Excel Tutorial 2: Formatting Workbook Text and Data

TRUE/FALSE

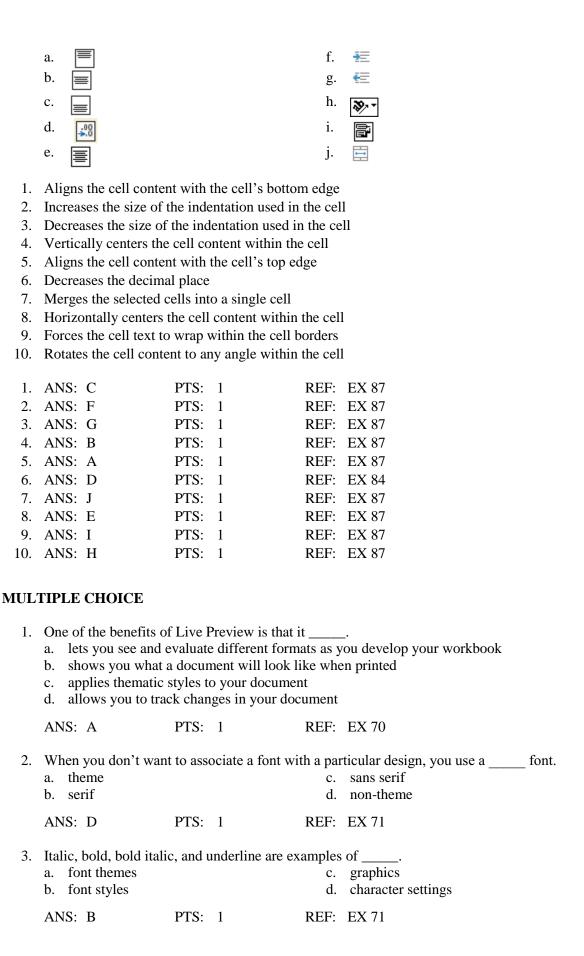
1.	Formatting change	es only the appeara	ance of data—it does not affect the data itself.
	ANS: T	PTS: 1	REF: EX 70
2.	Changing the num	ber of decimal pla	ces displayed in a cell does not change the value stored in the cell.
	ANS: T	PTS: 1	REF: EX 84
3.	After you merge a	range into a single	e cell, you cannot realign its content.
	ANS: F	PTS: 1	REF: EX 90
4.	The Format Painte data.	r does not copy fo	ormatting applied to selected text within a cell, and it does not copy
	ANS: T	PTS: 1	REF: EX 101
5.	The appearance of applied to the work		colors, and effects remains unchanged no matter which theme is
	ANS: T	PTS: 1	REF: EX 106
6.	Conditional forma	ts are dynamic, so	a cell's appearance will change to reflect its current value.
	ANS: T	PTS: 1	REF: EX 108
7.	A conditional form	nat can make nega	tive numbers red and positive numbers black.
	ANS: T	PTS: 1	REF: EX 108
8.	Page Break Previe with a solid blue li		al page breaks with a dotted blue line and automatic page breaks
	ANS: F	PTS: 1	REF: EX 116
9.	Each header and for	ooter has three sec	tions—a left section, a center section, and a right section.
	ANS: T	PTS: 1	REF: EX 119
10.	By default, Excel s bottom margin.	sets the page marg	ins to 0.5 on the left and right margins and 0.75 on the top and
	ANS: F	PTS: 1	REF: EX 121
MOD	IFIED TRUE/FAI	LSE	

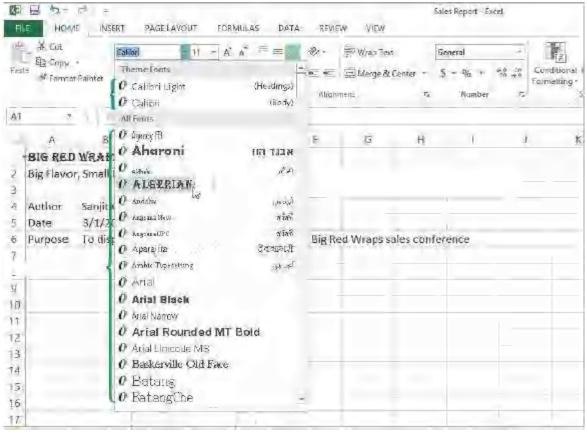
1. Excel organizes <u>fonts</u> into theme and non-theme fonts.

