

ATOMIC LEARNING

Practice Sets

Excel 2010 - Intermediate

SECTION A – Working with Workspaces

INSTRUCTIONS

Open an existing workbook in Excel and 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 # 83022 - Activating and moving between worksheets

Task: Move from one worksheet to another in a workbook.

Question: To activate the previous worksheet, which keyboard shortcut can you use?

- A) Shift + Tab
- B) Ctrl + Page Up
- C) Alt + Page Up
- D) Ctrl + Page Down

Key # 83023 - Selecting multiple worksheets

Task: Select more than one worksheet at a time for printing, editing, or formatting.

Question: What happens when more than one worksheet has been selected?

- A) The word “[Group]” appears next to the workbook title at the top of the window, and all of the selected sheet tabs at the bottom of the window become highlighted.
- B) The word “[Selected]” appears next to the workbook title at the top of the window, and all of the selected sheet tabs at the bottom of the window turn red.
- C) The word “[Group]” appears next to each of the selected sheet tabs at the bottom of the window.
- D) All of the worksheets that were not selected disappear until the selected group is changed.

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Key # 83024 - [Adding a worksheet to a workbook](#)

Task: Add a new worksheet or multiple worksheets to a workbook.

Question: When adding a new worksheet or worksheets to a workbook, which of the following statements is true?

- A) Worksheets are always inserted to the right of the selected sheet.
- B) Adding a new worksheet removes blank cells from an existing workbook.
- C) The Shift + F11 keyboard shortcut will insert a new sheet or sheets.
- D) The default name for every new worksheet is "Sheet4," no matter how many sheets have already been inserted.

Key # 83025 - [Deleting a worksheet from a workbook](#)

Task: Remove a worksheet or worksheets from a workbook.

Question: Which of the following procedures is NOT an effective way of deleting a worksheet?

- A) With the worksheet selected, click on the pull-down arrow next to the Delete command in the Cells group of the Home tab and select Delete Sheet.
- B) Right-click on the sheet tab at the bottom of the window and select Delete from the shortcut menu.
- C) With the worksheet selected, press the Delete key on the keyboard.
- D) None of the above; all of these procedures will work.

Key # 83026 - [Changing the name of a worksheet](#)

Task: Change the name of a worksheet from the default sheet name to a more useful alternative.

Question: To rename a sheet, which steps would you follow?

- A) It is not possible to change the default sheet names in Excel.
- B) Right-click on the sheet tab and choose Hide from the shortcut menu.
- C) Select the sheet you wish to rename, then in the Font group of the Home tab click the Font Family menu and type to replace it with a new name.
- D) Select the sheet you wish to rename, then in the Cells group on the Home tab click the Format command. Under the Organize Sheets heading, select Rename Sheet. Type to replace it with a new name and press Enter to accept the new name.

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Key # 83027 - [Changing the sheet tab color](#)

Task: Change the color of a worksheet tab.

Question: If you have selected a theme for your workbook, you can only choose worksheet tab colors that are part of that theme.

True or False

Key # 83028 - [Rearranging the worksheets pt. 1](#)

Task: Arrange the worksheets using drag-and-drop and the Move or Copy command.

Question: How can you access the Move or Copy command for worksheets?

- A) Right-click on the sheet tab at the bottom of the window, and select Move or Copy.
- B) Select the Move or Copy command in the Cells group on the Home tab.
- C) Right-click on the ribbon and select Move or Copy.
- D) Click the Copy command in the Clipboard group on the Home tab.

Key # 83029 - [Rearranging the worksheets pt. 2](#)

Task: Copy worksheets using drag-and-drop and the Move or Copy command.

Question: To create a copy of the currently selected worksheet that will appear as the last sheet in the workbook, which steps would you follow?

- A) With the sheet selected, click the Move to End command in the Cells group on the Home tab.
- B) Right-click on the sheet tab, select Move or Copy, then in the Move or Copy dialog box select the “(move to end)” option in the Before Sheet list, leave the Create a Copy box unchecked, and click OK.
- C) Click and drag on the sheet tab to move it to the last position in the workbook.
- D) Right-click on the sheet tab, select Move or Copy, then in the Move or Copy dialog box select the “(move to end)” option in the Before Sheet list, make sure the Create a Copy box is checked, and click OK.

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Key # 83030 - [Hiding and unhiding worksheets](#)

Task: Hide one or multiple worksheets so they are no longer visible.

Question: When hiding or unhiding worksheets, which of the following statements is true?

- A) While it is possible to unhide multiple hidden worksheets, you can only unhide them one at a time.
- B) To unhide a worksheet, click the Redo command in the Quick Access toolbar.
- C) The option to hide or unhide a worksheet does not exist in a shortcut menu.
- D) Hidden worksheets will always appear on the ribbon.