


Concepts Review

True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. A worksheet contains at least one workbook.
- T F 2. The Name Box shows the address of the active cell.
- T F 3. The Zoom size for a particular worksheet is permanent.
- T F 4. You can use the scroll bars to move the pointer to a specific cell.
- T F 5. You can replace a cell's contents by clicking the cell and keying new data.
- T F 6. You must use Windows Explorer to create a new folder.
- T F 7. Edit mode starts when you press **F2**.
- T F 8. If you click the Print button  while viewing a sheet in print preview, all worksheets in a workbook are printed.

Short Answer Questions

Write the correct answer in the space provided.

1. What is the name for the cell with a heavy black border that is ready to accept new data or a formula?

2. Give an example of a cell address in the first column of a worksheet.

3. What is the screen element that contains command tabs?

4. What command enables you to use a different filename for a workbook as it is saved?

5. What is the keyboard shortcut to move the pointer to cell A1?

6. Which part of the Excel screen shows the contents of the active cell?

7. How do you print all three sheets in a workbook with one command?

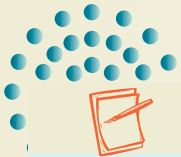
8. What do you use to reposition the worksheet on the screen without changing the location of the active cell?

Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. You can replace or edit cell contents. Discuss when you might use each procedure.
2. Why should you use folders for organizing your files? Give examples of folder names that might be used in an auto dealership's office.

Skills Review



NOTE

Prepare your answers to questions in the Skills Review exercises as instructed for submission to your instructor. Include your name, the exercise number, and the question number.



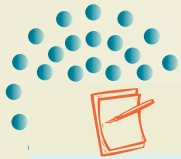
NOTE

If Excel is already running, press **Ctrl+N** to start a new workbook.

Exercise 1-18

Start Excel and navigate in a workbook.

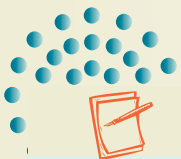
1. Start Excel and navigate in a workbook by following these steps:
 - a. Turn on the computer and start Excel.
 - b. Press **Ctrl+PageDown** two times. Which sheet is active?
 - c. Drag the scroll box on the vertical scroll bar to the bottom of the scroll bar. What is the last row shown on the worksheet?
 - d. Press **Ctrl+PageUp** two times. Which sheet is active?
 - e. Press **Ctrl+G** and key **a35**. Press **Enter**. What appears in the Name Box?
 - f. Press **Tab**. What is the active cell?
 - g. Press **Shift+Tab**. What is the active cell?

**NOTE**

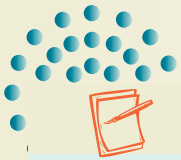
When there is no data on a worksheet, **Ctrl+End** goes to cell A1.



- m. Click the Close Window button . Do not save the workbook if a message box appears.

**NOTE**




This worksheet has an icon set, a conditional format. Values equal to or greater than 50 have a green circle; others have a yellow circle.

**NOTE**

Prepare your answers to questions in the Skills Review exercises as instructed for submission to your instructor. Include your name, the exercise number, and the question number.

- h. Press **Ctrl+Home**. What is the active cell?
- i. Press **Ctrl+G**, key **d15**, and press **Enter**. Press **Ctrl+End**. What is the active cell?
- j. Press **Alt**. What is the KeyTip for the Formulas tab? Press **Esc**.
- k. Press **Ctrl+F1**. What has happened?
- l. Press **Ctrl+F1** again.

Exercise 1-19**Open a workbook. Edit a worksheet.**

- Open a workbook by following these steps:
 - Click the Microsoft Office Button  and choose **Open**.
 - Choose the drive and folder according to your instructor's directions.
 - Find **MarAdv** and double-click it.
- Edit a worksheet by following these steps:
 - Press **Ctrl+G**, key **b5**, and press **Enter**.
 - Key **2000** and press **Enter**. What is the new total for the Bremerton store?
 - Click cell D10 and press **Delete**. What is the total for this week?
 - Click the arrow next to the Undo button . What are the first two tasks listed?
 - Press **Esc**.
 - Click the Close Window button . Choose **No** to discard your changes.

Exercise 1-20**Edit a worksheet. Manage files.**

- Open **MarAdv**.
- Edit a workbook by following these steps:
 - Click cell A2 and press **F2**. What is the current mode for your worksheet?

**REVIEW**

The Mini toolbar will appear when you select text for editing.



**TIP**

Click or double-click to select a filename with no spaces.

**TIP**




F12 is the keyboard shortcut for File, Save As.



- b. Double-click “March” and key **April**. Press **Enter**. What is the active cell?
 - c. Double-click cell A11. How can you select or highlight the word “California”?
 - d. Delete “California.” Delete the space before “W.”
 - e. What key will finish your editing in cell A11?
3. Manage files by following these steps:
 - a. Click the Microsoft Office Button  and choose **Save As**. What folder appears in the navigation line?
 - b. Set the folder to **[your initials]Lesson1**. Where is this folder located?
 - c. In the **File name** box, make sure the original name is highlighted. If it is not, select the filename.
 - d. Key **[your initials]1-20** and press **Enter**.
 - e. What filename appears in the title bar?
 4. Click the Close Window button .

Exercise 1-21

Edit cells. Print a worksheet.

