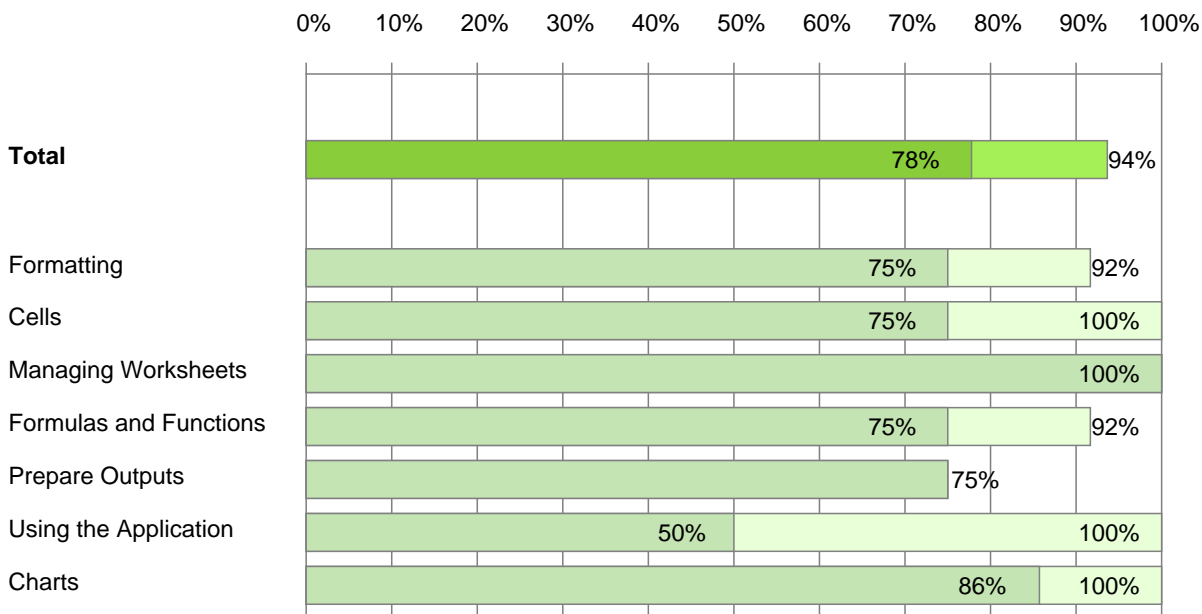


Adaptive Training Comparative Report



Name: John Doe
Date of birth: 16.12.1983
Test: Spreadsheets Adaptive Training
Date: 15.02.2019



Task	Skills before	Skills now
Open the file tables.xlsx in P:\Sophia_Test\ .	correct	correct
Change the font of the entire worksheet sales to Calibri.	correct	correct
Worksheet sales : Format the contents of the rows 25:32 with font size 12 pt.	incorrect	correct
Worksheet sales : In cell A1 complete the heading to ...offices in Europe In cell B3 correct the sales increase to: 3%	correct	correct
Worksheet sales : Enter today's date in cell B4. (do not use a function.)	incorrect	correct
Worksheet sales : Merge the cells A1 to F1 and apply the format horizontally centered to the heading.	correct	correct
Worksheet sales : In row 6 align all cell contents centred between the top and bottom margin.	correct	correct
Worksheet sales : Insert a new column between columns D and E (between Basel and Salzburg).	correct	correct
Worksheet sales : Change the row height of row 22 to the value 36 (48 pixel).	correct	correct
Worksheet sales : Move the cell range A23:C32 so that Sales distribution is positioned in cell C23.	correct	correct
Worksheet sales : Format the numbers in the cell range B7:F18 with thousands separators and without decimal places.	incorrect	incorrect
Worksheet sales : Format the value in B21 in percentage with one decimal place.	correct	correct
Worksheet sales : In cell B19 use a function to calculate the sum of the cell range B7:B18.	correct	correct

