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## **Basic Computer Skills Mastery: Spreadsheets (Actual Assessment)**

### **Skills**

- Auto-fill dates
- Adjust column widths and row heights
- Create formula for total
- Create formula for average
- Auto-fill formulas
- Format cells for number type
- Move the decimal point in a number
- Create and format a pie graph with an explode section
- Create and format a bar graph

**Directions:** Open a new Excel spreadsheet and enter the following data. Use auto fill-in to enter the last four dates. Adjust column widths so that the entire headings show.

<b>Date</b>	<b>Tech Stocks</b>	<b>Industrial Stocks</b>	<b>Service Stocks</b>	<b>TOTAL VALUE</b>	<b>% of Tech</b>
6-Jun	111	287	98		
7-Jun	125	256	100		
8-Jun	125	265	94		
9-Jun	121	277	93		
10-Jun	133	230	91		

### **Average**

1. Create an average tech stock value formula in cell B7.
2. Auto-fill that formula for the industrial and service stocks.
3. Create a sum formula for the total value of the stocks in cell E2.
4. Auto-fill that formula for the other four days.
5. Format columns B through E to show the dollar (\$) sign.
6. Format the same columns now so that the figures are rounded to the nearest dollar. (ex. \$280 instead of \$280.00)
7. Write a formula in cell F2 that shows tech as a percent of total (tech/total).
8. Auto-fill that formula for the other four days.
9. Format column F so that it shows as a percentage.
10. Create a bar or column graph showing the tech stock value over the five days. Be sure to include a title and axes labels.
11. Create a pie graph showing tech, industrial and service stock values for June 9th. Explode the slice for industrial stocks. Be sure to include a title and legend.

Your final products should look like (or similar to) the data and charts below. *E-Mail your final document as an attachment to [steve.jarrett@cesu.k12.vt.us](mailto:steve.jarrett@cesu.k12.vt.us).*

Date	Tech Stocks	Industrial Stocks	Service Stocks	TOTAL VALUE	% of Tech
6-Jun	\$ 111	\$ 287	\$ 98	\$ 496	22%
7-Jun	\$ 125	\$ 256	\$ 100	\$ 481	26%
8-Jun	\$ 125	\$ 265	\$ 94	\$ 484	26%
9-Jun	\$ 121	\$ 277	\$ 93	\$ 491	25%
10-Jun	\$ 133	\$ 230	\$ 91	\$ 454	29%
<b>Average</b>	<b>\$ 123</b>	<b>\$ 263</b>	<b>\$ 95</b>	<b>\$ 481</b>	<b>26%</b>

