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. Inserted cells do not affect the position of existing cells.

T   F   2. A column is hidden when it is frozen.

T   F   3. Freezing rows and columns locks them in position on the screen.

T   F   4. AutoComplete fills in formulas and cell addresses.

T   F   5. Data bars are relative to the cell's value.

T   F   6. Fill creates a shadow effect around cell borders.

T   F   7. The Merge and Center command works for multiple rows or columns.

T   F   8. The Windows Clipboard and the Office Clipboard both store 12 items of cut or copied data.

Short Answer Questions

Write the correct answer in the space provided.

1. What two commands help you enter labels in columns that already have many labels?

   _____

2. If you want to repeat a lengthy label several times throughout a worksheet, would you cut it or copy it?

   _____

3. What does the term "drag and drop" mean?

   _____

4. What is the default alignment for values and dates in a cell?

   _____

5. What command will lock rows or columns in position on the screen?

   _____

6. What command combines several cells into one cell occupying the same screen space?

_____

7. How can you format a number to show leading zeros?

_____

8. What alignment option allows a label to split within a 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. When you delete a row or a column, it is deleted across the entire worksheet. What problems could result from this?

2. What are the advantages of AutoComplete and Pick From Drop-Down List? What are the disadvantages of each?

Skills Review

Exercise 4-29

Insert/delete sheets. Insert/delete cells. Use AutoComplete and Pick From Drop-Down List.

1. Open **Personnel**. Save it as *[your initials]*4-29 in your Lesson 4 folder.
2. Rename **Sheet1** as **Employees**. Choose a tab color from the document theme colors.
3. Insert and delete worksheets by following these steps:
    a. Right-click **Sheet2** and choose **Delete**.
    b. Repeat these steps to delete **Sheet3**.
    c. Point at the **Insert Worksheet** tab and click.
    d. Name the new sheet **Interviews** and choose a theme color.
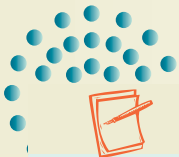
NOTE

If you click an e-mail address, Excel launches your e-mail service and adds the address to the recipient list.

4. Insert and delete cells by following these steps:

    a. On the **Employees** sheet, right-click cell E13 and choose **Insert**.

    b. Choose **Shift cells down** and click **OK**.

    c. Key **5/29/78** in cell E13.

    d. Select cells F13:F14. Press Ctrl + −.

    e. Choose **Shift cells up** and click **OK**.

5. Add data with AutoComplete by following these steps:

    a. Click cell A16 and key **Biesterfield**. Press Tab.

    b. Key **ka** and press → or Tab.

6. Key **kbiesterfield@kkic.net** and press Tab or →.

7. Key today's date in cell D16.

8. Add data with **Pick From Drop-Down List** by following these steps:

    a. Right-click cell F16 and choose **Pick From Drop-Down List**.

    b. Choose **Human Resources**.

    c. Right-click cell G16 and choose **Pick From Drop-Down List**.

    d. Choose **Klamath Falls**.

    e. Insert **Finance** in cell F14 and **Marketing** in cell F15.

9. AutoFit column C. Change columns A and B to **10.71 (80 pixels)**.

10. Press Ctrl + Home.

11. Click the **Insert** tab. Click the Header & Footer button. Click the Go to Footer button. Key your first and last name in the left section. Insert the filename in the center and the current date at the right.

12. Click the **Page Layout** tab. Drag the left margin marker to **.50** inches or slightly less. Do the same for the right margin marker. Adjust column widths, if needed, to fit the worksheet on one page.

13. Prepare and submit your worksheet. Save and close the workbook.

Exercise 4-30

Copy and paste cell contents. Insert and delete columns and rows.

1. Open **Personnel**. Save the workbook as *[your initials]***4-30** in your Lesson 4 folder.

2. Click cell A16 and key **McTavish**. Ignore the AutoComplete suggestion. Press Tab.

3. Key **Diane** and press Tab. Key **dmctavish@kkic.net** and press Tab.

REVIEW

You can press Tab or → to enter data in a row.

