

## 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. If you key **ABC Company** in a cell, Excel will recognize it as a label.
- T F 2. When text is too long for a row, it spills to the next row.
- T F 3. A range is a rectangular group of cells.
- T F 4. Formulas must be keyed in the formula bar.
- T F 5. Common number formats are shown as buttons on the Page Layout tab.
- T F 6. The AutoSum button includes options for other common functions.
- T F 7. AutoCalculate and AutoSum both display results in a cell.
- T F 8. If you copy a formula from one cell to another, Excel changes it to match the new row and column.

### Short Answer Questions

Write the correct answer in the space provided.

1. What symbol is used to start a formula?

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2. Describe how to rename a worksheet tab.

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3. What is included in a document theme?

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4. If the pointer is in cell B3 as you key a label and you want to key a label in cell C3, what key can you press to go directly to cell C3?

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5. Give an example of a range address.

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6. What function key starts Extend Selection mode?

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7. How can you AutoFit a column to the longest text in it?

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8. List three arithmetic operators that might be used in a formula.

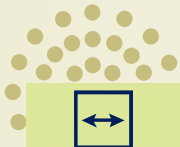
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## Critical Thinking

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. A new workbook opens with three worksheets. Give examples of how you might use different sheets in the same workbook if you worked in the office for a movie theater.
2. Why does Excel have different data types such as values, labels, and dates? What are some of the differences among these types?

## Skills Review



### REVIEW

Press **Backspace** to correct errors in a cell, or press **Esc** to start over. Remember that labels in some cells might spill over to other cells.



## Exercise 2-20

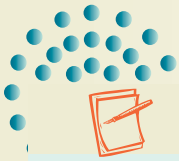
Enter labels. Change the font and the document theme.

1. Create a workbook and enter labels by following these steps:
  - a. Press **Ctrl+N**. This opens a new workbook.
  - b. Double-click the **Home** tab to collapse the Ribbon.
  - c. Key the labels shown in Figure 2-20.

Figure 2-20

	A	B	C	D	E
1	Klassy Kow Ice Cream				
2	Ice Cream Pie Sales for September				
3		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
4	Chocolate				
5	Vanilla				
6	Strawberry				
7	Turtle				

2. Change the font by following these steps.
  - a. Click cell A1. Click the **Home** tab.
  - b. Click the down arrow next to the Font box. Key **c** and choose **Cambria**.
  - c. Click the down arrow next to the Font Size box. Choose **18**.
  - d. Click cell A2 and change it to 14-point Cambria.
3. Key your first and last name in cell A9. Press **Ctrl**+**Home**.
4. Save the workbook as **[your initials]2-20a** in your Lesson 2 folder.
5. Change the document theme by following these steps.
  - a. Click the **Page Layout** tab in the Ribbon.
  - b. Click the Themes button .
    - c. Choose **Concourse**.
    - d. Click the Microsoft Office Button . Point at the **Print** arrow and choose **Print Preview**. Close the preview.
6. Save the workbook as **[your initials]2-20b** in your Lesson 2 folder.
7. Prepare and submit your work. Close the workbook.






#### NOTE

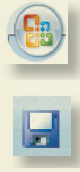
Follow your class procedures for submitting work.

## Exercise 2-21

Select cell ranges. Change the font and the document theme.

1. Open **CakeSales** and click the **CakeSales** worksheet tab.
2. Press **F12** and save the workbook as **[your initials]2-21** in your Lesson 2 folder.
3. Select cell ranges and change the font by following these steps:
  - a. Click cell A1 and drag to select cells A1:A2. Change the size to 16.
  - b. Click cell B3 and press **F8** to start Extend Selection mode.
  - c. Press **End**.
  - d. Click the Bold button . Change the font size to 12 points.
  - e. Click cell A4 and press **F8**. Press **Ctrl**+**↓**. Then press **Ctrl**+**→**.
  - f. Change the font size to 10 points.
4. Key your first and last name in cell A9. Press **Ctrl**+**Home**.
5. Click the Microsoft Office Button . Choose **Print** and then **Quick Print**. This worksheet prints with row and column headings.
6. Change the document theme by following these steps.
  - a. Click the **Page Layout** tab. Click the Themes button . Choose the **Urban** theme.
  - b. Click cell B3 and press **F8** and then **End**.
  - c. Change the font to the headings font for this document theme.

