**Project1 (Sử dụng tài liệu Project1)**

**Task 1.** On the “**Order detail**” worksheet, format the table so that every other row is shaded. Use is technique that automatically updates the formatting if you insert a new row.

**Task 2.** On the “**Order detail**” worksheet, sort the table to order the records by “**Region**” field, with orders in “**China**” coming first and orders from “**Taiwan**” coming second. Then sort the orders alphabetically (from A to Z) by the “**CustomerName**” field. Finally, sort the orders in ascending order by the “**OrderDate**” field.

**Task 3.** On the “**Order detail**” worksheet, enter a formula in cell M2 that uses an Excel function to return the average order amount based on the values in the “**OrderAmoun**t” column.

**Task 4.** On the “**Order detail**” worksheet, use an automatic formatting method to format the cells in the “**Total**” column that contain above average values by applying **Green Fill** with **Dark Green** Text. Use a technique that automatically updates the formatting if the values change.

**Task 5.** On the “**Order detail**” worksheet, enter a formula in M5 that uses an Excel function to return the highest value of the cells in the “**Total**” column.

**Task 6**. On the “**Order detail**” worksheet, use an Excel data tool to remove all records with duplicate “**CustomerName**” values from the table. Do not remove any other records.

**Task 7.** On the “**Toy order**” worksheet, apply a numeric formatting to display the numbers in the column “**Price Each**” with three decimal places.

**Task 8.** Insert page numbering in the center of the footer on the “**Toy order**” worksheet using the format “**Page 1 of ?**”.

**Project2 (Sử dụng tài liệu Project2)**

**Task 1.** Beginning at cell A3 of “**Customer VN**” worksheet, import the data from the tab-delimited source file, **data.txt**, located in the **Practice Skill MOS Excel 2016 Full folder**. (Accept all default settings.)

**Task 2.** Go to the range named “**VietNam**” from the worksheet “**Customer VN**”, and remove the contents of the selected cells.

**Task 3.** On the “**Rapid Miner Data**” worksheet, hyperlink cell C8 to the e-mail address [MOS2016@gmail.com](mailto:MOS2016@gmail.com).

**Task 4.** Arrange the sheets so that “**Customer VN**” first.

**Task 5.** On the “**Statistics**” worksheet delete column F.

**Task 6.** Configure the “**Customer VN**” worksheet so that column A repeats on every page.

**Task 7.** On the “**Customer VN**” worksheet, in cell H4, use a function that will take a copy of cell C4 and capitalize the first letter.

**Project3 (Sử dụng tài liệu Project3)**

**Task 1.** On the “**Jan 2015**” worksheet, change the margins to **1”** (2.54 cm) on the **top and bottom**, **0.75”** (1.90 cm) on the **left and right**, with a **0.5”** (1.27 cm) **header and footer**.

**Task 2.** On the “**Calculations**” worksheet, hide rows 12 and 15.

**Task 3.** Configure the “**Jan 2015**” worksheet so that row 6 and the Word Art object remain visible when you scroll the sheet vertically.

**Task 4.** Check that the spreadsheet for accessibility problems. Correct the error by adding “**Office Supplies**” as an alternative text title. You don’t need to fix the warning.

**Task 5.** Add a new worksheet named “**NextMonth**” to the workbook.

**Task 6.** Add a function in cell **O7** in the “**Jan 2015**” worksheet that will display the word “**Yes**” if the value in cell N7 is higher than 2000, other wise, display the word “**No**”. Fill the cells in column O.

**Task 7**. Display the formulas on the “**Jan 2015**” worksheet.

**Project4 (Sử dụng tài liệu Project4)**

**Task 1.** On the “**Math**” worksheet, simultaneously replace all instances of the text “**Banking**” with the text “**Finance**”.

**Task 2.** Modify the cell formatting of cell **D6** to display the text on two lines.

**Task 3.** Add the word “**MOS**” as the document title property of the document.

**Task 4**. On the “**Math**” worksheet, use an Excel feature to copy the formula in cell F7 so that it fills **F8:F43**.

**Task 5.** Add the **result.jpg** image in **Practice Skill MOS Excel 2016** Full folder to the left of the “**Student Scores**” title on the “**Math**” worksheet.

