

## Sample Exercise for the Spreadsheet Component of the CIL Exam

Use this exercise to practice your skills and to learn what to expect on the Spreadsheet component of the CIL exam. The format of this exercise and the types of skills you'll be asked to demonstrate are very similar to the exam. Use the [detailed scoring rubric](#) to see how points are assigned for each task you'll be asked to complete.

- During the exam, you'll be given a printed set of instructions with checkboxes. Above, we've provided a sample that you can print out. Use the checkboxes to help you remember to complete each step.
- Always take the time to read through the instructions before you begin. Doing so can save you time and prevent you from making some mistakes.
- This exercise is not timed. When you take this component of the CIL exam, you will be given 2 hours to finish. You may want to time yourself as you do this exercise to find out if you can complete it within 2 hours.
- During the exam, complete as many of the listed tasks as you can. If you can't complete a task, skip it and move on to the next instruction. If time permits, return to uncompleted tasks later.
- Save your work often.
- During the exam, you will be allowed to use the spreadsheet program's help menus, but you will not be permitted to get assistance from another person in completing the exam.

### Scenario

You have been asked by your employer to create a spreadsheet and a chart to show the number of serious traffic accidents in the state of Hawaii over a period of years. You've found the raw statistics at the State of Hawaii Government website, but now you need to work with the data. In particular, your boss wants you to create a chart to show:

- For accidents resulting in fatalities, what percentage involved alcohol and what percentage did not
- For accidents resulting in injuries, what percentage involved alcohol and what percentage did not
- For accidents resulting only in property damage, what percentage involved alcohol and what percentage did not

<b>Opening the Program and File</b>
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<input type="checkbox"/>	1.	<p><a href="#">Click Here</a> to download the file <b>AutoAccidents.xls</b>. Use your spreadsheet program (such as Microsoft Excel) to <b>open the file</b>.</p> <p>(Note: during the exam, you won't need to download any files from the Internet. Instead, you'll open the required files from a thumb drive on the testing computer.)</p>
<input type="checkbox"/>	2.	<p>Use the "Save As" command to save the file onto a thumb drive or your Desktop, adding your <b>First</b> and <b>Last Name</b> to the beginning of the file name, like this:</p> <p style="text-align: center;"><b>FirstLastaccidents.xls</b></p> <p>(For example: Harry Potter's file would be saved as "G:/HarryPotteraccidents.xls")</p>
<b>Working with Table 1</b>		
<input type="checkbox"/>	3.	Delete columns F (blank) <b>and</b> G (year data) in order to move the two sets of statistics together.
<input type="checkbox"/>	4.	Type the word <b>Total</b> in cell A21.
<input type="checkbox"/>	5.	<p>Now you need to get to totals for each year.</p> <p>Insert a <b>function</b> in cell B21 to get the <b>sum</b> of the number of crashes that occurred in the reported years.</p>
<input type="checkbox"/>	6.	<b>Copy and paste the function</b> from B21 in order to find totals in each remaining column of data in the table.
<input type="checkbox"/>	7.	To avoid confusing the number of accidents in each year with the total of accidents over the whole range of years, change the labels in cells B4 and F4 from <b>Total</b> to <b>Numbers</b>
<input type="checkbox"/>	8.	To make the numbers easier to read, format all the numbers in the range B5:I20 so that they have a <b>comma separator</b> at the thousand's place. (Example: 3,789 instead of 3789).
<input type="checkbox"/>	9.	<p>The data in this table has different sections. To make it easier to tell what each section is about, <b>Merge and Center</b> the following ranges so that the labels are centered over the data they correspond to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> B2:I2</li><li><input type="checkbox"/> B3:E3</li></ul>

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		<input type="checkbox"/> F3:I3
<input type="checkbox"/>	10.	Now, you'll give the entire table a title: Edit the text in B2:I2 to make it read:  <b>MAJOR TRAFFIC CRASHES IN HAWAII</b>
<input type="checkbox"/>	11.	In order to visually separate data on <b>all</b> crashes from those that were alcohol-related:  <input type="checkbox"/> create an <b>outline border</b> around the cells in the range B3:E21, and  <input type="checkbox"/> create another <b>outline border</b> around cells in the range F3:I21
<input type="checkbox"/>	12.	To increase readability, make all of the section labels in the B2:I4 range <b>Bold</b> .
<input type="checkbox"/>	13.	To make the table look neat and tidy, adjust the width of <b>column A through column I to fit to their contents</b> .

### Working with Table 2

<input type="checkbox"/>	14.	You'll use Table 2 (the yellow shaded table to the right of table 1) to look more closely at crashes that involved alcohol vs. crashes that did not involve alcohol. First, you'll need to determine what information should go into the cells of this chart.  <input type="checkbox"/> To begin, use <b>Cell References</b> to fill in the numbers for the alcohol related crashes. These figures already exist in Table 1. For example, the number of fatal crashes involving alcohol should be found in cell G21. Use a <b>Cell Reference</b> to display this figure in cell L3.  Also reference the figures for the number of alcohol-related crashes  <input type="checkbox"/> with injuries, and  <input type="checkbox"/> with only damage.
<input type="checkbox"/>	15.	Table 1 gives figures for ALL crashes (whether or not they involved alcohol) and for Alcohol related crashes. It doesn't tell you about the number of crashes that did NOT involve alcohol. You can figure that out in Table 2 using cell references and a formula.  Create a formula in cell L4 that takes the total number of ALL fatal crashes (found in C21) and <b>subtracts</b> the number of those involving alcohol (found in

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		<p>G21). The resulting number is the number of fatal crashes that did not involve alcohol.</p> <p>Using the same method, fill in the remaining two cells in Table 2 to show:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> the number of crashes with injuries that did not involve alcohol</li><li><input type="checkbox"/> the number of crashes with only damage that did not involve alcohol</li></ul>
<b>Creating a Chart</b>		
<input type="checkbox"/>	16.	<p>Now make a chart using data from the range K2:N4:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Make a <b>100% Stacked Column</b> chart with a <b>3D</b> effect.</li><li><input type="checkbox"/> <b>Title</b> the chart "Alcohol vs Non Alcohol Related Crashes", and</li><li><input type="checkbox"/> place the legend at the <b>bottom</b>.</li></ul> <p><b>For Excel 2007 users format the chart with Chart Style 1. The chart won't print out correctly if any of the other styles are used.</b></p>
<input type="checkbox"/>	17.	<p><b>Place</b> the chart:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> directly <b>under Table 2</b> and directly <b>to the right of Table 1</b></li><li><input type="checkbox"/> resize the chart to fit inside the empty blue box</li></ul>
<input type="checkbox"/>	18.	<p>Change the <b>Page Layout</b> so that:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> it has a <b>landscape</b> orientation</li><li><input type="checkbox"/> it is <b>scaled to fit</b> on one page by one page</li><li><input type="checkbox"/> it has <b>1 inch margins</b> all around (left, right, top and bottom)</li></ul>
<input type="checkbox"/>	19.	<p>Customize the <b>Header</b> so that it has:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>your full name</b> in the <b>left</b> section, and</li></ul>

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		<input type="checkbox"/> the current date in the right section
<input type="checkbox"/> 20.	<b>Use print preview</b> to verify that everything is correct.  Your document should look something like this: <div style="text-align: center; margin: 10px 0;"> </div>	
<input type="checkbox"/> 21.	<b>Print</b> the worksheet.	
<input type="checkbox"/> 22.	<b>Resave</b> your file one last time onto the thumb drive or Desktop.	
<input type="checkbox"/> 23.	<b>Exit</b> the spreadsheet program.	