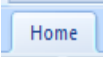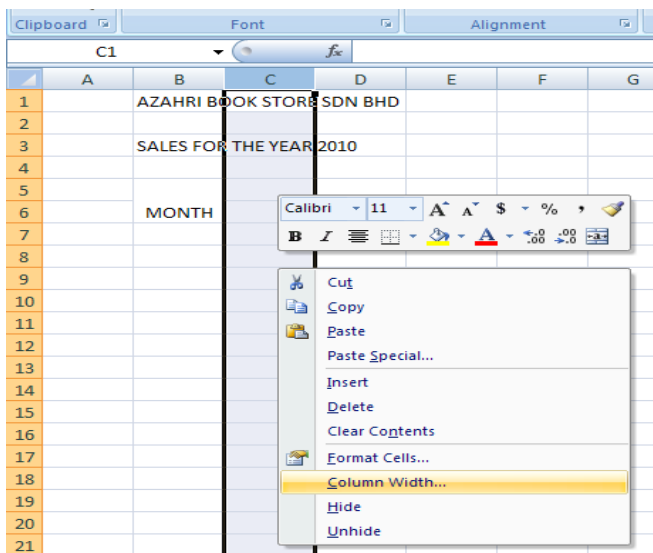**FACULTY OF COMPUTER AND MATHEMATICAL SCIENCES**
CSC 134
COMPUTERS AND INFORMATION PROCESSING

EXCEL – LAB TEST (10 MARKS)

1. Open Microsoft Excel.

2. Save your file as CLASSNAME YOURNAME for example AT1101B ROZITA MOHAMED.

3. Enter the following information.

    a) Type AZAHRI BOOK STORE SDN BHD in cell B1.

    b) Type SALES FOR THE YEAR 2010 in cell B3

    c) Type MONTH in cell B5. Highlight cell B5 and B6. At the Home tab press the Merge & Center button.

    d) Highlight column C. Right-click your mouse and choose Column Width (as shown in the picture below). Change the column width to 10.

    e) Highlight column H. Right-click your mouse and choose Column Width. Change the column width to 10.

    f) Highlight column A. Right-click your mouse and choose Column Width. Change the column width to 4.

g) Type SALE QUANTITY in cell C6.

h) Highlight row 6. At the Home tab, press the Wrap text button.

i) Type TOTAL NET PRICES in cell M5. Highlight cell M5 and M6. At the Home tab, press the Merge & Center button. Then press the Wrap text button.

4. Now, enter the rest of the data as shown below.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1					AZAHRI BOOK STORE SDN BHD									
2														
3					SALES FOR THE YEAR 2010									
4														
5					NEWSPAPER				MAGAZINES			TOTAL NET PRICES	TOTAL SALE PRICES	
6	MONTH	SALE QUANTITY	UNIT PRICES	NET PRICES	COST PRICES	SALE PRICES	SALE QUANTITY	UNIT PRICES	NET PRICES	COST PRICES	SALE PRICES			PROFIT
7	JAN	130	0.5		1.5		50	10		12				
8	FEB	145	0.45		1.3		60	8		10				
9	MAR	168	0.3		1.5		40	7		10				
10	APR	157	0.6		1.45		85	8		10				
11	MAY	132	0.5		1.35		70	7		10				
12	JUN	145	0.35		1.2		65	10		12				
13	JUL	352	0.25		1.3		55	10		12				
14	AUG	400	0.2		1.5		40	8		10				
15	SEP	357	0.4		1.6		95	7		10				
16	OCT	650	0.8		2		45	8		10				
17	NOV	320	0.7		2		55	10		12				
18	DEC	510	0.55		1.5		85	12		15				
19														
20	TOTAL													
21	AVERAGE													
22	HIGHEST													
23	LOWEST													

5. Calculate the NET PRICES and SALE PRICES for newspaper and magazine.

   a) **NET PRICES (NEWSPAPER) = SALE QUANTITY (NEWSPAPER)   x UNIT PRICES (NEWSPAPER)**

   b) **SALE PRICES (NEWSPAPER) = SALE QUANTITY (NEWSPAPER)   x COST PRICES (NEWSPAPER)**

   c) **NET PRICES (MAGAZINES) = SALE QUANTITY (MAGAZINES)   x UNIT PRICES (MAGAZINES)**

   d) **SALE PRICES (MAGAZINES) = SALE QUANTITY (MAGAZINES)   x COST PRICES (MAGAZINES)**

6. Calculate the TOTAL NET PRICES.

   TOTAL NET PRICES = NET PRICES OF NEWSPAPER + NET PRICES OF MAGAZINES

7. Calculate the TOTAL SALE PRICES.

   TOTAL SALE PRICES = SALE PRICES OF NEWSPAPER + SALE PRICES OF MAGAZINES

8. Calculate the PROFIT.

   PROFIT = TOTAL SALE PRICES – TOTAL NET PRICES

9. Find the TOTAL, AVERAGE, HIGHEST and LOWEST for all columns.

10. Put your full name in cell B25, your matric no in cell B26, your group name in cell B27.

11. Do not forget to save your file!!!!

12. Sort all the data according to PROFIT starting from the largest to the smallest.

13. Format the worksheet: change the font style, change the color, include borders, put RM etc.

14. Create a CHART of your own choice (3D chart) based on the MONTH and PROFIT. Change all the colors and add the appropriate title and labels.

EXAMPLE OF FORMATTED WORKSHEET

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		AZAHRI BOOK STORE SDN BHD													
2															
3		SALES FOR THE YEAR 2010													
4															
5			NEWSPAPER					MAGAZINES					TOTAL NET PRICES	TOTAL SALE PRICES	
6		MONTH	SALE QUANTITY	UNIT PRICES	NET PRICES	COST PRICES	SALE PRICES	SALE QUANTITY	UNIT PRICES	NET PRICES	COST PRICES	SALE PRICES			PROFIT
7		JAN	130	RM 0.50		RM 1.50		50	RM10.00		RM12.00				
8		FEB	145	RM 0.45		RM 1.30		60	RM 8.00		RM10.00				
9		MAR	168	RM 0.30		RM 1.50		40	RM 7.00		RM10.00				
10		APR	157	RM 0.60		RM 1.45		85	RM 8.00		RM10.00				
11		MAY	132	RM 0.50		RM 1.35		70	RM 7.00		RM10.00				
12		JUN	145	RM 0.35		RM 1.20		65	RM10.00		RM12.00				
13		JUL	352	RM 0.25		RM 1.30		55	RM10.00		RM12.00				
14		AUG	400	RM 0.20		RM 1.50		40	RM 8.00		RM10.00				
15		SEP	357	RM 0.40		RM 1.60		95	RM 7.00		RM10.00				
16		OCT	650	RM 0.80		RM 2.00		45	RM 8.00		RM10.00				
17		NOV	320	RM 0.70		RM 2.00		55	RM10.00		RM12.00				
18		DEC	510	RM 0.55		RM 1.50		85	RM12.00		RM15.00				
19															
20		TOTAL													
21		AVERAGE													
22		HIGHEST													
23		LOWEST													

END OF QUESTION PAPER