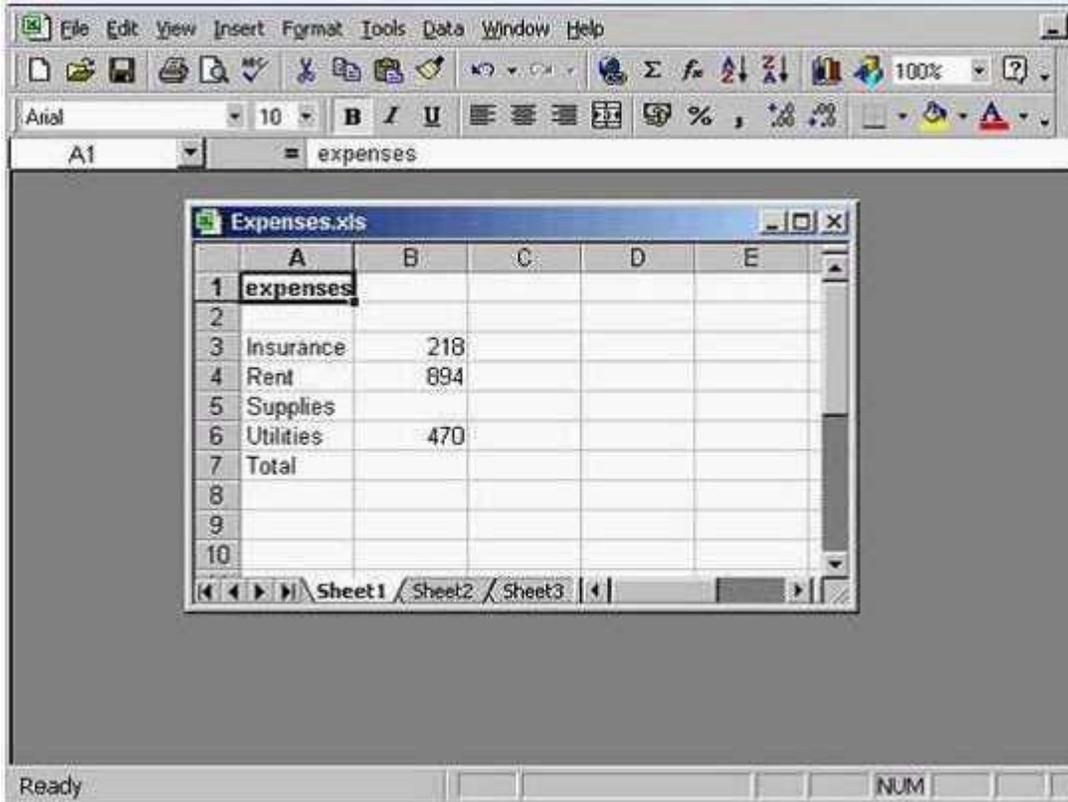


A. Tool -> options -> select General tab -> in user name type Carla Banks

**Answer: A**

## Question: 6

Enter the value 521 in cell B5. Click any other cell when you have finished.

