

## **Excel Tutorial 2: Formatting Workbook Text and Data**

---

### **TRUE/FALSE**

1. Formatting changes only the appearance of data—it does not affect the data itself.

ANS: T                      PTS: 1                      REF: EX 70

2. Changing the number of decimal places displayed in a cell does not change the value stored in the cell.

ANS: T                      PTS: 1                      REF: EX 84

3. After you merge a range into a single cell, you cannot realign its content.

ANS: F                      PTS: 1                      REF: EX 90

4. The Format Painter does not copy formatting applied to selected text within a cell, and it does not copy data.

ANS: T                      PTS: 1                      REF: EX 101

5. The appearance of non-theme fonts, colors, and effects remains unchanged no matter which theme is applied to the workbook.

ANS: T                      PTS: 1                      REF: EX 106

6. Conditional formats are dynamic, so a cell's appearance will change to reflect its current value.

ANS: T                      PTS: 1                      REF: EX 108

7. A conditional format can make negative numbers red and positive numbers black.

ANS: T                      PTS: 1                      REF: EX 108

8. Page Break Preview identifies manual page breaks with a dotted blue line and automatic page breaks with a solid blue line.

ANS: F                      PTS: 1                      REF: EX 116

9. Each header and footer has three sections—a left section, a center section, and a right section.

ANS: T                      PTS: 1                      REF: EX 119

10. By default, Excel sets the page margins to 0.5 on the left and right margins and 0.75 on the top and bottom margin.

ANS: F                      PTS: 1                      REF: EX 121

### **MODIFIED TRUE/FALSE**

1. Excel organizes fonts into theme and non-theme fonts. \_\_\_\_\_

ANS: T

PTS: 1

REF: EX 71

2. The cell reference for the merged cell is the upper-right cell reference. \_\_\_\_\_

ANS: F, upper-left

PTS: 1

REF: EX 90

3. By default, Excel displays text in a(n) black font color. \_\_\_\_\_

ANS: T

PTS: 1

REF: EX 73

4. The background image does not affect any cell's format or content. \_\_\_\_\_

ANS: T

PTS: 1

REF: EX 77

5. Calculated values too large to fit into the cell are displayed in scientific notation.  
\_\_\_\_\_

ANS: T

PTS: 1

REF: EX 82

6. Text and numbers are displayed vertically within cells. \_\_\_\_\_

ANS: F, horizontally

PTS: 1

REF: EX 91

7. A(n) theme is a collection of formatting options that include a specified font, font size, font styles, font color, fill color, and borders. \_\_\_\_\_

ANS: F, style

PTS: 1

REF: EX 99

8. A(n) conditional format applies formatting to a cell when its value meets a specified condition.  
\_\_\_\_\_

ANS: T

PTS: 1

REF: EX 108

9. A(n) footer appears at the top of each printed page. \_\_\_\_\_

ANS: F, header

PTS: 1

REF: EX 119

10. If you want to print only part of a worksheet, you can set a(n) print area, which is the region of the worksheet that is sent to the printer. \_\_\_\_\_