	ANS: I PIS: I REF: EX /I
2.	The cell reference for the merged cell is the <u>upper-right</u> cell reference.
	ANS: F, upper-left
	PTS: 1 REF: EX 90
3.	By default, Excel displays text in a(n) <u>black</u> font color
	ANS: T PTS: 1 REF: EX 73
4.	The <u>background image</u> does not affect any cell's format or content.
	ANS: T PTS: 1 REF: EX 77
5.	<u>Calculated</u> values too large to fit into the cell are displayed in scientific notation.
	ANG. T
	ANS: T PTS: 1 REF: EX 82
6.	Text and numbers are displayed <u>vertically</u> within cells
	ANS: F, horizontally
	PTS: 1 REF: EX 91
7.	A(n) <u>theme</u> is a collection of formatting options that include a specified font, font size, font styles, fon color, fill color, and borders.
	ANS: F, style
	PTS: 1 REF: EX 99
8.	A(n) <u>conditional format</u> applies formatting to a cell when its value meets a specified condition.
	ANS: T PTS: 1 REF: EX 108
9.	A(n) footer appears at the top of each printed page.
	ANS: F, header
	PTS: 1 REF: EX 119
10.	If you want to print only part of a worksheet, you can set a(n) <u>print area</u> , which is the region of the worksheet that is sent to the printer.
	ANS: T PTS: 1 REF: EX 115

MATCHING

Match each of the following icons with the description that most closely matches its function.





-		3/1/4	1.0				
6	Purpose	To dis	() Auguerativi		dias.	Big Red Wraps sales confe	rence
7		-	O Aparailta		देवकाश्री	President and Committee	
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<u>-</u>			O Anal				
10			O Arial B	lack			
11			O Ariai Nam	o'vy			
12			O Arial F	ounded MT	Bold		
13			O Arial Lin	code MS			
14		_	O Baskery	ille Old Face			
			@ Batan	8			
15			O Batan				
16							
17					-		
			ng figure,	an exampl	le of a theme	e font is	
	Algerian				c.	Arial	
b.	Calibri				d.	Batang	
A B T	a D		DTC	1	DEE	EX 70	
AN,	S: B		PTS:	1	REF:	EX 72	
			ng figure,	the font in	Live Previe	ew is	
	Algerian				c.	Arial	
b.	Calibri				d.	Calibri Light	
A 3 T	a .		DTC		DEE	EX 70	
AN	S: A		PTS:	1	REF:	EX 72	
	o		1 15.				
T .1				.1	. 11	C 11 .	
	ne accom			the		e font is 11pt.	
a.	ne accom Font arro)W		the	c.	Font color	
a.	ne accom)W		the			
a. b.	he accom Font arro Font size)W	ng figure,		c. d.	Font color Font graphic	
a. b.	ne accom Font arro)W			c. d.	Font color	
a. b. AN	he accom Font arro Font size S: B	ow e box	ng figure,	1	c. d. REF:	Font color Font graphic EX 72	haadings
a. b. AN: In tl	he accom Font arro Font size S: B	ow e box panyir	ng figure,	1	c. d. REF: nat is	Font color Font graphic EX 72 the theme font used for	headings.
a. b. AN In tha.	ne accom Font arro Font size S: B ne accom Algerian	ow e box panyir	ng figure,	1	c. d. REF: nat is c.	Font color Font graphic EX 72 the theme font used for Cambria	headings.
a. b. AN In tha.	he accom Font arro Font size S: B	ow e box panyir	ng figure,	1	c. d. REF: nat is	Font color Font graphic EX 72 the theme font used for	headings.
a. b. AN: In tha. b.	he accom Font arro Font size S: B he accom Algerian Batang	ow e box panyir	PTS:	1 it shows tl	c. d. REF: nat is c. d.	Font color Font graphic EX 72 the theme font used for Cambria Calibri Light	headings.
a. b. AN: In tha. b.	ne accom Font arro Font size S: B ne accom Algerian	ow e box panyir	ng figure,	1 it shows tl	c. d. REF: nat is c. d.	Font color Font graphic EX 72 the theme font used for Cambria	headings.
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a. b. AN: In tha. b. AN:	he accom Font arro Font size S: B he accom Algerian Batang S: D	e box panyir bk's th	PTS: ng figure, PTS: eme,	1 it shows th 1 colors a	c. d. REF: nat is c. d. REF:	Font color Font graphic EX 72 the theme font used for Cambria Calibri Light EX 72 d for text and background	
a. b. AN: In the a. b. AN: In a for a	he accom Font arro Font size S: B he accom Algerian Batang S: D workboo	bk's th	PTS: ng figure, PTS: eme,	1 it shows th 1 colors a	c. d. REF: nat is c. d. REF: are designate colors are us	Font color Font graphic EX 72 the theme font used for Cambria Calibri Light EX 72 d for text and backgrounded for hyperlinks.	
a. b. AN In tha a. b. AN In a for a	he accom Font arro Font size S: B he accom Algerian Batang S: D	bk's th	PTS: ng figure, PTS: eme,	1 it shows th 1 colors a	c. d. REF: nat is c. d. REF: are designate colors are us c.	Font color Font graphic EX 72 the theme font used for Cambria Calibri Light EX 72 d for text and background	

