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Excel Skills for Business: Essentials

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Macquarie Business School
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B	C	D	E	F	G	H	I	J	K
Period Begin: 4/1/2019									
Period End: 4/30/2019									
date	Employee	Rate	Hours	Overtime?	Pay				
4/8/2019	Carrie	\$ 21.00	23		\$ 483.00	Perry	\$ 15.00		
4/10/2019	Mary	\$ 23.00	18		\$ 414.00	Harry	\$ 12.00		
4/18/2019	Jerry	\$ 20.00	34		\$ 680.00	Terry	\$ 20.00		
4/18/2019	Jerry	\$ 20.00	4 Y		\$ 120.00	Mary	\$ 23.00		
4/19/2019	Terry	\$ 20.00	9		\$ 180.00	Jerry	\$ 20.00		
4/20/2019	Harry	\$ 12.00	19		\$ 228.00	Barry	\$ 15.00		
4/21/2019	Carrie	\$ 21.00	11		\$ 231.00	Carrie	\$ 21.00		
4/24/2019	Larry	\$ 19.00	37		\$ 703.00	Gary	\$ 23.00		
4/27/2019	Perry	\$ 15.00	29		\$ 435.00	Larry	\$ 19.00		
4/27/2019	Perry	\$ 15.00	6 Y		\$ 135.00				
4/29/2019	Barry	\$ 15.00	40		\$ 600.00				
4/30/2019	Mary	\$ 23.00	12 Y		\$ 414.00				
total			242		\$4,623.00				

Excel skills for business essentials coursera answers week 4. Excel skills for business essentials coursera answers week 5. Excel skills for business essentials coursera answers week 6. Excel skills for business essentials coursera answers 2021. Excel skills for business essentials coursera answers week 2. Excel skills for business essentials coursera answers github. Excel skills for business essentials coursera answers final assessment. Excel skills for business essentials coursera answers week 3.

