

ATOMIC LEARNING

Practice Sets

Excel 2010 - Introduction

SECTION B – Working with Cells

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 # 80715 - [Using AutoComplete](#)

Task: Use the AutoComplete feature to add information to cell C9, and use the Pick from Drop-down List feature to add information to cell E9.

Question: The AutoComplete feature will work with which of the following types of information?

- A) Dates
- B) Numbers only
- C) Text or a combination of text and numbers
- D) Times

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Key # 80716 - [Editing a cell](#)

Task: Correct a mistake or update information by editing cell C2.

Question: To edit the information contained in a cell, which of the following procedures would NOT work?

- A) Select a cell and press the F2 function key on your keyboard.
- B) Select a cell and click in the formula bar.
- C) Double-click in a cell.
- D) Double-click on the ribbon.

Key # 80717 - [Using spell check](#)

Task: Check the spelling in a worksheet file using the Spelling command.

Question: To add a new word to the AutoCorrect dictionary in Excel, which steps would you follow?

- A) It is not possible to add new words to the AutoCorrect dictionary.
- B) Click the Review tab on the ribbon, then the Spelling button in the Proofing group, and in the dialog box that appears with existing word suggestions click AutoCorrect.
- C) Click the File tab on the ribbon to access Backstage view, then click the AutoCorrect button.
- D) Use the keyboard shortcut Ctrl + N.

Key # 80718 - [Selecting cell ranges pt. 1](#)

Task: Select multiple cells using the mouse and the keyboard.

Question: There are many ways to select adjacent or contiguous cells. What key combination is required to select non-adjacent cells or ranges?

- A) The Alt key only
- B) The Ctrl key only
- C) The Ctrl + V combination
- D) The Alt + V combination

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Key # 80719 - [Selecting cell ranges pt. 2](#)

Task: Select multiple cells using the keyboard only.

Question: To select an entire row, which key combination should you use?

- A) Shift + Space Bar
- B) Shift + Tab
- C) R + Space Bar
- D) Ctrl + Space Bar

Key # 80720 - [Entering values in a cell range](#)

Task: Enter information into a selected range of cells.

Question: To enter the same value into every single cell within a selected range, which steps should you follow?

- A) Type the information you would like to enter into the active cell, then use the Shift + Space key combination.
- B) Type the information you would like to enter into the active cell, then use the Ctrl + Enter key combination.
- C) It is not possible to enter information into multiple cells without typing it manually into each cell.
- D) Use the Ctrl + Enter key combination, then type the information you would like to enter into the active cell.

Key #80721 - [Using AutoFill](#)

Task: Use the AutoFill feature to continue a series of commonly used or custom information.

Question: When defining an increment for a number series, which steps should you follow?

- A) Type the first number in the series into the active cell, then click and drag on the fill handle.
- B) Type the number 1 into the active cell, then click and drag on the fill handle.
- C) Type the first number in the series into the active cell, then type the next number in the series into the next cell, select both cells, and click and drag on the fill handle.
- D) Type the number 1 into all of the cells you would like to fill, select them all, and then click and drag on the fill handle.

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Key #80733 - [Using Cut, Copy and Paste](#)

Task: Using the Sample Data, move and duplicate information using the Cut, Copy, and Paste commands.

Question: If you have cut or copied a set of information, which procedure will NOT work to paste it back into the worksheet?

- A) Click in the first cell in the new location and press Ctrl + V.
- B) Click in the first cell in the new location and click the Paste button on the ribbon.
- C) Right-click in the first cell in the new location and select Paste.
- D) Right-click in the first cell in the new location and select Insert.

Key # 80734 - [Using Paste Preview](#)

Task: Use the Paste Options command to see a preview of available information pasting choices.

Question: Which of the following is NOT a paste option in Excel?

- A) Formulas
- B) Templates
- C) Values
- D) Formatting

Key # 80735 - [Using Paste Special](#)

Task: Use the Paste Special dialog box to perform special operations with copied information.

Question: To add copied number values to existing number values in a cell range using Paste Special, what steps should you follow?

- A) Select the range of number values you would like to add, click the Copy button on the ribbon, then right-click on the range and select the Formulas option under Paste Options.
- B) Select the ranges you could like to add together using the Ctrl button and your mouse, then press enter.
- C) Select Paste Special in the Operations menu and click OK.
- D) Select the range of number values you would like to add, click the Copy button on the ribbon, select the range of number values to which you would like to add the copied values, then right-click on this range and select Paste Special, click the radio button next to Add in the Operation section of the dialog box, and click OK.

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Key # 80736 - [Using the clipboard pt. 1](#)

Task: Access the Clipboard list and paste an item from the list.

Question: How many items can the Clipboard list hold?

- A) 15
- B) 20
- C) 24
- D) 31

Key # 81031 - [Using the clipboard pt. 2](#)

Task: Change the default settings for the way the Clipboard operates.

Question: To set the Clipboard so that it displays automatically when information is copied, which steps would you follow?

- A) On the File tab of the ribbon, click the Clipboard dialog box launcher button and select Options.
- B) On the Home tab of the ribbon, click the Clipboard dialog box launcher button in the Clipboard group, then click Options and select Show Office Clipboard Automatically.
- C) Right-click on the selected cell range and select Paste Options.
- D) On the Home tab of the ribbon, click the Copy button and select Show Office Clipboard Automatically.

Key # 80737 - [Using drag and drop editing](#)

Task: Using the Sample Data, select cells containing information and move them without using the cut, copy, or paste commands.

Question: When using the drag and drop editing feature, which key can you hold down to copy the cells while dragging?

- A) The C key
- B) The Ctrl key
- C) The Space Bar
- D) The Shift key

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Key # 80738 - [Using Undo and Redo](#)

Task: Undo an action, Redo the same action, and access the Undo and Redo lists.

Question: Using the Undo list, it is possible to undo several actions at once. After they have been undone, where can a list of these undone actions be found?

- A) Undone actions will appear on the Clipboard.
- B) Once an action has been undone, it is deleted from the workbook history.
- C) Undone actions will appear in bold in the Undo list.
- D) Actions will always appear in the Redo list once they have been undone.

Key # 80739 - [Using the Clear command](#)

Task: Access the Clear options menu to clear only the formatting, contents, comments, or hyperlinks contained in selected cells without affecting other attributes.

Question: Where is the Clear command located?

- A) On the Home tab, in the Editing group.
- B) On the Home tab, in the Clipboard group.
- C) On the Page Layout tab, in the Editing group.
- D) On the File tab, under New File.