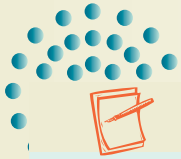
**B**



- d. Click cell A4 and press **F8**. Press **Ctrl**+**→**. Then press **Ctrl**+**↓**. Change the font size to 11 points.
  - e. Click the Microsoft Office Button . Point at the **Print** arrow and choose **Print Preview**. Close the preview.
  - f. Click the Save button . This resaves the workbook with the same name.
7. Prepare and submit your work. Close the workbook.

## Exercise 2-22

**Set column width and row height. Enter and format values and dates.**



### NOTE

This worksheet uses the Oriol document theme.

1. Open **PromoPlans**. Press **F12** and save the workbook as *[your initials]2-22* in your Lesson 2 folder.
2. Set column width and row height by following these steps:
  - a. Place the pointer on the border between the column headings for columns A and B.
  - b. Drag the pointer to the right to **17.86 (130 pixels)**.
  - c. Click the column B heading and drag to select columns B through F.
  - d. Double-click the border between the column headings for columns F and G to AutoFit the selected columns.
  - e. Click the row heading for row 3. Drag to select rows 3 through 7.
  - f. Drag the bottom border for row 7 to **22.50 (30 pixels)**.
3. Enter the values and dates shown in Figure 2-21. Ignore SmartTag Options buttons that may appear.

**Figure 2-21**

	B	C	D	E	F
4	3/3/08	4/15/08	3.29	2500	2500
5	9/1/08	9/30/08	20.99	950	1800
6	1/15/09	1/31/09	3.19	4000	4700
7	5/1/08	5/31/08	2.99	3500	3900

4. Format values and set font colors by following these steps:
  - a. Select the range E4:F7. Press **Ctrl**+**1**.
  - b. Click the **Number** tab. Choose **Number** in the **Category** list.
  - c. Click the down spinner arrow for **Decimal places** to reach **0**.
  - d. Click to select the **Use 1000 Separator** (,) box and click **OK**.

e. Select the range D4:D7.

f. Click the Accounting Number Format button  on the Home tab.

g. Select the range B4:C7. In the **Number** group, click the Dialog Box Launcher. Click the **Number** tab. Choose **Date** in the **Category** list.

h. Choose the format in the **Type** list that spells out the month, shows a comma after the date, and four digits for the year. Click **OK**.

5. Key your first and last name in cell A9 and press **Ctrl**+**Home**.

6. Double-click the **Sheet1** tab and key **PricePromos**. Press **Enter**.

7. Click the Save button .

8. Prepare and submit your work. Close the workbook.

## Exercise 2-23


Save a workbook. Enter labels and values. Enter and copy formulas.

1. Save a workbook by following these steps:

a. Press **Ctrl**+**N** to create a new workbook.

b. Double-click the **Sheet1** tab. Key **MediaPlans** and press **Enter**.

c. Right-click the **MediaPlans** tab and choose **Tab Color**. Choose **Red, Accent 2** from the top row.

d. Click the Save button . Find and choose your Lesson 2 folder.

e. Key **[your initials]2-23** in the **File name** box. Click **Save**.

2. Enter labels and values by following these steps:

a. In cell A1, set the font for 16-point Cambria.

b. Key **Klassy Kow Media Schedule** and press **Enter**.

c. Select the range A2:D2 and set the font to 12-point Calibri bold italic.

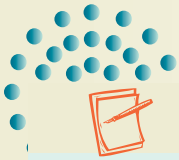
d. In cell A2, key **Media** and press **Enter**.

e. In cell B2, key **Frequency**. In cell C2, key **Cost per Ad**. In cell D2, key **Total** and press **Enter**.

f. Click the column B heading and drag to select columns B through D.

