

European Computer Driving Licence

Sample Test

Spreadsheet Software

This is a mock test. Work through each of the questions and do as much of the test as you can.

There are 31 questions in the test. You have 40 minutes to complete them

Leave questions that you can't do.

1. Open the spreadsheet application.

Open the file called **golf.xlsx**.

Save this file using the new filename **budget.xlsx**.

2. Continue using the new file **budget.xlsx**.

Find the **costings** worksheet.

Zoom the display to **100%**.

3. Find column **A**.

Widen this column so you can see **ALL** the data.

4. Find the cell range **A15:A18**.

Format this range with a fill colour of your choice.

5. There is an error in the data.

Change the number in cell **D8** to **600**.

6. There is some missing data.

Enter **1600** in cell **D11**.

Save your spreadsheet keeping the same filename **budget.xlsx**.

7. Continue using the **costings** worksheet.

Find cell **D13**.

Enter a function to calculate the sum of the cell range **D7:D11**.

8. Find cell **F7**.
Correct this formula with an absolute cell reference for one cell **ONLY** to allow accurate copying.
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9. Continue using cell **F7**.
Copy this formula to the cell range **F8:F11**. If necessary re-enter the formula in each cell so that it works.
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10. Find the cell range **F7:F11**.
Format the range as a percentage with **2** decimal places.
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11. Which of the two cells **E7 OR E8** displays good practice in summing a cell range?
Enter your answer, **E7 OR E8** in cell **B23**.
Save your spreadsheet keeping the same filename **budget.xlsx**.
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12. Continue using the **costings** worksheet.
Find cell **B15**.
Enter a formula to subtract cell **B13** from cell **B3**.
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13. Find cell **B16**.
Enter a function to show the maximum cost from cell range **B7:B11**.
-
14. Find cell **B17**.
Enter a function to show the minimum cost from cell range **B7:B11**.
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15. Find cell **B18**.
Enter a function to show the average from the cell range **B7:B11**.
-
16. Find cell **B21**.
Enter a function that will:
- display the text **Yes** if the number in cell **B15** is less than zero and
 - display the text **No** if it is **NOT**.
- Save your spreadsheet keeping the same filename **budget.xlsx**.
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17. Continue using the **costings** worksheet.
Find the cell range **B3:E13**.
Format the range as **£** currency.

18. Find the **donations** worksheet.
Find the cell range **A2:C135**.
Sort this range by **Amount** in smallest to largest order.

19. Open the footer area
Insert an automatic field that shows the worksheet name in the right section of the footer of the **donations** worksheet.

20. Freeze row **1** of the **donations** worksheet.
Save your spreadsheet keeping the same filename **budget.xlsx**.

21. Find the **Sheet 3** worksheet.
Rename this worksheet as **ages**.

22. Merge and centre the title **Age Profile** across the cell range **A1:D1**.
Save your spreadsheet keeping the same filename **budget.xlsx**.

23. Find the chart starting at cell **D12**.
Change the fill colour of the columns in the chart to a colour of your choice.

24. Add value data labels to the chart.
Save your spreadsheet keeping the same filename **budget.xlsx**.

25. Find the **funding** worksheet.
Create a column chart from the cell range **A2:B6**.
Accept the default chart settings.

26. Open the header area.
Enter your own name into the left section of the header of the **funding** worksheet.

27. Print one copy of the **funding** worksheet **ONLY**.
Save your spreadsheet keeping the same filename **budget.xlsx**.
Hand your printout to your assessor at the end of the test.
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28. Open the file called **members.xlsx**.
Find the **new members** worksheet.
Change both the top and bottom margins to **2.5**.
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29. Find cell **B42**.
Enter a function to count the new member names in the cell range **A4:A40**.
Save and close your spreadsheet keeping the same filename **members.xlsx**.
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30. Save your spreadsheet keeping the same filename **members.xlsx**.
Close **ALL** files and the spreadsheet application.
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31. E-mail your assessor your finished copies of the files:
- budget.xlsx
 - members.xlsx
- Use a suitable **subject line** for your e-mail and include a **suitable message** in the body of your e-mail.
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This is the end of the test

Use any time remaining to find out how to answer the questions you could not do