

IT 认证电子书



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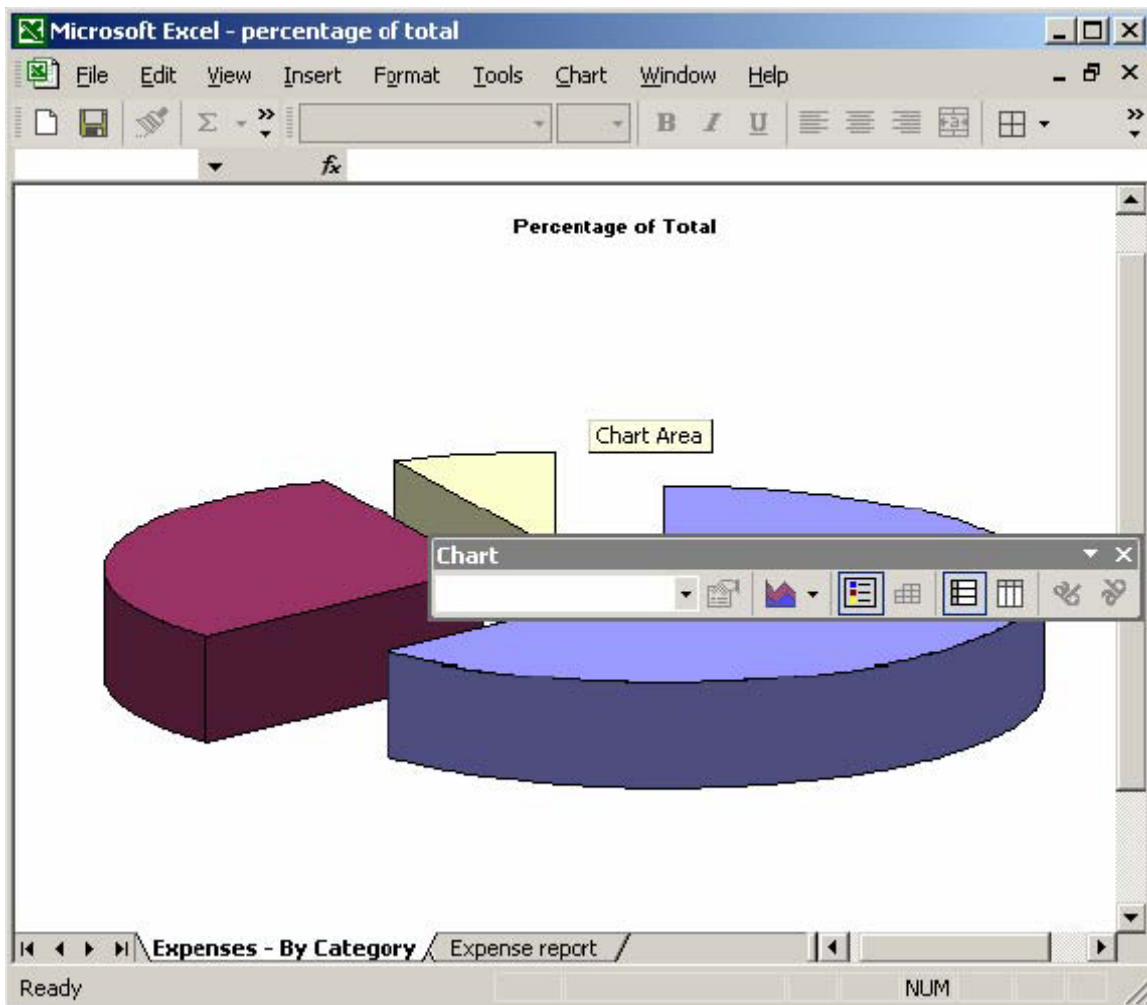
<http://www.itrenzheng.com>

Exam : MOS-E2K

Title : Microsoft Excel 2000 CORE

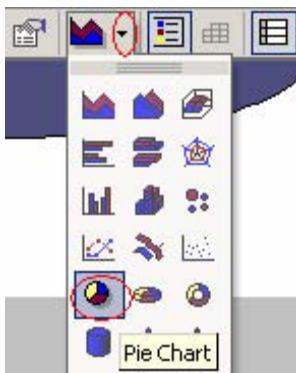
Version : DEMO

1.



Answer:

Step 1: Select the Chart Type button



Step 2: Select Pie chart.

