*Spreadsheet Exercise*

**WHAT HAVE YOU LEARNT?**

Chapter 41: Introduction to Microsoft Office Excel 2007

**EXERCISE # 75 - G.**

1. Reproduce the following information as accurately as possible in Spreadsheet **(4 marks)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **National Youth Service Lecturer Information** | | | | | | |
| Title | First Name | Last Name | University | Corp | Duration | Qualifications |
| Mrs | Petrona | Freeman | MIT | Education | 6 Months | Masters |
| Mr. | Fedrick | Wallace | MICO | Lecturers | 5 Months | Masters |
| Dr | Arthur | Elliot | UTECH | Customer Care | 4 Months | PhD |
| Dr | Ricky | Neil | MIT | Customer Care | 6 Months | PhD |
| Mrs | Avril | Wilkins | MICO | Security | 5 Months | Masters |
| Mr | John | Kennedy | UTECH | Education | 4 Months | Masters |

1. Make the following modifications to question 1. Above:
   1. **Bold** all the headings
   2. Change the font size of the heading to 14
   3. Ensure all the other font sizes are 12
   4. Change the colour of the heading to **blue** and all other to **red (5 marks)**
2. Delete all the data in the last row **(1 mark)**
3. Sort the typed information in ascending order by last Name **(1 mark)**
4. Copy row 4 and paste it as the last row **(1 mark)**
5. Save the spreadsheet as **National Youth Service Lecturer Information**

**TOTAL 12 MARKS**