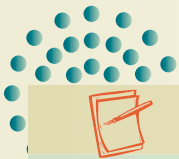
g. Double-click the border between the column headings for columns D and E to AutoFit the selected columns.

h. Place the pointer on the border between the column headings for columns A and B. Drag the pointer to the right to **15.00 (110 pixels)**.




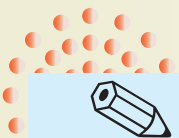
### NOTE

Currency format from the Format Cells dialog box uses a floating currency symbol; the symbols are to the immediate left of the first digit.



### NOTE

You can click the Microsoft Office Button , choose New, and then choose Blank Workbook to create a new workbook. New workbooks use the Office theme.



### TIP

You can set the font for selected cells before keying data.






### REVIEW

If you AutoFit column A, the column will be sized to accommodate the label in cell A1.

- i. Key the labels and values shown in Figure 2-22.

Figure 2-22

	A	B	C
3	WOW Radio	15	150
4	Channel 3 Cable	10	125
5	Star Newspaper	4	105
6	Clipper Mailer	1	200

- j. Click the row heading for row 1. Drag to select rows 1 through 6. Drag the bottom border for row 6 to **22.50 (30 pixels)**.
3. Enter and copy a formula by following these steps:
- Click cell D3. Key = to start the formula.
  - Click cell B3.
  - Key \* to multiply the next cell.
  - Click cell C3. Press **Enter**.
  - Click cell D3 and click the Copy button  in the Clipboard group.
  - Click cell D4 and drag to select cells D4:D6. Press **Enter** to complete the copy.
4. Select cells C3:D6. Click the Accounting Number Format button .
5. Key your first and last name in cell A9. Press **Ctrl+Home**.
6. Click the Save button .
7. Prepare and submit your work. Close the workbook.



## REVIEW

Accounting format aligns the dollar signs at the left edge of the cell and adds two decimal places.



## Lesson Applications

### Exercise 2-24

Enter and format labels and values. Enter and copy a formula.

1. Open **WeeklySales**. Save it as *[your initials]2-24* in your Lesson 2 folder.
2. Key these labels in the specified cells:
  - A1 **Klassy Kow Ice Cream**
  - A2 **Specialty Pie Sales**
  - A3 **March 31, <and the current year>**
3. Select all three cells and make them 16-point Cambria.
4. Format the date to show the month spelled out, the date, a comma, and four digits for the year.
5. Make column A **20.71 (150 pixels)** wide.
6. Select cells B5:E8. Key the values shown in Figure 2-23, pressing **Enter** to move in a top-down, left-right direction.

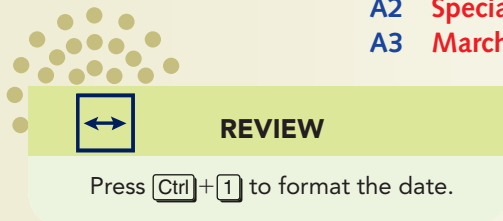


Figure 2-23

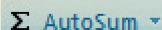
4		Week 1	Week 2	Week 3	Week 4	Total
5	Turtle Candy	10	30	50	80	
6	Rainbow	20	40	60	20	
7	Neapolitan	20	10	30	10	
8	Cookie Crunch	30	50	20	30	


7. Make the labels in row 4 bold. Change the height of rows 4 through 8 to **22.50 (30 pixels)**.
8. Click cell F5 and use AutoSum. Copy the formula in cell F5 to cells F6:F8.
9. Key your first and last name in cell A10. Return the pointer to cell A1.
10. Change the tab name to **SpecialtyPies** and choose a tab color.
11. Prepare and submit your work. Save and close the workbook.

## Exercise 2-25

Enter labels and format data. Use a formula. Save a workbook.

1. Open **PieSales**.



2. Select cells B9:E9 and click the AutoSum  button.

3. Key an appropriate label in cell A9 and make it bold.

4. Set the font size for this row to match the other data rows.

5. In cell F4, key **Year Totals**. Copy the format from another label and widen the column.

6. Select cells F5:F9 and use AutoSum. Set the font size to match.

7. Select all the values and use the Format Cells dialog box to set **Number** format with no decimals and the thousands separator.

