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.

TUTORIAL TASKS AND QUESTIONS

Key # 80781 - Using Print and Print Preview

Task: Change and preview printer settings.

Question: When changing printer settings, which of the following statements is true?

A) It is possible to select local and networked printers, if your computer and network are set up correctly.
B) It is not possible to print more than one copy at once.
C) The Page Orientation cannot be changed in the Print settings.
D) The preview on the right side of the Print settings does not reflect any of the changes you have made.

Key # 80791 - Using Save & Send

Task: Send or share a worksheet over the web using several different options.

Question: Where is Save & Send located?

A) On the Review tab.
B) On the Home tab.
C) In Backstage View.
D) On the Quick Access Toolbar.

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Key # 80782 - Setting print areas

Task: Print only specific areas by setting a print area.

Question: To set a print area that will be retained for the next time you print, which of the following steps would you follow?

A) In the Page Setup group on the Page Layout tab, click the Print Area command and select Set Print Area, then select the range you wish to print.
B) Select the range you wish to print, then in the Page Setup group on the Page Layout tab, click the Print Area command and select Set Print Area. To view the print area, go to Page Layout view.
C) Select the range you wish to print, click the File tab, select Print, then click the Print button.
D) Select the range you wish to print, click the File tab, select Print, then select Print Selection and click Print.

Key # 80783 - Adding to and clearing print areas

Task: Modify a set print area by adding to or clearing it.

Question: When modifying a print area, which of the following statements is true?

A) To clear the existing print area, you must have the entire print area selected.
B) Additional information being added to a print area can be non-adjacent to the current print area.
C) The Add to Print Area option in the Print Area menu only appears once you have already set a print area.
D) The changes in a print area will appear in real-time in Page Layout view; you do not need to scroll away from and return to the area to see the new print area.

Key # 80792 - Creating a PDF

Task: Save a workbook as a PDF file.

Question: What is the main advantage of saving a workbook as a PDF file?

A) The workbook can be opened without Excel and it will still look exactly like the original.
B) Excel documents cannot be sent via email.
C) PDF files always display the entire workbook, including empty cells.
D) The workbook can be opened with older versions of Excel.

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