



MOCK PRACTICAL TEST

Task 1: Monthly Sales Report

Application to be used: MS Excel

Objective: Calculate total and average sales and highlight high performers.

Instructions for Students:

1. Create a spreadsheet with these headings:
Salesperson | Week 1 | Week 2 | Week 3 | Week 4 | Total Sales | Average Sales
2. Enter sample data for **6 salespersons**.
3. Use formulas:
 - **Total Sales:** =SUM(B2:E2)
 - **Average Sales:** =AVERAGE(B2:E2)
4. Apply **Conditional Formatting (Highlight Cell Rules)** to:
 - Highlight **Total Sales** above **5000** in **light green**.
 - Highlight **Total Sales** below **3000** in **light red**.
5. Save your file as "**Sales_Report_Grade7**".

Skills assessed: SUM, AVERAGE, Conditional Formatting, Spreadsheet formatting

Task 2: Library Books Database

Application to be used: MS Access

Objective: Design a database table and apply criteria in a query.

Instructions for Students:

1. Create a database named **"Library_DB"**.
2. Create a table called **"Books"** with the following fields:
 - **BookID** (Primary Key)
 - **Title** (Short Text)
 - **Author** (Short Text)
 - **Genre** (Short Text)
 - **CopiesAvailable** (Number)
3. Enter at least **5 book records**.
4. Create a query to show:
 - Books with **more than 3 copies available**
 - Books where **Genre = "Fiction"**
5. Save the query as **"Available_Fiction"**.

Skills assessed: Table creation, Query design, Multiple criteria (>, =)