ANS: T

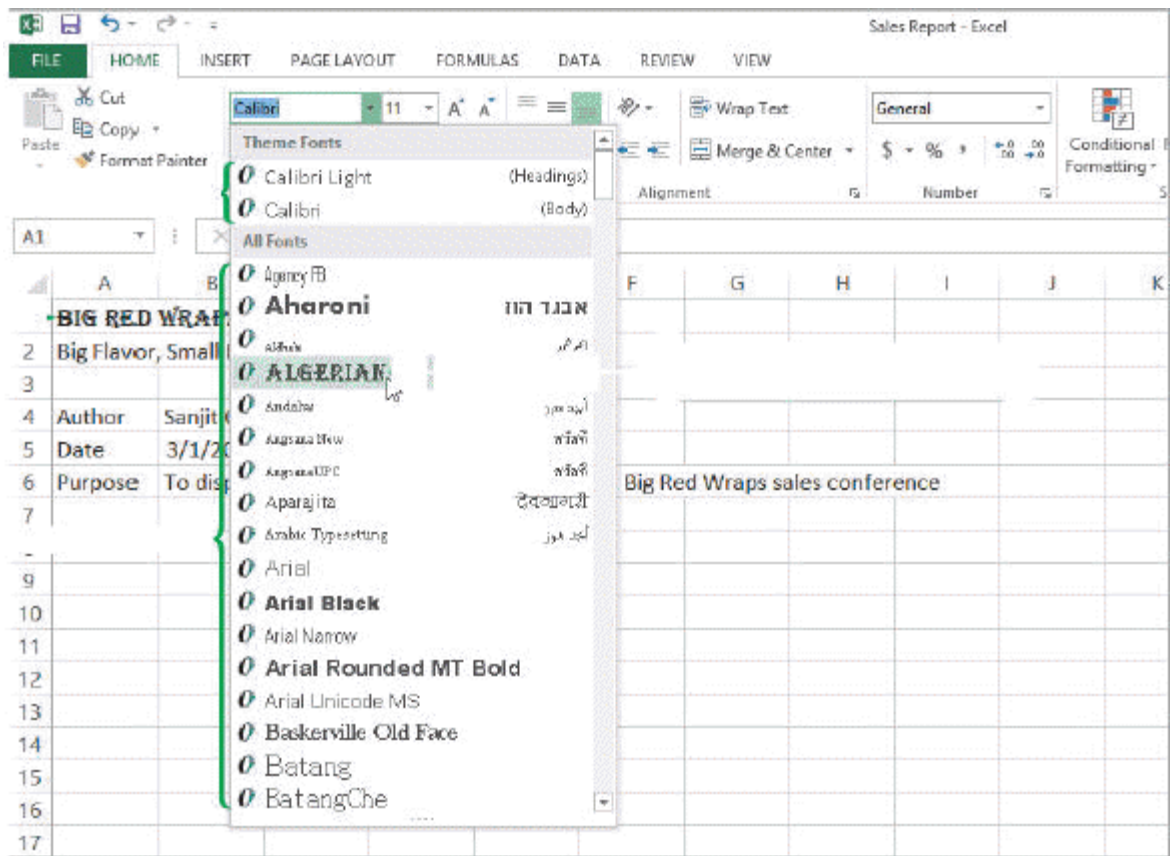
PTS: 1

REF: EX 115

## MATCHING

*Match each of the following icons with the description that most closely matches its function.*





4. In the accompanying figure, an example of a theme font is \_\_\_\_.

- a. Algerian
- b. Calibri
- c. Arial
- d. Batang

ANS: B                      PTS: 1                      REF: EX 72

5. In the accompanying figure, the font in Live Preview is \_\_\_\_.

- a. Algerian
- b. Calibri
- c. Arial
- d. Calibri Light

ANS: A                      PTS: 1                      REF: EX 72

6. In the accompanying figure, the \_\_\_\_ indicates the font is 11pt.

- a. Font arrow
- b. Font size box
- c. Font color
- d. Font graphic

ANS: B                      PTS: 1                      REF: EX 72

7. In the accompanying figure, it shows that \_\_\_\_ is the theme font used for headings.

- a. Algerian
- b. Batang
- c. Cambria
- d. Calibri Light

ANS: D                      PTS: 1                      REF: EX 72

8. In a workbook's theme, \_\_\_\_ colors are designated for text and background, \_\_\_\_ colors are used for accents and highlights, and \_\_\_\_ colors are used for hyperlinks.

