

# ATOMIC LEARNING

## Practice Sets

### Excel 2010 - Introduction

#### SECTION A – Basics

### INSTRUCTIONS

Open a new, blank workbook in Excel. Copy and paste the Sample Data into the worksheet starting in cell A1. Follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

#### EXAMPLE DATA AND TEXT

##### Excel Sample Data

Sid	Abbas	Autommation Partners	42 Village Road	Easton	CT	06612
Gerald	Kraemer	Productivity Solutions	492 Kent Street	Roslyn	NY	11577
Lynn	Lion	Lion Productions	481 North Broadway	Garden City	NY	11530
Carol	Sutton	Weatherby & Sutton	56 Farington Heights	Tenafly	NJ	07670
John	Westcott	Westcott Tech	2350 Corbett Road	Norwalk	CT	06853
Larry	White	World Computing	13 Main Street	Stamford	CT	06907
Candace	Winter	CVW Computers	54 Cosby Drive	Rockaway	NY	11697

### TUTORIAL TASKS AND QUESTIONS

#### Key# 80702 - Introducing the new Office 2010 Ribbon

**Task:** With Microsoft Excel open, identify the ribbon in the window.

**Question:** The ribbon was introduced in which Microsoft Office suite of applications?

- A) Office 2002
- B) Office 2007
- C) Office 2010
- D) Office 2003

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### Key# 80703 - [Using and minimizing the Ribbon](#)

**Task:** With Microsoft Excel open, select different tabs on the ribbon, then minimize and restore the ribbon.

**Question:** There are several methods for minimizing and restoring the ribbon. Which answer below is NOT one of these methods?

- A) Select the Minimize the Ribbon command on the right side of the ribbon.
- B) Double-click on an active ribbon tab.
- C) Select the File tab, and select Minimize the Ribbon.
- D) Use the keyboard shortcut Ctrl + F1.

### Key# 80704 - [Using the Quick Access toolbar](#)

**Task:** Display the Quick Access toolbar so that it is shown below/above the ribbon.

**Question:** To show the Quick Access toolbar below/above the ribbon, which steps should you follow?

- A) Use the keyboard shortcut Ctrl + V.
- B) Double-click on the Quick Access toolbar.
- C) Right-click on the Ribbon and select Minimize the Ribbon.
- D) Click on the pull-down arrow on the right side of the Quick Access toolbar and select Show Below/Above the Ribbon in the shortcut menu.

### Key# 80705 - [Customizing the Quick Access toolbar](#)

**Task:** Add the Open command to the Quick Access toolbar.

**Question:** By default the Quick Access toolbar has three commands - Save, Undo, and Redo - but can be customized to display additional commands. To add the Open command to the Quick Access toolbar, which steps should you follow?

- A) Use the keyboard shortcut Ctrl + O.
- B) Right-click on the Ribbon or the Quick Access toolbar and select Show the Quick Access Toolbar Below/Above the Ribbon in the shortcut menu.
- C) Double-click on the Quick Access toolbar.
- D) Click on the pull-down arrow on the right side of the Quick Access toolbar and select Open in the shortcut menu.

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### Key# 80784 - [Resetting the Quick Access toolbar](#)

**Task:** Reset the Quick Access toolbar so that it only displays the default Save, Undo, and Redo commands.

**Question:** To Reset the Quick Access toolbar, which steps should you follow?

- A) Click on the pull-down arrow next to the Quick Access toolbar, select More Commands, in the Excel Options dialog box with the Quick Access Toolbar category selected, click on the Reset button on the bottom right, then select Reset Only Quick Access Toolbar, select Yes, and select OK to exit the dialog box.
- B) Use the keyboard shortcut Ctrl + R.
- C) Double-click on an active Ribbon tab.
- D) Right-click on the ribbon or the Quick Access toolbar, in the shortcut menu select Customize Quick Access Toolbar, in the Excel Options dialog box with the Customize Ribbon category selected, click on the Reset button at the bottom right, then select Reset Only Selected Ribbon Tab, select Yes, and select OK to exit the dialog box.