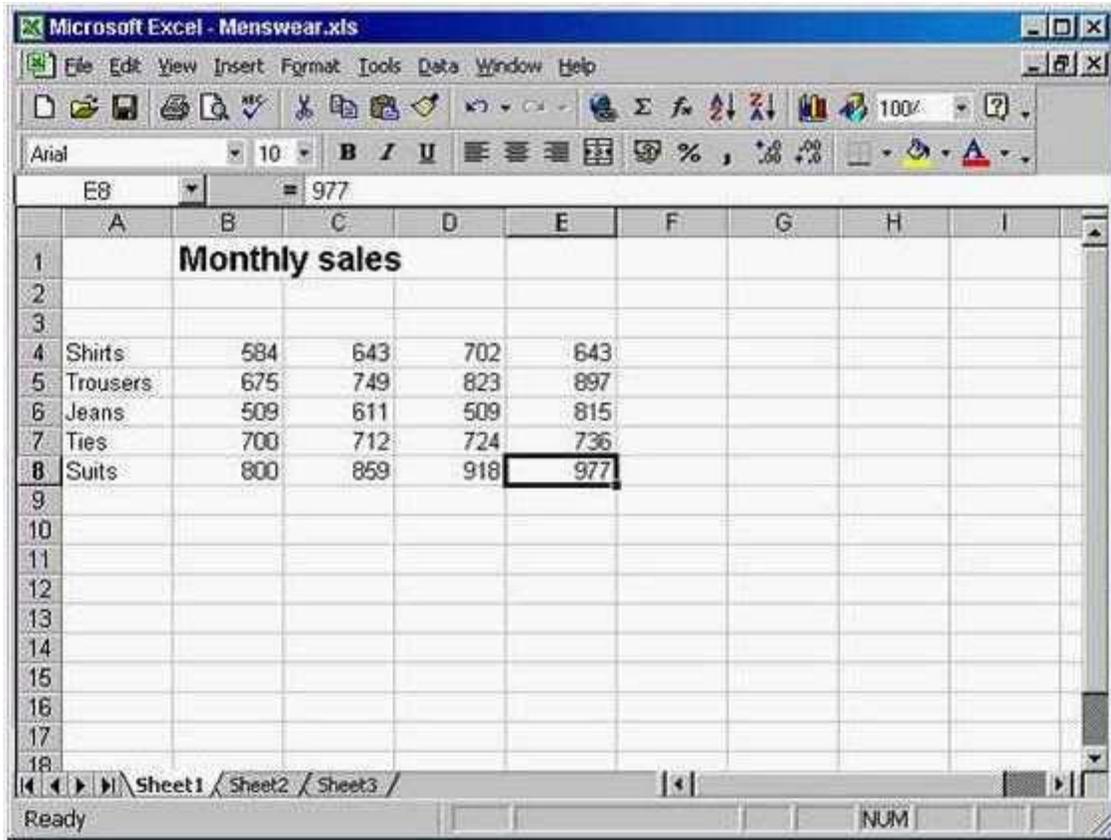


A. Select B5 cell -> type 521 -> click any other cell

**Answer: A**

## Question: 7

Click on the location that selects all of the cells in row4.

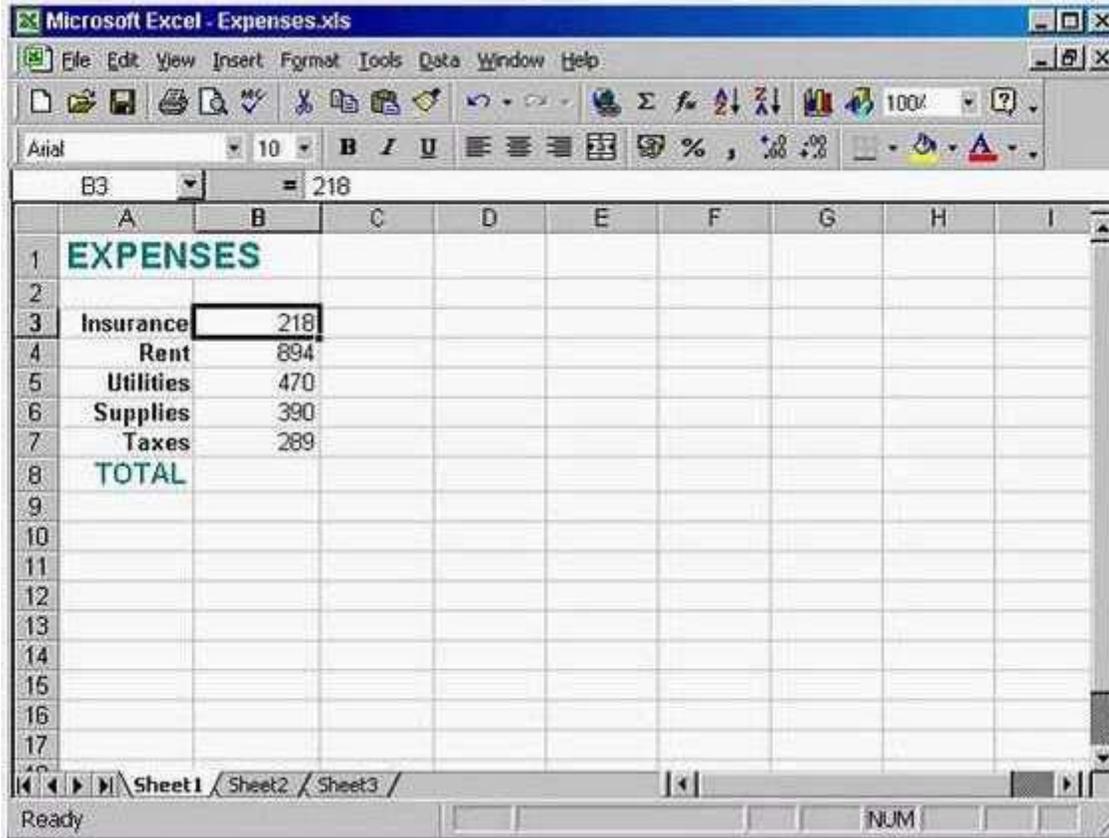


A. Click on the gray area of the row 4

**Answer: A**

**Question: 8**

You wish to reverse the last change you have made to this worksheet. Choose the appropriate command to do this.



