

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. To locate all labels that begin with the letter “s,” key “*s” as the Find what string.
- T F 3. Gradient fill is an option on the Fill button.
- T F 4. AutoComplete fills in formulas and cell addresses across a range of cells.
- T F 5. A custom number format can use a zero as a placeholder to signify that a digit is required.
- T F 6. Cell orientation affects the degree of rotation for the data.
- T F 7. The Merge and Center command combines data from many rows or columns into a single cell.
- 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. Which 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 or copy the first occurrence?

- 3. What does the term “drag and drop” mean?

- 4. What are the default horizontal and vertical alignment settings for values and dates in a cell?

- 5. What is a leading zero?

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

7. How can you apply a two-color blend as a fill for a cell?

8. Which alignment option allows a label to split within a cell when the column is narrow?

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. Which task is more common—inserting and deleting cells or inserting and deleting columns or rows? Why?
2. Why is it important to develop your ability to edit and format worksheets?

Skills Review

Exercise 3-22

Insert and delete worksheets. Insert and delete cells. Copy and paste cell contents.



REVIEW

A data file that is opened from an Internet location is in Protected View. Click Enable Editing to work with the file.

AllAround Vision Care maintains a worksheet with basic information about salaried and hourly employees. The data were copied from various sources, and the worksheet shows some data in the wrong location. The formatting also needs to be improved. You are expected to fix the problems in the sheet and make it more readable.

1. Open **Excel_SR3-22**. Save it as *[your initials]3-22*.
2. Rename **Sheet1** as **Employees**. Choose a tab color from the document theme colors.
3. Delete and insert worksheets by following these steps:
 - a. Right-click the **Sheet2** tab and choose **Delete**.
 - b. Click the **Sheet3** tab. Hold down **[Shift]** and click the **Sheet6** tab. A group of four worksheets is selected.

**TIP**


You can right-click any worksheet tab in the selected group to display the menu.

- c. Right-click the **Sheet5** tab and choose **Delete**. Four worksheets are deleted.
- d. Point at the **Insert Worksheet** tab and click.
- e. Name the new sheet **Interviews** and choose a theme color for the sheet tab.

4. Insert and delete cells by following these steps:
 - a. On the **Employees** sheet, select cells D9:D16. Right-click any cell in this range and choose **Insert**.
 - b. Choose **Shift cells right** and click **OK**.
 - c. Click any worksheet cell. Right-click cell C11 and choose **Delete**.
 - d. Choose **Shift cells up** and click **OK**.

**NOTE**

If you click an e-mail address, Excel launches your e-mail service and inserts that address as a recipient.

5. Copy and paste cell contents by following these steps:
 - a. Select cells D4:D8, and click the Copy button  in the **Clipboard** group.
 - b. Click cell D9 and press **Enter**.
 - c. Select cells D8:D10, and rest the mouse pointer on an edge of the range to display the drag-and-drop pointer.


- d. Hold down **Ctrl** and drag a copy to cells D14:D16. Release the mouse button first and then the **Ctrl** key.
- e. Select cells A1:B16 and press **Ctrl+C**.
- f. Click the **Interviews** worksheet tab and press **Ctrl+V**.
- g. Make both columns A and B **23.57 (170 pixels)** wide.
- h. Click the **Employees** tab. Press **Esc** and then press **Ctrl+Home**.
6. Use border and fill for the data to make them easy to read. Adjust column widths so that no data are hidden.
7. In Page Layout view, add a footer with your first and last name at the right.
8. Prepare and submit your work. Save and close the workbook.

Exercise 3-23

Insert cells. Use AutoComplete and Pick From Drop-down List. Cut and paste data.

In the workbook with employee data, AllAround Vision Care needs to add missing names and related data. The header for the worksheet is to be revised, and some row heights are to be adjusted.


1. Open **Excel_SR3-23**. Save the workbook as *[your initials]3-23*.
2. Rename **Sheet1** as **Employees** and choose a gray tab color.