- a. Four, two, six
- b. Two, four, six
- c. Four, six, two
- d. Six, four, two

ANS: C

PTS: 1

REF: EX 73

9. To add a \_\_\_\_\_ to a sheet tab, right-click a sheet tab, point to Tab Color on the shortcut menu, and then click a color.
- a. fill color
  - b. tab setting
  - c. format color
  - d. formatting style

ANS: A

PTS: 1

REF: EX 76

10. When creating an Excel document, you should avoid using \_\_\_\_\_ text and background together, since this is the most common form of color blindness.
- |                    |                    |
|--------------------|--------------------|
| a. red and green   | c. black and white |
| b. yellow and blue | d. red and yellow  |

ANS: A

PTS: 1

REF: EX 76

11. By default, numbers appear in the \_\_\_\_\_ and generally display values exactly as you type them.
- Home tab
  - General format
  - General number toolbar
  - currency format

ANS: B

PTS: 1

REF: EX 82

12. Because Excel stores dates and times as \_\_\_\_\_, you can apply different formats without affecting the date and time value.
- a. numbers  
b. text  
c. universal numbers  
d. Greenwich Mean Time

ANS: A

PTS: 1

REF: EX 86

13. In Excel, dates are \_\_\_\_\_-aligned in the cell by default, regardless of date format.
- a. right                                      c. center
- b. left                                        d. top

ANS: A

PTS: 1

REF: EX 87

14. As a general rule, you should \_\_\_\_\_.  
 a. center column titles, left-align text, and right-align numbers  
 b. center column titles, right-align text, and left-align numbers  
 c. right-align column titles, left-align text, and right-align numbers  
 d. left-align column titles, left-align text, and right-align numbers

ANS: A

PTS: 1

REF: EX 87

15. \_\_\_\_\_ merges each of the rows in the selected range across the columns in the range.
- |                     |                 |
|---------------------|-----------------|
| a. Merge build      | c. Merge Across |
| b. Merge and Center | d. Merge Cells  |

ANS: C

PTS: 1

REF: EX 90

16. In Excel, to merge cells A1, B1, C1, D1, and E1, \_\_\_\_\_ is the correct reference for the merged cell.
- a. A1!E1!
- b. A1
- c. E1
- d. A1-E1

