ATOMIC LEARNING
Practice Sets

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 # 83039 - Creating range names

Task: Assign a name to cells or cell ranges.

Question: What is an advantage of creating a cell or range name?

A) A name is often easier to remember than the cell addresses themselves.
B) It is possible to move to different areas of a sheet using range names.
C) It is often easier to type a range name into a formula than cell addresses.
D) All of the above are advantages.

Key # 83040 - Moving to a named range

Task: Navigate a worksheet using range names

Question: To move to a named range in a worksheet, which of the following is a valid procedure?

A) All of the following are valid procedures.
B) Click the drop-down arrow next to the Name box and select the range name in the list.
C) In the Editing group on the Home tab, click the Find & Select command and select Go To from the menu. In the dialog box that appears, select the range name and click OK.
D) Type the range name in the Name box and press Enter.

Key # 83041 - Using range names in formulas

Task: Use range names in formulas instead of range addresses.

Question: Where is the Use in Formula command located?

A) In the AutoSum command menu on the Formulas tab.
B) In the Defined Names group on the Formulas tab.
C) In the Editing group on the Home tab.
D) In the Function Library group on the Formulas tab.

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Key # 83042 - Managing named ranges pt. 1

Task: Use the Name Manager to sort or filter range names in a workbook.

Question: The Name Manager command was introduced in which version of Excel?

    A) Excel 2010
    B) Excel 2003
    C) Excel 2007
    D) Excel 2004

Key # 83043 - Managing named ranges pt. 2

Task: Edit or delete an existing range name in a workbook using the Name Manager.

Question: To begin editing a range name, which of the following steps would you follow?

    A) In the Defined Names group on the Formulas tab, click the Name Manager command, then in the window that appears select the range name in the list, and click the Edit button.
    B) Type a range name in the Name box in the top left, then press Ctrl + E.
    C) In the Defined Names group on the Formulas tab, click the Name Manager command, then in the window that appears click the New button.
    D) Select the range of cells in the worksheet, then press Ctrl + E.

Key # 83044 - Creating a 3D range name

Task: Create a 3D range name for use in formulas and calculations.

Question: A 3D range name is a name that refers to a set of identical cell ranges contained in multiple worksheets.

    True or   **False**