4. Copy and paste cell contents by following these steps:

    a. Press Alt and key **h**.

    b. Click cell D8 and click the Copy button.

    c. Click cell D16 and press Enter.

    d. Click cell E15 and display the drag-and-drop pointer.

    e. Hold down Ctrl and drag a copy to cell E16.

    f. Click cell F7 and press Ctrl+C.

    g. Click cell F16 and press Ctrl+V. Press Esc.

    h. Copy any city from a cell in column G to cell G16.

5. Insert columns by following these steps:

    a. Right-click anywhere in column A. Choose **Insert**.

    b. Choose **Entire column** and click **OK**.

6. Key **Emp #** in cell A2. Copy the format from cell B2 to cell A2.

7. In cell A3, key **1** and press Enter. In cell A4, key **2** and press Enter. Select cells A3:A4 and use the Fill handle to fill in values down to cell A16.

8. Drag the label in cell B1 and drop it in cell A1.

9. Delete columns and insert rows by following these steps:

    a. Right-click the column D heading and choose **Delete**.

    b. Right-click the row 2 heading and choose **Insert**.

10. In cell A2, key **January 200X** using the current year. Press Ctrl+Home.

11. From the Insert tab, create a header with your first and last name at the left, the filename in the center, and the date at the right.

12. From the Page Layout tab, set the left and right margins to **.50** inches.

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

Exercise 4-31

Use cell alignment options. Use Merge and Center.

1. Open **EmpNo**. Save it as *[your initials]***4-31** in your folder.

2. Use cell alignment options by following these steps:

    a. Click cell D2. Hold down Ctrl and click cell G2.

    b. Click the Center button in the **Alignment** group.

    c. Click cell A2 and click the Wrap Text button.

    d. Click the Center button.

3. Change column A to **10.71 (80 pixels)** wide. Change row 2 to **30.00 (40.00 pixels)** high.

4. Rotate text by following these steps:

   a. Edit the label in cell A2 to show # instead of **Number**.

   b. Select the range A2:G2 and press Ctrl+1.

   c. Click the **Alignment** tab.

   d. Drag the red diamond in the **Orientation** box to reach **30** degrees. Click **OK**.

5. Change row 2 to **60.00 (80 pixels)** high.

6. Use Merge and Center by following these steps:

   a. Select the range A1:G1.

   b. Click the Merge and Center button ⊞▾ .

7. Delete **Sheet2** and **Sheet3**. Rename **Sheet1** as **Personnel** and choose a tab color.

8. Create a footer with your first and last name in the left section, the sheet name in the center section, and the date in the right section.

9. In Page Layout View, change the left and right margins to fit the worksheet on the page.

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

Exercise 4-32

Use cell alignment. Apply borders. Use data bars.

REVIEW
Change the document theme on the Page Layout tab.

1. Create a new workbook and save it as *[your initials]* **4-32** in your folder.

2. Key **Klassy Kow Ice Cream, Inc.** in cell A1 and make it 16-point. Key **Planned Interviews** in cell A2 and format it as 12-point bold. Change to the **Solstice** document theme.

3. Key the labels, dates, and times shown in Figure 4-23. Use default date and time formats for your computer.

Figure 4-23

	A	B	C	D
3	Name	Date	Time	Experience
4	Jonathan Aria	May 24	9 am	2
5	Christophe Kryztish	June 5	11 am	5
6	Melinda Dapoulas	June 5	2 pm	3
7	Pamela Dryzski	June 8	10 am	5
8	Yoshima Sato	June 9	10 am	2

NOTE
Character space and pixel measurements depend on the default font.

4. Make the labels in row 3 bold. Change column A to **16.88 (140 pixels)** wide. Change columns B:D to **10.00 (85 pixels)** wide.

5. Use cell alignment by following these steps:

   a. Select the range A1:D2.

   b. In the **Alignment** group, click the Dialog Box Launcher.

   c. Click the **Horizontal** arrow and choose **Center Across Selection**. Click **OK**.

   d. Select the labels in row 3 and click the Center button ▤.

   e. Select cells D4:D8 and click the Dialog Box Launcher in the **Alignment** group.

   f. Click the **Horizontal** arrow and choose **Right (Indent)**. In the **Indent** box, choose or key **2**. Click **OK**.

