ATOMIC LEARNING
Practice Sets

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.

EXAMPLE DATA

Excel Sample Data

ABC Company, Inc.				
	Quarter 1	Quarter 2	Quarter 3	Total
Rent	3000	3000	3000	
Cleaning Supplies	350	350	350	
Beverages	525	735	430	
Subscriptions	975	450	375	
Furnishings	2750	3550	1250	
Total				

TUTORIAL TASKS AND QUESTIONS

Key # 80749 - Selecting columns and rows pt. 1

Task: Using the sample data, select adjacent and non-adjacent columns and rows with the mouse.

Question: To select multiple adjacent rows or columns quickly, which method would you use?

A) The Ctrl-Shift-Space method.
B) The Shift-Space-Ctrl method.
C) The Click-Shift-Click method.
D) The Shift-Tab-Ctrl method.

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Key # 80750 - Selecting columns and rows pt. 2

Task: Using the sample data, select adjacent columns and rows using just the keyboard.

Question: Once you have an entire column selected, how can you extend the selection range to include adjacent columns using the keyboard?

> **A)** Use the Ctrl + Shift key combination.
> **B)** Use the Right or Left arrow key alone.
> **C)** Use the Shift + Right or Left arrow key combination.
> **D)** Use the Shift + Space key combination.

Key # 80751 - Changing column width

Task: Change the column width so all of information contained in columns A through E can be seen.

Question: What does it mean when Excel displays number signs in place of the data that should be in a cell?

> **A)** The number entered into the cell is too large in magnitude. Excel cannot display numbers larger than 1000.
> **B)** The number entered into the cell is too wide to fit in the cell. To see the entire number, you should increase the column width.
> **C)** The number does not exist.
> **D)** The formula you have entered may contain an error.

Key # 80752 - Changing row height

Task: Change the row height of row 1 and row 8 in the sample data.

Question: Which of the following is NOT an effective technique for changing the row height?

> **A)** Select the row, then in the Cells group on the Home tab select the Format command. Choose Row Height and enter a new number in the Row Height dialog box, then click OK.
> **B)** Select the row, then right-click on the row and select Row Height in the menu that appears. Enter a new number in the dialog box, then click OK.
> **C)** On the left side of the worksheet, move your mouse between two rows until the cursor changes to a double-headed arrow, then click and drag to change the row height.
> **D)** Double-click on a column header.

Key # 80753 - Hiding and unhiding columns and rows

Task: Hide columns B through D and rows 3 through 7. Then Unhide the columns and rows.

Question: To Unhide a set of rows, which steps could you follow?

A) Select the rows before and after the hidden rows, then right-click on the row headings and select Unhide from the menu that appears.
B) Select the columns you would like to hide, then click the Hide button.
C) Select the rows before and after the hidden rows, then use the Shift + U key command.
D) Once a set of rows has been hidden, the action cannot be undone.

Key # 80754 - Inserting columns

Task: Insert a column to add Quarter 4 information to the sample data in the worksheet.

Question: In relation to a selected column, where will a new column always be inserted?

A) To the right of the selected column.
B) To the right and left of the selected column.
C) To the left of the selected column.
D) Once you ask Excel to insert a column, you can choose either the right or left side.

Key # 80755 - Inserting rows

Task: Insert a row between Beverages and Subscriptions to add Telephone expenses for all four quarters.

Question: When inserting a row, which of the following statements is true?

A) The command for inserting rows is found on the Insert tab.
B) Rows cannot be inserted by using the right mouse button to access a shortcut menu.
C) A newly inserted row will always take on the formatting settings of the row above it, and this cannot be changed.
D) Immediately after a row is inserted, the Insert Options button will appear.

Key # 80756 - Deleting columns and rows

Task: Remove column E and row 6 from a worksheet entirely by deleting it.

Question: Pressing the Delete key on the keyboard does the same thing as the Delete command on the Home tab and will delete everything in a row or column, including the formatting.

True   or   **False**

Key # 80757 - Inserting and deleting cells

Task: Add or remove a range of cells to affect only a portion of the sample data in the worksheet.

Question: Where is the Delete Cells command located?

    A) In the Clipboard group of the Home tab, as an option in the Paste command menu.
    B) In the Cells group of the Home tab, as an option in the Insert command menu.
    C) In the Cells group of the Home tab, as an option in the Delete command menu.
    D) In Backstage View, as an option in the Open menu.