

- Create new workbook (Your Name .) and insert the following data from A1:Cell

Data Table				
Last	First	Address	Hire Date	Salary
Dawes	Gregory	402 Elm St. Memill, MI 48637	3/13/2013	\$2117.29
Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	3/14/2014	\$2415.79
Torbet	Dr. Lilia	5 North Ln. Oswego, NY 13126	3/17/2013	\$3212.99
Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	3/24/2015	\$2615.79

- Rename the worksheet to (main)
- Insert new column (Number) before (Salary) column as the following

Number	Last	First	Address	Hire Date	Salary
10					
20					
30					
40					

- Insert new row before (Rhoden) row as the following

Scoot	Mark	15 South Ln. Greater, LS 14572	12/1/2011	\$2525.99	30
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- Change the font size to 15 for the entire table
- Change the font type to Arial for the entire table
- Change the font of the first row to olive green accent 3 lighter 40%
- Hide the following row

Garcia	Susan	1025 Drake Ave. Exeter, NH 03833	3/14/2013	\$15.79	20
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- Format the borders of the table as appears above
- Format the fill color of the first and second row to be green
- Create new range (abc) from cell B1 to cell C6
- Freeze the first two columns
- Insert comment for A2 as the following message (employee last name)
- Insert new worksheet and name it (copy data)

Excel Placement Test And Answer Key

R R Bowker Publishing

Excel Placement Test And Answer Key:

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