ANS: B

PTS: 1

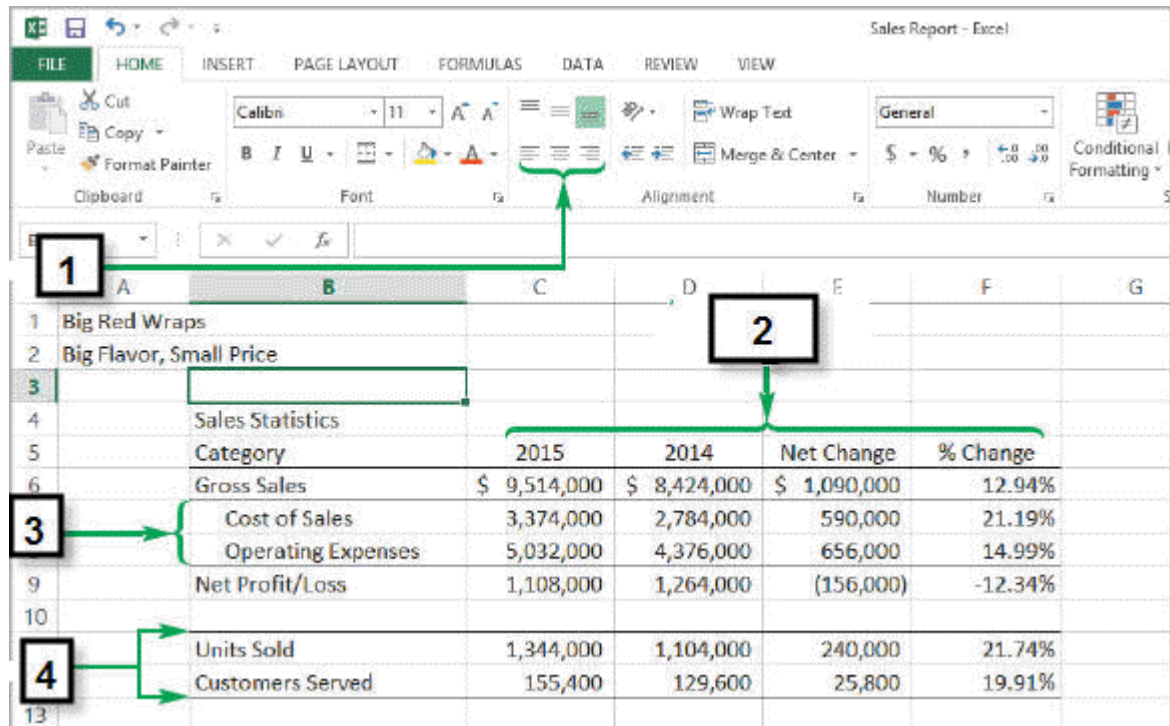
REF: EX 90

17. Options to rotate cells in Excel are available using the \_\_\_\_\_ button in the Alignment group on the Home tab.
- Format
  - Orientation
  - Sorter
  - Alignment

ANS: B

PTS: 1

REF: EX 91



18. In the accompanying figure, the number 4 displays \_\_\_\_\_.
- alignment buttons
  - indented text
  - borders added above and below cell content
  - centered text

ANS: C

PTS: 1

REF: EX 89

19. In the accompanying figure, the number 3 displays \_\_\_\_\_.
- alignment buttons
  - centered text
  - indented text
  - left-aligned text

ANS: C

PTS: 1

REF: EX 89

20. In the accompanying figure, the number 1 displays \_\_\_\_\_.
- alignment buttons
  - centered text
  - indented text
  - borders above and below cell content

ANS: A

PTS: 1

REF: EX 89

21. The Format Cells dialog box has six tabs, including \_\_\_\_\_.
- Decimals
  - Security
  - Border
  - Shading

ANS: C

PTS: 1

REF: EX 93

22. In the Format Cells dialog box, the \_\_\_\_\_ tab allows you to format currency by choosing decimal places, comma separators, and regular number displays.
- a. Number
  - b. Font
  - c. Alignment
  - d. Fill

ANS: A                      PTS: 1                      REF: EX 92

23. You can open the Format Cells dialog box by right-clicking a cell or selected range, and then clicking \_\_\_\_\_ on the shortcut menu.
- a. Format
  - b. Cells
  - c. Format Cells
  - d. Cells Style

ANS: C                      PTS: 1                      REF: EX 93

24. When using the Format Painter, double-click the Format Painter button to paste the same format multiple times and click the Format Painter again to \_\_\_\_\_.
- a. turn it on
  - b. turn it off
  - c. copy formatting
  - d. paste formatting

ANS: B                      PTS: 1                      REF: EX 101

25. Put the following five steps in the order in which you would perform them to use the Paste Special function.
1. Select and copy a range.
  2. Click the Paste button arrow in the Clipboard group on the HOME Tab.
  3. Specify exactly what you want to paste.
  4. Click Paste Special to open the dialog box.
  5. Select the range where you want to paste the Clipboard contents.
- a. 1, 2, 4, 3, 5
  - b. 1, 2, 4, 5, 3
  - c. 1, 5, 2, 4, 3
  - d. 1, 5, 2, 3, 4

ANS: C                      PTS: 1                      REF: EX 104

26. \_\_\_\_\_ are an example of conditional formats in Excel.
- a. Data bars
  - b. Quick Analysis tools
  - c. Font sets
  - d. Percentages

ANS: A                      PTS: 1                      REF: EX 109

27. A \_\_\_\_\_ is the space between the page content and the edges of the page.
- a. margin
  - b. border
  - c. frame
  - d. ruler

ANS: A                      PTS: 1                      REF: EX 121

28. One way to ensure that you are using consistent formats is to copy and paste your formats using the Format \_\_\_\_\_.
- a. Master
  - b. Gallery
  - c. Palette
  - d. Painter

ANS: D                      PTS: 1                      REF: EX 101

29. In conditional formatting, to highlight only cells that contain a specific date, select the rule \_\_\_\_\_.
- a. A Date Occurring
  - b. Duplicate Values
  - c. Text That Contains
  - d. Equal To

ANS: A                      PTS: 1                      REF: EX 109

30. Fonts, colors, and cell styles are organized in \_\_\_\_\_ categories.
- a. theme and non-theme
  - b. numbers and text
  - c. color and black and white
  - d. form and function

