## 116937 Formative Assessments

**Formative assessment 1**

There are so many things you can do with a spreadsheet. Think about how you will use a spreadsheet, how companies use spreadsheets and then make a list of uses for spreadsheets.

Make a list of at least 3 benefits that spreadsheets could have for you and your company.

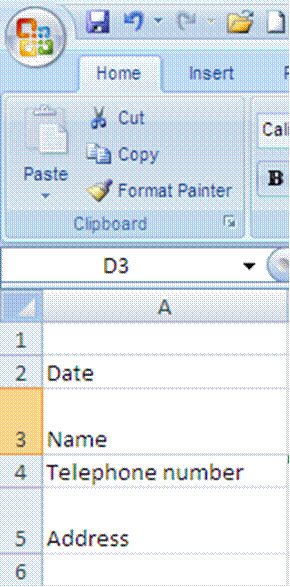
Discuss your lists in your groups and add any new suggestions to your list.

**Formative Assessment 2**

Practice the selecting of cells by means of various methods for about 5 minutes, or until you are familiar with the procedure. i.e Zooming, panning etc

**Formative Assessment 3**

Enter the following data into a blank worksheet:



Then add:

Today’s date

Your name

Telephone number

Address

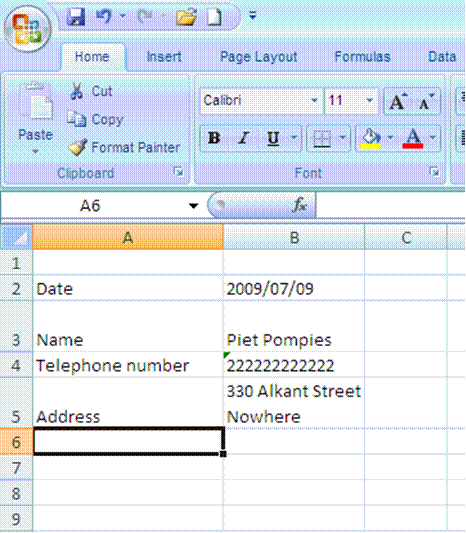
Widen column A so that the text for telephone number fits into the cell

Change the alignment of the date cell to left aligned

Change the formatting of the telephone number to text

Wrap the text of your address so that everything fits

Your worksheet should look like this:

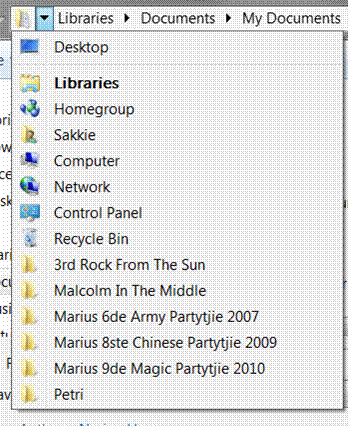


**Formative Assessment 4**

Ensure that you are saving your workbook in My Documents as an Excel file, name the workbook Practice and then click Save.

You workbook has now been saved as Practice. Note how the name in the Title Bar has changed.

**Save a copy of a file**

Go to the ***File*** tab and select ***Save*** ***As***

Select the folder or drive to which you want to save from the Save In list

To save the copy in a different folder, click a different drive or a different folder in the folder list.

**Formative Assessment 5**

Save your workbook as Practice and add your name.

Close your ***Practice*** workbook

**Currency Format:** **Formative Assessment 6**

In your practice file enter the following amounts in cells D1 to D5:

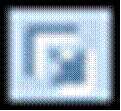
D1: 28443;

D2: 31296;

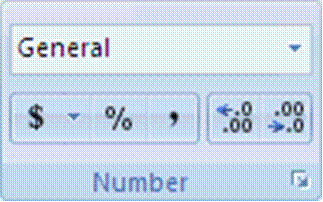
D3: 8543;

D4: 12;

D5: 96.

Then select these cells,

On the ***Home*** tab, click the ***Dialogue Box Launcher*** next to ***Number***.