**Task 6.** On the “**Farmer Crop**” worksheet, the Discount is **85%** of the **normal price.** Modify column H to display the discounted price of each item**.**

**Task 7.** Apply the Style **Medium 2** to the “**USA**” table on “**Data**” worksheet.

**Task 8.** Configure the “**Farmer Crop**” worksheet so the column headings in row 2 appear on all printed pages.

**Task 9:** Change data in the **Unit** column in last 6 lines from **“P” to “g”.** Display “**Farmer Crop**” worksheet in page layout view. Then insert page break so that **Unit** with a value of “P” in the first page

**Project5 (Sử dụng tài liệu Project5)**

**Task 1**. On the “**Sport in school**” sheet, insert a **Column Sparkline** that shows the enrollment for the past five years.

**Task 2**. On the “**Sport in school**” worksheet, create a table form the cell range **A8:G18**. Include row 8 as the header.

**Task 3.** Unhide the “**Summary**” worksheet.

**Task 4.** On the “**Sport in school**”, for the table, add alternative text with the title “**Registration of Student**”.

**Task 5.** On the “**Sport in school**”, add a row to the table that automatically calculates total amount due.

**Task 6.** On the “**Frequency**” worksheet, resize the “**Frequency (Jan 2019**)” chart so that it only covers cells **A17 through F30**.

**Task 7.** Make a copy of the “**Frequency**” worksheet and put it to the right of the “**Sport in school**” worksheet. Rename it to “**Fre**”.

**Task 8.** Move the column chart on the “**Fre**” worksheet to a new chartsheet named “**Fre\_Chart**”

**Task 9:** On the “**Sport in school**” worksheet modify column width **A:G** automatically fit the largest content.

**Project6 (Sử dụng tài liệu Project6)**

**Task 1.** In cell **B45** on the “**Detail**” worksheet, insert a function to get the average of the cells from **F4:F43** that have a greater value than **1,000.**

**Task 2.** In cell **B46** on “**Detail**” worksheet, insert a function that calculates the total amount of orders from the “**Cost per order**” column for **A/P Terms** of 30 monthsor more, even if the order of the rows is modified.

**Task 3.** In cell **K4** on “**Detail**” worksheet, insert a function that joins the “**Supplier**” and “**Order No**.”, separated by a common and a space. (Example: Alum Sheeting, A0223).

**Task 4.** On the “**Detail**” worksheet, remove the table functionality form the table. Retain the cell formatting and location of the data.

**Task 5:** On the “**Detail**” worksheet, add subtotal to the *purcharse orders* that display the number of each *supplier* for **Item No** column. Insert a page break *suppliers*. A Grand count should be displayed in cell **C52**.

**Task 6.** On the “**Sales Order**” worksheet, add a column named “**EXTRA 5**” to the right of the “**Size**” column.

**Task 7.** **C**opy **B5:B15** on “**Detail**” worksheet to **H7:H17** on “**Sales Order**” worksheet.

**Task 8.** On the “**Contract**” worksheet, create a **3D-Clustered Column** chart that shows the numbers by contract type. Change the chart title to “**Contract Status**”

**Project7 (Sử dụng tài liệu Project7)**

**Task 1.** On the “**Donal Farmer**” worksheet, use only the data in the “**Item**” and “**Total**” columns to create a **3D pie** chart. Position the new chart to the right of the table.

**Task 2.** On the “**Donal Farmer**” sheet, add the “**Total**” data series to the “**Sales**” chart.

**Task 3.** On the “**Donal Farmer**” worksheet, add the title “**Farmer Sales**” to the **column chart**. Label the vertical axis “**Sales**” and the horizontal axis “**Item**”.

**Task 4.** On the “**Donal Farmer**” worksheet, apply **Style 3** and **colorful color 2** to the **3D pie** chart.

**Task 5.** On the “**Donal Farmer**” worksheet, switch the rows and columns of the column chart.

**Task 6.** On the “**List of holidays**” worksheet, merge row **26 to 29** in the “**No of Days**” and “**Date**” columns of the “**By Coach**” range to form a single 4 row-column named “**No of Days**”. Values should remain left-justified.

**Task 7.** On the “**List of holidays**” worksheet, change the height of rows 1 and 2 to “30”.

**Task 8.** In Cell **A13** of the “**Payment**” worksheet, add a hyperlink to **www.google.com**. Display the text, “**Google**” in the cell.

**Task 9.** Modify 3 worksheets to print fit on a single page.