|  |  |  |
| --- | --- | --- |
| **Step** | **Proficiency Exam (Excel Questions)** | **Complete** |
| **1** | Click the 125 Sheet Tab and select cell J2. Enter in the formula **=g2+h2+i2**. Press Enter and you will notice 610 appears in that cell. |  |
| **2** | Make K2 your active cell and enter the formula =J2/C2. Press Enter and you will notice 4.91143317 appears in that cell |  |
| **3** | Select K2 and decrease the decimal places to where only 3 numbers are after the decimal point. Ex: 4.911 |  |
| **4** | Select the cell range J2:K2 and use the fill handle to fill the range J3:K11.**What does the formula bar say for cell J11 on sheet 125?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **5** | Select the cell range J2:K2 and copy it to the clipboard (copying the formula) Click on 135 Sheet tab and paste it to J2. Select the cell range J2:K2 and use the fill handle to fill the range J2:K12.**What does the formula bar say for cell K12 on sheet 135?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **6** | Select 135 Sheet tab, click file, print, change orientation to landscape, scaling to fit sheet on one page. When finished go back to excel document. |  |
| **7** | Click on the 185 Worksheet and make cell A1 your active cell. Create a custom sort and specify a sort by **total** Largest to smallest, then by **body weight** smallest to largest. (When you go to custom sort, be sure to check that your data has headers found in the upper right hand corner) When finished you will notice that all your numbers under Points are in order from 10 going down. |  |
| **8** | Click on Awards sheet tab and make cell B1 the active cell. Double click the Format Painter button and apply it to the 135 Pound Class, 145 Pound Class, 155 Pound Class and so on… until all the weight classes have the same format as the 125 Pound Class. (Press Esc when finished to toggle off Format Painter button.) |  |
| **9** | Click on the 185 sheet tab and select the range A2:B6, and the range E2:E6, and the range J2:J6. Copy it to the clipboard. Click on Awards Sheet tab and Paste it to cell B19. **What key do you have to hit in order to select Multiple Ranges\_\_\_\_\_\_\_\_\_\_\_.** |  |
| **10** | Click on Team Pts. Sheet tab and make cell A1 the active cell. Create a custom sort (My data has headers is checked) and sort by **school A to Z**, then by **first name A to Z****What is the first and last name of the person in row 328 after you sorted the data?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **11** | Click on the Team Pts. Sheet tab and make cell A1 the active cell. Freeze the Top Row.**What tab and group do you have to click on in order to do this?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

|  |  |  |
| --- | --- | --- |
| **12** | Create a bottom border underneath each school for that row. **Bottom Borders Button is found under Home and what Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**bottom border.JPG |  |
| **13** | Click on the Team Standings sheet tab and make cell C7 the active cell. Using the function formulas create a formula to **count** how many participants lifted for each school. You will create the formula in cell C7 on Team Standings sheet tab, but you will select the range on the Team Pts. Sheet Tab. Press enter. **What does the formula bar say for cell C7? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **14** | Click on Team Standings sheet tab and make cell D7 the active cell. Using the function formulas create a formula to show **how many** points each team received for each school. You will create the formula in cell D7 on Team Standings sheet tab, but you will select the range on the Team Pts. Sheet Tab. Press enter. **What does the formula bar say for cell D7?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **15** | In cell B18 give me total of how many lifters participated in the competition.**What does the formula bar say for cell B18 when you completed the step?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **16** | On the Team Standings sheet tab, select column D. Create a sort for Points from largest to smallest (Z to A). It will ask you if you want to expand the selection. You want too!  |  |
| **17** | Click on the Team Standings sheet tab and make cell A2 the active cell. Type in 1st. Fill the series down for A3:A15. |  |
| **18** | Click on Team Standings sheet tab, select cell E2. Create a formula to calculate total cost per team. (Hint: Must use **ABSOLUTE CELL REFERENCE**) When finished, Auto Fill down the column!**What is shown in the formula bar for cell E15?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **19** | Click on the Team Pts. Sheet tab, and select cell A1. **Filter by schools**. Uncheck all the schools and select **Fern Creek. (Make sure it fits to one sheet, and it is Landscape Orientation.)** |  |
| **20** | Click on the Awards sheet tab. Select the range A1:O39 and create an all borders around the cells. Go to File Button, Click Print, Fit sheet to one page. Go back to the Spreadsheet document. |  |
| **21** | On **Team** **Standings** sheet tab, **insert** a header with your first and last name. On **Awards** sheet, **Insert** a header with your first and last name. On the **135** sheet, **Insert** a header with your first and last name. On the **Team Pts.** Sheet, **Insert** a header with your first and last name. |  |
| **22** | Save the document as **Final Weight Test**. **Print** out only **Team** **Standings** sheet tab, **Awards** sheet tab, and **135** sheet tab, and **Team Pts**. Sheet ONLY!!! |  |