

ATOMIC LEARNING

Practice Sets

Excel 2010 - Intermediate

SECTION G – Working with Graphics

INSTRUCTIONS

Open an existing Excel 2010 workbook, 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 # 83071 - Inserting a shape

Task: Add a shape to emphasize specific data or change the look of a worksheet.

Question: To add a shape to a worksheet, what steps would you follow?

- A) In the Illustrations group on the Insert tab, select the Shapes command, then select a shape from the list. When the cursor changes to a crosshair, click in the location where you would like the shape to appear and drag to determine its size. Release the mouse button to accept the shape.
- B) Click in the location where you would like the shape to appear and use the keyboard shortcut Shift + Ctrl + S.
- C) In the Filter group on the Insert tab, select the Shapes command, then select a shape from the list. Click in the location where you would like the shape to appear and press Enter to accept the shape.
- D) Select the Shapes command in Backstage View and choose a shape from the list.

Key # 83077 - Inserting a picture

Task: Add a picture to enhance or better represent information contained in the worksheet.

Question: Where is the Picture command located?

- A) In Backstage View, in the Print Settings.
- B) In the Clipboard group, on the Home tab.
- C) In the Filter group, on the Insert tab.
- D) In the Illustrations group, on the Insert tab.

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Key # 83072 - [Inserting clip art](#)

Task: Add a Clip Art image to a worksheet.

Question: Which of the following statements about inserting Clip Art is NOT true?

- A) It is possible to search the Clip Art library to find exactly what you're looking for.
- B) Clicking on a Clip Art thumbnail image in the search results will insert that image at the selected cell location.
- C) The Clip Art command is found on the Page Layout tab.
- D) Possible file types include Photographs, Illustrations, Videos, and Audio.

Key # 83073 - [Inserting a SmartArt® graphic](#)

Task: Add a SmartArt graphic to create detailed diagrams.

Question: SmartArt graphics were introduced in which version of Excel?

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

Key # 83113 - [Using screenshots](#)

Task: Insert a window or region screenshot into a worksheet.

Question: Which of the following statements about Screenshots is true?

- A) Using the Screen Clipping command will automatically minimize the active window.
- B) Screenshots will be inserted at the selected cell location.
- C) Minimized windows will not appear in the Screenshot menu.
- D) All of these are true.

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Key # 83074 - [Inserting a text box](#)

Task: Add a floating text box to a worksheet.

Question: To add a floating text box to a worksheet, which of the following steps would you follow?

- A) Select a cell and begin typing.
- B) In the Text group on the Insert tab, click the Text Box command, then click in the worksheet where you would like the box to appear, drag to determine its size, and release to accept the new text box.
- C) In the Text group on the Home tab, click the Text Box command, then click in the worksheet where you would like the box to appear and press Enter to accept the new text box.
- D) Select a cell and use the Ctrl + T keyboard shortcut.

Key # 83075 - [Inserting WordArt](#)

Task: Convert text to a graphic object using WordArt.

Question: What happens when you select the WordArt command?

- A) The selected WordArt style displays on the worksheet and the Drawing Tools contextual tab appears.
- B) The WordArt style gallery appears.
- C) Choice B, then choice A.
- D) Choice A, then choice B.

Key # 83076 - [Selecting objects](#)

Task: Select one or multiple objects.

Question: Which of the following is a valid procedure for selecting an object or objects?

- A) All of these are valid procedures.
- B) Click on an object.
- C) Click on multiple objects while holding down the Shift key.
- D) In the Editing group on the Home tab, click the Find & Select command and choose Select Objects, then click and drag to draw a box around the objects you would like to select.

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Key # 83078 - [Resizing a graphic object](#)

Task: Change the size of a graphic object.

Question: Which of the following statements about resizing objects is true?

- A) Sizing handles only allow resizing in the horizontal and vertical directions.
- B) Holding the Ctrl key down while dragging a sizing handle will maintain the object's proportions.
- C) Clicking and dragging on the sizing handles without holding the Shift key down can cause images to be displayed with incorrect proportions.
- D) Clicking and dragging using the sizing handles is the only way to resize an image in Excel.

Key # 83079 - [Reshaping a graphic object](#)

Task: Change the shape of a graphic object.

Question: What must be present on a selected object so that it can be reshaped?

