

MICROSOFT EXCEL

PRACTICAL EXERCISE 1.1

Using the data given, get the sum of all the figures within the range.

	A	B	C	D	E	F	G
1		Mon	Tue	Wed	Thur	Fri	TOTAL
2	Breakfast	3,560	3,186	2,952	3,395	3,436	
3	Lunch	20,163	21,416	19,912	19,681	18,628	
4	Bar	9,873	12,172	12,642	12,711	18,846	
5	Snacks	2,405	3,544	2,694	3,120	3,712	
6	TOTALS						

PRACTICAL EXERCISE 1.2

Enter the data given below into a worksheet.

	A	B	C	D	E
1	Stationery Supplies Ltd				
2					
3	Date	SalesPerson	Item	Receipt No	Amount
4	21-Nov	Carl	Toys	1238	1,782.10
5	26-Nov	Carl	Stationery	1255	4,853.55
6	26-Nov	Carl	Toys	1395	51.35
7				Carl's Total	
8	21-Nov	John	Cards	1141	91.15
9	24-Nov	John	Books	1982	442.60
10	21-Nov	John	Toys	1885	561.50
11	26-Nov	John	Toys	1875	62.75
12				John's Total	
13	22-Nov	Judy	Books	1032	234.50
14	26-Nov	Judy	Sports goods	1920	472.60
15				Judy's Total	
16	25-Nov	Mary	Toys	1774	364.15
17				Mary's Total	
18	22-Nov	Susan	Electronics	1160	52.95
19	23-Nov	Susan	Cards	1075	81.60
20	23-Nov	Susan	Others	1745	132.95
21	24-Nov	Susan	Sports goods	1662	2,580.10
22				Susan's Total	
23					
24				Grand Total	

- Calculate the totals for each salesperson and get the grand total.:
- Format the worksheet as follows:
Make all the Totals bold, two decimal places, comma, center the title across columns A-E and make it size 16, bold and Italic.
- Put a double border round the whole table and a single line border inside the table.
- Save the worksheet as **Stationery Analysis**.

Microsoft Project Practical Exercises

Daud Alam, Uwe Gühl



Microsoft Project Practical Exercises:

Project Management for Practice Daud Alam,Uwe Gühl,2022-10-15 In the 2nd edition this book conveys updated content and in addition to classic project management now also agile project management in a practical manner and serves as a toolbox for projects To this end the most important terms and phases of project management are first explained in a standard compliant manner Then this book deals with cross project cross sectional topics and project phase specific content divided into agile and classic project management Tips and hints examples templates and checklists from project practice in the automotive and IT environment complement the contents For student readers there is also an extensive question catalog to consolidate the knowledge learned This gives readers good and quick access to the topic of project management and helps them to be able to carry out their projects successfully

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Ludvigsen, 2013-05-13 This ground breaking book brings together cutting edge researchers who study the transformation of practice through the enhancement and transformation of expertise This is an important moment for such a contribution because expertise is in transition moving toward collaboration in inter organizational fields and continuous shaping of transformations To understand and master this transition powerful new conceptual tools are needed and are provided here The theoretical framework which has shaped these studies is Cultural Historical Activity Theory CHAT CHAT analyses how people and organisations learn to do something new and how both individuals and organisations change The theoretical and methodological tools used have their origins in the work of Lev Vygotsky and A N Leont ev In recent years this body of work has aroused significant interest across the social sciences management and communication studies Working as part of an integrated international team the authors identify specific findings which are of direct interest to the academic community such as the analysis of vertical learning between operational and strategic levels within complex organizations the refinement of notions of identity and subject position within CHAT the introduction of the concept of labour power into CHAT the development of a method of analysing discourse which theoretically coheres with CHAT and the design of projects

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