

EXAMINATION QUESTION PAPER
AUGUST EXAMINATION
DATE: 05 August 2013

INSTRUCTIONS TO CANDIDATE

- Answer all the question
 - Write neat and number your questions correctly
 - Write your name, subjects name and date on your answer sheet
 - This paper consists of two questions, Section – A Theory and Section – B Practical
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SECTION A - THEORY

QUESTION 1

Define the following

- a) Microsoft Office Excel
- b) Cell Reference
- c) Worksheet
- d) Formula
- e) Mixed Addresses

(10)

QUESTION 2

- a) In Microsoft Excel you can select non-contiguous areas of a worksheet, explain the process of selecting non-contiguous areas on a worksheet (6)
- b) You can also edit a cell incase you want to type or delete some text. Describe two ways of editing a cell (6)
- c) State two advantages and disadvantages in Microsoft Excel (6)
- d) The Formula =B2+A3 is located in cell B3. If this was copied and pasted in to cell D4 resulting formula would be? (2)
- e) State why automatic calculation is useful in Microsoft Excel (2)
- f) **Differentiate between** (10)
Label and Value
Absolute and relative cell addressing (give examples)
- g) You can determine what your chart displays by choosing a layout. Explain the process of applying a chart layout (4)
- h) When you apply a layout, Excel may create areas where you can insert labels. In your own words state why it is important to label your chart in Microsoft Excel (4)

**MICROSOFT EXCEL
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SECTION B – PRACTICAL

GRADE BOOK

1. Center and merge **Professor's Grade Book** across cells A1 through J1. Change its font size to 16 and font color to dark blue. Change the background color of the cell containing **Professors's Grade Book** to yellow and change the height of row 1 to 25.
 2. Adjust column widths and use functions when necessary. Enter formulas to fill in cells according to the following:
-

Semester average is in cell I4: If the student's homework is **OK** then the semester average is the test average plus the homework bonus in cell H16, otherwise, the semester average is just the test average. For example, John Adam's semester average is 80.8

3. **Class Average** is in cell C16: The class average of test 1
Highest Grade is in cell C17: The highest grade amongst all students for test1
Lowest Grade is in Cell C18: The lowest grade amongst all students for test 1
4. Copy the formulas in cells C16:C18 to the 3 columns to the right of column C, columns D to F.
5. Format the class averages and semester averages to 2 decimal places.
6. Insert a row between rows 9 to 10 and type in your name as the student in this new row.

Type **123 – 45- 6789** as the student ID. Enter **grades 80, 70, 100, 90** for tests 1 through 4 and **OK** for the homework. Copy (if needed) the appropriate formulas into test **Average, Semester Average**
7. **Save** this on the desktop as your name and surname