2. Add a header to the worksheet with Investment Analysis appearing at the left of the header, and the page number appearing at the right. In the footer, include the current data in the center.

Microsoft Excel - Future Value Analysis

File Edit View Insert Format Tools Data Window Help

Type a question for help

A1 Future Value Analysis

	A	B	C	D	E	F	G
1	Future Value Analysis						
2							
3	Initial Investment	250000%					
4	Monthly Contribution	10000%					
5							
6			Years to invest				
7			2	4	6	8	10
8	Interest rate	4%	5,451.67	5,600.41	6,046.63	6,492.85	6,939.07
9		6%	5,501.25	5,649.99	6,096.21	6,542.43	6,988.65
10		8%	5,550.83	5,699.57	6,145.79	6,592.01	7,038.23
11		10%	5,600.41	5,749.15	6,195.37	6,641.59	7,087.81
12		12%	5,649.99	5,798.73	6,244.95	6,691.17	7,137.39
13		14%	5,699.57	5,848.31	6,294.53	6,740.75	7,186.97
14		16%	5,749.15	5,897.89	6,344.11	6,790.33	7,236.55
15		18%	5,798.73	5,947.47	6,393.69	6,839.91	7,286.13
16		20%	5,848.31	5,997.05	6,443.27	6,889.49	7,335.71
17		22%	5,897.89	6,046.63	6,492.85	6,939.07	7,385.29
18		24%	5,947.47	6,096.21	6,542.43	6,988.65	7,434.87
19		26%	5,997.05	6,145.79	6,592.01	7,038.23	7,484.45
20	28%	6,046.63	6,195.37	6,641.59	7,087.81	7,534.03	
21	30%	6,096.21	6,244.95	6,691.17	7,137.39	7,583.61	

Sheet1 Sheet2 Sheet3

Ready NUM

Answer:

Step 1: Select the View menu.

Step 2: Select the Header and Footer command.

Page Setup

Page Margins Header/Footer Sheet

Header:

(none)

Custom Header... Custom Footer...

Footer:

(none)

Print... Print Preview Options...

OK Cancel

Step 4: Click in the Left section text box.

Header

To format text: select the text, then choose the font button.
To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.
To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

Left section: Center section: Right section:

Investment Analysis &[Page]

Page number button circled in red. OK button circled in red.

Step 6: Click in Center section text box. Step 7: Click the Page number button. Step 8: Click OK. Step 9: Click the Custom Footer button.

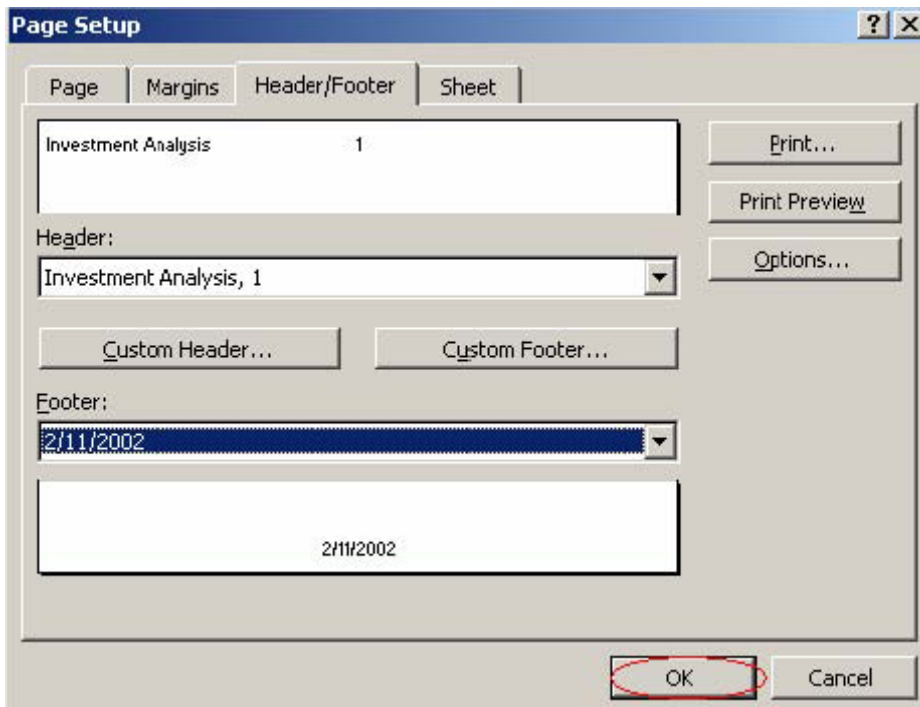
Footer

To format text: select the text, then choose the font button.
To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.
To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

Left section: Center section: Right section:

&[Date]

Page number button circled in red. OK button circled in red.



