

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 **TH**e as part of a label, AutoCorrect will automatically fix the error.
- T F 2. Options buttons are screen messages that tell you what command to choose next.
- T F 3. The Replace command can be used to locate and change the font size.
- T F 4. The Spelling command completes columns of month or day names.
- T F 5. You can format data as a table if it has a header row followed by data rows.
- T F 6. The Fill handle displays a small hollow circle.
- T F 7. A series is a list with a recognizable pattern.
- T F 8. The option to print a selected range is in the Page Layout dialog box.

Short Answer Questions

Write the correct answer in the space provided.

1. How can you collapse the Ribbon?

2. Name the feature that enables you to automatically complete a list of 12 months after you key one month.

3. What keyboard shortcut opens the Replace dialog box?

4. How are table styles categorized or grouped in the gallery?

5. Name two context-sensitive command tabs.

6. How can you print row and column headings?

7. How can you change the margins in Page Layout View?

8. What does Excel display when you release the mouse button after using the Fill handle?

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.

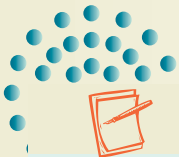
1. Find and Replace are powerful time-saving commands. Think of times/situations when they might create problems in your work.
2. You can copy a formula with the Copy and Paste buttons (as you did in Lesson 2) or with the Fill handle. Which do you prefer and why? When wouldn't it be a good idea to use the Fill handle to copy a formula?

Skills Review

Exercise 3-23

Use AutoCorrect. Use Error Checking. Check spelling.

1. Open **ExpWA**. Press **[F12]** and save the workbook as *[your initials]3-23* in your Lesson 3 folder. This worksheet has a two-color scale to differentiate high and low values.
2. Use AutoCorrect by following these steps:
 - a. Click cell A2.
 - b. Key (with the error) **Expenses Already Sceduled** and press **[Spacebar]**.
 - c. Click cell A14.
 - d. Key (with errors) **Thisi workshet was prepared by STudent [your last name] on monday**. Press **[Enter]**.



NOTE

Row 4 is a separator row with a bottom border as part of the worksheet design.

- Change the height of rows 5 and 12 to **22.50 (30 pixels)**. Select rows 6:11 and make them **16.50 (22 pixels)** tall. Make row 4 **6.00 (8 pixels)** tall.

**NOTE**

This workbook uses the Zenith document theme.

**TIP**

Drag the dialog box so that you can see the cells with formulas.

- Select cells A1:A2 and change to the Headings font for the theme.
- Click the Save button
- Use Error Checking by following these steps:
 - Click the **Formulas** tab.
 - In the **Formula Auditing** group, click the Error Checking button
 - Look at the formula for cell F7. It is not the same as others in the column; it does not include cell E7.
 - Click **Copy Formula from Above**.
 - Look at the formula for cell B12. This formula is missing cell B11.
 - Choose **Update Formula to Include Cells**.
 - Click **OK** in the message box.

- Check spelling by following these steps.

**NOTE**

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

- Press **Ctrl+Home**.
- Click the **Review** tab. Click the Spelling button
- What is the first misspelled word? What will you do about it?
- Take the action you described in the previous step.
 - List each error and how you correct it.
 - There is one more error on this sheet. Find it and correct it.
- Press **Ctrl+Home**.
- Click the Microsoft Office Button and hover over the arrow next to **Print**. Choose **Print Preview**. Preview your worksheet in a reduced and in a normal size.
- Prepare and submit your work. Save and close the workbook.

Exercise 3-24

Use Find. Use Replace.

- Open **MayPromo**. Save it as *[your initials]3-24* in your Lesson 3 folder.
- Use Find by following these steps:
 - Press **Ctrl+F**.
 - Key **ee** in the **Find what** box.

NOTE


Follow your usual class procedures for submitting work.