6. Apply borders by following these steps:

   a. Click the row 4 heading and drag to select row 5. Right-click and choose **Insert**.

   b. Select the range A3:D3.

   c. In the **Font** group, click the arrow next to the Borders button ▦▾. Choose **Top and Bottom Border.**

   d. Select the range A4:D4. Click the Dialog Box Launcher in the **Font** group. Click the **Border** tab.

   e. In the **Style** list, choose the dot-dot-dash line (first line, second column). Click the bottom border area in the preview box. Close the dialog box.

   f. Set row 4 to a height of **4.50 (6 pixels)**. Set the height of row 5 to **15.00 (20 pixels).**

   g. Select the range A12:D12. Click the down arrow next to the Borders button ▦▾. Choose **Bottom Border**.

   h. Select the range A11:D11. Press Ctrl+1. Click the **Border** tab.

   i. In the **Style** list, choose the dot-dot-dash line. Click the bottom border area in the preview box. Close the dialog box.

   j. Set the height of row 11 to **15.00 (20 pixels)** and row 12 to **4.50 (6 pixels)**. Make row 3 the same height as row 2.

7. Use data bars by following these steps:

   a. Select cells D6:D10. Click the Conditional Formatting button ▦ in the **Styles** group.

   b. Choose **Data Bars** and then **Green Data Bar**.

   c. Click the Conditional Formatting button ▦. Choose **Manage Rules**.

   d. Choose **Edit Rule**. Set the **Bar Color** to a shade of gray. Click **OK** to return to the worksheet.

8. Press Ctrl+Home. Delete **Sheet2** and **Sheet3**. Rename **Sheet1** as **Interviews** and choose a tab color to coordinate with the data bar.

9. In Page Layout View, change the left and right margin to **2.25** inches.

10. Create a header with your first and last name at the left, the sheet name in the center, and the date at the right.

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

> **TIP**
>
> Use the view switcher buttons on the status bar to quickly change views while working.
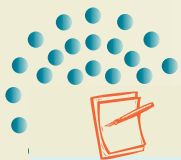
Lesson Applications

Exercise 4-33

Cut, copy, and paste data. Use borders and cell alignment. Add data bars.

1. Open **KowOwow** and save it as *[your initials]*4-33 in your folder.

2. On the **Oregon** sheet, cut the "Ashland" row and insert it before the "Eugene" row. Cut the "Medford" row and insert it before the "Roseburg" row.

3. Copy the range A7:A11 to A15:A19.

4. Key the following values for 2007:

Figure 4-24

	Chocolate	Vanilla
2007		
Ashland	22000	21000
Eugene	27000	28000
Klamath Falls	20000	18000
Medford	18000	16000
Roseburg	17000	15000

5. Shows sums in the range D7:D11 and in the range B12:D12. Apply the Comma style with no decimals to cells B7:D12.

6. Center the labels in rows 1:2 over the data. Align the labels in row 3 to balance the data in each column.

7. Set the row height for rows 14:19 to match the 2007 data. Create borders in rows 20:21 to mirror those in rows 4:5.

8. Use orange data bars for cells D7:D11.

9. Add a footer. Set the left margin so that the sheet appears centered on the page.

10. On the **California** sheet, copy cells A5:A19 to cells A22:A36. Show totals for 2007.

NOTE

Use the Borders dialog box to design special borders.

11. Format values to show commas and no decimals. Center the labels in rows 1:2 over the data. Adjust the alignment of the labels in row 3 for better balance.

12. Select cells A5:D18. Apply dotted-line middle and bottom horizontal borders. Do the same for the lower half of the sheet.
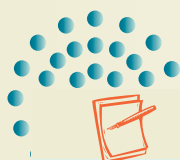
13. Add a custom header to the sheet. Set the left margin so that the sheet appears centered.

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

Exercise 4-34

Insert and move worksheets. Align labels; use borders and fill. Copy data and formats.

1. Open **EstKowO** and save it as *[your initials]*4-34 in your folder.

2. Insert two new worksheets and name them **Nevada** and **Washington**.

3. Arrange the worksheets so that they are in alphabetical order, left to right. Use a different accent color for each tab.