### Key# 80785 - [Customizing the Ribbon pt. 1](#)

**Task:** Determine which commands you would like to add to the ribbon and how you would like the commands grouped.

**Question:** To customize or add your own commands to the Ribbon, which of the following statements are true?

- A) To add a new command to the ribbon you will need to reset the ribbon.
- B) To add a new command to the ribbon you will need to reset the Quick Access toolbar.
- C) To add a new command to the ribbon you will need to right-click on the Quick Access toolbar.
- D) To add a new command to an existing tab on the ribbon you will need to create a new custom group.

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### Key# 80786 - [Customizing the Ribbon pt. 2](#)

**Task:** Customize the Ribbon so that it displays a new group using your name and the commands you use most often.

**Question:** To customize or add your own commands to the Ribbon, which steps would you follow?

- A) Use the keyboard shortcut Ctrl + G, select New Group on the bottom right, rename the group using the Rename button and select OK to exit the dialog box.
- B) In the Customize Ribbon category of the Excel Options dialog box, select New Tab on the bottom right, enter the name for the tab, then select OK. Then select each command in the list on the left that you would like to add to the tab and click the Add button. Repeat as needed to complete the tab.
- C) In the Quick Access Toolbar category of the Excel Options dialog box, click on the Reset button at the bottom right, then select Reset Only Quick Access Toolbar, select Yes, and select OK to exit the dialog box.
- D) In the Customize Ribbon category of the Excel Options dialog box, select New Group on the bottom right, and rename the new group using the Rename button. Then with the new group selected, select each command in the list on the left that you would like to add to the group, and click on the Add button. Repeat as needed to complete the group.

### Key# 80787 - [Adding a new tab to the Ribbon](#)

**Task:** Customize the Ribbon so that it displays a new tab using your name, with multiple groups and the commands that you use most often.

**Question:** To add a new tab to the Ribbon, which steps would you follow?

- A) In the Quick Access Toolbar category of the Excel Options dialog box, click on the Reset button at the bottom right, then select the Reset Only Quick Access Toolbar, select Yes, and select OK to exit the dialog box.
- B) Use the keyboard shortcut Ctrl + T, select the New Tab on the bottom right, rename the tab using the Rename button and select OK to exit the dialog box.
- C) In the Customize Ribbon category of the Excel Options dialog box, click New Tab on the bottom right. Rename the new tab and the new group using the Rename button. Then with the new tab selected, choose each command in the list on the left that you would like to add and click on the Add button. Repeat as needed to complete the new tab and the new group. Click on OK to exit the dialog box.
- D) In the Customize Ribbon category of the Excel Options dialog box, select New Group on the bottom right. Rename the new group using the Rename button. Then with the new group selected, choose each command in the list on the left that you would like to add to the group and click on the Add button. Repeat as needed to complete the group.

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### Key# 80788 - [Resetting Ribbon customizations](#)

**Task:** Reset the ribbon so that it only displays the default commands.

**Question:** To reset the Ribbon, which of the following statements are true?

- A) Resetting all ribbon customizations also resets the Quick Access toolbar.
- B) It is not possible to reset a single ribbon tab without resetting the entire ribbon.
- C) It is not possible to reset the entire ribbon.
- D) It is not possible to add commands to the ribbon.

### Key# 80789 - [Importing/exporting Ribbon customizations](#)

**Task:** Export the customized ribbon that you created and import into Excel on another computer.

**Question:** When exporting the ribbon customizations you created, you can change the default name and location of the exported file.

True or False

### Key# 80790 - [Using Backstage View](#)

**Task:** Go to Backstage View and familiarize yourself with the different areas and options available.

**Question:** To access Backstage view, which steps should you follow?

- A) Click on the Review tab on the right side of the ribbon, then select Backstage View in the Proofing group.
- B) Click on the View tab on the right side of the ribbon, then select Backstage View in the Document Views group.
- C) Click on the File tab on the left side of the ribbon.
- D) Right-click on the Ribbon, and select Customize Ribbon.

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### Key# 80706 - [Understanding a worksheet and entering information into a cell](#)

**Task:** With a new blank document open in Excel, explore the display layout of a worksheet and use the keyboard to enter numbers and text into cells in the worksheet.

**Question:** If you have entered information into a cell by mistake, there are several ways to cancel the entry. Which of the following is one of those ways?