- c. Click **Find All**. How many cells include this character string?
 - d. Double-click **ee** in the **Find what** box and key **a?** in its place.
 - e. Click **Find All**. How many cells include an **a** followed by any character?
 - f. Double-click **a?** and key **r*** and click **Find All**. How many cells include an “**r**” followed by any character?
 - g. Double-click **r*** and key **P** in the **Find what** box.
 - h. Click **Options** to expand the dialog box and click to select **Match case**. Click **Find All**. How many cells include an uppercase “**P**”?
 - i. Turn off **Match case** and hide the options.
3. Use Replace by following these steps:
 - a. Click the **Replace** tab.
 - b. Double-click **P** and key **20** in the **Find what** box.

**REVIEW**

Move the dialog box if you cannot see the affected cells.

**REVIEW**

You can determine the document's theme from the Page Layout Tab. Just hover over the Themes button .

- c. In the **Replace with** box, key **50**. Click **Find All**. There are four cells with this value.
- d. Click **Replace** to change the first occurrence.
- e. Click **Replace** to change the second occurrence.
- f. Click **Find Next** to skip the next occurrence.
- g. Double-click **20** and key **25** in the **Find what** box.
- h. Press **[Tab]** to reach the **Replace with** box and press **[Delete]**. Click **Find All**. There are five cells with a value of 25.
- i. Click **Replace All** to make these cells blank. Click **OK** in the message box.
- j. Close the dialog box.

4. Key your first and last name in cell A13. Change the tab name to **MayExp** and choose a tab color from the theme colors.
5. Press **[Ctrl]+[Home]**. Prepare and submit your work.
6. Save and close the workbook.

Exercise 3-25

Create series. Use AutoFill to copy values.

1. Create a new workbook. Save it as **[your initials]3-25** in your Lesson 3 folder.
2. Change the document theme to **Flow**.
3. Key **Klassy Kow Ice Cream Shops** in cell A1. Format it as 18-point Calibri.
4. Use 12-point Calibri in cell A2 and key **Summary prepared by [your first and last name]**.
5. Create a series by following these steps:
 - a. Click cell B3 and key **monday**. Press **[→]**.
 - b. Key **wednesday** in cell C3 and press **[←]**.

**REVIEW**




AutoCorrect capitalizes the names of the days of the week.

**TIP**

Make the first label bold and then use AutoFill.

**REVIEW**



If you use the Home tab, Cells group, Format, and Row Height, use points (not pixels) to change the row height.

- c. Select cells B3:C3. Make these labels bold.
 - d. Place the pointer on the Fill handle.
 - e. Drag right far enough to build a series ending with Sunday.
 - f. Key **Week 1** in cell A4 and make it bold.
 - g. Place the pointer on the Fill handle for cell A4 and drag down to build a series ending with Week 4.
6. Set the height of rows 2, 3, and 8 to **22.50 (30 pixels)**. Then choose a height slightly less than that for the other rows.
 7. Use AutoFill to copy values by following these steps:
 - a. Click cell B4 and key **10**. Press .
 - b. In cells C4:E4, key **20, 40, and 30**.
 - c. Select cells B4:E4. Place the mouse pointer on the Fill handle for the range. Drag down to reach row 7.
 8. Select cells B8:E8. Click the AutoSum button  on the **Home** tab. Make these values bold.
 9. Adjust column widths using your judgment.
 10. Press **Ctrl+Home**. Click the Save button .
 11. Prepare and submit your work. Then close the workbook.



Exercise 3-26

Create a table. Use cell styles. Prepare headers/footers.






1. Open **MayCakes**.
2. Save the workbook as **[your initials]3-26** in your Lesson 3 folder.
3. Create a table by following these steps:
 - a. Click cell B3.
 - b. In the **Styles** group on the **Home** tab, click the Format as Table button .
 - c. Scroll to find **Table Style Medium 10** and click the icon.
 - d. In the Format As Table dialog box, change the range to **=\$A\$3:\$E\$7**.
 - e. Click to select **My table has headers**. Click OK.
4. Use cell styles by following these steps:
 - a. Select cells A1:A2.
 - b. In the **Styles** group on the **Home** tab, click the Cell Styles button .
 - c. Click **Accent2** in the gallery.
 - d. Set 14-point Cambria as the font for cells A1:A2. Make both cells bold.



- e. Autofit column A. Make rows 3:7 each **30.00 (40 pixels)** tall.
- f. Click cell A3 and key **Flavor**. Press **Ctrl+Home**.

