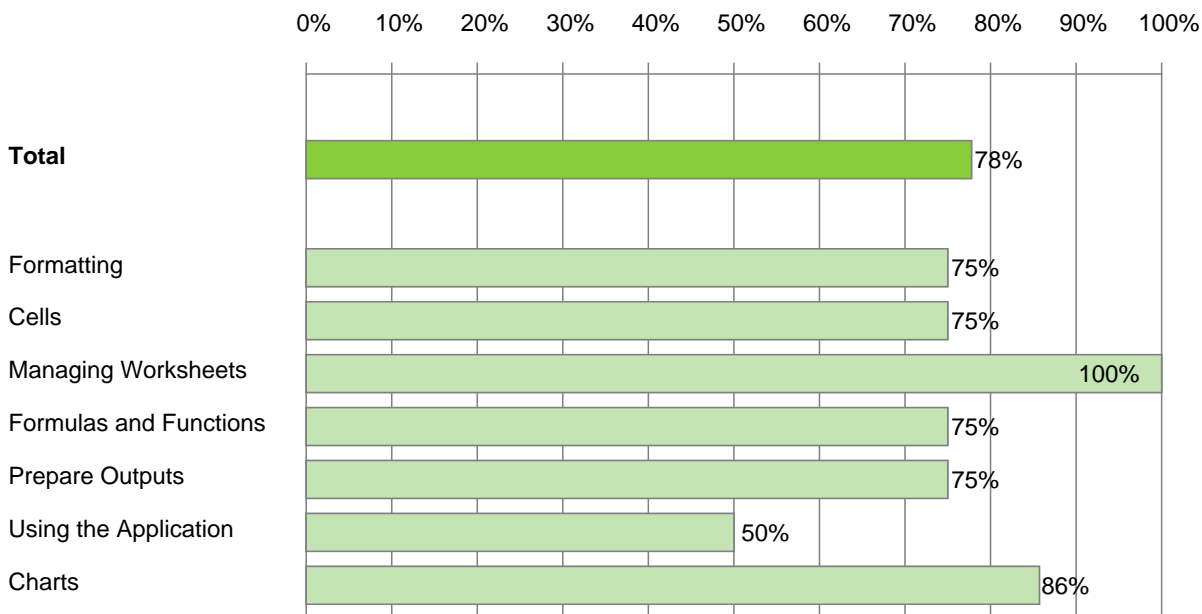


Adaptive Training (Skills before)



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



Question	Suggested solution	Answer
Open the file tables.xlsx in P:\Sophia_Test\ . Change the font of the entire worksheet sales to Calibri.	Tab File , Command Open Click Browse In Navigation pane select folder P:\Sophia_Test\ In Contents window Double-click tables.xlsx Activate worksheet sales Shortcut Ctrl + A Tab Home , Group Font , Dropdown Font , select Calibri	correct
Worksheet sales : Format the contents of the rows 25:32 with font size 12 pt.	Activate worksheet sales Select rows 25 to 32 Tab Home , Group Font Dropdown Font Size , select 12	incorrect
Worksheet sales : In cell A1 complete the heading to ...offices in Europe In cell B3 correct the sales increase to: 3%	Activate worksheet sales Select cell A1, Function key F2 Edit text, press Enter Select cell B3 Enter 3, press Enter	correct
Worksheet sales : Enter today's date in cell B4. (do not use a function.)	Activate worksheet sales Select cell B4 Enter date, press Enter	incorrect
Worksheet sales : Merge the cells A1 to F1 and apply the format horizontally centered to the heading.	Activate worksheet sales Select cells A1 to F1 Tab Home , Group Alignment , Button Merge & Center	correct

