

Practical Work N°1: EXCEL

Exercise 1:

1. Open a new workbook and save the file with the name “TP 1”.
2. Rename the worksheet as exercise 1.
3. Create the following table
4. Enter the labels and values in the exact cells locations
5. Apply borders, gridlines and shading to the table as desired
6. Save your work

	A	B	C	D	E	F
1						
2			Points (test 1)	points (test 2)	points (test 3)	
3		Lucie L.	45	36	39	
4		Stéphanie S.	36	57	47	
5		Camille C.	28	37	31	
6		Marjorie M.	41	39	27	
7		Virginie V.	51	36	44	
8		Mélanie M.	29	33	35	
9		Sophie S.	32	36	41	
10						
11						

Exercise 2: In a new worksheet, do the following:

- Select the grey cells, then use the mouse to create series of:
 1. Months from “January” to “December”
 2. Numbers from “10” to “20”
 3. Numbers from “10” to “110” by 10
 4. Rooms from “room 1” to “room 10”

	A	B	C	D	E	F	G
1							
2							
3	Months		sequence 1		sequence 2		sequence 3
4	January		10		10		Room 1
5			11		20		
6							
7							
8							

You will get as result the following tables:

	A	B	C	D	E	F	G	H
1								
2								
3	Months		sequence 1		sequence 2		sequence 3	
4	January		10		10		Room 1	
5	February		11		20		Room 2	
6	March		12		30		Room 3	
7	April		13		40		Room 4	
8	May		14		50		Room 5	
9	June		15		60		Room 6	
10	July		16		70		Room 7	
11	August		17		80		Room 8	
12	September		18		90		Room 9	
13	October		19		100		Room 10	
14	November		20		110			
15	December							
16								
17								
18								

Exercise 3: In a new worksheet, write the appropriate formulas for the following operations using the signs (+, -, * and /) on the numeric keypad

	A	B	C	D	E	F	G	H	I
1									
2		Addition		subtraction		multiplication		division	
3	Number 1	154		542		100		200	
4	Number 2	23		32		2		4	
5	Result								
6									
7									