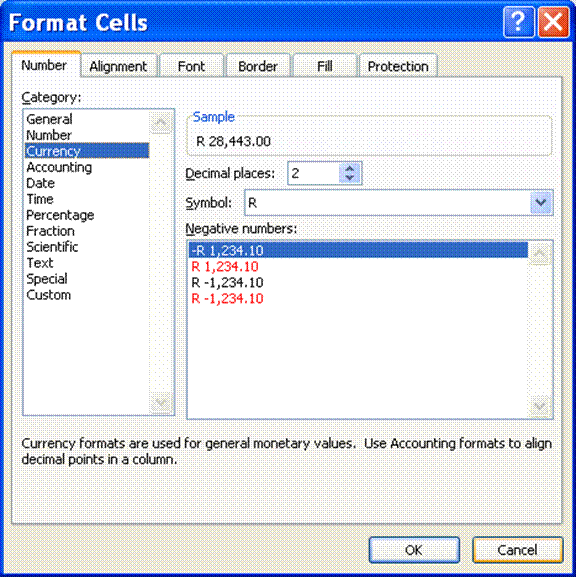


In the ***Category*** box, click ***Currency***.

In the ***Symbol*** box, click the currency symbol that you want.

In the ***Decimal places*** box, enter the number of decimal places that you want to display.

In the ***Negative numbers*** box, select the display style for negative numbers.



***Tip If you want to display a monetary value without a currency symbol, you can click None.***

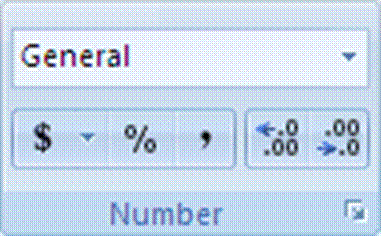
**Accounting Format:** **Formative Assessment 7**

***Tip Accounting formats line up the currency symbols and decimal points in a column***

In Cells E1 to E5, enter the following numbers: E1: 86236; E2: 789654; E3: 789; E4: 86; E5: 98746.

Once again, select Cells E1 to E5

On the ***Home*** tab, click the ***Dialogue Box Launcher*** next to ***Number***.



In the ***Category*** box, click ***Accounting***.

In the ***Symbol*** box, click the currency symbol that you want.

In the ***Decimal*** places box, enter the number of decimal places that you want to display.

***Note The Negative numbers box is not available for the Accounting number format.***

***Change*** the decimal places option to two; click on OK.

All the R signs will be aligned underneath each other.

**Formative Assessment 8: budget**

***Tip Put simply, a budget is a statement of your income and expenses, showing you how much money you have left once you have paid all your debts.***

Income is of course all your earnings: salary, commission, interest, maintenance, etc. Expenses are everything you have to pay: house rent, water and lights, telephone, school fees, transport, accounts, etc.

Complete your monthly budget or an imaginary one on a new sheet in your Practice document. and save it to the hard drive.

**Formative Assessment 9**

Click on a new sheet in your Practice workbook.

In cell A1 type 250; in cell A2 type 320; in cell A3 type 125.

Start your calculation (your sum) by entering an = in cell A4

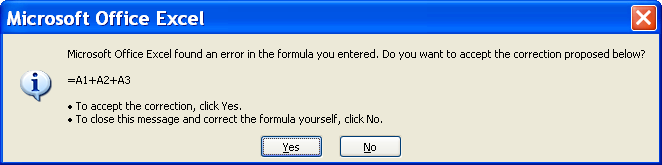
Click cell A1 and press + .See how the formula shows in cell A4

Click cell A2 and press+ .See how the formula shows in cell A4 as well as the Formula Bar

Click cell A3 and press Enter - DO NOT PRESS + IN CELL A3!!! Press Enter!!!

The answer will display in cell A4.

If you press + and then Enter in cell A3, an error message will display. You can click on Yes and Excel will make the corrections as proposed, or you can click No and make the corrections yourself.