Question	Skills before	Answer
Worksheet sales : In row 6 align all cell contents centred between the top and bottom margin.	Activate worksheet sales Select row 6 Tab Home , Group Alignment , Button Middle Align	correct
Worksheet sales : Insert a new column between columns D and E (between Basel and Salzburg).	Activate worksheet sales Select column E Right-click on the selection Context menu Command Insert	correct
Worksheet sales : Change the row height of row 22 to the value 36 (48 pixel).	Activate worksheet sales Select row 22 Right-click on the selection Context menu Command Row Height... Enter 36, OK	correct
Worksheet sales : Move the cell range A23:C32 so that Sales distribution is positioned in cell C23.	Activate worksheet sales Select cells A23 to C32 Shortcut Ctrl + X Select cell C23 Shortcut Ctrl + V	correct
Worksheet sales : Format the numbers in the cell range B7:F18 with thousands separators and without decimal places.	Activate worksheet sales Select B7 to F18 Right-click in selection Context menu Command Format Cells... Tab Number , Category Number , Decimal places 0 Activate Check box Use 1000 Separator , OK	incorrect
Worksheet sales : Format the value in B21 in percentage with one decimal place.	Activate worksheet sales Select cell B21 Tab Home , Group Number , Button Percent Style Tab Home , Group Number , Button Increase Decimal	correct
Worksheet sales : In cell B19 use a function to calculate the sum of the cell range B7:B18.	Activate worksheet sales Select cell B19 Tab Home , Group Editing , Button AutoSum , press Enter	correct
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.)	Activate worksheet sales Select cell C26 Enter =, Click cell B26, enter / Click cell B31, Function key F4 , press Enter Select cell C26 Move mouse pointer on the fill handle (bottom right corner of selection) Drag to cell C30	correct
Worksheet sales : In cell B32 use a function to calculate the average value for the cell range B26 to B30.	Activate worksheet sales Select cell B32 Tab Home , Group Editing , Dropdown AutoSum Command Average , select cells B26 to B30, press Enter	incorrect

Question	Skills before	Answer
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!)	Activate worksheet sales Tab Insert , Group Text , Button Header & Footer Click in left section of footer Tab Design , Group Header & Footer Elements , Button File Name Click in right section of footer Tab Design , Group Header & Footer Elements , Button Current Date	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.	Click on worksheet tab to the right of worksheet tab staff New Sheet Double-click new worksheet tab Enter project, press Enter Mouse pointer on worksheet tab project Drag tab to first position (before worksheet tab sales)	correct
Delete the worksheet development .	Right-click on worksheet tab development Context menu Command Delete , Button Delete	correct
Worksheet price : Insert a line break in cell D8.	Activate worksheet price Select cell D8 Tab Home , Group Alignment , Button Wrap Text	incorrect
Worksheet price : Enter a formula in cell F6 that multiplies F5 by E6 to calculate the trade margin.	Activate worksheet price Select cell F6 Enter =, Click cell F5, enter * Click cell E6, press Enter	correct
Worksheet price : In cell B14 calculate the difference between the sales price and purchase price.	Activate worksheet price Select cell B14 Enter =, Click cell B13, enter - Click cell B12, press Enter	correct
Worksheet price : Delete the contents of the cells B19 and B20.	Activate worksheet price Select cells B19 and B20 Key Del	correct
Worksheet price : Change the page margins to the following values: margin top: 4 cm; margin left: 3 cm	Activate worksheet price Tab Page Layout , Group Page Setup Button Margins , Command Custom Margins... Tab Margins , in box Top : enter 4, in box Left : enter 3, OK	correct
Worksheet staff : Freeze the rows 1 to 3 so that the headings are always visible - even where you scroll down the long list.	Activate worksheet staff Select cell A4 Tab View , Group Window , Button Freeze Panes , Command Freeze Panes	correct
Worksheet staff : Sort the list by salary in descending order.	Activate worksheet staff Select cell F3 Tab Data , Group Sort & Filter , Button Sort Z to A	incorrect