4. On the **Oregon** sheet, center the labels in rows 1:2 over the data and apply a lighter shade of the tab color as fill. Right-align the labels in row 3.

5. Use the tab color for a double top border for row 1. Apply a double bottom border to row 2 using the same color. Make each of these rows slightly taller. Then set the vertical alignment of cell A2 to **Center** so that the amount of space above the labels appears to be equal to the space below.

6. Select cells A3:D18. Use the **Border** tab to apply single inside borders and single left, right, and bottom borders (same color as the tab). Apply single side borders to rows 1:2 to complete the design.

NOTE

Do not press [Enter] to complete a paste command if you want to use the Paste Options.

7. Copy and paste cells A1:D4 on the **Oregon** sheet to the same range on the **Nevada** sheet. Click the Paste Options button and choose **Keep Source Column Widths**. Paste with the same options to the **Washington** sheet.

8. Copy cells B5:D11 from the **Oregon** sheet to the **Nevada** sheet. From the Paste Options, choose **Formatting Only**. Paste with the same options to the **Washington** sheet.

9. Change the fill and border colors on the **Nevada** sheet to match its tab color. Add a footer. Do the same for the **Washington** sheet.

10. Add a header to the **Oregon** sheet. Prepare and submit your work.

11. Save and close the workbook.

Exercise 4-35

Insert columns. Cut cells. Use cell alignment and borders. Add data bars.

1. Open **EstKowO** and save it as *[your initials]*4-35 in your folder.

2. On the **California** sheet, insert a column at column C. Move the label in cell A4 to cell B4. Move the label in cell A21 to cell C4.

3. Move cells B22:B36 to cells C5:C19.

4. Insert a column at column E. Copy the labels in cells B4:C4 to cells D4:E4. Move cells D22:D36 to cells E5:E19.

5. Fix the formula in cell F5 and copy it to the appropriate cells.

6. Center-align the labels in row 4 and cell F3. Merge and center cells B3:C3; do the same for **Vanilla**. Center the labels in rows 1:2 over the data. Delete all data below row 21.

7. Apply **Accounting Number Format** for rows 5 and 19 but remove the decimal places.

8. Insert a column at column D and make it **2.14 (20 pixels)** wide. Then set single left and right borders for cells D3:D19. Apply a single-line top border to cells A3:G3.

9. Set gray data bars for cells G5:G18.

10. Add a header and prepare and submit your work.

11. Save and close the workbook.

Exercise 4-36 ◆ Challenge Yourself

Cut and paste rows. Change cell alignment and data bars.

1. Open **JulyCakes** and save it as *[your initials]*4-36.

2. Arrange the flavors in alphabetical order. Show quarterly sums.

3. Change the labels in rows 1:3 to the headings font. Then choose a larger size for the labels in rows 1:2 and center them across the data.

4. Format the values with **Comma** style but no decimals.

5. Change to the **Concourse** document theme. Make other adjustments and/or format enhancements that you think are necessary.

6. Delete the data bars.

7. Add a header. Turn off printing and viewing for gridlines and row and column headings.

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

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 4-37

Create a new workbook and save it as *[your initials]*4-37 in your Lesson 4 folder. Key the names of eight people in your class, relatives, or coworkers. List each person's city, state, favorite color, and preferred season, using AutoComplete or Pick From Drop-Down List when possible. Include a main label and labels for the columns. Apply fill and borders to enhance the readability. Add a header and save the workbook. Prepare and submit your work.

Exercise 4-38

Create a new workbook and save it as *[your initials]*4-38 in your folder. In cell A1, key **Restaurants and Fast Food Shops**. Enter column labels for the names of restaurants, phone numbers, cuisine ("Italian," "Seafood,"), and average price. Key data for 15 establishments. Set data bars for the price cells. Format your work attractively. Add a footer and save the workbook. Prepare and submit your work.

Exercise 4-39

Create a new workbook that lists the day of the week and the actual date for every day last month in two columns. In a third column, key the outdoor temperature. Experiment with alignment and borders. Add data bars to the temperature data. Add a header and save the workbook as *[your initials]*4-39. Prepare and submit your work.