**Formative Assessment 10**

Enter the following amounts in column C:

C1:1230; C2: 4387; C3:2598; C4: 1121; C5: 7683; C6: 5576

Add the numbers using Autosum

**Formative assessment 11**

Insert the following information in a new worksheet:

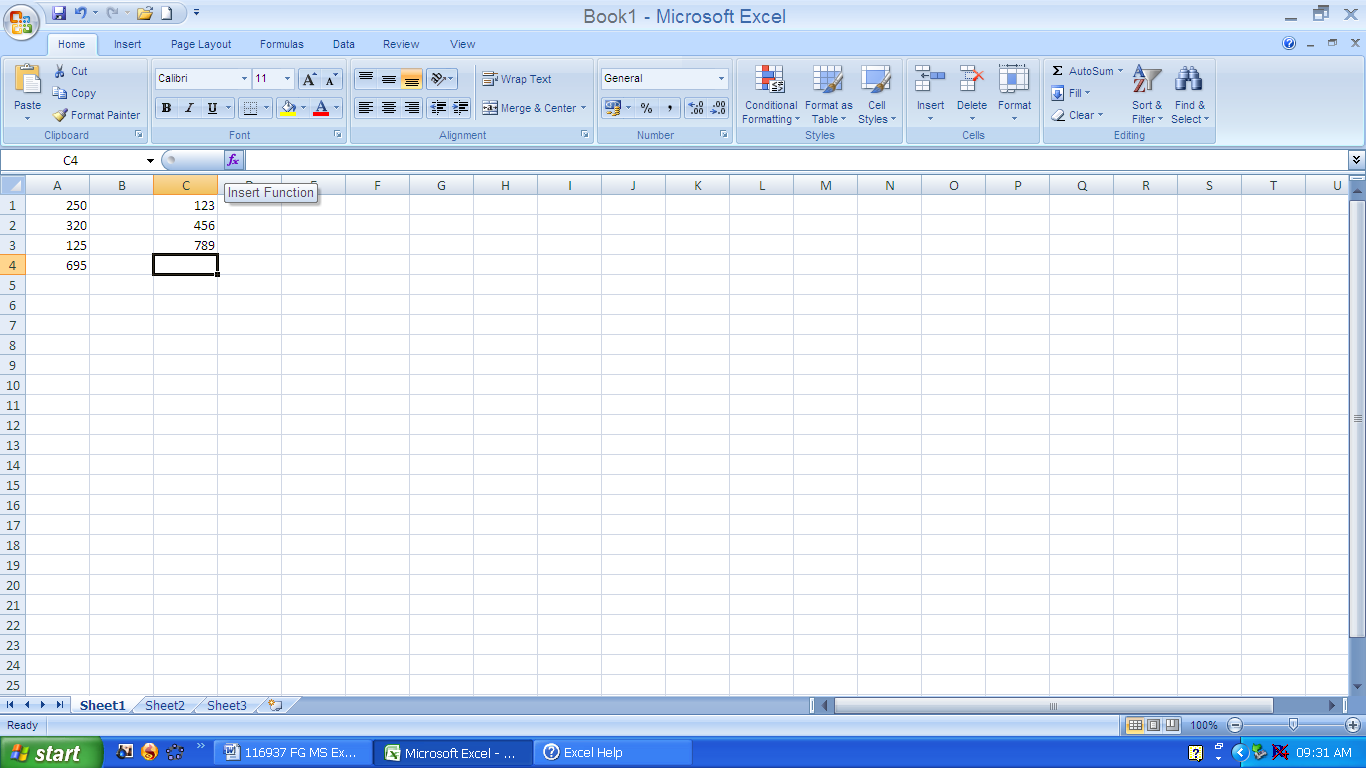
|  |  |
| --- | --- |
| A | B |
| Salesperson | Invoice |
| Buchanan | 15,000 |
| Buchanan | 9,000 |
| Suyama | 8,000 |
| Suyama | 20,000 |
| Buchanan | 5,000 |
| Dodsworth | 22,500 |

In the following blank cell, enter the following formula: =SUM(B2:B3, B5) Adds two invoices from Buchanan, and one from Suyama (44,000)

In the following blank cell, enter the following formula: =SUM(B2,B5,B7) Adds individual invoices from Buchanan, Suyama, and Dodsworth (57,500)

The SUM function can include up to 30 cell or range references

You can also access the SUM function from the Insert function on the formula bar:



