



## Module 7 Exercises

Inside the Module 7 folder there is an Excel file called 'Excel Exercise Module 7'. Please use this file to complete the following Exercises.

1. Open the Excel Exercise Module 7 file.
2. Create an new workbook named 'Sales' (or use the existing file).
3. Name the Worksheet 'Week 1' - add some numbers of your own(or use the numbers in the file).
4. Add another Worksheet 'Week 2' - add some numbers of your own.
5. Copy 'Week 1' and rename the new Worksheet 'Week 3'.
6. Change the Worksheet tab colours.
7. Add a fourth Worksheet named 'Total'.
8. Create Formulae in the 'Total' that will add values from the other 3 Worksheets.
9. Create another new Workbook named 'Summary'.
10. Create SUM, MIN, MAX, AVERAGE formulae using external reference to the 'Sales' Workbook.
11. Save the file to the Desktop with the Filename 'Sales 1'.