**COMP1000 Practice Test 2017s1**

*Part 1: Multiple Choice Questions (20 marks)*

Open the Excel workbook. Omit the warning message.

Complete the questions in the **Multiple Choice Questions** worksheet. Save and submit regularly.

*Part 2: Practical Excel (15 marks)*

For this section, you need to complete the exercises in sheets Question 2A, Question 2B.

A. Use the *Question 2A* worksheet for this part **(7 Marks)**

This worksheet summarises the number of students who travel overseas from the School of Art, Science and Business respectively. Create a line chart from the data on the Question 2A sheet.

• Art, Science and Business should all be series on the graph. The X-Axis should show the dates and the Y-axis should show the number of students.

• Add a Title "Summary" to the Graph.

• Change the font of “Summary” to be Bold Calibri with 18 pt font size. Change the colour of “Summary” to red.

• Calculate the Average number of students from Jan to Dec for Art School, the Maximum number of students from Jan to Dec for Science School, the Minimum number of students from Jan to Dec for Business School, and fill in the results to Cell B29, B30 and B31 respectively.

B. Use the *Question 2B* worksheet for this part **(8 Marks)**

You have been asked to develop a spreadsheet to store and analyse marks for students in a given course. You have been given the marks for the students.

• Calculate **Final Average** using the following formula

* Final Average = (Unit Test1 + Unit Test2+Final exam)/3
* Enter the formula into cell F8 and copy or fill the formula down the column for each student.

• Write a formula for each student’s **Letter** **Grade** that determines whether a student passes or fails given the following criteria:

* A student must get 60 or more for their **Final Average** and their **Attendance record** to receive a PASS. Students who do not full-fill this requirement will receive a FAIL. (Hint: use IF function and AND function, IF(condition,”true”,”false”), AND(A>=60,B>=60)). Use PS for PASS and FL for FAIL.
* Enter the formula into cell G8 and copy or fill the formula down the column for each student.

• In cells G33 and G34 use the COUNTIF function to determine the number of passes and fails in the subject.

• Make sure you save your work.