Question	Skills before	Answer
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!)	Activate worksheet staff Tab Page Layout , Group Page Setup , Button Print Titles Click in box Rows to repeat at top : Click row 3, OK	incorrect
Worksheet staff : Prepare to print: Apply settings to ensure that the gridlines are also printed when you print. (Do not print!)	Activate worksheet staff Tab Page Layout , Group Sheet Options Tick the check box Gridlines, Print	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.	Activate worksheet staff Select cell G3 Enter bonus, press Enter Select cell G4 Click Insert Function in Formula Bar Select a Category : Logical, Select a Function : IF, OK In box logical_test F4<2500 In box value_if_true 100 In box value_if_false "no", OK Select cell G4 Double-click on fill handle (bottom right corner of selection)	correct
Save the tables file as diagnostic_test.xlsx in P:\Sophia_Test\ . Close the file.	Tab File , Command Save as Click Browse In Navigation pane select folder P:\Sophia_Test\ Button Save Tab File , Command Close	correct
Open the file cinema_center.xlsx in P:\Sophia_Test\ . Worksheet ticket_sale : Copy the sum function of cell E7 down to E13.	Tab File , Command Open Click Browse In Navigation pane select folder P:\Sophia_Test\ In Contents window Double-click cinema_center.xlsx Activate worksheet ticket_sale Select cell E7 Double-click on fill handle (bottom right corner of selection)	correct
Worksheet ticket_sale : Format the cell range A14:D14 with a bottom double border.	Activate worksheet ticket_sale Select cells A14 to D14 Tab Home , Group Font , Dropdown Border , Command Bottom Double Border	correct
Worksheet ticket_sale : Change the orientation of the sheet to portrait.	Activate worksheet ticket_sale Tab Page Layout , Group Page Setup Button Orientation , Command Portrait	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.	Activate worksheet ticket_sale Select cells A6 to D13 Tab Insert , Group Charts , Button Column Chart , select any sub type Click chart title Enter Revenues , press Enter Move mouse pointer on Chart Area, drag until top left chart corner is in cell A16	correct
Worksheet visitor_number : Remove the bold format from cells C10 and E8.	Activate worksheet visitor_number Select cell E8, hold Ctrl -key, Click cell C10 Tab Home , Group Font , Button Bold	correct

Question	Skills before	Answer
Worksheet visitor_number : Format the cell range A7:A13 in a background colour of your choice, e.g. light blue.	Activate worksheet visitor_number Select cells A7 to A13 Tab Home , Group Font , Dropdown Fill Color , select any color	correct
Worksheet visitor_number : Use a function in cell F16 to calculate the smallest value of the cell range F7:F13.	Activate worksheet visitor_number Select cell F16 Tab Home , Group Editing , Dropdown AutoSum Command Min , select cells F7 to F13, press Enter	correct
Worksheet visitor_number : Use a function in cell F17 to calculate the highest value of the cell range F7:F13.	Activate worksheet visitor_number Select cell F17 Tab Home , Group Editing , Dropdown AutoSum Command Max , select cells F7 to F13, press Enter	correct
Worksheet visitor_number : In the header insert your name in the middle.	Activate worksheet visitor_number Tab Insert , Group Text , Button Header & Footer Click in middle section of header Enter first and second name	correct
Worksheet visitor_number : In the bar chart change the font size of the label of the horizontal value axis to 10 pt.	Activate worksheet visitor_number Click horizontal axis (select axis) Tab Home , Group Font Dropdown Font Size , select 10	incorrect
Worksheet visitor_number : In the bar chart change the colour of the bars to any other colour of your choice, e.g. red.	Activate worksheet visitor_number Click chart bar (select data series) Tab Home , Group Font , Dropdown Fill Color , select any color	correct
Worksheet visitor_number : Delete the bar chart.	Activate worksheet visitor_number Click chart area (select chart) Key Del	correct
Worksheet day_chart : Add percentages as data labels in the pie chart. (The values must not show.)	Activate worksheet day_chart Right-click on pie chart Context menu Command Add Data Labels , Command Add Data Labels Right-click on pie chart Context menu Command Format Data Labels... Label Contains , deactivate check box Values Label Contains , activate check box Percentage , Close	correct
Worksheet day_chart : Change the chart type to column chart.	Activate worksheet day_chart Click chart area (select chart) Tab Design , Group Type , Button Change Chart Type Select any sub type of chart type column, OK	correct
Worksheet comparison : In cell B9 change the formula so that it reflects good practice in creating formulas.	Activate worksheet comparison Select cell B9, Function key F2 Delete 2189 , Click cell B6, press Enter	correct

