

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

- 1) Create the worksheet below in Microsoft Excel and save it as Marks

	A	B	C	D	E
1	STUDENT NAME	GENDER	TEST [20]	ASIGNMENT[100]	EXAM [50]
2	MARY	F	17	70	34
3	GUSTOV	M	7	53	23
4	TATENDA	M	14	77	35
5	CECILIA	F	15	60	29
6	MAY	F	14	78	40
7	TENDAI	M	8	56	24
8	ALVARO	M	16	60	39
9					

- 2) Insert a new column between column D and column E.
3) In cell E1 enter the text "Coursework"
4) In cell E2 enter a formula to calculate the coursework for the student.
NB. Remember the Test is out of 20, the Assignment out of 100 and the Exam out of 50. The coursework mark contributes 40% of the final mark and the Test and Assignment carry equal weighting
Copy the formula to the cells E3 to E8
5) In cell G1 enter the text "FinalMark"
6) In cell G2 enter a formula to calculate the final mark for each student.
NB. The Exam mark contributes 60% of the final mark
7) Sort the students in alphabetic order
8) Insert a new row with the cell pointer in cell A1
9) Merge the cells A1 to H1
10) In cell A1 enter the text "ACA MARKS"
11) Bold, underline, center, change font size of heading to 15 and the font to forte.
12) In cell H2 enter the text "Grade"
13) In cell H3 enter a formula for grading the student according to the final mark:
The grading is as follows: 0-49=F, 50-64=C, 65-79=B, 80-100=A
14) Filter all the students who got a test marks greater than 15. The list of students should be placed in cell range starting from cell A12

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Community Medicine: Practical Manual 2E - E-Book Rajkumar Patil, 2023-03-20

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Online Course Management: Concepts, Methodologies, Tools, and Applications Management Association, Information Resources, 2018-03-02 The rapid growth in online and virtual learning opportunities has created culturally diverse classes and corporate training sessions Instruction for these learning opportunities must adjust to meet participant needs Online Course Management Concepts Methodologies Tools and Applications is a comprehensive reference source for the latest scholarly material on the trends techniques and management of online and distance learning environments and examines the benefits and challenges of these developments Highlighting a range of pertinent topics such as blended learning social presence and educational online games this multi volume book is ideally designed for administrators developers instructors staff technical support and students actively involved in teaching in online learning environments Memory and Cognition in Learning Jonathan Halls, 2014-05-01 Recent studies in neuroscience along with research in cognitive psychology and classic theories in adult education put training professionals in the position to craft powerful learning experiences Memory and Cognition in Learning reviews the current body of knowledge to explain how the brain responds to factors such as stress and emotion and the role of both learner and trainer in the learning experience This Infoline will outline key principles from cognitive learning theory provide tips on facilitating an effective learning environment summarize some challenges to corporate learning offer guidance on how to better design brain friendly learning The Infoline also provides job aids on how to put the brain at the center of a webinar how to make your training modules more enjoyable for the learner and how to organize information so that it is easier for learners to remember Radiography Essentials for Limited Practice Bruce W Long, Eugene D Frank, Ruth Ann Ehrlich, 2012-12 Thorough preparation for the ARRT Limited Scope Exam and clinical practice is a key focus of this title Concise coverage incorporates all of the content mandated by the ASRT Core Curriculum for Limited X ray Machine Operators The latest information on state licensure and limited radiography terminology ensures you understand the role of the limited practitioner Topics include x ray science and techniques radiation safety radiographic anatomy pathology and positioning of upper and lower extremities spine chest and head patient care and ancillary clinical