8. Make the totals in row 9 and in column F bold.

9. Rename the worksheet **Pies**. Choose a color for the tab.

10. Change to the **Metro** theme.

11. Key your first and last name in cell A12. Preview the worksheet.

12. Make cell A1 the active cell, and save the workbook as *[your initials]2-25* in your Lesson 2 folder.

13. Prepare and submit your work. Close the workbook.

## Exercise 2-26

Enter and copy a formula. Save a workbook.

1. Open **MediaPlans**. Save it in your Lesson 2 folder as *[your initials]2-26*.

2. In cell E4, use a formula to multiply “# of Times Run” by “Individual Cost.” Copy the formula to appropriate cells.

3. Use AutoSum in cell E10. Set the values in column E to match the color used in the main label and borders.

4. Match the row height for rows 5 through 10 to that of row 3. Check for other problems that you should fix.

5. Rename the sheet **MediaPlans**. Choose the tab color to match the font and borders.

6. Key your first and last name in cell A13.

7. Preview the worksheet. Return the pointer to cell A1.

8. Prepare and submit your work. Save and close the workbook.



### NOTE

When you select multiple cells for AutoSum, there is no moving marquee and you do not need to press **Enter**. You can use the AutoSum button on the Formulas or the Home tab.



### NOTE

This sheet uses narrow columns and short rows as separators for adding borders.

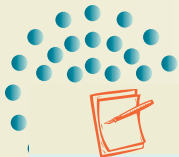


## Exercise 2-27 ♦ Challenge Yourself

Create a workbook. Enter and format labels and values. Enter formulas.

1. In a new workbook, name **Sheet1** as **DailySales**.
2. Choose a document theme and then choose a tab color. Save the workbook as *[your initials]2-27* in your Lesson 2 folder.
3. Key the following labels in the specified cells with the Headings font for your theme:

**A1** **Klassy Kow Ice Cream Shops**  
**A2** **Daily Double Scoop Sales in <your home city>**  
**B3** **Friday**  
**C3** **Saturday**  
**D3** **Sunday**



### NOTE

If you type a flavor name that begins with a *k*, *d*, or the same letter as one of your other flavors, you might see an AutoComplete ScreenTip. Ignore it and continue typing.

4. In cells A4 through A8, key the names of five flavors of ice cream, one in each cell.
5. Decide how to format these labels.
6. Key values to show how many double-scoop cones were sold on each day. Format the values with no decimals and with a thousands separator.
7. Key **Number of Flavors** in cell A9 and then use **Count Numbers** from the AutoSum options in cell B9.
8. Key your first and last name in cell A12. Return the pointer to cell A1. Preview the worksheet. Prepare and submit your work.
9. Save the workbook and close it.

## 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 2-28

Open **MediaPlans**. Change the names in column A to the names of radio stations, TV stations, newspapers, or magazines in your city. Key a new cost for a weekday ad for each medium. Change to the Verve theme. Add your name and the exercise number to the worksheet. Make sure all data is visible and save the workbook as *[your initials]2-28* in your Lesson 2 folder. Prepare and submit your work and close the workbook.

## Exercise 2-29

Sketch on paper a worksheet with the names of five people in your class or with whom you work. List each person's city, phone number (with area code in parentheses), and birthday. Determine a main title and titles for the columns.

Create a workbook based on your sketch. Format it attractively. Add your name and the exercise number to the worksheet. Save it as *[your initials]2-29* in your Lesson 2 folder. Prepare and submit your work and close the workbook.

## Exercise 2-30

Look through a print or Internet catalog and list five products to purchase. In a new workbook, list the product name, the store or Web site, and the price for each product. Add a quantity column to show how many of each item you would purchase. Create a formula to show what it would cost to buy your items (do not include sales tax or shipping charges). Decide how to format your sheet. Add your name and the exercise number to the worksheet. Save it as *[your initials]2-30* in your Lesson 2 folder. Prepare and submit your work.