

MS EXCEL TRAINING II



END OF MODULE ASSESSMENT



THRIVE AGRIC LTD

Module 1 Activity (Working with Data)

Instructions:

1. Please save your worksheet with the title of this Module Activity (Module 1 Activity (Working with Data)) so as to make for easy identification and upload.

Question:

Download this [Demo Sheet](#) in the MS Excel format and use the data in the “Orders” sheet to attempt the following questions:

1. Sort the Customer name column by the address column in order A-Z
2. Add another sort level and sort the Customer type column by the Order Priority column, in order A-Z
3. Format cells greater than \$10.00 in the Cost Price Column with Green fill and dark green text.
4. Format cells between \$10.00 and \$50.00 in the Retail Price Column with Light red fill and Dark red text.

This activity is to be uploaded through the Google Form Link included in the Course Completion Slide of this Assessment File.

Module 2 Activity (Printing on Excel)

Instructions:

1. Please save your worksheet with the title of this Module Activity (Module 2 Activity (Printing on Excel)) so as to make for easy identification and upload.

Question:

Download this [Demo Sheet](#) in the MS Excel format and use the data in the “Orders” sheet to attempt the following questions:

1. Add header containing the following information in each of the Header boxes
 - Page number (As in Page 1 of 50)
 - The Thrive Agric Logo
 - The current date.

This activity is to be uploaded through the Google Form Link included in the Course Completion Slide of this Assessment File.

Module 3 Activity (Charts)

Instructions:

1. Please save your worksheet with the title of this Module Activity (Module 3 Activity (Charts)) so as to make for easy identification and upload.

Question:

Download this [Demo Sheet](#) in the MS Excel format and use the data in the “Sales 2016” sheet to attempt the following questions:

1. Create individual pie charts showing the sales performance for the first 3 Account Managers from Q1-Q4.
2. Create a single pie chart showing the performance of all the account managers in Q1.
3. Create a column chart for the Account Managers for Q1 and Q2
4. Create a single line chart for all the Account Managers in all four quarters.
5. Create a bar graph for the first Account Manager and add an appropriate Axis title, Chart title, Data labels and Grid lines.

This activity is to be uploaded through the Google Form Link included in the Course Completion Slide of this Assessment File.

Course Completion

Please click [here](#) to fill the **Course Completion Form** and upload your **Modular Assessments**.



Congratulations on completing the
course!

We do hope that you have found it
interesting and useful.

Please take a couple of moments to
review what you've learned.