

Attachment 2

TASK 1

In a file of your choice, register the macro “format_liczby” [number format] (with the keyboard shortcut Ctrl+Shift+f) that will change the cell format to a number with a separator of 1000 (,) and without decimal places. Try the macro operation.

TASK 2

In a file of your choice, register the macro “dzisiaj” [today] (with the keyboard shortcut Ctrl+Shift+t) that will add to one cell the text containing the title “Makra – ćwiczenia” [Macros – exercises], and to an adjacent cell – today’s date (function = dzisiaj()) [today]). Try the macro operation.

TASK 3

In the file “Dane.xls” [data.xls] register a macro that inserts a column chart for the selected data. Assign it to the “Wykres” [graph] button.

EXTRA TASK (FOR VOLUNTEERS)

In a file of your choice, register a macro that copies data along with cell transposition.

- Separate the names and surnames
- initials