A. Click on the undo tool from the standard tool bar

**Answer: A**

**Question: 9**

Automatically adjust the height of Row 2 to fit its tallest contents.

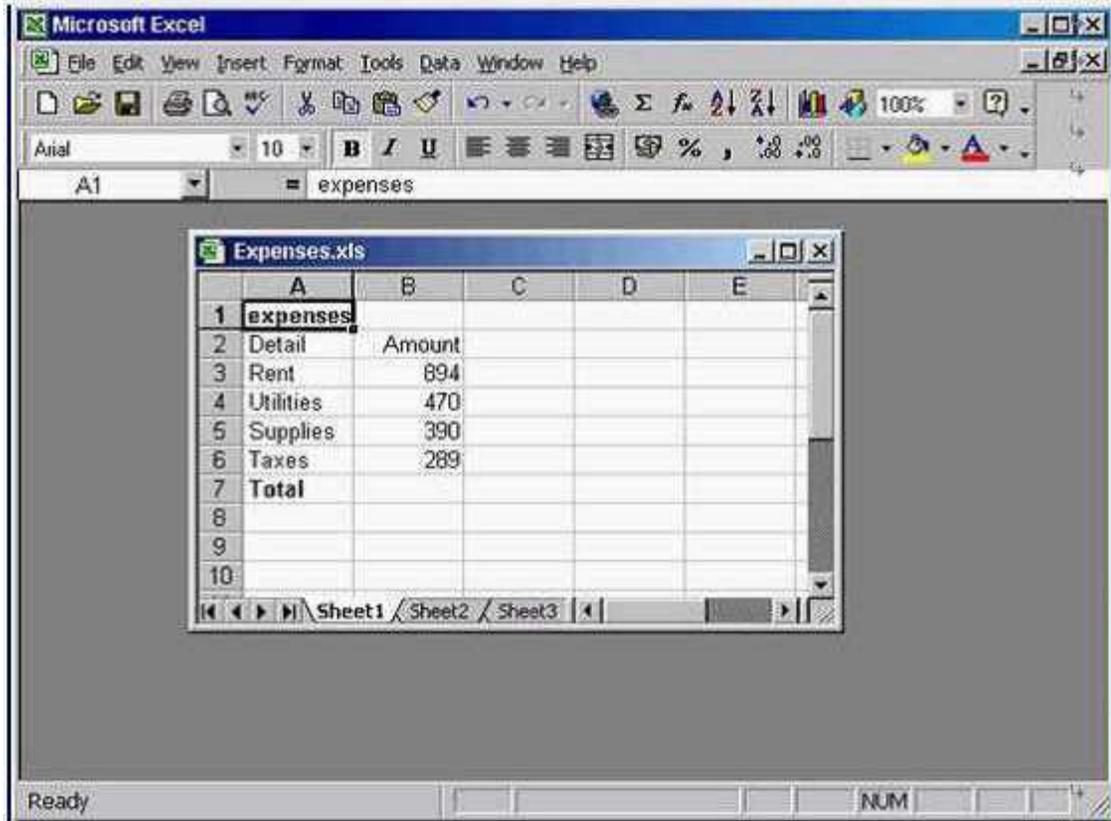
	A	B	C	D	E	F	G
1	<b>Income and Expenditure</b>						
2	<b>MONTH</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>	<b>Forecast</b>		
3	<b>January</b>	27548	23600	3948	4000		
4	<b>February</b>	28000	23600	4400	6000		
5	<b>March</b>	28000	23600	4400	5000		
6	<b>April</b>	28000	23600	4400	4000		
7	<b>May</b>	27496	24950	2546	6000		
8	<b>June</b>	28000	24000	4000	8000		
9	<b>Total</b>	167044	143350	23694	33000		
10							
11							
12							
13							
14							
15							
16							
17							

A. Double click on the gray area between Row 2 and Row 3

**Answer: A**

**Question: 10**

Change the contents of cell B2 to the world Cost. Press Enter when you have finished.



A. Select cell B2 -> type Cost -> press Enter

**Answer: A**