

## MS EXCEL TASKS

- 1 Insert new worksheet at the end of the book.
- 2 Rename worksheet and move it at the end of the book.
- 3 Copy worksheet in this book at the end of the book.
- 4 Copy worksheet to new book.
- 5 Move two worksheets together to new book.
- 6 Select all worksheets.
- 7 Move first worksheet at the end of the book.
- 8 Change width of the column A, B and C together.
- 9 Change width of the column A and D together.
- 10 Select columns A and D and rows 2 and 5.
- 11 Select whole worksheet.
- 12 Insert new column on the place of column C.
- 13 Delete rows 10 and 12.
- 14 Insert 3 columns together.
- 15 Select areas from A1 to C10 and from E2 to J20.
- 16 Write word "hello" into cell A1 and move this cell to cell C10 by drag und drop.
- 17 Write word "hello" into cell A1 and then merge cells from A1 to D1 and centre this word.
- 18 Write number 50 into cell A1 and then change its format to currency with symbol €.
- 19 Write number 1,23456 and then change number of decimal places to 3.
- 20 Write number 0,256 and then change its format to percentage with 2 decimal places.
- 21 Write date 1.1.2011 and then change format to format with month by full name.
- 22 Find out which weekday was date 5.5.2005 by format cell.
- 23 Select area from A1 to D10 and make all borders by dash red line
- 24 Strikethrough diagonal cell A5 by green line.
- 25 Write word "hello" into cell A1 and change its orientation by 90 degrees.
- 26 Write word "hello" into cell A1, make larger row 1 and align vertical to center this word.
- 27 Make pattern of cell A1 by red thin diagonal stripe.
- 28 Write numbers 5, 10, 15 into area A1 to A3 and make sum of these numbers into cell B1.
- 29 Write numbers 5, 10, 15 into area A1 to A3 and make product of these numbers into cell B1.
- 30 Write number 5 into cell A1 and then find out 5th power of this number in cell B1.
- 31 Write number 27 into cell A1 and then find out 3rd root of this number in cell B1.
- 32 Insert series with linear trend into column A from number 10 with step value 5.
- 33 Insert series with growth trend into column A from number 10 with step value 2.
- 34 Insert series with dates into column A from today with step value 5 days.
- 35 Insert series with dates into column A from today with step value 1 month.
- 36 Create your own text series from letters of your first name.
- 37 Insert series of names of months in reverse order.
- 38 Allow in area A1 to D10 only whole numbers from 5 to 25.
- 39 Allow in area A1 to D10 only dates older than today.
- 40 Allow in area A1 to D10 only content from the list in area G1 to G5.
- 41 Insert comment into cell A1, then edit this comment and finally delete this comment.
- 42 Insert comment into cell A1 and copy this comment to cell A10.
- 43 Insert comment into cell A1 and set this comment always show.
- 44 Insert comments into cells A1, A5 and A10 a show all these comment together.
- 45 Allow in cell A1 only positive decimal numbers and copy this validation to cell B1.
- 46 Allow in cell A1 only negative whole numbers and copy this validation to cell B1.
- 47 Write word "hello" into cell A1 with format bold, italic, 18pt and then copy this format to B5.
- 48 Change width of column A and then copy this width into column D.
- 49 Write numbers 5, 10, 15 into area A1 to A3 and then add to these numbers number 5.
- 50 Write numbers 5, 10, 15 into area A1 to A3 and then subtract from these numbers number 5.
- 51 Write numbers 5, 10, 15 into area A1 to A3 and then multiply these numbers by number 5.
- 52 Write numbers 5, 10, 15 into area A1 to A3 and then divide these numbers by number 5.
- 53 Write series of weekdays into column A and then transpose this area into row 20.
- 54 Write word "hello" into cell A1 and then paste link to this cell into cell B5.
- 55 Write numbers 5, 10, 15 into area A1 to A3 and then set red font color for numbers less then 12.
- 56 Write numbers 5, 10, 15 into area A1 to A3 and then set green fill color for numbers greater then 8.
- 57 Write number -10 into cell A1 and then find out absolute value of this number in cell B1.
- 58 Write numbers 5, 10, 15 into area A1 to A3 and then find average of these numbers in cell B1.
- 59 Write numbers 5, 10, 15 into area A1 to A3 and then find count of cells with numbers less than 12 in B1.
- 60 Write numbers 5, 10, 15 into area A1 to A3 and then find maximum of these cells in B1.
- 61 Write numbers 5, 10, 15 into area A1 to A3 and then find minimum of these cells in B1.