## LOTUS 123 SELF TEST # 1

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## by Steve Bruhn

This will test your skill in using certain features of LOTUS 123.

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Follow the instructions for each section, then move to the next section.

When you finish, have the instructor check it for you.

Use / Range Erase to erase the numbers below:

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2	42	82	122	162
7	47	87	127	167
12	52	92	132	172
17	57	97	137	177
22	62	102	142	182
27	67	107	147	187
32	72	112	152	192
37	77	117	157	197

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. . . . .

Use / Move to move the numbers in column B to column F.

1	0
1	5
2	0
2	5
3	0

- - -

Move the column of fives in between the fours and sixes.

1	2	3	4	6	7
1	2	3	4	6	7
1	2	3	4	6	7
1	2	3	4	6	7
1	2	3	4	6	7
1	2	3	4	6	7

	1	2	3	4	6	7

Correct the spelling errors below:

Engineers do not make guesses. Theye look up someone else's ye look up someon guess and use it as a reference!

"I lost my disks," said a student.	"Bummer," said teh ins
Why do they put kitchen neasuring	urign spoons on rings? When yuo
one you have to wash all six of them!	of them!

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Format all the numbers in column A like the numbers in column B.

200	\$200
32000	11 August 87
32000	8/11/87
32000	32,000.00
5000	\$5000
5000	5000.000
5000	5000
5	TRUE
0.14	14.0%
44934	5:09:33 AM
-14.849556	-14.849556

Delete the rows that appear more than once.

	1	1	1	1
	2	2	2	2
	3	3	3	3
extra	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7	7	7

extra		7	7	7	7		
		8	8	8	8		
-	-	-	-	-	-		
Insert a row b	between the th	nrees and fives an	d enter fours				
		1	1	1	1	1	
		2	2	2	2	2	
		3	3	3	3	3	
		5	5	5	5	5	
		6	6	6	6	6	
-	-	-	-	-	-		
Find and corr	ect the errors	in this section.					
		5	45	10	90		
		10	3	30	30		
		30	45	45	45		
		45	6	3	3		
	3		0	45	45		
		45	24	6	5		
	=	=	=	=	=		
TOTALS		135	123	139	213		
-	-	-	-	-	-		

Copy the formulas below to complete the table.

AT LAX IS==	>		1/8/23is 5:09 AM	s today's	date
DIFFEREN	NCE	TIME	DATE	DAY	CITY
=	=	=	=	:	=
	0	5:09 AM	1/8/23		1ANGELES
	1	6:09 AM	1/8/23		1 DENVER
	3	8:09 AM	1/8/23		1EW YORK
	8				LONDON

9	12/30/99	PARIS
17		GUAM

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Write a date formula to display the following dates, and find the number of days between the dates.

Write your formula in column C then format the cell as a date.

## DATE

January 10, 1986 : March 18, 1988 :

Difference:

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(Difference = number for 03/18/88 - 01/10/86)

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Change all the labels in column B to right justified.

Ed Ted Total Buy Sell Cash

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structor.

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? When yuo use

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## LOOKUP TABLE

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1	SUN
2	MON
3	TUE
4	WED
5	THU
6	FRI
7	SAT

- -- -- -