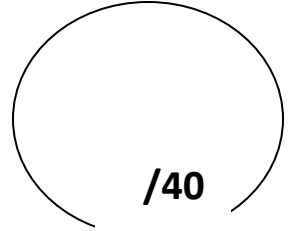


MRK264

Old test used in 2014
Provided as a sample for 2015 students



EXCEL TEST PRACTICAL

Name: _____ (please print)

Student Number: _____

TOTAL TEST TIME: 1 hour, 30 minutes

Exam Instructions

- Only one copy of Excel is allowed
- Only one workbook is allowed called **Excel Test by Your Name** (replace Your Name with Your Real Name)
- Do not open any other files/worksheets on your laptop or any other resources including handouts provided in class
- Do not connect to the Internet using a browser unless advised to or Blackboard IM
- Do not run other applications such as the calculator
- NO CELL PHONES allowed!
- REMEMBER TO SAVE YOUR WORK REGULARLY

Instructions:

Open Excel and start a new workbook. Save the file using the filename “**Excel Test by Your Name**” (replace “Your Name” with your real name). Perform the following tasks listed below.

- In Sheet 1, put your full name in cell A1, and in cell A2 enter the date as a function that will always show the current date (e.g. if the worksheet is opened tomorrow, it will show tomorrow’s date).
(2 marks)
- In cell A6 enter the text “Movie Theatre Attendance” and continue entering column and row labels, and data as shown below. Format the cells any way you like (do NOT copy the formatting in the chart below) but you must incorporate the following formatting elements:
 - Borders around cells (any style of border line is acceptable)
 - Bolding of text
 - Fill colour of cells
 - Different text colour
 - Centering of text within cells**(6 marks)**

Movie Theatre Attendance				
for the dates: 1/1/2013 to 12/31/2013				
Monthly Attendance Goal:		20000		
Month	Silver City	Upper Canada	IMAX	Monthly Total
Jan	248	321	0	
Feb	195	425	8	
Mar	617	921	0	
Apr	1,022	2,877	0	
May	14,861	5,211	0	
Jun	28,288	39,994	1,012	
Jul	55,691	19,218	2,288	
Aug	35,244	21,044	911	
Sep	19,488	9,218	0	
Oct	9,091	1,401	0	
Nov	4,204	725	0	
Dec	112	318	0	
Total				

- Insert a blank row at row 21 (there should be a blank row immediately above the Total row)
(1 mark)

- Insert an appropriate function in the Monthly Total column that will calculate the monthly totals for each month and copy down the rest of the column. **(1 mark)**
- Enter an appropriate function for the Total row which will show the park attendance totals for each section of the park (ie. the totals for Exit Glacier, Visitor Centre, and Others) and the total attendance for the entire park. **(1 mark)**
- Pick an appropriate location (either next to your table or below it) and enter the text “Average Exit Glacier Attendance” and in the adjacent cell enter an appropriate function that will show the average attendance numbers for the Exit Glacier section of the park. **(2 marks)**
- Pick an appropriate location (either next to your table or below it) and enter the text “Maximum Attendance” and in the adjacent cell enter an appropriate function that will determine the highest attendance number overall (ie. for all months for all sections of the park). **(2 marks)**
- Rename the sheet tab to **Monthly Visits**. **(1 mark)**
- Pick an appropriate location below your table and enter the text “Monthly Trend” and in the adjacent cell create a line sparkline for the Visitor Centre attendance values. **(2 marks)**
- Format all appropriate values in the table to the Number format with a comma and no decimal places. **(2 marks)**
- Create a new column to the right of the Monthly Total column and label the column “% of Monthly Goal”. Create an appropriate formula that will calculate what January’s total attendance numbers are as a percentage of the park’s Monthly Attendance Goal. Copy down the rest of the column being sure to use relative and absolute cell referencing where appropriate. **(2 marks)**
- Format the “% of Monthly Goal” column you just created to percentage and 2 decimals. **(1 mark)**
- Create a new column to the right of the % of Monthly Goal column you just created earlier and label the column “Close Park”. Enter an appropriate function that will enter the word “Yes” if the Monthly Total of visitors is less than 1500 for the month, otherwise, it should be blank. **(4 marks)**
- Wrap the text in the following cells: B8:F8 and resize all columns and rows to an appropriate width in order to see all of the information using the wrap text feature. **(2 marks)**
- Create a “3-D Clustered Column” Chart ~ displaying the attendance numbers for the Visitor Centre for each month. **(2 marks)**
- Change the orientation of the worksheet to landscape. **(1 mark)**
- Insert a custom header that has your full name in the left section and current date in the right section. **(2 marks)**
- Add an additional worksheet (Sheet 2). Rename the sheet tab to “Chart” **(1 mark)**
- Move the clustered column chart you created earlier to the Chart worksheet you just added and position it in the range C5:H20. **(2 marks)**

- Create (or revise) the chart title to say “Visitor Centre Attendance by Your Name”, whereby you add your name to the title. **(1 mark)**
- Add primary major vertical gridlines to the chart. **(1 mark)**
- Add a primary vertical axis title to the chart that says “# of People” **(1 mark)**

Save the workbook and close Excel.

Submission of Excel Test:

- Close the workbook and close Excel
- **Log into Blackboard and upload your test file using the Assignment link has been provided entitled “Excel Test 1”.**
- Do NOT log off your computer! Check Blackboard to ensure that you can view your submitted file!!

Return this test paper to the instructor (with your name on the paper) and please leave quietly. Thank you!