Jordan NOW Computer Skills Test

Open Excel, then open the file **exceltest.xls** and make sure you are on the Sales worksheet.

This file contains Sales and Payroll information for the Rababa Production Company.

1. Save file as "participantID".xls. For example, if your ID is 123456, please save the file as 123456.xls
2. Enter your full name in cell A1
3. Enter 56 into cell C9
4. Cut and paste cell D15 to D10
5. Make the background of the entire Excel sheet yellow
6. Delete row 10
7. Enter the total sales for Amman, Aqaba, and Irbid in E8:E10
8. Enter the average monthly sales for Amman, Aqaba, and Irbid in F8:F10
9. Save file
10. Move to the Payroll worksheet in this workbook. This sheet contains a payroll report for the Rababa Production Company employees. Insert a new employee in row 18. Enter the following information for this new employee:
    a. In A18 enter 12
    b. In B18 enter Najeeb, Ahmed
    c. In C18 enter $23.50
    d. In D18 enter 35
    e. In F18 enter 74
11. Use a formula to calculate the weekly wage of each worker
12. Each employee is given a weekly performance review, a score of 80 or above on this review entitles them to a bonus (a score below 80 yields a bonus of 0). The bonus amount is a 10% percent of their weekly pay. Please calculate the bonus for each employee.
13. Sort table by Employee ID, largest to smallest
14. Save file
15. Insert a new sheet and name it Business Accounting
16. In cell A1, enter "Accounting Sheet"
17. In cell B1, enter "Year 1", in cell C1, enter "Year 2", and in cell D1, enter "Year 3"
18. In cell A2, enter "Sales", in cell A3, enter "Costs", in cell A4, enter "Profits"
19. Please enter the following data: costs increased each year from 1200 to 1800 to 2300, sales increase each year from 1400 to 2100 to 2700
20. Please enter the profits (costs subtracted from sales) in B4:D4
21. Save file