

# Exercise 1

Download the files from <http://www.Peter-Lo.com/Teaching/X4-XT-CDP-0071-A/Source1.zip>, you will use these files to finish the following exercises.

- 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							

- 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

- How to suppress all zero values in a worksheet?

A1	B	C	D
0			

- How to hide all entries in a cell?

A1	B	C	D	E
ABCD1234				