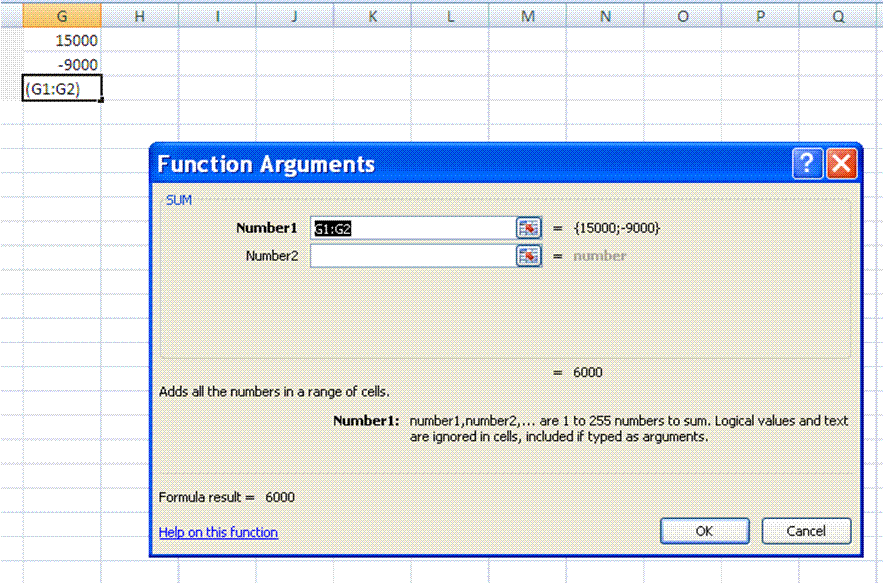
***Note: You can also use the Sum Function to do calculations in rows rather than in columns.***

In any two cells, type the following:

15000

-9000

Use the SUM function to subtract 9000 from 15000:



To save the copy in a new folder, click ***New Folder***.

In the ***File name*** box, enter a new name for the file.

Click ***Save***.

**Formative Assessment 12**

Enter the following amounts: cell A20: 8585; cell B20: 123.

Click on cell C20, enter = .

Click cell A7 and enter /, click cell B7 and press enter.

The answer will be displayed in cell C20

**Formative Assessment 13**

Open the workbook **Sales Projections**

In cell **B7** (Overheads Growth) create a validation entry

Set these validation settings: Whole Number, Less than 1; and switch off **Ignore blank**

Set the **Input Message** title to "Input Overheads" and the message to "Enter a fraction such as .15, or a percentage such as 15%"

Set the **Error Alert** to **Stop**; title to "High Overheads", and the message as "Unrealistic figure, please re-enter."

In cell **B7** enter the number **2**

Reset the validation **Error Alert** to **Warning**

In cell **B7** enter the number **2**, and accept the number

Display the **Data Tool group**

Use the **Circle Invalid Data** button Circle Invalid Data button to highlight the number 2 in cell **B7**

Close the file *without* saving it

***Tip To distribute data to people who do not have access to the Microsoft Excel application (or are using a different version of it), you can save a workbook in a different file format to allow them to open and edit it in whatever spreadsheet software they have.***

**Formative Assessment 14**

Click on sheet two. In cell A1, type January. Place the mouse on the fill handle, (This is the little black handle in the lower right corner of the active cell) click and holding down the mouse button, drag the mouse to cell A12. Notice how Excel automatically enters the months for you.

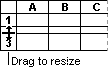
In cell B1 type Monday. Place the mouse on the fill handle, click and drag down to cell B7. Excel will enter the days automatically.

In cell C1 type 1 and in cell C2 type 2. select both cells and drag the fill handle down to cell C10. Autofill will fill the cells.

In cell D1 type Jan-2009. Right click the fill handle and drag down to cell D12. Select Fill Months and Excel will autofill the months for the year 2009.

Do one of the following:

To change the row height of one row, drag the boundary below the row heading until the row is the height that you want.



To change the row height of multiple rows, select the rows that you want to change, and then drag the boundary below one of the selected row headings.

To change the row height for all rows on the worksheet, click the Select All button, and then drag the boundary below any row heading.

