Exercise 1

Download the files from http://www.Peter-Lo.com/Teaching/SFU-Excel/Source1.zip, you will use these files to finish the following exercises.

1. Open the Excel file "Question 1-1.xlsx", format the file as below:

	Cartoon Royalties			
	Name	**Cartoons Shown**	**Royalties**	**Animator's Commission**
Names	*Donald Duck*	$578.00	$158,950.00	$19,868.75
	Road Runner	$231.00	$63,525.00	$7,940.63
	Goofy	$42.00	$11,550.00	$1,443.75
	Bugs Bunny	$980.00	$269,500.00	$33,687.50
	Mickey	$1,326.00	$364,650.00	$45,581.25
	TOTAL	$3,157.00	$868,175.00	$108,521.88

2. Open the Excel file "Question 1-2.xlsx", format the table for the course mark in the given format, and mark the student under 50 marks with **Red and Bold**.

Student	Chinese	English	Mathematics	Physics	Chemistry
John Lee	75	72	67	71	64
Mary Chan	65	78	76	74	50
David Yeung	50	**40**	**43**	**45**	**38**
Mark Wan	**15**	56	**45**	84	**48**
Wing Lee	72	56	72	82	**45**
Chris Wong	90	72	68	84	64