3. Insert cells by following these steps:
 - a. Select cells A10:F11. Right-click any cell in this range and choose **Insert**.
 - b. Choose **Shift cells down** and click **OK**.
 - c. Rest the mouse pointer on the Insert Options button  and choose **Format Same as Above**.
4. Use AutoComplete and Pick From Drop-down List by following these steps:
 - a. Click cell A10 and key **lad**. Press **Tab**.
 - b. Key **ri** and press **→** or **Tab**.
 - c. Key today's date in mm/dd/yy format in cell C10 and press **Tab**. Key any date in your birth year in cell D10.
 - d. Right-click cell E10 and choose **Pick From Drop-down List**.
 - e. Choose **Fund-Raising**.
 - f. Right-click cell F10 and choose **Pick From Drop-down List**. Choose **Chicago**.
 - g. Complete data for row 11 by choosing a first and last name to create a different name. Fill in hire and birth dates, and choose a department and city.
5. Cut and paste data by following these steps:
 - a. Change to Page Layout view.
 - b. Click in the center header section.
 - c. Click to the left of "P" in "Prepared." Hold down **Shift** and press **→** to select up to and including the space after "Stewart."
 - d. Press **Ctrl+X** to cut.
 - e. Click in the left header section. Press **Ctrl+V** to paste.
 - f. Select the name and key **[Your First and Last Name]**.
 - g. Click a worksheet cell and return to Normal view.
6. Select rows 17:18, and make them **21.75 (29 pixels)** tall. Press **Ctrl+Home**.
7. Prepare and submit your work. Save and close the workbook.

Exercise 3-24

Use find and replace. Work with the Alignment group. Use the Format Cells dialog box.

One of the department names in the workbook for AllAround Vision Care's employees should be changed to reflect its work with a separate not-for-profit organization. In the worksheet, one of the cities is missing, alignments and indents can be improved, and leading zeros are needed for the employee ID numbers.





1. Open **Excel_SR3-24**. Save it as *[your initials]3-24*.
2. Use find and replace by following these steps:
 - a. Select cells F4:F18. Click the Find & Select button  and click the **Replace** tab.

**TIP**

In a Find string, key as many characters as necessary with a wildcard (*) for Excel to find the label or value.

**NOTE**

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



- b. In the **Find what** box, key **fun***.
 - c. In the **Replace with** box, key **WorldWide Campaign**.
 - d. Click **Find All**. There are four occurrences in the selected range.
 - e. Click **Replace All**. Click **OK** in the message box, but do not close the Find and Replace dialog box.
 - f. Select cells G4:G18.
 - g. Delete **fun*** in the **Find what** box. Do not key anything in this box.
 - h. In the **Replace with** box, key **Chicago**. This will replace empty cells with the city name.
 - i. Click **Find All**. There appear to be five such occurrences in the selected range.
 - j. Click **Replace All**. Note the number of replacements. Click **OK** in the message box. Column G is correct, but the blank cells in rows 1:2 were replaced too.
 - k. While the Find and Replace dialog box is open, click the Undo button .
 - l. In the Find and Replace dialog box, check that blank cells will be replaced with **Chicago**. Notice that a blank cell in column G is selected.
 - m. Click **Replace** to change the selected occurrence in the column.
 - n. Click **Replace** three times to change the next three occurrences in the column.
 - o. When the highlighted cell is in the first two rows and should not be replaced, click **Find Next** to skip it. Continue doing this until the final cell to be changed in column G is selected. Then click **Replace** for that cell.
 - p. Close the dialog box.
3. Work with the Alignment group by following these steps:
 - a. Select cells B4:C18.
 - b. Click the Increase Indent button  in the **Alignment** group.
 - c. Select cells F4:G18 and increase the indent once.
 - d. Click the row heading for row 1 and drag to select rows 1:3. Drag the border between rows 3 and 4 to **30.00 (40.00 pixels)**.
 - e. While the rows are selected, click the Middle Align button  in the **Alignment** group.
 - f. Select cells A3:G3 and click the Center button .
4. Use the Format Cells dialog box by following these steps:
 - a. Select the range A4:A18 and press **Ctrl**+**1**.
 - b. Click the **Number** tab.
 - c. In the **Category** list, choose **Custom**. Click **0** in **Type** list.
 - d. Click after the **0** in the entry box, and key **00** to create a format that requires three digits.
 - e. Click **OK**.

5. In Page Layout view, add your first and last name in the center header section. Click a worksheet cell and return to Normal view.
6. Prepare and submit your work. Save and close the workbook.

Exercise 3-25

Work with the Alignment group. Use the Format Cells dialog box. Format with data bars.



The worksheet that monitors employee vacation days is almost complete but still needs some alignment work for the labels. The fill color for the main labels is to be changed to a gradient, and data bars are to be added to the column showing the number of days used to date so that the company can identify workers who should be encouraged to use their vacation time soon.

