

EXCEL PRACTICAL

You have been hired as a consultant for *King Neptune's Community Pool*. The manager of *King Neptune's Community Pool* needs you to prepare a worksheet to help analyze weekly receipts of child pool passes and adult pool passes. Perform the following steps on the spreadsheet:

1. Create the spreadsheet using the following data: Begin in cell A4. Re-format dates to mm/dd if needed.

	A	B	C	D	E	F
1						
2						
3						
4	Dates	Number of Child Passes	Number of Adult Passes	Child Pass \$ Totals	Adult Pass \$ Totals	Total Pass Receipts
5	6/1	200	95			
6	6/2	135	72			
7		141	70			
8		110	55			
9		123	61			
10		102	95			

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3. Format the A column to show the date as 6/1, 6/2, etc. AutoFill the dates beginning with 6/1 and 6/2. Your final year should be 6/6. Center dates.
4. Add the following data to row 11:

6/7	189	99
-----	-----	----

5. In cell A1 type in "King Neptune's Community Pool". Merge and center vertically and horizontally over cells A1:F1. Use "Cambria" font. Change font size to 16. Bold and Italicize text.
6. In cell A2, type in "Pool Pass Receipts for the Week of June 1 – June 7". Merge and center over cells A2:F2. Use "Cambria" font. Change font size to 14. Bold Text.
7. Add a fill color to cell A1
8. In cell A12, insert the word, "Totals". Bold and right-align.
9. Total each column in row 12
10. In cell A15, type in the words "Child Pass Price".
11. In cell A16, type in the words "Adult Pass Price".
12. In cell D15, type in \$1.50. In cell D16, type in \$3.00. Make both currency format.
13. Create a formula using an absolute cell reference to calculate Child Pass Receipts for each day. Put that formula (and \$ total) in cell D5:D11. The total should calculate in D12.
14. Create a formula using an absolute cell reference to calculate Adult Pass Receipts for each day. Put that formula (and \$ total) in cell E5:E11. The total should calculate in E12.
15. Calculate total passes receipts (\$ earned each day) in F5:F11, with a grand total in F12.
16. Use Currency Format for the D5:F12, center align
17. Select the range B12:F12 and add a "Top and Double Bottom Border."

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1. Understanding the eBook Microsoft Excel Exam Papers
 - The Rise of Digital Reading Microsoft Excel Exam Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Exam Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel Exam Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Exam Papers
 - Personalized Recommendations
 - Microsoft Excel Exam Papers User Reviews and Ratings
 - Microsoft Excel Exam Papers and Bestseller Lists
5. Accessing Microsoft Excel Exam Papers Free and Paid eBooks
 - Microsoft Excel Exam Papers Public Domain eBooks
 - Microsoft Excel Exam Papers eBook Subscription Services

- Microsoft Excel Exam Papers Budget-Friendly Options
- 6. Navigating Microsoft Excel Exam Papers eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel Exam Papers Compatibility with Devices
 - Microsoft Excel Exam Papers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel Exam Papers
 - Highlighting and Note-Taking Microsoft Excel Exam Papers
 - Interactive Elements Microsoft Excel Exam Papers
- 8. Staying Engaged with Microsoft Excel Exam Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel Exam Papers
- 9. Balancing eBooks and Physical Books Microsoft Excel Exam Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel Exam Papers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Exam Papers
 - Setting Reading Goals Microsoft Excel Exam Papers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Exam Papers
 - Fact-Checking eBook Content of Microsoft Excel Exam Papers
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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