1. Open Excel, create a new blank workbook and save it as *RSGB Excel Assessment*.
2. Rename the first sheet as *Assessment 1*.
3. In cells A1, B1, C1 and D1 respectively, enter the text *Year*, *Traffic*, *Accidents* and *Rate*.
4. In cells A2 enter the year number *2006*, then fill cells down to A11 with ascending years and enter the text *Total* in cell A12.
5. Go to *https://www.gov.uk/government/statistical-data-sets/tra02-traffic-by-road-class-and-region-kms* and download Table TRA0201.
   [Department for Transport annual road traffic vehicle kilometres by type and year]
6. Open the downloaded file *TRA0201.ods* and locate the annual billion vehicle kilometres for all motor vehicle traffic in 2006 to 2015.
   [This file is in the OpenDocument worksheet format, which Excel can open]
7. Copy this range of ten cells, paste them into cell B2 in the *Assessment 1* worksheet and close *TRA0201.ods*.
8. Go to https://www.gov.uk/government/statistical-data-sets/ras10-reported-road-accidents and download Table RAS10013.
   [Department for Transport annual reported personal injury accidents by severity]
9. Open the downloaded file *RAS10013.ods* and locate annual fatal and serious accidents [*FSA*] in 2006 to 2015.
10. Copy this range of ten cells, paste them into cell C2 in the *Assessment 1* worksheet and close *RAS10013.ods*.
11. In cell B12, enter a formula to calculate total motor vehicle traffic for the whole decade, then fill the formula to cell C12 to calculate the total number of accidents for the decade.
12. In cell D2, enter a formula to calculate the 2006 accident rate by traffic [dividing accidents in 2006 by billion vehicle kilometres travelled that year], then fill cells down to D12 with this value.
13. Insert a new column in between the Traffic and Accident figures, then edit cell B1 to read *Traffic km* and add a new heading at the top of the new column C to read *Traffic miles*.
14. Insert two new rows above the headings, then in cell C1 enter the value *0.621371* [the fraction of a mile in one kilometre].
15. In cell C4, enter a formula to calculate 2006 traffic in billion vehicle miles [multiplying 2006 billion vehicle kilometres by the fraction of a mile in one kilometre].
16. Edit the formula in cell C4 to make the reference to cell C1 absolute [so it will stay the same when the formula is filled, instead of adjusting] then fill the formula down to cell C14.
17. Edit cell E3 to read *Rate b veh km* and add a new heading in cell F3 to read *Rate b veh miles*.
18. In cell F4, enter a formula to calculate the 2006 accident rate by traffic in miles, then fill cells down to F14 with this value.
19. Format Rows 3 and 14 as Bold.
20. Format Columns E and F to display all rates with two decimal places.
21. Save the changes.

Required skills

- Enter values
- Edit values
- Fill values
- Simple number and text formatting
- Save workbooks
- Insert and name sheets
- Insert columns
- Copy and paste ranges
- Enter simple arithmetic formulas
- Fill formulas
- SUM function
- Absolute cell references