

Quick Check Answers

Session 2.1

1. Serif fonts have extra decorative strokes at the end of each character. Sans serif fonts do not include these decorative strokes.
2. Theme colors are the colors that belong to a workbook's basic design, giving the elements in the workbook a uniform appearance. A standard color is always available to every workbook regardless of which themes might be in use.
3. the default Excel number format that displays numbers just as they're entered
4. Dates are formatted numeric values and, as such, are right-aligned in cells.
5. A1
6. Within the Format Cells dialog box
7. Format Painter, Paste Options button, Paste Special dialog box
8. Enter the value 2 in a cell and copy it. Select the range containing the values you want doubled. Open the Paste Special dialog box, select the Multiply option from the Operations group, and then paste the new value into the selected range.

Session 2.2

1. You can use the Format Painter to copy and paste the format from one range into another, or you can define a style for the different ranges.

2. A cell style applies a single design format to a cell or a range of cells. A table style treats a range of cells as an Excel table and applies a format to that range with different styles for different table elements such as the table's first column, last column, or total row.
3. header row, total row, first column, last column, banded rows, and banded columns
4. A conditional format is a format that changes based on the value entered into the cell, such as highlighting.
5. Select the range A1:C20, click the Conditional Formatting button in the Styles group on the Home tab, point to Top/Bottom Rules, and then click Top 10 Items. In the dialog box, enter 5 for the top items to show, and then click the OK button.
6. Select the first cell below the row at which you want to insert the page break, click the Breaks button in the Page Setup group on the Page Layout tab, and then click Insert Page Break.
7. information taken from worksheet rows or columns that are repeated on every page of the printed sheet
8. Switch to Page Layout view. Click the Header & Footer button in the Text group the Insert tab. Click in the center area of the page footer. Click the File Name button in the Header & Footer Elements group on the Design tab.