5. Prepare a footer by following these steps:



- a. Click the **Insert** tab.
- b. In the **Text** group, click the Header & Footer button .
- c. Click the Go to Footer button  in the **Navigation** group.
- d. Click in the left section and key your first and last name.
- e. Press **Tab** to move to the center section.
- f. Click the File Name button  in the **Header & Footer Elements** group. Press **Tab**.
- g. Click the Current Date button .
- h. Click a cell in the worksheet and press **Ctrl+Home**.
- i. Click the **Page Layout** tab.
- j. In the **Sheet Options** group, click to deselect both **Print** boxes.
- k. Hover over the left margin marker. Drag left to set a left margin of about **.50** inches.
- l. Hover the pointer over the right margin marker. Click and drag right to reach about **.50**.
- m. Click the Normal button  in the status bar.




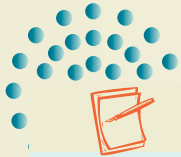
6. Prepare and submit your work. Save and close the workbook.

Lesson Applications

Exercise 3-27

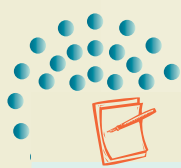
Use Find and Replace. Create a footer. Change the left margin.

1. Open **MayPromo**. Save it as *[your initials]3-27* in your Lesson 3 folder.
2. Replace all occurrences of **california** with **Washington**.
3. Replace all occurrences of **75** with **0** (zero).
4. Find and correct formula errors.
5. Change the tab name to **MayExpense** and choose a tab theme color.
6. Create a footer that shows your name in the left section. In the center section, click the Sheet Name button . Add the date to the right section.
7. Change the left margin to about 1.25 inches.
8. Preview the worksheet and prepare and submit your work. Save and close the workbook.



NOTE

You do not need to key uppercase characters in a Find character string, but you should key them in the Replace character string.



NOTE

A zero (0) in this worksheet will display as a hyphen. Zero is treated differently from empty/blank in calculations.

Exercise 3-28

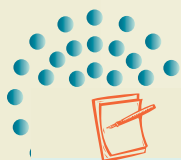
Create a series. Create a table and use cell styles. Prepare a header.

1. Create a new workbook and choose the **Paper** document theme. Save the workbook as *[your initials]3-28* in your Lesson 3 folder.
2. Using the Headings font, key **Klassy Kow Specials** in cell A1. In cell A2, key **Price Promotions** with the same font.
3. In cell B3, key **Regular Price**. In cell C3, key **Special Price**. In cell D3, key **Savings**. AutoFit each column to show the label.
4. In cell A5, key **Ice Cream Cakes**.
5. In cell A6, key **January 1, 200x** (using next year in place of the “x”). Key **February 1, 200x** in cell A7, with the same year. Select both cells and format the date to spell out the month and show the date, a comma, and a four-digit year.
6. Select cells A6:A7 and use the Fill handle to extend the dates to May 1.
7. Format cells B6:D10 as Accounting format.



REVIEW

Press **Ctrl+1** to format the date.

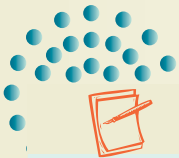


NOTE

Ignore Smart Tag Actions buttons.

8. Key **24.5** in cell B6. Copy this value to cells B7:B10.
9. Key the following special prices:

January	20.5
February	21.5
March	20.5
April	19.99
May	22.5
10. Use a formula in cell D6 to compute the difference between the regular price and the special price. Copy the formula to cells D7:D10.
11. Press **[Ctrl]+[Home]**. Rename the tab as **Cakes** and choose a tab theme color.
12. Select cells A5:D10 and format them using a medium style table. Your table does not have a header row. In the Table Style Options group on the Table Tools Design tab, deselect **Header Row**.
13. Make row 4 very small. Then choose font sizes, styles, and colors for the labels and set row heights and column widths to build an attractive report.
14. Add a header to show your name at the left, the sheet name in the center, and the filename at the right. Change the left margin to make the sheet appear centered on the page.
15. Prepare and submit your work. Save and close the workbook.

