Spreadsheet Assessment Concepts

1. active cell
2. copying or moving data
3. removing a column or a row
4. formula begins
5. rename a worksheet
6. difference between filtering and sorting
7. difference between descending and ascending
8. what symbol is used for numbers too big for a cell
9. formula bar
10. preview calculations
11. round is what type of function
12. hyperlink
13. reposition a worksheet
14. chart types and purpose
15. changing an image in Excel
16. correct example of average formula
17. difference between relative and absolute cell references
18. syntax for if function
19. rotate data within a cell

Create a spreadsheet with the following information. Format to make easy to read and enhance appearance. Use formulas to find hourly wage average for male and female, how much would each make working 25 hours a week, and if statement if made over $318.75 week

Create a graph comparing female and male wages – be sure to title and label axes

Hourly wages

|  |  |
| --- | --- |
| Female | Male |
| $13.26 | $14.37 |
| $12.81 | $13.87 |
| $14.02 | $14.17 |
| $11.33 | $11.05 |
| $11.89 | $16.50 |
| $15.12 | $12.75 |
| $10.98 | $13.26 |
| $14.77 | $13.01 |
| $10.35 | $15.26 |
| $11.35 | $9.99 |