

Exercise 1

Download the files from <http://www.Peter-Lo.com/Teaching/SPEED-EXCEL/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		Cartoon Royalties					
3							
4			Name	Cartoons Shown	Royalties	Animator's Commission	
5							
6		Names	<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	40	43	45	38
Mark Wan	15	56	45	84	48
Wing Lee	72	56	72	82	45
Chris Wong	90	72	68	84	64