**NOTE**

Blank cells in the Quantity column are formatted to appear red. This is a conditional format. The color changes when you enter a value.

Exercise 3-29**Spell-check a worksheet.**

1. Open **OrderSheet**. Find and correct misspelled words.
2. In cell C5, key today's date in this format: mm/dd/yy.
3. In cell C6, key **[your last name]'s Supermarket**.
4. Key the following quantities for the ice cream flavors shown. No quantity appears for flavors that are not being ordered.

Vanilla	25
Chocolate	25
Strawberry	20
Butter Pecan	10
French Vanilla	10
Chocolate Chip	10
Chocolate Mint Melody	10
Peppermint Candy	10
Raspberry Swirl	15
Purple Kow	12

The flavors in Rows 17-24 are not being ordered.

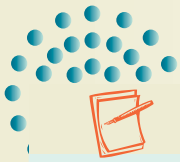
Apple Pie	5
Rum Raisin	5
Blueberry	5
New York Cherry	5

5. Select the cells with dollar values and use the Format Cells dialog box to change to the Currency format (floating dollar sign). Paint this format to cell F34.
6. Press **Ctrl**+**Home**. Save the workbook as *[your initials]3-29* in your Lesson 3 folder.
7. Prepare and submit your work. Close the workbook.

Exercise 3-30 ♦ Challenge Yourself

Create a series. Create a table and use cell styles. Prepare a footer.

1. Create a new workbook. Rename **Sheet1** as **ShakeSales**. Save the workbook as *[your initials]3-30* in your Lesson 3 folder.
 2. Key **Klassy Kow Ice Cream Shops** in cell A1. Key **Daily Shake Sales in [your home city]** in cell A2.
 3. In cell B3, key **Chocolate**. In cell C3, key **Vanilla**.
 4. In cell A4, key **monday**. Fill in the days of the week up to and including Sunday in column A. Key **Day** in cell A3.
5. In cell B4, key **4**. In cell B5, key **8**. Extend this series down column B to fill in values up to Sunday. Copy the entire range of values to the Vanilla column.
6. Create a table for rows 3:11 using any style. Set your own row heights.
7. Use the cell style gallery to format the labels in cells A1:A2 to coordinate with your table, or apply your own formatting.
8. Select the **Total Row** from the Table Tools Design tab. Show totals for both columns.
9. Add a footer with your name at the left, the filename in the center, and the sheet name at the right.
10. Prepare and submit your work. Close the workbook.



NOTE

New workbooks use the Office document theme.

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 3-31

Open **SepPies**. Change the labels to the Headings font and the values to the Body font. Change the date to today's date. Use AutoFill to complete the labels in row 3. Key the names of four ice cream pies in cells A5:A8. Create a table for the data rows and use cell styles for the main labels. Make your own changes, too, for an attractive layout. Add a footer with your name, the filename, and the date. Save the worksheet as *[your initials]3-31*. Prepare and submit your work. Save and close the workbook.

Exercise 3-32

Create a new workbook and save it as *[your initials]3-32*. In cell A1, key **Using AutoFill and Series**. Create a 15-month series in column A, using a 3-month interval (January, April; fill 15 rows; start with any month). Build a 15-day series in column B, using an every-other-day interval (Monday, Wednesday; 15 rows; start with any day). In row 20, build a 10-year series, using a 4-year interval (2000, 2004; start with any year). In row 22, build a 10-value series starting at 2 and using an interval of 2 (2, 4). In cell A24, key today's date. In cell A25, key the date one week from today. Build a 12-date series in column A from these two dates. Apply a different cell style to each series and the main label, too.

Add a header with appropriate information. On the Page Layout tab, find and use the command to print the worksheet in landscape orientation. Prepare and submit your work. Save and close the workbook.

Exercise 3-33

Use the Internet or printed maps to determine the mileage between your city and five major cities in your part of the country. Calculate a driving time to each city from your city. Create a workbook that shows this information in an easy-to-read layout. Include a main label and column titles. Spell-check it and use a table or cell styles. Add an appropriate header. Save the workbook as *[your initials]3-33*. Prepare and submit your work. Close the workbook.