3. Clear the contents of the quarterly values for France in the range B9:E9.

Microsoft Excel - sales by country

File Edit View Insert Format Tools Data Window Help

A1 Sting Ray Products

	A	B	C	D	E	F	G
1	Sting Ray Products						
2	Sales by Country (in thousands)						
3							
4	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Goal
5	United States	7,236	3,234	7,236	2,922	20,628	23
6	Canada	5,235	3,156	5,235	2,844	16,470	23,67
7	Brazil	3,234	3,078	3,234	2,766	12,312	24
8	United Kingdom	1,233	3,000	1,233	2,688	8,154	23,68
9	France	7,236	2,922	5,235	3,156	18,549	25
10	Japan	5,235	2,844	3,234		11,313	23,69
11	China	3,234	2,766	1,233		7,233	26
12	Argentina	1,233	2,688	7,236		11,157	23,70
13	Total	33,876	23,688	33,876		105,816	98
14							
15							
16							
17							
18							
19							
20							

Sheet1 Sheet2 Sheet3

Ready NUM

Answer:

Step 1: Click cell B9.

Step 2: Press the Shift key and click cell E9.

Step 3: Press the Delete key.

4. Delete the content in the cell range A9:F9. Then, add 1 row before Europe. Add England and Ireland in cells A9 and A10. Finally, copy the formula in cell F8 to cells F9 and F10.

Microsoft Excel - revenue projections

File Edit View Insert Format Tools Data Window Help

Type a question for help

F3 1/7/1999

	A	B	C	D	E	F	G	H
1	Acme Publishing, Inc.							
2	Revenue Projections by Region							
3	Date:					1/7/1999		
4								
5	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Goal	
6	United States	7,236	3,234	7,236	2,922	20,628	23	
7	Canada	5,235	3,156	5,235	2,844	16,470	23,67	
8	Brazil	3,234	3,078	3,234	2,766	12,312	24	
9	United Kingdom	1,233	3,000	1,233	2,688	8,154	23,68	
10	Europe	7,236	2,922	5,235	3,156	18,549	25	
11	Japan	5,235	2,844	3,234		11,313	23,69	
12	China	3,234	2,766	1,233		7,233	26	
13	Argentina	1,233	2,688	7,236		11,157	23,70	
14	Total	33,876	23,688	33,876		105,816	98	
15								

Revenue

Ready NUM

Answer:

Step 1: Click cell A9. Step 2: Press the Shift key and click cell F9. Step 3: Press the Delete key. Step 4: Click cell A10. Step 5: Select the Insert menu. Step 6: Select the Rows command. Step 7: Click cell A9. Step 8: Type England and hit the Enter key. Step 9: Type Ireland and hit the Enter key. Step 10: Click the cell F8.

4th Quarter	Total	Goal
2,922	20,628	23
2,844	16,470	23,67
2,766	12,312	24
2,688	8,154	23,68
3,156	18,549	25
	11,313	23,69

5. In cell A3, type Date: and enter 01/07/99 in cell F3 as a date. When you are finished, enter the following revenue projections in cells D6 through E6 respectively. D6: 278927 E6: 344981

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - revenue projections". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H
1	Acme Publishing, Inc.							
2	Revenue Projections by Region							
3								
4								
5	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total		
6	United States	7,236	3,234			10,470		
7	Canada	5,235	3,156	5,235	2,844	16,470		
8	Brazil	3,234	3,078	3,234	2,766	12,312		
9	United Kingdom	1,233	3,000	1,233	2,688	8,154		
10	Europe	7,236	2,922	5,235	3,156	18,549		
11	Japan	5,235	2,844	3,234		11,313		
12	China	3,234	2,766	1,233		7,233		
13	Argentina	1,233	2,688	7,236		11,157		
14	Total	33,876	23,688	26,640	11,454	95,658		
15								

The status bar at the bottom shows "Ready" and "NUM". The active cell is E6.

Answer:

Step 1: Click cell A3.

Step 2: Type Date: and press enter.

Step 3: Click cell F3.

Step 4: Type 01/07/99 and press enter.

Step 5: Click cell D6.

Step 6: Type 278927 and press the Tab key.

Step 7: Type 344981 and press Enter.