

# Exercise 1

Download the files from <http://www.peter-lo.com/Teaching/HHB-1208/Source1.zip>, you will use these files to finish the following exercises.

1. Open the Excel file “Question 1-1.xlsx”, format the file as below:

	A	B	C	D	E	F	G	
1								
2		<b>Cartoon Royalties</b>						
3								
4		<b>Name</b>		<b>Cartoons Shown</b>	<b>Royalties</b>		<b>Animator's Commission</b>	
5								
6		<b>Names</b>	<i>Donald Duck</i>	\$578	\$158,950		\$19,869	
7	<i>Road Runner</i>		\$231	\$63,525		\$7,941		
8	<i>Goofy</i>		\$42	\$11,550		\$1,444		
9	<i>Bugs Bunny</i>		\$980	\$269,500		\$33,688		
10	<i>Mickey Mouse</i>		\$1,326	\$364,650		\$45,581		
11								
12		TOTAL		\$3,157	\$868,175		\$108,522	
13								

2. Open the Excel file “Question 1-2.xlsx”, format the table for the course mark in the given format, and mark the student under 50 marks with **Red and Bold**.

Student	Chinese	English	Mathematics	Physics	Chemistry
John Lee	75	72	67	71	64
Mary Chan	65	78	76	74	50
David Yeung	50	<b>40</b>	<b>43</b>	<b>45</b>	<b>38</b>
Mark Wan	<b>15</b>	56	<b>45</b>	84	<b>48</b>
Wing Lee	72	56	72	82	<b>45</b>
Chris Wong	90	72	68	84	64

3. How to suppress all zero values in a worksheet?

The screenshot shows the Excel interface. The formula bar at the top displays '0'. Below it, a grid of cells is visible with columns labeled A, B, C, D and rows labeled 1, 2. Cell A1 is highlighted with a black border, indicating it is the active cell.