

1. create an excel file with the data of top ten Richest people in the world with the fields Sno, Name, age, Wealth. Need to change the column widths accordingly.

<i>The 10 Richest People in the World 2023</i>				
Rank	Name	Age	Wealth (\$bil)	Wealth per year
1	Bernard Arnault & family	74	211	2.85
2	Elon Musk	51	212	4.16
3	Jeff Bezos	59	213	3.61
4	Larry Ellison	78	214	2.74
5	Warren Buffett	92	215	2.34
6	Bill Gates	67	216	3.22
7	Michael Bloomberg	81	217	2.68
8	Carlos Slim & family	83	218	2.63
9	Mukesh Ambani	65	219	3.37
10	Steve Ballmer	67	220	3.28

a) Create a formula to work out the wealth per year for each person. To do this you must divide wealth by age and then copy the formula down:

b) Use functions to work out the total and average wealth per year at the bottom of the list:

Total	30.88
Average	3.09

c) Rename the worksheet “sheet1” as “RichPeople”

d) Delete the worksheets “Sheet2”, “Sheet3”

e) save the Excel file as “ Excel_Excercises.xlsx”

f) Make the following formatting changes:

- Insert a few extra blank rows at the top and then type in the new title “Top 10 Richest People in world 2023” center the Title.
- Change Format the font, size and colour of the title and add underlining

g) Now apply the following formatting to the column titles row:

- Change the font and colour of the titles Sno, Name, age, Wealth, Wealth per year etc
- Increase the row height of title row and make it vertically and horizontally center aligned
- Click in the middle of the worksheet and press CTRL + A to select it all, then add borderlines everywhere (apart from on the title at the top)
- Add light yellow shading to the titles

2. Insert new worksheet named “telephonecalls” in the above file, type in the text and numbers in the same cells as shown below:

	A	B	C	D	E
1	Name	No. calls	Hours worked	Calls per Hour	Bonus
2	Angus	42	5		
3	Penelope	6	4		
4	Jethro	39	6		
5	Mirabelle	15	6		
6	Ophelia	2	7		
7	Horatio	91	6		
8	TOTAL				

a) In cell **D2** create a formula using the following information:

- $\text{Calls per hour} = \text{No. calls} / \text{Hours worked}$

Copy the formula down the column to work out the other calls per hour.

b) In cell **E2** create a formula using the following information:

- $\text{Bonus} = \text{Calls per Hour} * 1.75$

Copy the formula down the column to work out the other bonuses.

c) In cell **B8** create a formula that will add together all the numbers of calls.

Copy the total formula across the row to calculate the other column totals.

d) insert new Field at column A by shift in other columns Right one cell each fill the SNO with 1,2,3.... Etc by using auto filling option.

3) Insert new worksheet named “Qtr1 Office Costs” in the above file, type in the text and numbers in the same cells as shown below:

	A	B	C	D	E
1	Cost item	Jan	Feb	Mar	Qtr 1 total
2	Admin costs	452	514	380	
3	Staff costs	125,319	119,800	132,670	
4	Services costs (@ £12,750 per annum				
5	Stationery	1,450	976	1,685	
6	Advertising @ 1.75% of staff costs				
7	TOTAL				

- In cell B4 create a formula using the following information:
 Services costs per month = annum cost of 12750 / 12 (ie. divided by 12)
 Copy the formula across to cells C4 and D4 to work out the other monthly services costs..
- In cell B6 create a formula using the following information:
 Advertising = 1.75% of staff costs for that month (ie. 1.75% * staff costs in cell B3)
 Copy the formula across to cells C6 and D6 to work out the other advertising costs.
- In cell E2, create a formula that will add together all the monthly admin costs.
 Copy the total formula down the column to calculate the other quarterly totals.
- In cell B7 create a formula to add the total costs for January, then copy this across to calculate the other column totals.
- Make the following additional changes:
 - Make everything in the B to E columns centre aligned.
 - Select the whole of column A (click on the column letter) and add text wrap so that you can see all of the longer text entries.