ATOMIC LEARNING
Practice Sets

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 # 83089 - Understanding conditional formatting

Task: Apply cell formatting based on specific criteria.

Question: Which of the following statements about conditional formatting is <u>NOT</u> true?

A) The Conditional Formatting command is found on the Home tab, within the Styles group.
B) The most common rules can be found in the Highlight Cells Rules and Top/Bottom Rules submenus of the Conditional Formatting command.
C) It is possible to create new Conditional Formatting rules.
D) Excel 2010 allows you to apply up to 3 conditions to a single cell.

Key # 83090 - Applying Highlight Cells rules pt. 1

Task: Apply cell formatting to cells containing numbers greater than a certain value.

Question: To apply cell formatting to cells containing numbers greater than a specific value, which steps could you follow?

A) Select the range of cells to which you would like the rule applied, then in the Conditional Formatting command menu, choose the Less Than option in the Highlight Cells Rules submenu, type the condition value in the Less Than dialog box, select a formatting option from the menu, then click OK.
B) Either A or C.
C) Select the range of cells to which you would like the rule applied, then in the Conditional Formatting command menu, choose the Greater Than option in the Highlight Cells Rules submenu, type the condition value in the Greater Than dialog box, select a formatting option from the menu, then click OK.
D) Select the range of cells to which you would like the rule applied, then use the keyboard shortcut Shift + Tab.

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Key # 83091 - Applying Highlight Cells rules pt. 2

Task: Apply cell formatting using A Date Occurring and Text that Contains.

Question: Which of the following statements about Highlight Cells Rules is <u>NOT</u> true?

A) Most of the Highlight Cells Rules have very similar options.
B) The Date Occurring dialog box lets you select one of several pre-defined conditions.
C) When using the Text that Contains rule, the characters you have specified must appear at the beginning of the text within a cell.
D) Even if only one cell meets the set criteria, conditional formatting can still be applied.

Key # 83115 - Applying Highlight Cells rules pt. 3

Task: Use the Greater Than / Less Than rules with dates, and format cells containing duplicate values.

Question: To format cells containing duplicate values, which steps would you follow?

A) Select the range of cells to which you would like the condition applied, select the Conditional Formatting command in the Styles group on the Home tab, choose Duplicate Values from the menu, make sure Duplicate is selected as the condition, choose a formatting option from the formatting menu, and click OK.
B) Click a cell to select it, then select the Conditional Formatting command in the Styles group on the Home tab, and choose Duplicate Values from the menu.
C) Select the range of cells to which you would like the condition applied, select the Conditional Formatting command in the Styles group on the Home tab, choose Greater Than from the menu, make sure Duplicate is selected as the condition, choose a formatting option from the formatting menu, and click OK.
D) Select the range of cells to which you would like the condition applied, then select the Copy command in the Clipboard group on the Home tab.

Key # 83114 - Applying Top/Bottom rules

Task: Use cell formatting to identify top and bottom values in a list.

Question: Which of the following is <u>NOT</u> a Top/Bottom rule for Conditional Formatting?

A) Greater Than.
B) Choices A and C.
C) Text that Contains.
D) Top 10%.

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Key # 83092 - **Applying data bars**

Task: Add colored bars directly to cells that correspond to the data contained in the cells.

Question: To apply data bars to a range of cells, which steps would you follow?

A) Select the range of cells, then select the Conditional Formatting command, choose the Data Bars option in the menu, and pick a fill type in the gallery.

B) Click just one cell in the worksheet, then select the Conditional Formatting command, choose the Data Bars option in the menu, and pick a fill type in the gallery.

C) Select the range of cells, then select the Chart command on the Insert tab.

D) It is not possible to apply data bars to a range of cells; data bars must be applied to each cell individually.

Key # 83093 - **Applying color scales**

Task: Apply color scales to a range of cells to compare values.

Question: How many pre-defined color scales exist in Excel 2010?

A) 50

B) 8

C) 3

D) 12

Key # 83094 - **Applying icon sets**

Task: Add sets of icons to a range of cells to emphasize different value ranges.

Question: To add a set of icons to a range of cells, which of the following procedures could you follow?

A) Add ClipArt to each cell individually.

B) Select the range of cells, then select the Conditional Formatting command on the Home tab, choose Icon Sets, and select an icon set from the gallery.

C) Select the Conditional Formatting command on the Home tab, choose Highlight Cells Rules, and select an icon set from the gallery.

D) Select the range of cells, then select the Conditional Formatting command on the View tab, choose Icon Sets, and select an icon set from the gallery.

Key # 83097 - Creating a Conditional Formatting rule

Task: Create a custom rule for Conditional Formatting.

Question: Which of the following statements about new custom Conditional Formatting rules is true?

A) The Preview area of the New Formatting Rule dialog box will display a green box with text if no formatting has been set.
B) You can create a new rule using one of many different rule types.
C) To create a new rule, you can select an existing rule from the Highlight Cells Rules category and click the Change This Rule button in the dialog box that appears.
D) You should not have any cells selected before creating a new rule.

Key # 83095 - Managing Conditional Formatting rules

Task: Use the Conditional Formatting Rules Manager to view, edit, or delete all of the Conditional Formatting rules that have been applied to a worksheet.

Question: You can select cells with Conditional Formatting applied by using the Find & Select command.

True   or   **False**

Key # 83096 - Clearing Conditional Formatting rules

Task: Remove Conditional Formatting rules from a worksheet.

Question: To remove all Conditional Formatting rules from a worksheet, which steps would you follow?

A) Select the Conditional Formatting command, then choose Clear Rules and select Clear Rules from Entire Sheet.
B) Select the entire worksheet by clicking on the top left box in the column and row headings, then press the Delete key.
C) In the Editing group on the Home tab, click the Find & Select button and choose Delete Conditional Formatting Rules from the menu.
D) Select the Conditional Formatting command, then choose any rule in the Top/Bottom Rules submenu, and click the Delete Rule button in the dialog box.

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