

**Skills Ontario
Practice Excel Files
2009**

Question 1

Complete the following Petty Cash statement. Save with an appropriate file name.

	A	B	C	D	E	F	G
1	PETTY CASH FORM						
2							
3							
4	Date	Name	Event/Account	Details	Credit to Petty Cash	Disbursements	Balance
5							
6	BALANCE ON NOVEMBER 1, 2006				\$100.00		
7							
8	2006 11 02	Alexa Millar	Office Expense	Photocopies		10.75	?
9	2006 11 03	Stewart Smith	Office Expense	Printing Service		11.7	?
10	2006 11 06	Bob Anderson	Monthly Meeting	Taxi - Hull		8	?
11	2006 11 08	Jesse Hart	Monthly Meeting	Lunch - Monthly Meeting		10.73	?
12	2006 11 10	Alexa Millar	Monthly Meeting	Taxi - Ottawa		8	?
13	2006 11 13	Stewart Smith	Office Expense	Photocopies		5.65	?
14	2006 11 14	Bob Anderson	Office Expense	Courier		9.75	?
15	2006 11 25	Jesse Hart	Hospitality	Lunch - A. Anderson retirement		22	?
16	2006 11 30	Jesse Hart	Office Expense	Photocopies		8.79	?
17							?
18							?
19							?
20				Final Balance in Petty Cash			?
21				Amount of cheque to replenish Petty Cash			?

1. Change the font of the worksheet title to 22 point, Times New Roman.
2. Center the worksheet title over columns A-G.
3. Align the column headings appropriately.
4. Format the column headings to 12 point bold.
5. Perform calculations where indicated by question marks (tip: delete all question marks first).
6. Format the cells E6, F8 and G8 using currency style with a fixed dollar sign.
7. Format cells F9-G16 using comma style.
8. Format cells G20 and G21 using currency style with a floating dollar sign.
9. Apply conditional formatting to cells F8-F16 so that values over \$10 appear in green and values \$10 and under appear in red.
10. Apply a blue dotted line border around G8-G21.
11. Print the worksheet showing the formulas as well as gridlines and headings for the rows and the columns, using landscape orientation. Ensure that it prints on one page.
12. Print a regular copy of the worksheet in portrait orientation showing gridlines and headings for the rows and the columns. Save the worksheet.

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Question 2

Complete the following worksheet.

	A	B	C	D	E	F
1	Beautiful You Salon					
2						
3	Operating Expenses for 2000					
4						
5	Expenses for the	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
6	Rent	4,500.57	4,500.57	4,500.57	4,500.57	?
7	Utilities	7,463.02	7,982.66	7,108.46	8,345.91	?
8	Payroll	12,456.31	14,922.15	13,876.93	17,415.83	?
9	Insurance	4,355.06	8,194.62	8,176.88	8,327.91	?
10	Supplies	4,749.05	3,081.62	6,308.52	4,006.08	?
11	Inventory	5,986.02	7,115.18	5,641.77	8,465.37	?
12	Total	?	?	?	?	?
13						
14	Highest Expense for the first quarter					?
15	Lowest Total Expense					?
16	Average Total Expense					?

1. Create a folder on your floppy called **Practice**.
2. Open Question One in the Exam folder.
3. Save as **Operating Expenses** in the **Practice** folder. Resave frequently.
4. Change the font size of the worksheet title in cell A1 to 20 points.
5. Change the font size of the worksheet title in cell A3 to 16 points.
6. Center both titles across columns A-F.
7. Calculate formulas in cells F6-F12, A12-E12, and F14-F16.
8. Format B6-F6 and the **Total** row in currency style with a fixed dollar sign.
9. Format cells F14-F16 using the currency style with a floating dollar sign.
10. Format all other value cells using the comma style.
11. Create a pie chart showing the **Expenses** for **Quarter 4**, only.
12. Move the chart so that it is beside the worksheet (e.g. A5-L14, approximately).
13. The chart title is **Operating Expenses for 4th Quarter**.
14. Add a border around the title.
15. Show the data labels as values.
16. Change the font of the legend and the labels to 8 points.
17. Change the font of the legend and the labels to Times New Roman.
18. Print a regular copy of the worksheet with grid lines and row and column headings.
19. Ensure that you use landscape and that the worksheet fits on one page.
20. Re-save the workbook.

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Question 3

Create a pie chart for the following information.

	A	B	C
1	U.S. Students Studying Abroad		
2			
3	Country	Number of Students	
4	France	7,363	
5	Germany	8,100	
6	Italy	10,479	
7	Mexico	11,281	
8	Spain	12,292	
9	United Kingdom	27,720	

Question 4

Format the chart below as indicated. Practice making different types of charts on the provided material.

	A	B	C	D
1	Selections Java Bar			
2	Second Quarter Sales			
3				
4		April	May	June
5	Week 1	2005	8765	5200
6	Week 2	8899	5446	6700
7	Week 3	10998	10998	7150
8	Week 4	4388	7200	7840
9	Week 5	3210	3000	1200
10	Total	29500	35409	28090
11	Average	5900	7082	5618
12	Selections, Inc.			

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Question 5

Create the worksheet shown below. Then follow the instructions which follow.

	A	B	C	D	E	F
1	Coaches Reality - Sales for June					
2						
3						
4	Customer	Address	Asking Price	Selling Price	Difference	Commission
5	Landry	23 West Street	450000	350000		
6	Spurrier	34 New Cove Road	750000	648500		
7	Shula	45 Thompson Lane	350000	275000		
8	Lombardi	67 Young Street	275000	250000		
9	Johnson	11 West Street	189000	189000		
10	Erickson	89 Highland Drive	456000	390000		
11	Bowden	34 Torbay Terrace	300000	265000		
12		Totals				
13	Commission %:		0.035			

2. In the appropriate cell, calculate the difference between asking price and selling price.
3. In F5, calculate the commission paid on the selling price. Is there an absolute cell reference?
4. Copy formulas where appropriate.
5. Calculate the total asking price, difference, and commission.
6. Select the range C5:F12 and format the numbers so that they appear with dollar signs, commas and no decimal places.
7. Select C13 and format the number as a percentage.
8. Centre the title across the width of the worksheet.
9. Add in 3 rows between 12 and 13. Adjust the size of the cells as necessary.
10. In B13, place the title **Highest Selling Price**.
11. In B14, place the title, **Lowest Selling Price**.

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12. In B15, place the title **Average Selling Price**.
13. Calculate all of the above for **Asking Price, Selling Price, Difference, and Commission**.
14. Create a line graph which plots the difference between selling price and asking price with the following specifications:
 - a. Chart Title should be **Coach Reality – Selling vs Asking**.
 - b. Series 1 should be changed to **Asking Price**.
 - c. Series 2 should be change to **Selling Price**.
 - d. The X axis should be labelled **Customer**.
 - e. The Y axis should be labelled **Price**.
 - f. Save in a separate sheet.
15. Print a copy of the graph.
16. Print a formulas version of the worksheet.
17. Print a values version of the worksheet.
18. Change the commission to 20%. Print a values version of the new worksheet.