ANS: A                      PTS: 1                      REF: EX 106

31. Setting the \_\_\_\_\_ to A1:L10 will print only data in those cells.
- a. Page Format
  - b. Print Area
  - c. Page Break
  - d. Print Preview

ANS: B                      PTS: 1                      REF: EX 115

32. To avoid splitting a worksheet in awkward places, you can insert a \_\_\_\_\_ to specify a specific breaking point.
- a. page insert
  - b. manual page break
  - c. print area
  - d. selection

ANS: B                      PTS: 1                      REF: EX 116

33. To set a page break in Excel, select the \_\_\_\_\_.
- a. first cell below the row where you want to insert a page break
  - b. first cell above the row where you want to insert a page break
  - c. row above where you want to insert a page break
  - d. row below where you want to insert a page break

ANS: A                      PTS: 1                      REF: EX 116

34. A \_\_\_\_\_ indicates a manual page break.
- a. dashed blue line
  - b. solid blue line
  - c. dashed red line
  - d. solid red line

ANS: B                      PTS: 1                      REF: EX 116

35. Information that prints on each page, like a company name or logo, may be set as a \_\_\_\_\_.
- a. print setup
  - b. copied text
  - c. text header
  - d. print title

ANS: D                      PTS: 1                      REF: EX 117

36. The code \_\_\_\_\_ will display the filename of the current workbook.
- a. &name
  - b. &[File]
  - c. +name
  - d. +[File]

ANS: B                      PTS: 1                      REF: EX 120

37. The header and footer sections include a \_\_\_\_\_.
- a. left and right section
  - b. center section only
  - c. top and bottom section
  - d. left, right, and center section

ANS: D                      PTS: 1                      REF: EX 119

38. Header and footer elements such as worksheet name, current date, and time are \_\_\_\_\_ elements.
- a. descriptive
  - b. dynamic
  - c. impact
  - d. required



ANS: B

PTS: 1

REF: EX 119

39. The Format Cells dialog box tab that provides options for locking or hiding cells to prevent other users from modifying their contents is \_\_\_\_\_.  
a. Alignment  
b. Font  
c. Protection  
d. Security

ANS: C

PTS: 1

REF: EX 93

40. The \_\_\_\_\_ command searches through the current worksheet or workbook for the content or formatting you want to locate.
- a. Seek    c. Locate  
b. Find     d. Search

ANS: B

PTS: 1

REF: EX 104

### Case Based Critical-Thinking Questions

## Case 2-1

Harold has been working as a real estate agent. He has a lot of housing data to report and needs help organizing his data sheet for an effective presentation.

41. Harold has chosen green as the background color for his workbook. He should not use \_\_\_\_\_ for any of the font or highlight colors.
- |          |          |
|----------|----------|
| a. red   | c. black |
| b. white | d. gray  |

ANS: A

PTS: 1

REF: EX 76

TOP: Critical Thinking

42. In one of Harold's columns there are too many numbers after the decimal place. Harold does not need this level of detail. It is distracting from the data and he really only needs two numbers after the decimal. How could Harold make the data appear cleaner in the most efficient way?
- a. reenter all numbers and only enter two decimal places
  - b. decrease the column width
  - c. decrease the font size
  - d. use the Number group to decrease number of digits displayed

ANS: D

PTS: 1

REF: EX 85

TOP: Critical Thinking

43. Harold cannot increase the width of his worksheet because, if he does, he will not be able to print it on one sheet. However, his columns are truncating his content. What solution would be the best for Harold to use to make all his text visible without losing data?
- a. abbreviate all text  
b. change the font style  
c. choose Wrap text for the columns  
d. delete one column

ANS: C

PTS: 1

REF: EX 87

TOP: Critical Thinking

44. Harold would like to center a title across the top of his data. His data runs across five columns, from column A to column E. One way he could accomplish this is to \_\_\_\_\_.  
a. type the data in A1 and Merge cells A1:A5  
b. type the data in A1 and Merge cells A1:E1  
c. type the data in C1  
d. type the data in any column in row 1 and then choose Center from the Format menu

