## Knowledge questionnaire

1. Open the January Sales Results workbook. Copy rows A1:H18 to a new workbook. Then change the names in row A from A13:A18 to Godley. Save the changes you have made to the new workbook under New workbook followed by your name in My Documents. (5) (Keep the workbook open)
2. Adjust the column width of columns B,C and D so that all the information in the cells can be seen (3)
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4. Highlight row A8:H8 and apply freeze panes (2)
5. Save your workbook (named new workbook) to the Desktop (3)
6. On the Feb sheet, enter the following numbers: 1795; 623; 12; 865; 39; 3721; 120; 790. Use each of these numbers at least once to multiply, divide, add and subtract. (8)
7. After completing the previous question, edit the formula you’ve used to multiply to absolute references, and then copy the cell to A6. (4)
8. Open the Commission spreadsheet. In cell E66 Calculate the average unit price using the “AVG” function from cells E2:E65. (6)
9. In cell F66, use the MAX function to find the highest number from cells F2:F65. (6)
10. In cell H66, use the MIN function to find the lowest number from cells H2:H65. Save the workbook in My Documents as Commission followed by your name. (6)
11. Open the Order Form workbook and delete all the information from H2:H17 under Reorder Quantity. Using style formatting change all the headings in row 1 to Algerian. Once this has been done, save the workbook in My Documents as Order Form followed by your name and save it as a template (5)
12. Open the Setup House Spreadsheet. Merge and centre the heading Income across from cell A4:H4. Repeat these steps with Expenses from A10:H10. (4)
13. Put borders around all the information (including each cell) and a “thicker line” border around the edges and each of the headings in A1, A4 and A10. (4)
14. Select all the cells from A5:H9, A11:H21 and centre all the information in these cells. (2)
15. Select the merge and centered cells A1:H1, A4:H4, A10:H10 and add light grey shading (fill) to them. (3)
16. Add January to your spreadsheet as a header, save your document as Setup House followed by your name under My Documents (5)
17. Explain the purpose of using multiple worksheets (2)
18. Explain the uses of the following charts: (5)
    1. Bar Chart
    2. Column Chart
    3. Line Charts
    4. Pie Charts

**TOTAL: 76**