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.

Excel Sample Data

ABC Company, Inc.				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
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

TUTORIAL TASKS AND QUESTIONS

Key # 80758 - Using cell styles

> **Task:** Emphasize titles, headings, and numbers in the sample data using Cell Styles.

> **Question:** When formatting using Cell Styles, which of the following statements is <u>NOT</u> true?

> A) Some of the pre-formatted Cell Styles also change the font size.
> B) The pre-formatted Cell Styles are also called Quick Styles.
> C) It is not possible to see a preview of a Cell Style selection before it is applied to the selected cell.
> D) There is a Cell Styles category called Good, Bad, and Neutral.

Key # 80759 - Creating a custom cell style by example

Task: Create a new Cell Style based on a cell you have formatted and name it "My Style".

Question: To create your own custom Cell Style based on an example cell, which steps could you follow?

A) Format a cell as desired, select the cell, then select the Cell Styles command on the Home tab and choose New Style at the bottom of the gallery. In the Style dialog box, name the new style, click on the Format button to make any additional changes, then click OK to create the new style.

B) Click the Cell Styles command on the Home tab and select an existing style. Then select New Style at the bottom of the gallery to create the new style.

C) Format a cell as desired, select an empty cell, then select the Cell Styles command on the Home tab and choose New Style at the bottom of the gallery. In the Style dialog box, click Cancel to create the new style.

D) Format a cell as desired, then use the Shift + Alt + C keyboard shortcut.

Key # 80760 - Creating a custom cell style

Task: Create a new Cell Style from scratch and name it "Custom Style".

Question: New Cell Styles always appear in an area of the Cell Styles gallery called Custom.

True   or   False

Key # 80761 - Deleting a custom cell style

Task: Remove the custom cell style named "Custom Style" from the workbook.

Question: Which of the following procedures would you follow to delete a custom Cell Style?

A) In the Cells group on the Home tab, click the Delete button.

B) In the Clipboard group on the Home tab, click the Cut button.

C) In the Editing group on the Home tab, click the Cell Styles command, then select Delete from the menu that appears.

D) In the Styles group on the Home tab, click the Cell Styles command, then in the Custom area of the gallery right-click on the style that you wish to delete, and select Delete from the menu that appears.

Key # 80762 - Modifying a custom cell style

Task: Modify the Cell Style named "My Style".

Question: Which of the following statements is true about Cell Styles?

A) It is only possible to modify a Custom Cell Style.
B) Changing a Cell Style will also change the formatting of all of the cells to which that style has been applied.
C) To change a Cell Style, you must first Duplicate it by choosing that option from the shortcut menu.
D) To retain all of the pre-defined Cell Styles that come with Excel, you should modify as many as possible.

Key # 80763 - Merging custom cell styles

Task: Merge Cell Styles for use in other workbooks.

Question: Where is the Merge Styles command located?

A) In the Number group on the Home tab.
B) In Backstage View, under the Styles heading.
C) At the bottom of the Cell Styles gallery that appears when the Cell Styles command has been selected.
D) In the menu that appears when the Insert Cells command has been selected.

Key # 80769 - Using themes

Task: Apply a theme to a worksheet to ensure cohesive cell formatting.

Question: To apply a theme to a worksheet, which steps would you follow?

A) In the Themes group on the Page Layout tab, click the Themes command and select one in the gallery that appears.
B) Click the Cell Styles command and select one of the pre-defined Cell Styles.
C) In the Themes group on the Home tab, click the Themes command and select one in the gallery that appears.
D) Use the Shift-Tab keyboard shortcut, then press Enter to accept the new Theme.

Key # 80770 - Customizing themes

Task: Change theme colors, fonts, and effects.

Question: When customizing themes which of the following statements is <u>NOT</u> true?

A) You can create your own theme color combinations.
B) You can make changes to existing themes and save your own.
C) You can create your own theme font combinations.
D) You can create your own theme effects.

Key # 80764 - Formatting as a table pt. 1

Task: Format the range A2:E8 as a table to make information easier to interpret.

Question: To format a range of cells as a table, which steps would you follow?

A) Select the row you would like to use as a header for the new table, then press Ctrl + C.
B) Select the range of cells you would like to format, then in the Styles group on the Home tab click the Format as Table command and select an option from the gallery that appears. In the Format as Table dialog box, verify the cell addresses in the field and check the My Table has Headers box as appropriate. Click OK to apply the table formatting.
C) Select the range of cells you would like to format, then in the Editing group on the Home tab click the Format as Table command and select an option from the gallery that appears. In the Format as Table dialog box, click Cancel to apply the formatting.
D) Click the Format as Table command, then select the range of cells you would like to format and press the Space Bar.

Key # 80765 - Formatting as a table pt. 2

Task: Explore the new options available once cells have been formatted as a table.

Question: Once you have formatted a range of cells as a table, which of the following statements is true?

A) The Table tools contextual tab will always be visible, even if you convert the table back to a normal range.
B) It is not possible to change the table formatting once you have chosen a style.
C) You can choose to display only some of the table by clicking a one of the column drop-down menus.
D) It is possible to format a table with banded rows, but not with banded columns.

You must first be logged in to view the tutorials in this set. Please log in using your organization's method of authentication (log in method) prior to clicking on any links.

Atomic Learning

Key # 80766 - Creating a custom table style pt. 1

Task: Create a new custom table style and name it "My Custom Table Style".

Question: To create a custom table style, which steps could you follow?

A) Click on the Format as Table command in the Styles group, select New Table Style, then in the New Table Quick Style dialog box name the new style. In the Table Element list, select an element you wish to change and click Format. Make changes as desired, then click OK. Repeat as needed for other Table Elements and click OK in the New Table Quick Style dialog box.
B) Click on the Insert command in the Cells group, select New Table Style, and click OK.
C) Click on the Custom Table Style command in Backstage View, then name the new style and click OK.
D) Click on the Format as Table command in the Clipboard group, select New Table Style, then in the New Table Quick Style dialog box name the new style and click OK.

Key # 80767 - Creating a custom table style pt. 2

Task: Apply the custom table style named ""My Custom Table Style" to the range A2:E8 in the worksheet.

Question: While creating a custom table style, how can you remove custom formatting from a table element with one click?

A) In the Cells group of the Home tab, click the Delete button.
B) In the New Table Quick Style dialog box, click the Format button.
C) With the modified table element selected in the New Table Quick Style dialog box, click the Clear button.
D) With the modified table element selected in the New Table Quick Style dialog box, click the Cancel button.

Key # 80768 - Deleting a custom table style

Task: Remove the custom table style named "My Custom Table Style" from the workbook.

Question: When deleting a custom table style, which of the following statements is NOT true?

A) If you delete a custom table style, that style will be removed from any cells to which it was applied.
B) The Format as Table gallery menu does not contain an option to Delete a Custom Style.
C) To delete a custom table style, you can right-click on the style in the Format as Table gallery and select Delete from the shortcut menu that appears.
D) Once you delete a custom table style, that style will still appear in the Custom area of the Format as Table gallery.