

- 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. Lilla	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
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:

Years 4-5 Opportunity Class & Scholarship Tests Kristine Brown, Alan Horsfield, Allyn Jones, 2006 Excel Revise in a Month Years 4 5 Opportunity Class Scholarship Tests includes an introduction to the NSW Opportunity Class Placement Class and the Primary Scholarship Program PSP Test covers the essential areas of these tests reading comprehension general ability maths and for the PSP writing provides a balanced four day a week program that tells your child exactly what to study on each day provides a variety of exercises real test practice sample Opportunity Class and Scholarship test papers includes fully explained answers to all questions Excel Revise in a Month Years 4 5 Opportunity Class Scholarship Tests will help your child revise for success with the following features key Points provides a detailed summary of each topic as well as helpful hints and tips sample supplies model questions and responses to all question types practice tasks develops the necessary skills to answer questions correctly real test allows your child to practise questions like those in the real test sample test papers allows your child to become familiar with the format of the Opportunity Class and Scholarship Tests suggested time helps prepare your child to answer questions under the time constraints of the Opportunity Class and Scholarship Tests

Year 6 Selective Schools and Scholarship Tests Kristine Brown, Alan Horsfield, Allyn Jones, 2006 Excel Revise in a Month Year 6 Selective Schools Scholarship Tests Includes an introduction to the NSW Selective High Schools Test the Cooperative Scholarship Testing Program CSTP the Scholarship Selection Test SST the Australian Cooperative Entry Program ACEP and the EAA Placement Test Covers the essential areas of these tests reading comprehension general ability maths and written expression Includes fully explained answers to all questions Excel Revise in a Month Year 6 Selective Schools Scholarship Tests will help your child revise for success with the following features key points provides a detailed summary of each topic as well as helpful hints and tips sample supplies model questions and responses to all question types practice tasks develops the necessary skills to answer questions correctly real test allows your child to practise questions like those in the real test sample test papers allows your child to become familiar with the format of the Selective Schools and Scholarship Tests suggested time helps prepare your child to answer questions under the time constraints of the Selective Schools and Scholarship Tests

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 2005, 2005 **Psychiatry in Industry** Victor Vance Anderson, 1929 **Studies in Higher Education** Purdue University.
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