1. Open **MarAdv**.
2. Press **F12**. Set the **Save in** folder to **[your initials]Lesson1**.
3. In the **File name** box, select the filename. Key **[your initials]1-21** and press **Enter**.
4. Edit cells by following these steps:
 - a. Click cell A2 and press **F2**.
 - b. Double-click “March” and key **May**. Press **Enter**.
 - c. Double-click cell A11. Double-click “California.”
 - d. Key **Washington** and press **Enter**.
 - e. Click cell F1. Key your first and your last name and press **Enter**.
5. Print a worksheet by following these steps:
 - a. Click the Microsoft Office Button  and hover over **Print**.
 - b. Choose **Print Preview**.
 - c. Point near the main heading and click. Point anywhere and click again.
 - d. Click the Print button . Click **OK** in the dialog box.
6. Click the Close Window button .
7. Choose **Yes** to save changes.

Lesson Applications



REVIEW

Set the Zoom size so that you can see as much of the data as possible.



TIP

You do not need to key commas in this worksheet. They are part of the formatting.



NOTE

Numbers align at the right edge of a cell; text aligns at the left edge. You may see green triangles in cells C11 and D11 to mark formula errors.



NOTE

This sheet uses separator rows and columns with borders.

Exercise 1-22

Open a workbook. Edit and print a worksheet.

1. Open **JanIceCream**.
2. Edit cell A2 to show the current month.
3. Change the first week total for Modesto to **15500**.
4. Key your first and your last name in cell A20. Press **[Ctrl]+[Home]**.
5. Save the workbook as **[your initials]1-22** in your Lesson 1 folder.
6. Prepare and submit your work. Close the workbook.

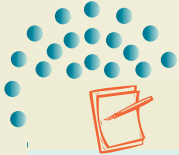
Exercise 1-23

Open a workbook. Edit a worksheet. Print a worksheet.

1. Open **BarSales**.
2. Without changing the en dash (–), edit cell B4 to show **2006–2008**.
3. Change the fourth quarter amount for 2007 to **55000**.
4. Key your first and your last name in cell A14. Press **[Ctrl]+[Home]**.
5. Save the workbook as **[your initials]1-23** in your Lesson 1 folder.
6. Prepare and submit your work. Close the workbook.

**TIP**

It is good practice to position the pointer at cell A1 before saving so the worksheet opens with that cell as the active cell.

**NOTE**

The chart shows shades of gray for the bars on a non-color printer.

**TIP**

Start in cell B4 and press **[Enter]** to key the values down a column.

Exercise 1-24

Open and edit a workbook. Print a workbook.

1. Open **JuneIceCream**. This worksheet has data bars, another type of conditional format.
2. In cell F1 on the **WeeklySales** sheet, key your first and last name. Press **[Ctrl]+[Home]**.
3. In cell B18 on the **Owners** sheet, key your first and last name. Press **[Ctrl]+[Home]**.
4. Press **[Ctrl]+[P]** and select the option to print the entire workbook. Preview the workbook before printing it.
5. Save the workbook as **[your initials]1-24** in your Lesson 1 folder.
6. Prepare and submit your work. Close the workbook.

Exercise 1-25 ♦ Challenge Yourself

Open a workbook. Edit worksheets. Print a workbook.

1. Open **JanIceCream**.
2. On the **WeeklySales** sheet, change the values for the first week as shown here.
3. In cell E1, key **Prepared by [your first and last name]**. Press **[Ctrl]+[Home]**. Preview and print the sheet.
4. On the **Owners** sheet, key your first and last name in cell C1. Press **[Ctrl]+[Home]**. Preview and print the sheet.
5. Save the workbook as **[your initials]1-25** in your Lesson 1 folder.
6. Prepare and submit your work. Close the workbook.

Figure 1-17

	A	B
4	Anderson	12000
5	Auburn	14000
6	Chico	12000
7	Eureka	18000
8	Fairfield	15000
9	Modesto	16000
10	Red Bluff	11000
11	Redwood City	16000
12	Salinas	26000
13	San Francisco, 15th	24000
14	San Francisco, Lombard	24000
15	San Francisco, West	[Do not change]
16	Santa Rosa	19000
17	Watsonville	16000

On Your Own

In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

Exercise 1-26

Open **JuneIceCream**. On the **WeeklySales** sheet, practice each of the navigation shortcuts shown in Table 1-2. On the **Owners** sheet, change each owner's name to someone you know. Include your own name as one of the owners. Print this worksheet. Save the workbook as *[your initials]1-26* in your Lesson 1 folder. Prepare and submit your work. Close the workbook.

Exercise 1-27

Open **MarAdv**. Change the month to this month. Using the Internet or a map, change each city to a different city in your state. Change other labels to specify your state, too. Key your first and last name in cell A14. Save the workbook as *[your initials]1-27* in your Lesson 1 folder. Prepare and submit your work.

Exercise 1-28

In the Open dialog box, experiment changing the views. Select and highlight the filename of each of the workbooks you used in this lesson (**BarSales**, **JanIceCream**, **JuneIceCream**, and **MarAdv**). Which of these files does not have a thumbnail preview? In the Excel Help system, look up document properties. Then open the Lesson 1 file(s) without a thumbnail and resave them with that property in your folder.