	ANS: C	PTS: 1	REF:	EX 73
9.	To add a to a sthen click a color. a. fill color b. tab setting	sheet tab, right-clic	c.	b, point to Tab Color on the shortcut menu, and format color formatting style
	ANS: A	PTS: 1	REF:	EX 76
10.	When creating an Ex this is the most comma. red and green b. yellow and blue		blindness. c.	black and white red and yellow
	ANS: A	PTS: 1	REF:	EX 76
11.	By default, numbers a. Home tab b. General format	appear in the	c.	rally display values exactly as you type them. General number toolbar currency format
	ANS: B	PTS: 1	REF:	EX 82
12.	Because Excel stores date and time value. a. numbers b. text	dates and times as	c.	u can apply different formats without affecting the universal numbers Greenwich Mean Time
	ANS: A	PTS: 1	REF:	EX 86
13.	In Excel, dates are a. right b. left	aligned in the	c.	Fault, regardless of date format. center top
	ANS: A	PTS: 1	REF:	EX 87
14.		tles, left-align text,	t, and left-a text, and rig	lign numbers ght-align numbers
	ANS: A	PTS: 1	REF:	EX 87
15.	merges each of a. Merge build b. Merge and Center		c.	ge across the columns in the range. Merge Across Merge Cells
	ANS: C	PTS: 1	REF:	EX 90
16.	In Excel, to merge ce a. A1!E1! b. A1	ells A1, B1, C1, D1	c.	is the correct reference for the merged cell. E1 A1-E1

ANS: B PTS: 1 REF: EX 90

17. Options to rotate cells in Excel are available using the _____ button in the Alignment group on the Home tab.

a. Format

c. Sorter

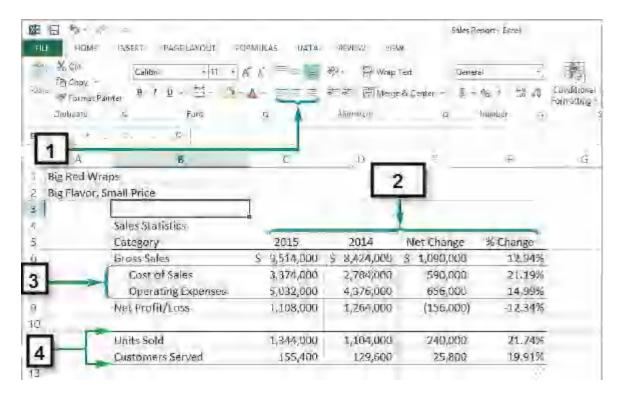
b. Orientation

d. Alignment

ANS: B

PTS: 1

REF: EX 91



18. In the accompanying figure, the number 4 displays _____.

- a. alignment buttons
- b. indented text
- c. borders added above and below cell content
- d. centered text

