



Introduction to Computers and Computing Ethics (COMP1310)

15 October 2024

Quiz 1

Section 9

Student Name:

Student Number:

Q1) MS Word

1. Type the title "Comp1310" in your document with the following format:

- Bold.
- Change font to Comic Sans.
- Size 18.
- Align Center.
- Colored red.

2. Add 3 random paragraphs hint: use =rand(3) with the following format:

- Change font to Times New Roman.
- Size 16.
- Align Left.
- Colored blue.

3. Add an endnote to the last word in the paragraph (Write COMP1310,2024).

4. Insert 1 reference as we learned.

5. Insert the image attached to this quiz.

6. Insert a header that has your ID on the left and the today date on the right.

7. Insert page numbers at the bottom center of each page in your document.

Q2) MS Excel

1. Design the attached worksheet with the shown formats, then apply the required tasks below the table:

- Font type: **Comic Sans MS**
- Font size: **12**
- Sheet Name: **Sales**

	A	B	C	D	E	F	G	H	I
1	Item	Quantity Sold Jan	Quantity Sold Feb	Quantity Sold Mar	Total Quantity Sold	Average Monthly Sales			
2	Item 1	120	150	130					
3	Item 2	100	120	110					
4	Item 3	90	80	100					
5	Item 4	200	190	210					
6									
7									
8							Average of total quantities sold		
9							highest total quantities sold		
10							lowest quantity sold for Item 3		
11							total number of items		
12									

- Sort the table by Total Quantity Sold in ascending order.
- Format the Quantity Sold Jan column with a green fill for quantities above 100.
- Create a bar chart for "Item" and "Total Quantity Sold" and title it Item - Total Sales.

2. In a separate sheet do the following using Auto Fill:

- Make a list of 30 numbers containing multiples of 3.
- Make a list of even numbers from 20 to 80.