1. Open **Excel_SR3-25**. Save it as *[your initials]3-25*.
2. Work with the Alignment group by following these steps:
 - a. Select cells D3:E3.
 - b. Click the Wrap Text button  in the **Alignment** group.
 - c. Set row 3 to be **52.50 (70.00 pixels)** tall.
 - d. Select cells A3:G3.
 - e. Click the Bottom Align button  in the **Alignment** group.
3. Use the Format Cells dialog box by following these steps:
 - a. Select cells A1:G2, and click the Dialog Box Launcher in the **Font** group.
 - b. Click the **Fill** tab.
 - c. Click **Fill Effects**.
 - d. Click the arrow for **Color 1**, and choose **Olive Green, Accent 1** in the fifth column.
 - e. Click the arrow for **Color 2**, and choose **Olive Green, Accent 1, Lighter 60%** in the fifth column.
 - f. In the **Variants** group, click the icon in the second row. It shows the lightest color in the middle.
 - g. Click **OK** two times to close the dialog boxes.
4. Add data bars by following these steps:



NOTE

Data bars can be set to use a solid fill.

- a. Select cells E4:E18. Click the Conditional Formatting button  in the **Styles** group.
 - b. Choose **Data Bars** and then **Green Data Bar** in the **Gradient Fill** group.
 - c. Click the Conditional Formatting button . Choose **Manage Rules**.
 - d. Choose **Edit Rule**. Set the bar **Color** to **Olive Green, Accent 1**. Verify that there is no border for the data bars. Click **OK** two times to return to the worksheet.
5. Press **[Ctrl]+[Home]**. Rename **Sheet1** as **VacDays**, and choose a tab color to coordinate with the data bars.
 6. In Page Layout view, add your first and last name in the footer.
 7. Prepare and submit your work. Save and close the workbook.

Lesson Applications

Exercise 3-26

Cut, copy, and paste data. Use the Alignment group and the Format Cells dialog box.

AllAround Vision Care holds special activity days funded by various collection efforts and grants. This worksheet tracks glaucoma and cataract screening for senior citizens and the contributions for these events from each of the four cities. You are to complete the data entry for the first year's efforts and format the sheet in a more attractive layout.

1. Open **Excel_LA3-26** and save it as **[your initials]3-26**.
2. Right-click the row heading for the "Boston" row and cut it. Then insert it before the "Chicago" row to place the city names in alphabetical order.
3. Copy the range A7:A10 to cells A14:A17. Check the row height for row 7, and set rows 13:17 to the same height. Set the height for row 18 to the same height as row 5.
4. Key the following values for 2010:

Figure 3-20

2010	Glaucoma Test	Cataract Screening
Boston	2200	2100
Chicago	2700	2800
Dallas	2000	1800
Seattle	1800	1600

5. Show sums in column D and in row 11. Select all the values and apply the currency format. Widen columns if necessary.
6. Use Wrap Text for cell C3, and adjust the row height as needed. Then set all the labels in row 3 to be horizontally centered.
7. Insert a row at row 18. Then key **Total** and make it bold. Select cells A18 and A11 and right-align them.
8. Select cells A7:D11. Hold down **Ctrl** and select cells A14:D17. Set dotted middle and bottom horizontal borders and solid vertical middle borders.

**REVIEW**

The Center Across Selection command accomplishes similar results as merge and center and can be applied to multiple rows at once.

9. Select cells A19:D19. Create a border layout that mirrors the border in row 5. Use the solid border on the bottom and the dashed one on top. Add vertical borders for row 18.
10. Select columns B:D, and make them **13.57 (100 pixels)** wide.

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11. Merge and center cells A1:D1. Then do the same for cells A2:D2.
12. In Page Layout view, set the left margin at 1.70 inches. Add a footer including the file name, the date, and your name.
13. Prepare and submit your work. Save and close the workbook.

Exercise 3-27

Insert worksheets. Use the Alignment group. Use the Format Cells dialog box. Copy and paste cell contents.

In its work with the WorldWide Campaign, AllAround Vision Care tracks data about the sale of specialty t-shirts. This worksheet has data for two years in five states. You are adding worksheets to the workbook for additional regions, completing the design of the existing sheet, and getting one of the new sheets ready for data entry.

1. Open **Excel_LA3-27** and save it as *[your initials]3-27*.
2. Insert three worksheets, and name them **South**, **East**, and **North**.
3. Arrange the worksheets in alphabetical order by tab name, left to right. Apply a different accent color for each tab.
4. On the **West** sheet, make columns B:D **12.14 (90 pixels)** wide. Merge and center cells A1:D1. Repeat for the labels in rows 2 and 3. Right-align the labels in row 4.
5. Fill cells A1:D3 with the same color as the worksheet tab. Then apply black outside borders.
6. For cells A5:D19, set black dotted horizontal middle and bottom borders and solid vertical middle borders. Apply a single bottom border to row 4 to complete the design.
7. In Page Layout view, change the left margin to 1.75 inches. Add a header with your first and last name in the right section.
8. Copy and paste cells A1:D19 on the **West** sheet to the same range on the **South** sheet. Use Paste Options to preserve the column widths.
9. On the **South** sheet, delete all the state names and the values, but do not delete any formulas.
10. Change the fill color on the **South** sheet to match its tab color. Change the left margin and add the same header to this sheet.
11. Prepare and submit your work. Save and close the workbook.