ANS: C PTS: 1 REF: EX 89

19. In the accompanying figure, the number 3 displays _____.

a. alignment buttons

c. indented text

b. centered text

d. left-aligned text

PTS: 1

REF: EX 89

20. In the accompanying figure, the number 1 displays _____

a. alignment buttons

c. indented text

b. centered text

d. borders above and below cell content

ANS: A

ANS: C

PTS: 1

REF: EX 89

21. The Format Cells dialog box has six tabs, including _____.

a. Decimals

c. Border

b. Security

d. Shading

ANS: C

PTS: 1

REF: EX 93

22.	places, comma separa			er disp	· ·
	a. Numberb. Font				Alignment Fill
	ANS: A	PTS:	1	REF:	EX 92
23.	You can open the For on the shortcut			y right	-clicking a cell or selected range, and then clicking
	a. Formatb. Cells				Format Cells Cells Style
	ANS: C	PTS:	1	REF:	EX 93
24.	When using the Form multiple times and cli				ormat Painter button to paste the same format o
	a. turn it onb. turn it off				copy formatting paste formatting
	ANS: B	PTS:	1	REF:	EX 101
25.	function. 1. Select and copy a r 2. Click the Paste but 3. Specify exactly wh 4. Click Paste Special 5. Select the range wh a. 1, 2, 4, 3, 5	ange. ton arro at you to ope	ow in the Clipbo want to paste. In the dialog box	oard gro k. the Cli c.	1, 5, 2, 4, 3
	b. 1, 2, 4, 5, 3	DEG	4		1, 5, 2, 3, 4
	ANS: C	PTS:	1	REF:	EX 104
26.	are an example a. Data bars	of cor	nditional formats		
	a. Data barsb. Quick Analysis to	ools			Font sets Percentages
	ANS: A	PTS:	1	REF:	EX 109
27.	A is the space	betwee	n the page conte	ent and	the edges of the page.
	a. margin				frame ruler
	b. border ANS: A	PTS:	1		EX 121
28					rmats is to copy and paste your formats using the
20.	Format	at you t	are doing consist		
	a. Masterb. Gallery				Palette Painter
	ANS: D	PTS:	1	REF:	EX 101
29.	In conditional formati a. A Date Occurring b. Duplicate Values	5	highlight only o	c.	at contain a specific date, select the rule Text That Contains Equal To

	ANS: A	PTS:	1	REF:	EX 109
30.	Fonts, colors, and cel a. theme and non-th	neme	are organized	c.	color and black and white
	b. numbers and text	ţ		d.	form and function
	ANS: A	PTS:	1	REF:	EX 106
31.	Setting the to .	A1:L10	will print only	/ data in	those cells.
	a. Page Format				Page Break
	b. Print Area			d.	Print Preview
	ANS: B	PTS:	1	REF:	EX 115
32.	To avoid splitting a v breaking point.	vorkshe	et in awkward	places,	you can insert a to specify a specific
	a. page insert			c.	print area
	b. manual page brea	ak		d.	selection
	ANS: B	PTS:	1	REF:	EX 116
33.	To set a page break in a. first cell below the b. first cell above the c. row above where d. row below where	ne row v ne row v e you wa	where you wan where you wan ant to insert a p	t to inse t to inse page bre	ert a page break ak
	ANS: A	PTS:	1	REF:	EX 116
34.	A indicates a i	manual	page break.		
	a. dashed blue line				dashed red line
	b. solid blue line			d.	solid red line
	ANS: B	PTS:	1	REF:	EX 116
35.		ts on ea	ch page, like a		ny name or logo, may be set as a
	a. print setup				text header
	b. copied text			d.	print title
	ANS: D	PTS:	1	REF:	EX 117
36.	The code will	display	the filename of	of the cu	rrent workbook.
	a. &name			c.	+name
	b. &[File]			d.	+[File]
	ANS: B	PTS:	1	REF:	EX 120
37.	The header and foote	r sectio	ns include a	·	
	a. left and right sec	tion		c.	top and bottom section
	b. center section on	ly		d.	left, right, and center section
	ANS: D	PTS:	1	REF:	EX 119
38.	Header and footer ele	ements	such as worksh	neet nan	ne, current date, and time are elements
	a. descriptive			c.	impact
	b. dynamic			d.	required

