

ATOMIC LEARNING

Practice Sets

[Excel 2010 - Intro](#)

SECTION G – Workbook Views and Page Setup

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.

TUTORIAL TASKS AND QUESTIONS

Key # 80771 - [Using Normal view](#)

Task: Use the Normal view command to return to the default worksheet view.

Question: Where is the Normal view command located?

- A) In the Workbook Views group on the View tab, or at the bottom of the window on the right side of the Status bar.
- B) In the Workbook Views group on the Page Layout tab.
- C) Only at the bottom of the window on the left side of the Status bar.
- D) In Backstage View.

Key # 80772 - [Using Page Layout view](#)

Task: Access Page Layout view to help format a printed page.

Question: What aspects of the worksheet are visible in Page Layout view but not in Normal view?

- A) Headers and footers.
- B) Page orientation and size.
- C) Margins.
- D) All of the above.

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Key # 80773 - [Using Page Break preview](#)

Task: View and change the page break locations Excel has chosen for your worksheet.

Question: When using Page Break preview, which of the following statements is true?

- A) It is not possible to change the zoom level when viewing a page.
- B) Dotted lines indicate the page break locations.
- C) Changing the page break locations never changes the Scale of the worksheet.
- D) Changing the page break locations never changes the number of printed pages for the worksheet.

Key # 80774 - [Using the Page Layout tab](#)

Task: Change Page Layout settings to adjust the look of the printed worksheet.

Question: Which of the following steps would you follow to change the worksheet from Portrait to Landscape orientation?

- A) On the Page Layout tab, click the Orientation command and select Landscape.
- B) On the Page Layout tab, click the Size command and select Landscape.
- C) On the Home tab, click the Orientation command and select Landscape.
- D) On the Page Layout tab, click the Background command.

Key # 80775 - [Changing the margins](#)

Task: Adjust the print margins for a worksheet.

Question: When adjusting print margins for your worksheet, which of the following statements is NOT true?

- A) It is possible to create custom margins if none of the three built-in options will work.
- B) If you have created custom margins, the last custom setting will appear in the Margins command menu.
- C) You must use the Margins command to change the worksheet margins.
- D) It is possible to change not only the side margins, but also the top and bottom margins as well.

Key # 80776 - [Changing the page orientation and paper size](#)

Task: Change the default orientation and size settings for a worksheet.

Question: To change the paper size to Tabloid (11x17), which steps would you follow?

- A) It is not possible to change to this paper size in Excel.
- B) On the Page Layout tab in the Page Setup group, click the Orientation command and select Landscape.
- C) On the Home tab in the Editing group, click the Tabloid command.
- D) On the Page Layout tab in the Page Setup group, click the Size command and select Tabloid in the gallery.

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Key # 80777 - [Setting manual page breaks](#)

Task: Redefine page breaks manually.

Question: To insert a page break after a set of rows, which steps would you follow?

- A) Select a row or cell immediately below the rows you would like to keep on the current page, then in the Page Setup group of the Page Layout tab, click the Breaks command and select Insert Page Break.
- B) Select the first row on the page, then in the Page Setup group of the Page Layout tab, click the Breaks command and select Remove Page Break.
- C) In Backstage View, select Insert Page Break.
- D) In the Page Setup group of the Page Layout tab, click the Breaks command and select Reset All Page Breaks.

Key # 80778 - [Setting print titles](#)

Task: Make sure the column headings print on every page by setting a print title.

Question: When setting a print title, which of the following statements is true?

- A) Only the first row of a worksheet can be set as a print title.
- B) The cell addresses must be entered manually and cannot be chosen with the mouse.
- C) Columns can also be repeated on every printed page.
- D) Print titles must be formatted as titles.

Key # 80779 - [Creating headers and footers](#)

Task: Add a header or footer to a worksheet using pre-defined or custom options.

Question: To add a pre-defined header to a worksheet, which steps could you follow?

- A) In the Text group of the Insert tab, select the Header & Footer command. Then on the Page Layout tab, click the Orientation command and choose Landscape.
- B) In the Text group of the Insert tab, select the Header & Footer command. Then on the Design tab, click the Header command and select an option from the menu.
- C) Select the first row of your worksheet, then press Ctrl + V.
- D) On the Design tab, click the Go to Footer command.

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Key # 80780 - [Using the Page Setup dialog box](#)

Task: Make additional changes to the worksheet using the Page Setup dialog box.

Question: Where is the Page Setup dialog box launcher located?

- A) In the bottom right-hand corner of Backstage View.
- B) In the top left-hand corner of the Page Setup group on the Page Layout tab.
- C) In the Print Area command menu.
- D) In the bottom right-hand corner of the Page Setup group on the Page Layout tab.