Stars (26,322 ratings) Instructor: Nicky Bull In this first course of a € Excel Skills For Business: Essentialsá € Specialization Excel Skills For Business, you will get competence with Microsoft Excel fundamentals. Within about a month and a half, you will have the option to explore Excel user interface, perform essential calculations with formulas and functions, wisely formatted spreadsheets, and make information perceptions through diagrams and graphs. Here you will find any questions and answers Quiz related to á € Excel Skills for Business Essentials Courseraá € n.B. We looked for our best to maintain this invalid site for our customers in vain. You can contribute to the same way by reliving new requests or answers existing requests. There are various requests on our site, it is difficult for us to control reliably. It will be exceptional if you can help us with the refreshment of the site. Just let us know if new requests are identified through mail or reporting. We are committed to reinvigorating the ASAP request / response. (AdsbyGoogle = window.adsbyGoogle || []). Push ({}); Week-1 (Critical Core of Excell) Taking Charge of Excel: Test your skills, part 11. The large toolbar that extends through the top of the Excel window is known as the Excel bar.2. If the tape is not visible, double-click (click Single for Mac) on one of the tape cards to maximize or restore it.3. The columns are referring to using numbers.4. The lines are referring to using numbers.5. The first cell (at the top left) in a standard Excel spreadsheet is known as 1a.6. The B2 cell is under the B3.7 cell. Cells D1, D2, D3, ..., D20 are all in the same column.8.The quick access toolbar can be customized to show the tools you use more often.9. Clicking on the C3 cell and clicking PANI Block freeze the first 3 rows and the first columns. Ten. You can navigate to the right of the spreadsheet by scrolling the mouse scrap. 11. If you notice an error in a cell, you can correct by typing above If the text has already been inserted into a column and start typing in the same column, Excel suggests existing values that start with what you typed. 13. You can not copy and paste the text to Excel from another Office software as Microsoft Word.14. If you want to remove some information from the spreadsheet, you can highlight this information and press Delete. 15. If you want to invert most of the previously conducted activities, you can click on the Cancel button at the top left of the Excel window. (AdsbyGoogle = window.adsbyGoogle || []). Push ({}); 1. How many rows in a spreadsheet Excel (2007 and later version)? 50.00016.348 more than 1 million2. In an empty Excel workbook, go to the Insert tab on the tape. Which of these is not available? 3. In the type of cell A1 on the header date then press Enter. In cell A2 type in the following: 20-Jan-20. Use the filling square to drag the date you have just entered up to line 20. What is the date in A15? Enter as shown or use the year-month-day format if you do not use an English version of Excel (for example 2020-01-20) .4. In cells B1 to B3 enter the following: select cells B2 and B3 then use the filling square to drag down to line 20. What is the value in B15? 5. Close the workbook without saving and open the attached workbook. What value is in the Q83 cell on the orders sheet? 6. How many work sheets are there in this workbook? 7. Go to the 2016 sales worksheet. Which cell does the qtr2 item contains? 8. Always in sales 2016, select the interval B8: E10. Watch the status bar at the bottom of the screen. You should see Sum followed by a number. What is the number? (Sent: the range B8: E10 means selecting all cells between B8 and E10. The next We introduce ourselves into details. Please use #####19 format. Select the two non-continuous ranges (not close to each other) B4: B7 and D14: D17. What is the Media showing on the status bar for the two intervals? Please use the #####)10 format. Change the value in C13 to be 4675.24. What? What?the new value in C18? (Please use the format of number \35;35;\35;\35;\35;\35;\35;\35;) (adsbygoogle = window.adsbygoogle 1244;1244;[]). Push. 1. Open the attached book. In F7 calculate the basic salary by multiplying the hours for the rate. Copy the formula to F12. What is Sandy Smith226; 128? s Base Pay for the week? Just enter the number, no sign of a dollar. 2.In the G7, calculate the Commission amount by multiplying the basic payment for the Commission rate in J3. Copy the formula to G12. What is Sandy Smith226; 128? Commission for the week? Just enter the number, no sign of a dollar. 3.In H7 calculate the gross payment by adding the basic payment and the Commission. Copy the formula to H12. What is Steve Weigemoed226? Gross Pay for the week? Just enter the number, no sign of a dollar. 4. In the I7 calculate the tax by multiplying the gross wage with the tax rate in J4 (in this case all employees are subject to the same tax rate). Copy the formula to I12. What is John McGregor226? 128? s Tax for the week? Just enter the number, no sign of a dollar. 5. In J7 calculate the net wage by subtracting the tax from the gross wage. Copy the formula to J12. What is Steve Weigemoed226; Net Pay for the week? Just enter the number, no sign of a dollar. 6. In cells F14:J14 calculates the totals for each column. What was the gross amount? Just enter the number, no sign of a dollar. 7. In cells F16:J16 calculates an average for each column. What was Pay Media Net? Just enter the number, no sign of a dollar. 8. In cells F17:J17 calculates the maximum for each column. What was the gross maximum wage? Just enter the number, no sign of a dollar. 9. In cells F18:J18 calculates the minimum for each column. What was the minimum tax? Just enter the number, no sign of a dollar. 10. Click on the worksheet of of the section. First, we want to calculate the Total Commission for Edenvale (see Branch column on both sheets). In type B6 in =SUM(then click on Pay Details and select G7:G9, then press ENTER. Repeat the process, selecting the appropriateto get the Total Commission for Sandown. Use the filling sleeve to get Total Gross Pay for Edenvale and Sandown. What was the gross total of Sandown payments? Just enter the number, no sign of a dollar. (adsbygoogle = window.adsbygoogle []). Push. 1. Sean wants to change the cell to B2, but every time he clicks on the cell, A1 becomes the active cell instead. What's going on here? A1:B2 have been merged. A1:B2 are a range and cannot be selected separately. A1:B2 are connected with an absolute reference. A1:B2 has been set to Wrap Text. 2. Open the enclosed notebook and observe how row 1 was formatted. What is the name of the font used in the heading? 3. What alignment option has been applied to row 1? Middle AlignWrap TextMerge and CenterEnrease Indent4. What formatting options have been applied to cell A3? (One or more answers are possible)ItalicsBoldCenterMiddle Align5. The date in B3 lost its formatting. Apply a long date format. What day of the week has this data been changed? MondayTuesday Wednesday ThursdaySunday6. The percentages in T9 and T10 also have the format of the wrong number. Change them in the correct number format (to match the rest of the data in the column). What value does it show now in T9? 7. What cell style has been added to cells C38:U38? (Tip: Look in the cell style gallery, when you pass over a style that tells you your name.) Tota8. Which of the following formats have been added to B3? UndelineDouble UnderlineThick Bottom BorderOutdoor Borders9. What alignment option has been applied to D6:T6 entries? Join and Center Rotate Text at the top vertical text. What alignment option has been applied to cell U31? Join CenterWrap TextMiddle AlignCenter11. Click on cell S38 and increase the number of decimal places to 3. is the value in the cell now? (Insert using the #35 format;####35;). (adsbygoogle = window.adsbygoogle [] []). Push. Push. Push.

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