Task	Skills before	Skills now
Worksheet sales : In cell C26 calculate the sales share of the Vienna branch office using the formula: B26 divided by B31. Insert the cell reference so that you can copy down the formula. Copy the formula down to cell C30. (Do NOT change the assigned percentage formula.)	correct	correct
Worksheet sales : In cell B32 use a function to calculate the average value for the cell range B26 to B30.	incorrect	incorrect
Worksheet sales : Prepare to print. In the footer, on the left side insert a field for the file name. In the footer, on the right side insert a field for today's date. (Do not print!)	correct	correct
Add a new worksheet to the workbook. Name the new worksheet project . Move the worksheet so that it becomes the first worksheet of the workbook.	correct	correct
Delete the worksheet development .	correct	correct
Worksheet price : Insert a line break in cell D8.	incorrect	correct
Worksheet price : Enter a formula in cell F6 that multiplies F5 by E6 to calculate the trade margin.	correct	correct
Worksheet price : In cell B14 calculate the difference between the sales price and purchase price.	correct	correct
Worksheet price : Delete the contents of the cells B19 and B20.	correct	correct
Worksheet price : Change the page margins to the following values: margin top: 4 cm; margin left: 3 cm	correct	correct
Worksheet staff : Freeze the rows 1 to 3 so that the headings are always visible - even where you scroll down the long list.	correct	correct
Worksheet staff : Sort the list by salary in descending order.	incorrect	correct
Worksheet staff : Prepare to print. Apply a setting to ensure that the headings of row 3 are printed on every page when you print. (Do not print!)	incorrect	incorrect
Worksheet staff : Prepare to print: Apply settings to ensure that the gridlines are also printed when you print. (Do not print!)	correct	correct
Worksheet staff : In cell G3 enter bonus . In cell G4 enter a function to do the following: where the number in cell F4 is smaller than 2500 the number 100 is displayed, otherwise the text no is displayed. Copy this function to the cell range G5:G100.	correct	correct
Save the tables file as diagnostic_test.xlsx in P:\Sophia_Test\ Close the file.	correct	correct
Open the file cinema_center.xlsx in P:\Sophia_Test\ Worksheet ticket_sale : Copy the sum function of cell E7 down to E13.	correct	correct
Worksheet ticket_sale : Format the cell range A14:D14 with a bottom double border.	correct	correct

Task	Skills before	Skills now
Worksheet ticket_sale : Change the orientation of the sheet to portrait.	correct	correct
Worksheet ticket_sale : Create a column chart of the cell range A6:D13. Accept the default settings. Add the following chart title to the chart: Revenues . Place the chart as an object in the worksheet ticket_sale approximately starting at cell A16.	correct	correct
Worksheet visitor_number : Remove the bold format from cells C10 and E8.	correct	correct
Worksheet visitor_number : Format the cell range A7:A13 in a background colour of your choice, e.g. light blue.	correct	correct
Worksheet visitor_number : Use a function in cell F16 to calculate the smallest value of the cell range F7:F13.	correct	correct
Worksheet visitor_number : Use a function in cell F17 to calculate the highest value of the cell range F7:F13.	correct	correct
Worksheet visitor_number : In the header insert your name in the middle.	correct	correct
Worksheet visitor_number : In the bar chart change the font size of the label of the horizontal value axis to 10 pt.	incorrect	correct
Worksheet visitor_number : In the bar chart change the colour of the bars to any other colour of your choice, e.g. red.	correct	correct
Worksheet visitor_number : Delete the bar chart.	correct	correct
Worksheet day_chart : Add percentages as data labels in the pie chart. (The values must not show.)	correct	correct
Worksheet day_chart : Change the chart type to column chart.	correct	correct
Worksheet comparison : In cell B9 change the formula so that it reflects good practice in creating formulas.	correct	correct
Worksheet comparison : In cell C15 #value! is displayed. Correct the cell contents that have led to this error message.	correct	correct
Worksheet comparison : Copy the heading of cell A1 to the worksheet year into cell A1.	correct	correct
Worksheet year : Extend the calendar week date view to calendar week 52 .	correct	correct
Worksheet year : Correct the function in cell B5.	incorrect	correct
Worksheet year : In cell B6 use a function to calculate the number of values entered in the cell range B9:B60.	correct	correct
Worksheet staff : Change the widths of columns A to F to fit the contents.	correct	correct
Worksheet staff : Copy the format of cell A3 to the cells B3:E3.	correct	correct
Worksheet staff : In cell G3 enter: salary rounded Enter a function in cell G4 which rounds the contents of cell F4 to 0 decimal places. Copy this function down to G100.	incorrect	correct

Task	Skills before	Skills now
Worksheet staff : Search for the last name containing Jones . Correct the first name of this person to Jennifer .	incorrect	correct
Worksheet staff : In column C replace the entries n with m .	correct	correct
Worksheet staff : Prepare to print: Apply settings to ensure that during printing the width is automatically reduced to A4 pages if necessary. Do not set any restrictions to the height. (Do not print!)	incorrect	incorrect
Worksheet week17 : Format the numbers in the cell range C5:C14 using a currency symbol, thousands separators and two decimal places.	correct	correct
Worksheet week17 : Create a copy of the worksheet week17 , e.g. at the end of the workbook. Save and close the file.	correct	correct
Change the zoom mode of the worksheet template to 100%. Save the file as Excel template called offer.xlsx in P:\Sophia_Test\ . Close the template.	incorrect	correct
Create a new workbook. Save the workbook as timetable.xlsx in P:\Sophia_Test\ . Close the file.	correct	correct