Question	Skills before	Answer
Worksheet comparison : In cell C15 #value! is displayed. Correct the cell contents that have led to this error message.	Activate worksheet comparison Select cell B15 Enter 2300 , press Enter	correct
Worksheet comparison : Copy the heading of cell A1 to the worksheet year into cell A1.	Activate worksheet comparison Select cell A1 Shortcut Ctrl + C Activate worksheet year, select cell A1 Shortcut Ctrl + V	correct
Worksheet year : Extend the calendar week date view to calendar week 52 .	Activate worksheet year Select cell A23 Tab Home , Group Editing , Button Fill , Command Series... Activate Series in Columns , activate Type Linear Step value: 1, Stop value: 52, OK	correct
Worksheet year : Correct the function in cell B5.	Activate worksheet year Select cell B5, Function key F2 Delete to , enter : , press Enter	incorrect
Worksheet year : In cell B6 use a function to calculate the number of values entered in the cell range B9:B60.	Activate worksheet year Select cell B6 Tab Home , Group Editing , Dropdown AutoSum Command Count Numbers , select cells B9 to B60, press Enter	correct
Worksheet staff : Change the widths of columns A to F to fit the contents.	Activate worksheet staff Select columns A to F Tab Home , Group cells Button Format , Command AutoFit Column Width	correct
Worksheet staff : Copy the format of cell A3 to the cells B3:E3.	Activate worksheet staff Select cell A3 Tab Home , Group Clipboard , Button Format Painter Select cells B3 to E3	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.	Activate worksheet staff Select cell G3, enter salary rounded , press Enter Select cell G4 Click Insert Function in Formula Bar Select a Category: Math & Trig, Select a Function: ROUND, OK In box number F4 In box num_digits 0, OK Select cell G4 Double-click on fill handle (bottom right corner of selection)	incorrect
Worksheet staff : Search for the last name containing Jones . Correct the first name of this person to Jennifer .	Activate worksheet staff Tab Home , Group Editing Button Find & Select , Command Find... In box Find what: enter Jones Button Find Next, Close Select cell to the right of Smith-Jones Enter Jennifer , press Enter	incorrect

Question	Skills before	Answer
Worksheet staff : In column C replace the entries n with m .	Activate worksheet staff Select column C Tab Home , Group Editing Button Find & Select , Command Replace... In box Find what : enter n In box Replace with : enter m Button Replace All Dialog replacement completed OK , Close	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!)	Activate worksheet staff Tab Page Layout , Group Scale to Fit Dropdown Width :, select 1 page	incorrect
Worksheet week17 : Format the numbers in the cell range C5:C14 using a currency symbol, thousands separators and two decimal places.	Activate worksheet week17 Select cells C5 to C14 Tab Home , Group Number Dropdown Number Format , Command Currency	correct
Worksheet week17 : Create a copy of the worksheet week17 , e.g. at the end of the workbook. Save and close the file.	Right-click worksheet tab week17 Context menu Command Move or Copy... Activate check box Create a Copy , OK Tab File , Command Save Tab File , Command Close	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.	Tab Home , Group Zoom , Button 100 % Tab File , Command Save As Click Browse In box File name : enter offer From list Save as type : select Excel Template (*.xltx) In Navigation pane select folder P:\Sophia_Test\ Button Save Tab File , Command Close	incorrect
Create a new workbook. Save the workbook as timetable.xlsx in P:\Sophia_Test! . Close the file.	Tab File , Command New , Click Blank workbook Tab File , Command Save Click Browse In box File name : enter timetable In Navigation pane select folder P:\Sophia_Test\ Button Save Tab File , Command Close	correct