



MOS-E2E

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QUESTION 1:

Import the tab-delimited text file "Spare parts" from the C:\ Certkiller \MyDocuments.

Answer:

Step 1: Click Data->Get External Data->Import Text File. Navigate to C:\ Certkiller \MyDocuments

Step 2: Select the Spare parts text file and click Import. Click Next twice.

Step 3: Click Finish.

Step 4: Select Existing Worksheet. Click OK

QUESTION 2:

Create a new database query that will import the "Prices by Manufacturer" query from the "Car tracker" database in the C:\ Certkiller \MyDocuments folder. Return the data to the current worksheet.

Answer:

Step 1: Choose Data->Get External Data->New Database Query.

Step 2: On the Databases tab, select MS Access Database. Click OK.

Step 3: Select the CarTracker.mdb database. Click OK.

Step 4: In the Available tables and column list, select Prices by Manufacturer. Click the > button.

Step 5: Click Next three times.

Step 6: Select Return Data to Microsoft Excel. Click Finish. Select Existing worksheet and click OK.

QUESTION 3:

Create a new workbook based on the Books template

Answer:

Step 1: Click File>New.

Step 2: Click the General tab. Select Books.xlt.

Step 3: Click OK.

QUESTION 4:

Save the current workbook as a template in your Templates folder.

Answer:

Step 1: Click File>Save As.

Step 2: In the Save as type box, select Template.

Step 3: Click Save.

QUESTION 5:

Apply the Accounting format with two decimal places to G6:L20.

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