

ATOMIC LEARNING

Practice Sets

Excel 2010 - Intermediate

SECTION D – Understanding Cell Comments

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 # 83045 - [Adding a comment to a cell](#)

Task: Add an additional explanation to a cell in the form of a comment.

Question: What indicates that a comment has been added to a cell?

- A) The cell turns red and begins to flash.
- B) A small red triangle appears in the upper right-hand corner of the cell.
- C) The cell displays a string of “#” signs instead of the original information.
- D) A small red triangle appears underneath the cell.

Key # 83046 - [Reading comments](#)

Task: Read comments that have been previously added.

Question: To read a comment that is attached to a cell, which steps should you follow?

- A) Move the mouse pointer over that cell, and the comment will display automatically.
- B) Ctrl-click on the cell.
- C) Double-click on the cell.
- D) Right-click on the cell and choose “Display Comment.”

Key # 83047 - [Showing and hiding comments](#)

Task: Show/hide one or multiple comments that have been previously added.

Question: Which of the following statements about showing or hiding comments is true?

- A) To hide all comments that have been shown, click the Show All Comments button again.
- B) All of the commands used for showing and hiding comments can be found in the Comments group of the Review tab.
- C) It is possible to move a comment by clicking and dragging on its edge.
- D) All of the above statements are true.

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Key # 83048 - [Editing comments](#)

Task: Modify an existing comment.

Question: To edit a comment, which steps would you follow?

- A) Select the cell with the attached comment you wish to edit, then right-click on the cell and choose Delete Comment.
- B) Right-click on the cell and choose Format Cells.
- C) Select the cell with the attached comment you wish to edit, then either select the Edit Comment command in the Comments group on the Review tab or right-click on the cell and choose Edit Comment, type to make any changes, then click any other cell to close the comment and save changes.
- D) Select an empty cell, then select the New Comment command in the Comments group on the Review tab.

Key # 83049 - [Formatting comments](#)

Task: Format an entire comment or just a portion.

Question: When editing a comment, how will the comment's appearance change once the entire comment is selected?

- A) The box border will change from slashes to a solid color.
- B) The box border will change from slashes to dots.
- C) The text inside the comment box will change to bold.
- D) The box itself will move automatically to an empty area in the worksheet.

Key # 83050 - [Changing a comment shape](#)

Task: Modify the shape of an existing comment box.

Question: Changing the shape of one comment box also changes the shape of all comments that will be added to the document later.

True or False

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Key # 83051 - [Printing comments](#)

Task: Print comments that have been added to a worksheet.

Question: When printing comments *as displayed* in the worksheet, which of the following statements is NOT true?

- A) The comments you wish to print do not need to be displayed on the screen in order to print.
- B) To make sure the comments print, you may need to make changes in the Comments menu in the Page Setup dialog box.
- C) The formatting changes you have made to a comment will print as you see them in Excel.
- D) Printing comments as displayed might not print all of the comments contained in the worksheet.

Key # 83052 - [Deleting a comment](#)

Task: Delete an attached comment from a cell.

Question: To delete a comment from a cell, what steps could you follow?

- A) In the Comments group on the Review tab, click the Delete command.
- B) In the Cells group on the Home tab, click the Delete command.
- C) Answers A and D would work equally well.
- D) Right-click on the cell and choose Delete Comment from the shortcut menu.