NOTE

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

Exercise 3-28

Use the Alignment group. Add and edit data bars.

Preliminary work on the data for monitoring certain office procedures and tests has been done. No calculations are required yet, but you have been asked to make several format changes.

1. Open **Excel_LA3-28** and save it as *[your initials]3-28*.
2. Change to the Apex document theme.
3. Select cells B4:E7, and clear the conditional formatting rules from the selected range.
4. While cells B4:E7 are selected, choose **More Rules** from the Data Bars gallery. In the New Formatting Rule dialog box, build a data bar that uses **White, Background1, Darker 35%** as a solid fill color with no border.
5. Use merge and center for the labels in row 1 and then for row 2. Center-align the labels in row 3. Then apply the Headings theme font to the labels in rows 1:3. Set 18 points for the labels in rows 1:2.

**TIP**

This worksheet is set to print gridlines and column and row headings in addition to showing them on the screen. These commands are on the Page Layout tab.

6. Adjust the width of column A to show the labels. Make rows 3:7 **30.00 (40 pixels)** tall.
7. In Page Layout view, add a preset header that includes the user name, the page number, and the date. Edit the user name to show your name.
8. Prepare and submit your work. Save and close the workbook.

Exercise 3-29 ♦ Challenge Yourself

Use AutoComplete and Pick From Drop-down List. Cut and paste rows. Change cell alignment.

The patient list for AllAround Vision Care is being developed in a worksheet. You are to add three patients, alphabetize the names, format the phone numbers, and make a few other format changes.

1. Open **Excel_LA3-29** and save it as *[your initials]3-29*.
2. Select and delete column I.

**TIP**

Depending on your data, you may be able to cut and insert two rows at a time.

3. Use AutoComplete and Pick From Drop-down List to add three fictitious persons to the list. Choose any first name, any last name, any street address, etc. After you choose a city, however, use the appropriate state, ZIP Code, and area code. Where there is no suggestion or list, copy or key data from one of the other rows.
4. When your new people are added, save your workbook. Then cut rows and insert cut data to organize the rows in alphabetical order by last name. When the last names are the same, organize further by the first name.
5. Select all the phone numbers and open the Format Cells dialog box. On the **Number** tab, choose the type in the **Special** category that will display area codes in parentheses and a hyphen in the phone number.

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REVIEW

When you see ##### in a worksheet cell, make that column a bit wider.

6. Center the labels in row 3. Make sure all the data are visible.
7. Build a border arrangement that aids readability.
8. In Page Layout view, change the left and right margins if necessary so that the worksheet fits on a single page. The worksheet is set for landscape printing.
9. Add a preset footer that includes the page number and the file name. Key your first and last name in the remaining footer section.
10. 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 3-30

Create a new workbook and save it as *[your initials]3-30*. Key first and last names in two columns for 10 people (classmates, relatives, co-workers, and/or friends). Add each person's hometown, favorite color, and preferred season in the next three columns. After a few rows are completed, use AutoComplete or Pick From Drop-down List to fill in data for the others. Insert rows for main labels and column labels. Apply fills and borders to enhance readability. Add a header and save the workbook. Prepare and submit your work.

Exercise 3-31

Create a new workbook and save it as *[your initials]3-31*. In cell A1, key **Daily Text Messages**. Enter column labels in row 2 starting in column B for Week 1 through Week 4. Enter labels in column A (starting in row 3) for the seven days of the week. Key values for the number of text messages received, and show totals where appropriate. Add data bars to visualize some aspect of your data. Format your work attractively. Add a footer and save the workbook. Prepare and submit your work.

Exercise 3-32

In a new workbook, create a short list of two or three columns with five or six rows. Develop data about some topic of interest to you. Copy and paste several ranges of cells to the Office Clipboard. Leave Excel running and start Word. Display the Clipboard task pane in Word, and paste each item on a separate line. Save your Word document in your usual folder and exit Word. Return to Excel. Add a header and save the workbook as *[your initials]3-32*. Prepare and submit your work.