To change the row height to fit the contents, double-click the boundary below the row heading.

**Formative Assessment 15**

Practice changing the column widths and row heights using all the above methods for about 5 minutes

**Formative Assessment 16**

Open the workbook Bathini Expense Form

If necessary, adjust the **Zoom** control so that you can see all the data

Select column **A** and column **N**

From the **Format** menu, select **Column** then **Width** and set it to **1**

Resize rows **1**, **8**, and **26** to **10**

Change the height of row **7** to **27** and change the vertical alignment to **Top**

Draw a dark blue border around **B8:N26**

Draw a thin dashed line border on the bottom of cells **D10:M10**

Select **D22:D25 and change the colour to pale orange and 25% Gray** pattern with **Pale Yellow** colouring

Click **OK**

Click in cell **M24** then change the colour and pattern as follows: Select the **Indigo** colour chip. Click the arrow on the **Pattern** box and select the **50% Gray** pattern with **Pale Blue** colouring

Select the **Black** colour chip and a thick line weight then click the **Outline** button

Click **OK**

Change the **Font Colour** of **M24** to **White** and apply **Bold**

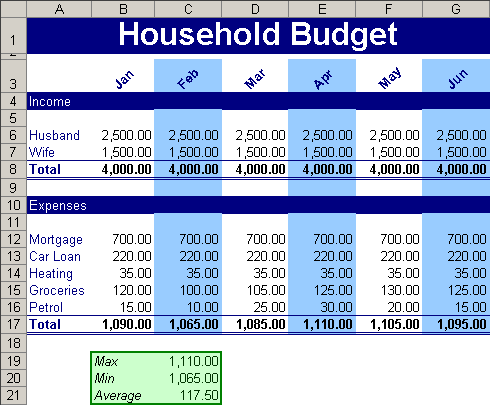
Save and close the workbook

Open your Practice workbook and go to your budget

Improve the presentation - add borders, shading, change number format, font styles and so on

Save and the Practice workbook

Below is an example of how the worksheet could be formatted.



**Formative Assessment 17**

Select column A and then select the Format, Cells menu. Click the alignment tab. Select the Centre option and click OK. See how your cell contents are arranged in the centre of the cells. Now select the Right option and click OK. The contents of the cells will be aligned to the right. While your column is still selected, click the Left option and OK. The contents of the cell will be aligned to the left.

Select Column A and click the left align button on the formatting toolbar. See how the text automatically aligns to the left. Now click the centre button and the right align button to see the text centre and then align to the right.

In cell A7 type My Journal. Select cells A7 to D7 and click on the Merge and Centre button of the formatting toolbar. See how the text is centred in the row.

In cell A9 type My Year 2000 Journal. Select cells A9 to E9 and click on format, cells. Click on the alignment tab and then select Centre across selection. The text will be centred in the row.

Select cells A3 to D3, choose the Edit menu and select the delete command in the dialogue box. Choose the shift cells up option and click OK. Watch how the cells shift up. Now select cells A1 to D1 and press the delete key on the keyboard.

Your last two actions were to delete the entire row 1 and to delete row 3. Click the Undo command on the toolbar and watch Excel undo the very last action. Click on the arrow box next to the Undo button to see a list of your last actions that can still be undone. Click on clear and Excel will undo the clear action.

Click on the Redo button once and row 1 will be cleared again. Click on the arrow next to the Redo button to see a list of actions you can redo. Click on the first one, delete and Excel will delete row 3 again.

Undo the last two actions again.

Click in cell A3 and type 1250. Notice how the old numbers are replaced by the new numbers.

In cell A1 type 158, then press the backspace key once and type a 9. The figure now reads 159.

Double click cell B1 now. Use the arrows to move back in the cell and then delete the s of Mrs, so that the name now reads Mr B. Otto.

**Formative Assessment 18**

Open the workbook **List Of Products** and run a spell check

Find and replace all uses of "Beverage" with "Drinks"

Find and replace all uses of "pieces" to "pcs"

Add a line total column with a formula to calculate it

Save and close the workbook

**Formative Assessment 19**

Print your Practice workbook