	ANS: B	P15:	1	KEF:	EX 119		
39.	The Format Cells di from modifying thei a. Alignment b. Font	-	_	c.	ons for locking Protection Security	or hidi	ng cells to prevent other users
	ANS: C	PTS:	1	REF:	EX 93		
40.	The command formatting you want a. Seek		•	c.	Locate	vorkboo	ok for the content or
	b. Find	PTS:	1		Search		
	ANS: B				EX 104		
	Case Based Critica	l-Think	ing Questions				
	Case 2-1 Harold has been wor organizing his data s					using da	ata to report and needs help
41.	Harold has chosen g of the font or highlig a. red b. white		_	c.	for his workbood black gray	ok. He s	hould not use for any
	ANS: A	PTS:	1	REF:	EX 76	TOP:	Critical Thinking
42.		t is distract Harold ers and umn wich t size	acting from the make the data only enter two lth	e data ar appear o decima	nd he really onl cleaner in the n l places	y needs nost effi	l place. Harold does not need s two numbers after the icient way?
	ANS: D	PTS:	1	REF:	EX 85	TOP:	Critical Thinking
43.		his colu ke all his xt	ımns are trunca	ating his ithout lo c.	s content. What	text for	e will not be able to print it on on would be the best for the columns
	ANS: C	PTS:	1	REF:	EX 87	TOP:	Critical Thinking
44.	Harold would like to column A to column a. type the data in b. type the data in c. type the data in d. type the data in d.	E. One A1 and I A1 and I C1	way he could a Merge cells A1 Merge cells A1	accomp :A5 :E1	lish this is to _	·	s across five columns, from e Format menu
	ANS: B	PTS.	1	RFF.	EX 90	TOP·	Critical Thinking

45.	blue font ofa. use Fob. formac. select	color. The rormat Paint teach elem	nost eff er ent usin d use th	ral cells with 1 icient way to a ng the Toolbar ne Formatting d	ccompl	ish this would			ligned, and a
	ANS: A		PTS:	1	REF:	EX 101	TOP:	Critical Thin	ıking
46.	Harold waranges. a. selectib. nonad	ive	ranges	E6:F12 and E	c.	of his workshe consecutive specific	et. Thes	e are referred	to as cell
	ANS: B		PTS:	1	REF:	EX 115	TOP:	Critical Thin	king
	Case Base	ed Critical	Thinki	ing Questions					
	is working	g on a stude	nt reten	e department c ation project an grade status.					osoft Excel. She ert faculty of
47.		create a sp		ksheets to have ook and feel. A	ntoinett c.	te needs to app		_	raphical effects
	ANS: A		PTS:	1	REF:	EX 70	TOP:	Critical Thin	king
48.		the current		a specific clast grade, Antoin	nette wo c.				m. In order to
	ANS: B		PTS:	1	REF:	EX 98	TOP:	Critical Thin	king
49.	the currenthe cell. a. cell for	t grade cell	s to dis _l		in red if c.		_		She would like to add to
	ANS: B	nonui ronni	PTS:	1		EX 108	TOP:	Critical Thin	lking
50.	When Ant why certain a. journa	in cells are	highlig	worksheet with hted. To accom	n other on the original of the original origi	colleagues, she	wants t	o ensure that	everyone knows
	ANS: C		PTS:	1	REF:	EX 112	TOP:	Critical Thin	king
51.		cells rule _ to		hat her worksh check for this.	c.	s not contain a Duplicate Va A Date Occu	lues	icates. She wi	ll use the

	ANS:	C	PTS:	1	REF:	EX 109	TOP:	Critical Thinking	
52.	access		mmon		nalysis c.	rmatting, she ca and formatting. Quick Format Conditional A	ting Ba		
	ANS:	В	PTS:	1	REF:	EX 110	TOP:	Critical Thinking	
COM	PLETI	ION							
1.	styles.	, colors, and de	is t corative	the process of ce features.	hangin	g a workbook's	appear	rance by defining the fonts,	
	ANS:	Formatting							
	PTS:	1	REF:	EX 70					
2.	A(n) _graphi	ical effects use	d throug	is a collection is a collection is a collection is a collection.	n of for book.	rmatting that sp	ecifies	the fonts, colors, and	
	ANS:	theme							
	PTS:	1	REF:	EX 70					
3.	Ten _ blue, o	dark blue, and J	purple–	_ colors—dark –are always ava	red, red	d, orange, yello regardless of the	w, ligh e work	t green, green, light blue, book's theme.	
	ANS:	standard							
	PTS:	1	REF:	EX 73					
4.	Use the	ne indention used	l in a ce	button in	the Ali	gnment group o	on the H	Iome tab to increase the size	
	ANS: Increase Indent								
	PTS:	1	REF:	EX 87					
5.		vay to align tex nto one cell.	t over s	everal columns	or row	s is to		, or combine, severa	
	ANS:	merge							
	PTS:	1	REF:	EX 90					
6.	The _ and ap	oplying backgro	ound co	_ tab in the For lors and patterr	mat Ce	lls dialog box i	n Excel	provides options for creating	
	ANS:	Fill							
	PTS:	1	REF:	EX 93					