- A) The selected object must have sizing handles.
- B) The selected object must have a blue triangle underneath it.
- C) There are no special requirements; all graphic objects can be reshaped.
- D) The selected object must have a yellow, diamond-shaped reshaping handle.

Key # 83080 - [Rotating a graphic object](#)

Task: Set an object at an angle by rotating it clockwise or counterclockwise.

Question: What does a graphic object rotation handle look like?

- A) It is a small yellow diamond, usually displayed underneath the object itself.
- B) It is a small green circle, usually displayed above the object itself.
- C) It is a small white circle, usually displayed at one corner of the object. Most objects have four of these.
- D) It is a small circular arrow, usually displayed above the object itself.

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Key # 83081 - [Moving a graphic object](#)

Task: Change the position of a graphic object in a worksheet.

Question: To move a graphic object, which steps would you follow?

- A) Move your mouse pointer over the object until it changes to a four-headed arrow – you may need to select the object first – then click and drag it to a new location.
- B) Click and drag anywhere on the object.
- C) Move your mouse pointer over the object until it changes to a text cursor, then click and drag it to a new location.
- D) Click on the object to select it then use the Move command in the Clipboard group on the Home tab.

Key # 83082 - [Aligning graphic objects](#)

Task: Align graphic objects to each other.

Question: Which of these is NOT an option for aligning graphic objects to each other?

- A) Align Center
- B) Align Bottom
- C) Align Middle
- D) All of the above are options for aligning objects to each other.

Key # 83083 - [Copying a graphic object](#)

Task: Make a copy of a graphic object.

Question: To copy an existing graphic object to a different worksheet or workbook, which of the following steps would you follow?

- A) Use drag-and-drop while holding down the Ctrl key.
- B) Select the object, then in the Clipboard group on the Home tab click the Copy command. Open the worksheet or workbook in which you would like the object to appear, select a cell to determine the paste location, then click the Paste command.
- C) Select the object, press Ctrl + C, open the worksheet or workbook in which you would like the object to appear, select a cell to determine the paste location, then press Ctrl + V.
- D) Either B or C.

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Key # 83084 - [Deleting a graphic object](#)

Task: Remove a graphic object from a worksheet.

Question: An object is always selected, even if it does not have its sizing handles displayed.

True or False

Key # 83085 - [Grouping graphic objects](#)

Task: Work with several different objects as a single object by creating a group.

Question: What happens when several different objects have been grouped together?

- A) Sizing handles appear around the entire group of object rather than each object individually, but the sizing handles will only affect one of the objects in the group.
- B) Nothing; the sizing handles still appear around each individual object.
- C) Sizing handles appear around the entire group of objects rather than each object individually and will affect all of the grouped objects in the same way.
- D) The formatting and color of each individual object changes to match the formatting of the first selected object.

Key # 83086 - [Stacking graphic objects](#)

Task: Overlap objects and change the stacking order.

Question: To move an object to the bottom of a stack so that every object in the same location is visible on top of it (no matter how many objects are present), which steps would you follow?

- A) With the object selected, click the Bring Forward command once.
- B) With the object selected, click the arrow next to Send Backward in the Arrange group on the Format tab and select Send to Back.
- C) Either B or D.
- D) With the object selected, click the Send Backward command once.

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Key # 83087 - [Formatting the fill of a graphic object](#)

Task: Change the formatting of a graphic object's fill area.

Question: Which of the following statements about fill area formatting is true?

- A) It is possible to fill a graphic object with a picture from your Pictures library.
- B) Only standard Windows colors can be used to fill a graphic object.
- C) The Texture fill gallery does not allow Live Preview before you select an option from the gallery.
- D) The fill area of an object must be a solid color.

Key # 83088 - [Formatting the outline of a graphic object](#)

Task: Change the formatting of a graphic object's outline.

Question: To change the color of a graphic object's outline to the last selected color, which steps would you follow?

- A) With the object selected, click on the pull-down arrow next to the Shape Outline command in the Shape Styles group on the contextual Format tab, then select black from the color picker.
- B) Excel cannot do this automatically; you must remember which color you used most recently and select it yourself.
- C) With the object selected, click once on the Shape Outline command in the Shape Styles group on the contextual Format tab.
- D) With the object selected, click once on the shape's outline while holding down the Ctrl key.