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## **Basic Computer Skills Mastery: Spreadsheets (Practice 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 three dates. Adjust column widths so that the entire headings show.

<b>Date</b>	<b>Food Sales</b>	<b>Gas Sales</b>	<b>Other Sales</b>	<b>TOTAL</b>	<b>% of Gas</b>
4-Apr	350	450	125		
5-Apr	400	555	210		
6-Apr	280	350	115		
7-Apr	675	440	280		

**Total**

**Average**

1. Create a formula for the total food sales in cell B6.
2. Auto-fill that formula for the total gas and other sales.
3. Create an average food sales formula in cell B7.
4. Auto-fill that formula for the average gas and other sales.
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 for in cell F2 that show gas as a percent of the total (gas/total).
8. Auto-fill that formula for the other three days.
9. Format column F so that it shows as a percentage.
10. Create a bar or column graph showing the food sales over the four days. Be sure to include a title, axes labels and a legend.
11. Create a pie graph showing the food, gas and other sales for April 7<sup>th</sup>. Explode the slice for food sales. Be sure to include a title and legend.

Your final products should look like (or similar to) the data and charts below.

Date	Food Sales	Gas Sales	Other Sales	TOTAL	% of Gas
4-Apr	\$ 350	\$ 450	\$ 125	\$ 925	49%
5-Apr	\$ 400	\$ 555	\$ 210	\$ 1,165	48%
6-Apr	\$ 280	\$ 350	\$ 115	\$ 745	47%
7-Apr	\$ 675	\$ 440	\$ 280	\$ 1,395	32%
<b>Total</b>	\$ 1,705	\$ 1,795	\$ 730	\$ 4,230	42%
<b>Average</b>	\$ 426	\$ 449	\$ 183	\$ 1,058	42%

