

# NP Excel 2013

## Tutorial 02

### Quick Check Answers

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#### Session 2.1

1. Serif fonts have extra decorative strokes at the end of each character. Sans serif fonts do not include these decorative strokes.
2. Theme colors are the colors that belong to a workbook's basic design, giving the elements in the workbook a uniform appearance. A standard color is always available to every workbook regardless of which themes might be in use.
3. This happens when all of the digits cannot fit within the cell. To correct this problem, you can either increase the width of the cell column or reduce the number of digits to the right of the decimal point.
4. The General format is the default Excel number format that displays numbers exactly as they are entered.
5. The Currency style floats the currency symbol to the left of the first digit in the monetary value, while the Accounting format fixes the currency symbol on the left edge of the cell, encloses negative values in parentheses, and displays zero values using dashes.
6. A1
7. On the HOME tab, in the Alignment group, click the Orientation button and then click Vertical Text.
8. within the Format Cells dialog box

## Session 2.2

1. You can use the Format Painter to copy and paste the format from one range into another, or you can apply the same cell style to the ranges.
2. The color is not changed under the new theme, and it remains red.
3. A conditional format is a format that changes based on the value entered in the cell.
4. Select the range A1:C20. On the HOME tab, in the Styles group, click the Conditional Formatting button. Point to Top/Bottom Rules, and then click Top 10 Items. In the dialog box, enter 5 for the top items to show, and then click the OK button.
5. Select the first cell below the row at which you want to insert the page break, click the Breaks button in the Page Setup group on the PAGE LAYOUT tab, and then click Insert Break.
6. a range or ranges in a worksheet that you specify to be printed
7. titles taken from worksheet rows or columns that are repeated on every page of the printed sheet
8. Click the PAGE LAYOUT tab, and then click the Dialog Box Launcher in the Page Setup group. Click the Header/Footer tab in the Page Setup dialog box. Click the Custom Footer button, and then click in the Center section box. Click the Insert File Name button. Click the OK button in each dialog box.