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Radiography Essentials for Limited Practice - E-Book Bruce W. Long,Eugene D. Frank,Ruth Ann Ehrlich,2020-10-04 Selected for Doody s Core Titles 2024 in Radiologic Technology Master the skills needed to perform basic radiography procedures Written exclusively for limited radiography students Radiography Essentials for Limited Practice 6th Edition provides a fundamental knowledge of imaging principles positioning and procedures Content reflects the most current practice and incorporates all the subjects mandated by the American Society of Radiologic Technologists ASRT curriculum so you will be thoroughly prepared for the ARRT Limited Scope Exam From radiologic imaging experts Bruce Long Eugene Frank and Ruth Ann Ehrlich this book provides the right exposure to x ray science radiographic anatomy technical exposure factors and radiation protection along with updated step by step instructions showing how to perform each projection Concise coverage thoroughly prepares you for the ARRT Limited Scope Exam and clinical practice with the latest on x ray science and techniques radiation safety radiographic anatomy pathology patient care ancillary clinical skills and positioning of the upper and lower extremities spine chest and head Expanded digital imaging concepts reflect today s practice and meet the requirements of the ASRT Limited Scope Content Specifications Current information on state licensure and limited radiography terminology ensures that you understand exam requirements and the role of the limited practitioner Step by step instructions provide guidance on how to position patients for radiographic procedures performed by limited operators Math and radiologic physics concepts are simplified and presented at an easy to understand level Bone Densitometry chapter provides the information you need to know to prepare for the ARRT exam and clinical practice Learning objectives and key terms highlight important information in each chapter and can be used as review tools Special boxes highlight information to reinforce important points in the text NEW Updated content reflects today s radiography for limited practice NEW Updated drawings photos and medical radiographs enhance your understanding of key concepts and illustrate current technology

e-Learning by Design William Horton,2011-12-14 Since the first edition of E learning by Design e learning has evolved rapidly and fringe techniques have moved into the mainstream Underlying and underwriting

these changes in e learning are advances in technology and changes in society The second edition of the bestselling book *E Learning by Design* offers a comprehensive look at the concepts and processes of developing creating and implementing a successful e learning program This practical down to earth resource is filled with clear information and instruction without over simplification The book helps instructors build customized e learning programs from scratch building on core principles of instructional design to develop meaningful activities and lessons create and administer online tests and assessments design learning games and simulations and implement an individualized program Every newcomer to the field will find this edition indispensable while professionals will find much needed contemporary information to manage the rapid changes happening in our field Even if you own the first edition buy this update as soon as possible Michael W Allen CEO of Allen Interactions Inc author *Michael Allen's e Learning Library Series* Covers the full range of options for presenting learning materials online including designing useful topics engaging activities and reliable tests and it takes into account the realities and issues of today's instructional designers such as social learning and mobile learning Saul Carliner associate professor Concordia University author *The E Learning Handbook* Horton nails it Perfectly timed robust and practical this second edition of brings together the latest strategies for learning without losing its critical premise technology enables e learning but great design makes it work Marc J Rosenberg e learning strategist author *Beyond E Learning* An e learning encyclopedia loaded with detailed guidelines and examples ranging from basic instructional design techniques to the latest applications in games social media and mobile learning An essential reference for anyone involved in e learning design development or evaluation Ruth Colvin Clark author *e Learning and the Science of Instruction*

Critical Religious Education in Practice Christina Easton,Angela Goodman,Andrew Wright,Angela Wright,2019-04-08 *Critical Religious Education in Practice* serves as an accessible handbook to help teachers put Critical Religious Education CRE into practice The book offers straightforward guidance unpicking some of the key difficulties that teachers encounter when implementing this high profile pedagogical approach In depth explanations of CRE pedagogy accompanied by detailed lesson plans and activities will give teachers the confidence they need to inspire debate in the classroom tackling issues as controversial as the authority of the Qur'an and the relationship between science and religion The lesson plans and schemes of work exemplify CRE in practice and are aimed at empowering teachers to implement CRE pedagogy across their curriculum Additional chapters cover essential issues such as differentiation assessment the importance of subject knowledge and tips for tackling tricky topics The accompanying resources including PowerPoint presentations and worksheets are available via the book's companion website Key to developing a positive classroom culture and promoting constructive attitudes towards Religious Education this text is essential reading for all practising and future teachers of Religious Education in secondary schools

Airman Group-Y 30 Practice Sets (E) ,2019-10-25 **Taylor's 7th Teaching and Learning Conference 2014 Proceedings** Siew Fun Tang,Loshinikarasi Logonnathan,2015-06-01 These conference proceedings showcase a rich and

practical exchange of approaches and vital evidence based practices taking place around the world They clarify the complex challenges involved in bringing about a holistic educational environment in schools and institutes of higher learning that fosters greater understanding and offer valuable insights on how to avoid the pitfalls that come with rolling out holistic approaches to education To do so the proceedings focus on the subthemes Support and Development Mobility and Diversity and Networking and Collaboration in Holistic Education

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