EXERCISES

1. Open your file (YourName.xlsx).

2. Insert three new spreadsheets: Relative, Absolute and Mixed. Color their tabs using different colors.

- In Relative, on the A1:D4 domain, insert random numbers between 100 and 200. Then remove the formula from A1:D4 and make sure you only have the values.
- Copy the values on A1:D4, in the other two spreadsheets.
- Now, go back to Relative, select the F1:H4 domain and insert the formula =A1+B1. Check the effect of the formula.
- Move on to the next spreadsheet, Absolute, select the F1:H4 domain, and insert the formula =$A$1+$B$1. Check the effect of the formula. Can you grasp the difference?
- Assuming you do ☺, switch to Mixed and perform the following:
  - on column F, add column A and D;
  - on column G, add column B and D;
  - on column H, add C and D;
  - on line 10, add line 1 and 4;
  - on line 11, add line 2 and 4;
  - on line 12, add 3 and 4.

3. Insert a new spreadsheet. Name it Vat and color its tab in pink.

- In A1 type 19%;
- Starting A5, insert the following table:

No.	Product Code	Quantity	Price per unit (VAT not included)	Price per unit (VAT included)	Value (VAT not included)	Value (VAT included)
1	Product 001	100	15	...	...	...
2	Product 002	300	17	...	...	...

- Add 30 products in the table and fill in the table as you like, using Series and Randbetween;
- Calculate the results of the columns: Price per unit (VAT included), Value (VAT not included) and Value (VAT included), using the formulas:
  - Price per unit (VAT included)= Price per unit (VAT not included)+A1* Price per unit (VAT not included)
  - Value (VAT not included)=Quantity* Price per unit (VAT not included)
  - Value (VAT included)=Quantity* Price per unit (VAT included)

- In cell B31, type Total and on line 31 calculate the total for Value (VAT included) and Value (VAT not included) columns;
- In cell B32, type Max Quantity and on cell C32, calculate the maximum quantity;
- In cell B33, type Min Quantity and on cell C33, calculate the minimum quantity;
- In cell B34, type Average and on cells C34, D34, E34, F34 and G34 calculate the average for each column.

4. Insert a new spreadsheet. Name it Status and insert the following table, starting A4 and the title: STATUS, covering cells B2, C2 & D2:

No.	Name	Grade	Status	Highest Grade
1	Name01	4	Not Passed	
2	Name02	7	Passed	
3	Name03	0		
4	Name04	5		
5	Name05	8		
6	Name06	9		Highest
7	Name07	3		
8	Name08	1		
9	Name09	6		
10	Name10	2		

- Fill in 100 records!
- In column Status, fill in Passed if Grade >4, and Not Passed if Grade is less than or equal to 4;
- In column Highest Grade, fill in Highest for the maximum grade. (Maximum does not mean 10, but the maximum between the grades in column Grade)