

ATOMIC LEARNING

Practice Sets

Excel 2010 - Intermediate

SECTION B – Controlling the Worksheet View

INSTRUCTIONS

Open two existing workbooks 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 # 83031 - Zooming in and out of a worksheet

Task: View a worksheet at different zoom levels.

Question: To return the zoom level to 100%, which of the following procedures would you follow?

- A) In the Zoom group on the View tab, click the 100% command.
- B) At the bottom of the window to the left of the zoom slider, click the percent display box and select 100% in the Zoom dialog box, then click OK.
- C) In the Zoom group on the View tab, click the Zoom command and select 100% in the Zoom dialog box, then click OK.
- D) Any of the above.

Key # 83032 - Viewing a worksheet in multiple windows

Task: Open new windows to simultaneously view multiple workbooks, worksheets, or locations within the same worksheet.

Question: To see all of the windows currently open within the scope of the screen, what steps would you follow?

- A) In the Show group on the View tab, check the Arrange All box.
- B) Use the Ctrl + A keyboard shortcut.
- C) In the Window group on the View tab, click the Arrange All command, then choose an arrangement option and click OK.
- D) In the Workbook Views group on the View tab, click the Page Layout command.

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Key # 83033 - [Viewing workbooks side-by-side](#)

Task: Display two workbooks on the screen at the same time and switch simultaneous scrolling on or off.

Question: Where is the command to toggle Simultaneous Scrolling on or off located?

- A) In the Window group on the View tab, underneath the View Side-by-side command.
- B) In Backstage View.
- C) In the Window group on the View tab, in the Switch Windows command menu.
- D) On the Quick Access toolbar.

Key # 83034 - [Splitting the worksheet window](#)

Task: View multiple areas in the same worksheet by splitting a window into panes.

Question: To quickly create a four-pane split, which steps would you follow?

- A) Double-click anywhere in the middle of the worksheet.
- B) Select a cell anywhere in the middle of the worksheet, then in the Window group on the View tab click the Split command.
- C) Click the Split command in the Window group on the View tab, then select a cell.
- D) Select a cell in row 1 or column 1, then in the Window group on the View tab click the Split command.

Key # 83035 - [Freezing and unfreezing panes](#)

Task: Freeze a pane to keep column or row headings visible while scrolling.

Question: Which of the following statements are NOT true about freezing panes in Excel?

- A) It is possible to freeze the Top Row of a sheet just by selecting that command from the Freeze Panes command menu.
- B) The Freeze Panes command can be very helpful when working with large worksheets.
- C) Selecting the Freeze Panes command will freeze everything below and to the right of the selected cell and not allow it to move when scrolling.
- D) None of the above are true.

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Key # 83036 - [Monitoring cells with the Watch Window](#)

Task: Watch specific cells in a worksheet.

Question: To watch a range of cells using a Watch Window, which of the following steps would you follow?

- A) Click one of the cells you would like to watch, then in the Window group on the View tab click the Split command.
- B) Select the range of cells, then click the Watch Window command on the Formulas tab.
- C) Select the range of cells, then click the Zoom to Selection command on the View tab.
- D) Click the Watch Window command on the Formulas tab, then in the Watch Window toolbar click the Add Watch button. In the Add Watch dialog box, click the red collapse arrow to gain access to the worksheet, then select the range of cells to watch, click the red expand arrow, and click Add.

Key # 83037 - [Viewing using full screen](#)

Task: View several more rows at a time using Full Screen mode.

Question: Where is the Full Screen command located?

- A) In the Show group on the View tab.
- B) In the Workbook Views group on the View tab.
- C) In the Clipboard group on the Home tab.
- D) In the Freeze Panes command menu.

Key # 83038 - [Creating custom views](#)

Task: Save multiple view settings using Custom Views.

Question: Custom Views can include which of the following?

- A) Hidden rows and columns.
- B) Selected cells and ranges.
- C) Print settings.
- D) All of the above.