7.	The tab in the Format Cells dialog box in Excel provides options for how data is aligned within a cell.	
	ANS: Alignment	
	PTS: 1 REF: EX 92	
8.	The copies the formatting from one cell or range to another cell or range without duplicating any of the data.	
	ANS: Format Painter	
	PTS: 1 REF: EX 101	
9.	A(n) is a selection of formatting options using a specific font and color from the current theme.	m
	ANS: style	
	PTS: 1 REF: EX 99	
10.	One of the benefits of conditional is that it helps you analyze data by highlighting significant trends in data.	
	ANS: formatting	
	PTS: 1 REF: EX 109	
11.	To remove conditional formatting in Excel, click after clicking the Conditional Formatting button.	
	ANS: Clear Rules	
	PTS: 1 REF: EX 112	
12.	A(n) is a key that shows each color used in the worksheet and what it mea	ns.
	ANS: legend	
	PTS: 1 REF: EX 112	
13.	The region that is sent to the printer from the active sheet is known as the	
	ANS: print area	
	PTS: 1 REF: EX 115	
14.	A(n) is text printed in the top margin of each page.	
	ANS: header	
	PTS: 1 REF: EX 119	

15.	When you specify a print area for a nonadjacent range, you are also inserting a(n) page break.							
	ANS: manual							
	PTS: 1	REF: EX 116						

ESSAY

1. Explain why it is important to use proper formatting, citing at least three benefits of a well-formatted workbook.

ANS:

Proper formatting is a balance between too little and too much formatting, both of which can make data hard to understand. A well-formatted workbook helps accentuate important trends and relationships in data. A well-formatted workbook can (1) be easier to read, (2) establish a sense of professionalism, (3) help draw attention to the points you want to make, and (4) provide continuity between worksheets.

PTS: 1 REF: EX 70 TOP: Critical Thinking

2. Color allows you to effectively enhance a workbook, but could you ever use too much or "bad" color? Explain how or when color might detract from a workbook. Give at least four tips for effective color use.

ANS:

When used wisely, color can enhance any workbook. However, when used improperly, color can distract the user, making the workbook more difficult to read. As you format a workbook, keep in mind the following tips:

Students should note at least four of the following tips:

- Use colors from the same theme to maintain a consistent look and feel across the worksheets. If the built-in themes do not fit your needs, you can create a custom theme.
- Use colors to differentiate types of cell content and to direct users where to enter data. For example, format a worksheet so that formula results appear in cells without a fill color and users enter data in cells with a light gray fill color.
- Avoid color combinations that are difficult to read.
- Print the workbook on both color and black-and-white printers to ensure that the printed copy is readable in both versions.
- Understand your printer's limitations and features. Colors that look good on your monitor might not look as good when printed.
- Be sensitive to your audience. About 8 percent of all men and 0.5 percent of all women have some type of color blindness and might not be able to see the text when certain color combinations are used. Red-green color blindness is the most common, so avoid using red text on a green background or green text on a red background.

PTS: 1 REF: EX 76 TOP: Critical Thinking

3. What is conditional formatting and why would you apply it? Give two examples of conditional formats, and explain a method for applying conditional formatting.

ANS:

Conditional formatting applies formatting only when a cell's value meets a specified condition. A conditional format could make negative numbers red and positive numbers black.

Excel has four conditional formats—data bars, highlighting, color scales, and icon sets.

Students should explain one of the following two methods for applying conditional formatting.

- Select the range or ranges to which you want to add data bars.
- In the Styles group on the Home tab, click the Conditional Formatting button, point to Data Bars, and then click a data bar color.

or

- Select the range in which you want to highlight cells that match a specified rule.
- In the Styles group, click the Conditional Formatting button, point to Highlight Cells Rules or Top/Bottom Rules, and then click the appropriate rule.
- Select the appropriate options in the dialog box, and then click the OK button.

PTS: 1 REF: EX 108 TOP: Critical Thinking