

ATOMIC LEARNING

Practice Sets

[Excel 2010 - Intro](#)

SECTION D – Formatting Cells

INSTRUCTIONS

Open a new, blank workbook in Excel. Either retype or copy and paste the Sample Data below into the blank 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.

Excel Sample Data

ABC Company, Inc.					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Rent	3000	3000	3000	3000	
Cleaning Supplies	350	350	350	350	
Beverages	525	735	430	650	
Telephone	1250	1550	1300	1250	
Subscriptions	975	450	375	500	
Furnishings	2750	3550	1250	4750	
Total					

TUTORIAL TASKS AND QUESTIONS

Key # 80732 - [Formatting numbers using the Ribbon](#)

Task: Format the numbers in the range B3:E8 so they are easier to read and represent the data more accurately.

Question: When formatting numbers, how does the Accounting formatting differ from the Currency formatting?

- A) The Currency setting automatically adds a formula to the active cell that converts the contents to a foreign currency you choose.
- B) The Accounting setting automatically adds a formula to the active cell that adds the contents of the next cell.
- C) The Accounting setting places the dollar sign at the left edge of the cell, but the Currency setting places it immediately to the left of the number itself.
- D) The two settings are identical.

ATOMIC LEARNING

Practice Sets

Key # 80740 - [Formatting text using the Ribbon](#)

Task: Add text formatting to the range A3:A8.

Question: To add double-underline formatting to selected text, what steps would you follow?

- A) On the View tab, click Double Underline.
- B) On the Home tab, click the pull-down arrow next to the Underline command, then select the Double Underline icon.
- C) On the Home tab, click the Underline command, then click the Underline command a second time.
- D) Use the keyboard shortcut Shift + Tab.

Key # 80741 - [Using the Alignment and Indentation commands](#)

Task: Change the default alignment and indentation settings for text and numbers.

Question: What are the default alignment settings for text and numbers in Excel?

- A) Text is bottom-aligned, numbers are top-aligned.
- B) Text is right-aligned, numbers are left-aligned.
- C) Both text and numbers are center-aligned.
- D) Text is left-aligned, numbers are right-aligned.

Key # 80742 - [Rotating information in a cell](#)

Task: Rotate cell information in the range B2:F2 clockwise, counter-clockwise, up, or down; orient text vertically.

Question: What is the main purpose of rotating text in a worksheet?

- A) To take up as much space as possible.
- B) To reduce the number of cells in a worksheet.
- C) To save space on a printed page or add emphasis to specific text.
- D) To reduce the font size.

Key # 80743 - [Wrapping text in a cell](#)

Task: Ensure that all of the text in cell A1 is visible by wrapping it inside a cell.

Question: Where is the Wrap Text command located?

- A) In the Alignment group on the File tab.
- B) In the Alignment group on the Home tab.
- C) In the Clipboard group on the View tab.
- D) In the Editing group on the Page Layout tab.

ATOMIC LEARNING

Practice Sets

Key # 80744 - [Using the Merge and Center command](#)

Task: Create a worksheet heading using the information in cell A1 and the Merge and Center command.

Question: Which of the following is NOT an option in the Merge and Center drop-down menu?

- A) Merge & Center
- B) Merge & Move
- C) Unmerge Cells
- D) Merge Across

Key # 80745 - [Using the Borders command](#)

Task: Add emphasis to the column headings by creating a Border around them.

Question: Which of the following statements about Borders is true?

- A) Adding a Border to the bottom of a range of cells is exactly like using the Underline command.
- B) Each time you change the Border option, the Border command will always reset to the default option.
- C) It is not possible to add Borders to all four sides of a cell at once.
- D) There are several options for adding Borders to cells or ranges of cells.

Key # 80746 - [Drawing cell borders](#)

Task: Draw cell borders manually to create custom borders for your worksheet.

Question: Which of the following steps would correctly access the Draw Borders command?

- A) On the Home tab in the Font group, click the drop-down arrow next to the Borders command, and under the Draw Borders subheading select Draw Borders.
- B) On the Home tab in the Alignment group, click the drop-down arrow next to the Wrap Text command, and select Draw Borders.
- C) Use the keyboard shortcut Alt + D + B
- D) Click in the active cell, type the equals sign to enter formula mode, and type the letter D.

ATOMIC LEARNING

Practice Sets

Key # 80747 - [Formatting cells using the Format Cells dialog box](#)

Task: Change several formatting characteristics at once for cell A1.

Question: Which of the following formatting characteristics can be changed using the Format Cells dialog box?

- A) Number formatting.
- B) Fill effects.
- C) Text rotation.
- D) All of the above.

Key # 80748 - [Using the Format Painter command](#)

Task: Copy the formatting from cell A1 to other cells in the worksheet.

Question: To re-apply the Format Painter command to multiple areas of a worksheet using a single area as the formatting source, which steps would you follow?

- A) Select the source cell(s) and each of the other areas to which the source formatting should be copied, then use the keyboard shortcut Ctrl + Space Bar.
- B) Select the source cell(s), double-click on the Format Painter command, select each of the other areas to which the source formatting should be copied, and click on the Format Painter command again to turn it off.
- C) Double-click on the Format Painter command, select each of the other areas to which the source formatting should be copied, then select the source cell(s) and click on the Format Painter command again to turn it off.
- D) Select the source cell(s), single-click on the Format Painter command, select each of the other areas to which the source formatting should be copied, and press the Space Bar to turn it off.