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EXCEL PRACTICAL Saturday, May 05, 2012 A. In a new worksheet, create a table and insert the following information. Use different fonts for different columns. 1. Names of people (at least 25) 2. Their ages 3. Number of years they have worked 4. Salary per month 5. Show housing, medical, travel and hardship allowances, and columns B.

Word and Excel Practice Exercise

Fig.1. Launching MS Excel 2010 . In this practical work you will learn to use Microsoft Excel 2010 version of this the spreadsheet program. To launch the application, press the START button, move the mouse cursor over the "All Programs" button and select " Microsoft Office" from the list that appears. In the list of shortcuts

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PRACTICAL WORK 02 - SPREADSHEETS

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8rmmakaha@gmail.com QUESTION 1) Create the worksheet below in Microsoft Excel and save it as Marks 2) Insert a new column between column D and column E 3) In cell E1 enter the text "Coursework" 4) In cell E2 enter a formula to calculate the coursework for the student.

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The purpose of this practice exercise is to help prepare you to complete the Word and Excel Assignment. This exercise requires you to use the following: Microsoft Excel for creating tables, scatter plots, and completing data analysis. Microsoft Word for creating a summary document containing the results and discussion from

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