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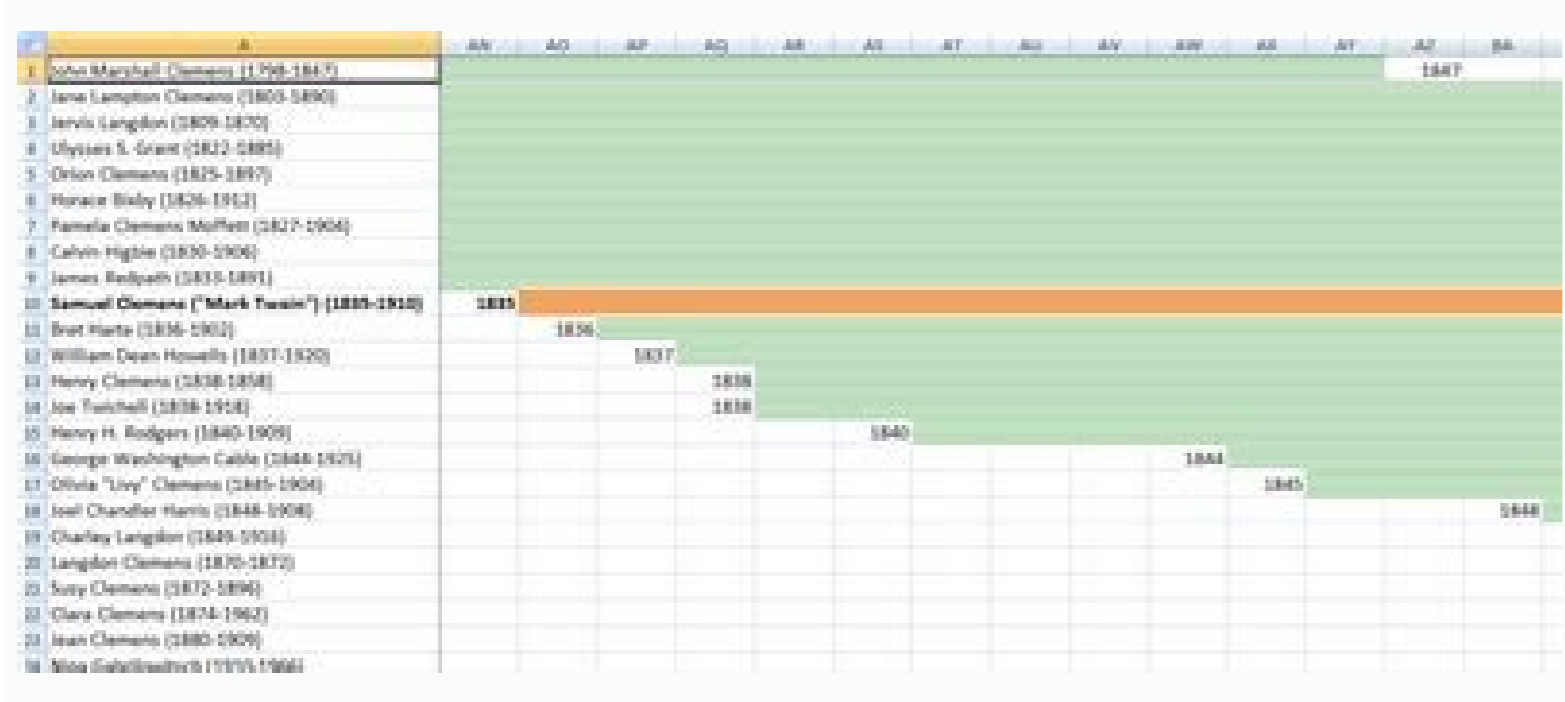
Skills 9c

smart RULES
DO CYCLE SAFELY

Listen, read and check.

It's a beautiful day and there's no school. It's the perfect time to go for a ride with your friends. You get on your bike and you feel as free as a bird. Cycling is fun, but sometimes accidents happen, so you should cycle safely. Here are a few tips to help.

- The most important thing to remember is that you must wear a helmet. Your helmet will protect your head in case you fall off your bike. Remember to wear a helmet that fits you and never wear a hat under your helmet.
- It's also important that drivers can see you. You must put reflectors on your bike and wear something bright such as a reflective belt. At night-time you must also have the lights on.
- You shouldn't wear loose clothes or headphones. Gloves and knee pads are a good idea.
- You must respect road signs and use hand signals to tell drivers that you want to change direction.
- You mustn't ride too close to cars, especially parked cars. People can open car doors suddenly.
- Last but not least, remember to keep your bike in good condition. Check the brakes, tyres and chain regularly.



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Step	Instructions	Points Possible
7	Without grouping the sheets, make the following calculation in both worksheets: • In cell B10, enter a COUNTIF function to determine how many different types of Relish are in stock on the Condiments sheet and how many different types of Salsa are in stock on the Toppings worksheet.	2
8	Without grouping the sheets, make the following calculation in both worksheets: • In cell G14 type Stock Level . In cell G15, enter an IF function to determine the items that must be ordered. If the Quantity in Stock is less than 75 the Value_if_true is Order . Otherwise the Value_if_false is OK . Fill the formula down through all the rows.	4
9	Without grouping the sheets, apply the following formatting in both worksheets: • Apply Conditional Formatting to the Stock Level column so that cells that contain the text Order are formatted with Bold Italic with a Font Color of Dark Red, Accent 1. Apply Gradient Fill Red Data Bars to the Quantity in Stock column.	4
10	In the Condiments sheet, format the range A14:G42 as a table with headers and apply Table Style Light 20. Insert a Total Row, filter by Category for Relish, and then Sum the Quantity in Stock column. Record the result in cell B11.	6
11	Clear the filter from the table. Sort the table on the Item Name column from A to Z, remove the Total Row, and then convert the table to a range. On the PAGE LAYOUT tab, set Print Titles so that row 14 repeats at the top of each page.	6
12	In the Toppings sheet, format the range A14:G42 as a table with headers and apply Table Style Light 19. Insert a Total Row, filter by Category for Salsa, and then Sum the Quantity in Stock column. Record the result in cell B11.	6
13	Clear the filter from the table. Sort the table on the Item	6

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