

EXERCISES

1. Download and open the file, **List.xlsx**.
2. Open your file (**YourName.xlsx**) and copy the spreadsheets in **List.xlsx** in your file.
3. Work on the **Results** spreadsheet; insert random grades (0-10) for **Lab Grade** and **Test Grade**.
4. Fill in the **Final Grade** column, as follows:
 - If, **Test Grade** equals to zero, fill in **Absent**;
 - Otherwise, calculate the average between the **Lab Grade** and the **Test Grade** and round it down to one decimal.
5. Fill in the **Status** column, as follows:
 - If, **Test Grade** equals to zero, fill in **Absent**;
 - Else, if **Test Grade** is greater than zero and less than 5, fill in **Not passed**;
 - Else, if **Test Grade** is equal to 5 or equal to 6, then fill in **Sufficient**;
 - Else, if **Test Grade** is equal to 7 or equal to 8, then fill in **Good**;
 - Else, fill in **Very Good**.
6. Fill in the domain **K12:U12**, by counting the number of grades.
7. Switch to the **Sales** spreadsheet:
 - Fill in the **Price** column using random numbers starting 20 to 80;
 - Fill in the **Quantity** column using random numbers starting 100 to 200;
 - Fill in the **Value** column by multiplying the **Quantity** with the **Price**;
 - Fill in **L1** and **L2** cells by using a summing-up formula.
8. Switch to **PIN** spreadsheet:
 - Fill in the **No.** and **Name** (**Name 001**, **Name 002**, **Name 003...**) columns;
 - Fill in **Day** and **Month** columns using **MID** formula over the data in **PIN** column;
 - Fill in the **DayMonth** column using **CONCATENATE** formula;
 - Fill in the **Gender** column: if **PIN**'s first character is 1, fill in **M**, otherwise, fill in **F**;
 - Fill in the **Birth Date** column;
 - Calculate the **Age** (Hint: **YEAR(...)** – 1900);
 - Fill in the values in the **N1:N6** domain.

Don't forget to save your work!