EXERCISES

1. Open the file you created last week (YourName.xlsx). Insert a new sheet, name it Grades and color its tab in green. Then, create the following table, <u>without</u> using the Insert Table option in the Tables menu. (Use only the Home menu in solving the exercises in this lab!)

	A	B	C	D	E	F	G
1							
2		EXCEL 2010 TEST GRADES					
3							
4	No.	Name & Surname	PIN	Level 1 Grade	Level 2 Grade	Average	
5	1						
6	2						
7	3						
8	4						
9	5						
10	6						
11	7						
12	8						
13	9						
14	10						
15		Average					
16							

Warning! BEFORE inserting data in your table, format it as follows:
- o Merge B2,C2, D2 & E2 cells and format it as Text;
- o Format A4,B4, C4, D4, E4 & F4, so that text can be written on multiple lines inside a cell;
- o When printing, line 4 will appear on top of each page;
- o When printing, column C will appear to the left of each page;
- o Automatically generate the numbers in No. column;
- o In Name/Surname column, automatically generate names as: Name1, Name2 etc.;
- o Format data in PIN column (C5:C14 domain) as text (format the domain, before inserting data!), then insert random PINs (Personal Identification Number) (you can use: http://redoxwap.freehostia.com/cnpgenerator.php);
- o Format cells Grades (D5:E14 domain) column as numbers followed by two decimals, then insert random grades from 1 to 10;
- o Format cells in F5:F14 and D15:F15 as numbers followed by one decimal;
- o Calculate the average of the grades in domain F5:F14 using a single command: =Average(D5;E5);
- o Allign data horizontally, as follows:
    - o in domains B2:E2, A4:F4, C5:C14 and B15:C15: centred;
    - o in domains A5:A14, D5:F15: to the right;
    - o in domains B5:B14: to the left.

2. Apply patterns for the cells in the title of the table and background effects for the rest of the table. Choose effects as you like, as long as it do not affect the readability of the data in the table.

3. Apply borders to the domain A4:F15.

4. In cells D15, E15 and F15 calculate using a single command the average for D, E and F columns (do that by selecting the domain D15:F15 and editing =Average(D5:D14)).

5. Set the Page Layout for the Grades sheet:
- A4, Landscape
- Margins: top 2 cm; bottom 2 cm; left 3 cm; right 2 cm
- Header 1,5 cm; Footer 1,5 cm
- Center text;
- On each page, fill in:
  - Header:
    - Left side: FEAA, Ist Year, S4;
    - Center: Your Name and Surname;
    - Right side: Your group.
  - Footer:
    - Left side: Your file location (path);
    - Center: Current page number/Total number of pages in the sheet;
    - Right side: Date/Time.

6. Download the file FormatCond.xlsx. Save the file as TempFC.xlsx and use it to study the examples presented in Course III, Conditional Formatting.

7. Now, go back to your working file. In the Grades sheet, apply conditional formatting to the domains: D5:D14, E5:E14 and F5:F14 (different style and different rule to each domain).