

Exercise 1

Download the files from <http://www.peter-lo.com/Teaching/AMA-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

3. Create the date series below (without typing them all in!) using number (date) formatting to get them to display as shown

	A	B	C	D
1	1-Jan	01/01/2017	1-Jan-2017	1-January-2017 (Sunday)
2	2-Jan	02/01/2017	2-Jan-2017	2-January-2017 (Monday)
3	3-Jan	03/01/2017	3-Jan-2017	3-January-2017 (Tuesday)
4	4-Jan	04/01/2017	4-Jan-2017	4-January-2017 (Wednesday)
5	5-Jan	05/01/2017	5-Jan-2017	5-January-2017 (Thursday)
6	6-Jan	06/01/2017	6-Jan-2017	6-January-2017 (Friday)
7	7-Jan	07/01/2017	7-Jan-2017	7-January-2017 (Saturday)
8	8-Jan	08/01/2017	8-Jan-2017	8-January-2017 (Sunday)
9	9-Jan	09/01/2017	9-Jan-2017	9-January-2017 (Monday)
10	10-Jan	10/01/2017	10-Jan-2017	10-January-2017 (Tuesday)
11	11-Jan	11/01/2017	11-Jan-2017	11-January-2017 (Wednesday)
12	12-Jan	12/01/2017	12-Jan-2017	12-January-2017 (Thursday)
13	13-Jan	13/01/2017	13-Jan-2017	13-January-2017 (Friday)
14	14-Jan	14/01/2017	14-Jan-2017	14-January-2017 (Saturday)
15	15-Jan	15/01/2017	15-Jan-2017	15-January-2017 (Sunday)
16				

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

A1		fx 0			
	A	B	C	D	
1					
2					

5. How to hide all entries in a cell?

A1		fx ABCD1234				
	A	B	C	D	E	
1						
2						