- A) Press the space bar three times.
- B) Use the keyboard shortcut Ctrl + V.
- C) Press the escape key on the keyboard.
- D) Click on the File tab on the left side of the ribbon.

### Key# 80707 - [Changing the default number of worksheets and the cell movement](#)

**Task:** Change the settings in Excel for the default number of Sheets in a new document as well as the default operation of the Enter key.

**Question:** To change the default number of Sheets displayed in a new worksheet, which steps would you follow?

- A) Double-click on an active Ribbon tab.
- B) Click on the File tab on the left of the Ribbon, select Options, then with the General category selected change the number in the text box next to Include This Many Sheets. Click on OK to accept the changes.
- C) Click on the File tab on the left of the Ribbon, select Options, then with the Customize Ribbon category selected change the number in the text box next to Include This Many Ribbons. Click on OK to accept the changes.
- D) Go to Backstage View and click the Default Sheets button.

### Key# 80708 - [Using a template](#)

**Task:** Explore the available templates to create a better-looking spreadsheet.

**Question:** What is the main advantage of using a template in Excel?

- A) By default, templates include more empty cells than a Blank workbook.
- B) Using templates ensures that you never need to enter any information into your excel worksheets.
- C) Templates are pre-formatted with specific styles and themes which can save you time.
- D) Templates are pre-formatted with customized ribbons.

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### Key# 80709 - [Using Save and Save As](#)

**Task:** Save the workbook to make sure information is not lost.

**Question:** The XML file format used in Office was introduced in which Microsoft application suite?

- A) Office 2007
- B) Office 2003
- C) Office 2010
- D) Office 2004

### Key# 80710 - [Using Compatibility mode](#)

**Task:** Open an Excel workbook in Compatibility Mode and convert the workbook to the current file format for use with the newer features in Excel 2010.

**Question:** When converting a workbook file, which of the following statements is NOT true?

- A) It is possible to convert an older file format to the new XML file format.
- B) It is not possible to convert a new XML file to an older version that could be compatible with Excel 1997-2003.
- C) When converting an Excel 2010 file to an older file format, you must use the Save As command.
- D) When converting an Excel 2010 file to an older file format, Excel will notify you of potentially incompatible document features.

### Key# 80711 - [Opening Excel 2010 files in earlier versions of Excel](#)

**Task:** Download the Compatibility Pack and open an Excel 2010 file format in an older version of Excel.

**Question:** Which of the following steps should you take before attempting to open an Excel 2010 file format in an older version of the software?

- A) Perform all high-priority updates to your computer and download the Excel 2010 compatibility pack from the web.
- B) Add the tag "\_newer" to the file name.
- C) Download the Excel 2010 compatibility pack without installing high-priority updates first.
- D) Do not attempt to open an Excel 2010 file with an earlier version of Excel.

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### Key# 80712- [Moving with the keyboard pt. 1](#)

**Task:** Use keys on the keyboard to perform basic navigation in a current worksheet.

**Question:** To move to the most extreme right cell containing data in your worksheet, what basic key combination can you use?

- A) The right arrow key alone.
- B) The keyboard shortcut Ctrl + Left Arrow
- C) The keyboard shortcut Shift + Tab
- D) The keyboard shortcut Ctrl + Right Arrow

### Key# 80713- [Moving with the keyboard pt. 2](#)

**Task:** Use keys on the keyboard to perform more advanced navigation in a current worksheet.

**Question:** To move to a different worksheet within your workbook file, which key combination can you use?

- A) The keyboard shortcut Alt + Page Down.
- B) The keyboard shortcut Ctrl + Page Down.
- C) The Home button alone.
- D) The keyboard shortcut Shift + Tab.

### Key# 80714 - [Using Key tips](#)

**Task:** Use the keyboard to access commands found on the ribbon.

**Question:** When using Key tips, which of the following statements is NOT true?

- A) After you have selected a command, the Key tips overlay will disappear.
- B) The Alt key acts as a toggle switch for Key tips.
- C) The Ctrl key acts as a toggle switch for Key tips.
- D) Using Key tips is often faster than using the mouse to navigate the ribbon.