

Working towards ECDL Practice Test

Spreadsheet Paper 2

You work in the travel section of your union and your job is to give advice to your members when booking a holiday.

- 1 Set up the following spreadsheet:
- 2 Enter the appropriate formulae in the relevant cells.

Note: To convert Degrees C to Degrees F, $(^{\circ}\text{C} \times 1.8) + 32$

Temperature Chart						
	Degrees C					Degrees F
	May	June	July	August	4- Month Average	May
Amsterdam	18	21	22	22	formula	formula
Athens	25	30	33	33	formula	formula
Berlin	19	22	24	23	formula	formula
Budapest	22	26	28	27	formula	formula
Copenhagen	16	19	22	21	formula	formula
Dublin	15	18	20	19	formula	formula
Helsinki	14	19	22	20	formula	formula
London	17	20	22	22	formula	formula
Madrid	21	27	31	30	formula	formula
Oslo	16	20	22	21	formula	formula
Paris	20	23	25	24	formula	formula
Rome	23	28	30	30	formula	formula
Stockholm	14	19	22	20	formula	formula
Vienna	19	23	25	24	formula	formula
Zurich	19	23	25	24	formula	formula

- 3 Working with the degrees C columns, create a 3-D column chart comparing the temperatures in Helsinki and Rome.
- 4 Use the chart title Temperature Comparison (Helsinki, Rome).
- 5 Label the x axis Month and the y axis Degrees C.
- 6 Change the scale to display starting at 10.
- 7 Save the chart on a new sheet.
- 8 Print the chart in landscape.
- 9 Change the chart type to Line with markers displayed at each data value.
- 10 Print the Line graph.