ANS: B

PTS: 1

REF: EX 90

TOP: Critical Thinking

- ANS: A                      PTS: 1                      REF: EX 101                      TOP: Critical Thinking

- ANS: B                      PTS: 1                      REF: EX 115                      TOP: Critical Thinking

- ANS: A                      PTS: 1                      REF: EX 70                      TOP: Critical Thinking

- ANS: B                      PTS: 1                      REF: EX 98                      TOP: Critical Thinking

- ANS: B                      PTS: 1                      REF: EX 108                      TOP: Critical Thinking

- ANS: C                      PTS: 1                      REF: EX 112                      TOP: Critical Thinking

51. Antoinette wants to be sure that her worksheet does not contain any duplicates. She will use the highlight cells rule \_\_\_\_\_ to check for this.
- |             |                     |
|-------------|---------------------|
| a. Equal to | c. Duplicate Values |
| b. Between  | d. A Date Occurring |

ANS: C

PTS: 1

REF: EX 109

TOP: Critical Thinking

52. Because Antoinette is familiar with conditional formatting, she can use the \_\_\_\_\_, which provides access to the most common tools for data analysis and formatting.
- QuickTool Bar
  - Quick Analysis Tool
  - Quick Formatting Bar
  - Conditional Analysis Tool

ANS: B

PTS: 1

REF: EX 110

TOP: Critical Thinking

## COMPLETION

1. \_\_\_\_\_ is the process of changing a workbook's appearance by defining the fonts, styles, colors, and decorative features.

ANS: Formatting

PTS: 1

REF: EX 70

2. A(n) \_\_\_\_\_ is a collection of formatting that specifies the fonts, colors, and graphical effects used throughout the workbook.

ANS: theme

PTS: 1

REF: EX 70

3. Ten \_\_\_\_\_ colors—dark red, red, orange, yellow, light green, green, light blue, blue, dark blue, and purple—are always available regardless of the workbook's theme.

ANS: standard

PTS: 1

REF: EX 73

4. Use the \_\_\_\_\_ button in the Alignment group on the Home tab to increase the size of the indentation used in a cell.

ANS: Increase Indent

PTS: 1

REF: EX 87

5. One way to align text over several columns or rows is to \_\_\_\_\_, or combine, several cells into one cell.

ANS: merge

PTS: 1

REF: EX 90

6. The \_\_\_\_\_ tab in the Format Cells dialog box in Excel provides options for creating and applying background colors and patterns to cells.

ANS: Fill

PTS: 1

REF: EX 93

7. The \_\_\_\_\_ tab in the Format Cells dialog box in Excel provides options for how data is aligned within a cell.

ANS: Alignment

PTS: 1 REF: EX 92

8. The \_\_\_\_\_ copies the formatting from one cell or range to another cell or range without duplicating any of the data.

ANS: Format Painter

PTS: 1 REF: EX 101

9. A(n) \_\_\_\_\_ is a selection of formatting options using a specific font and color from the current theme.

ANS: style

PTS: 1 REF: EX 99

10. One of the benefits of conditional \_\_\_\_\_ is that it helps you analyze data by highlighting significant trends in data.

ANS: formatting

PTS: 1 REF: EX 109

11. To remove conditional formatting in Excel, click \_\_\_\_\_ after clicking the Conditional Formatting button.

ANS: Clear Rules

PTS: 1 REF: EX 112

12. A(n) \_\_\_\_\_ is a key that shows each color used in the worksheet and what it means.

ANS: legend

PTS: 1 REF: EX 112

13. The region that is sent to the printer from the active sheet is known as the \_\_\_\_\_.

ANS: print area

PTS: 1 REF: EX 115

14. A(n) \_\_\_\_\_ is text printed in the top margin of each page.

ANS: header

PTS: 1 REF: EX 119

15. When you specify a print area for a nonadjacent range, you are also inserting a(n) \_\_\_\_\_ page break.

ANS: manual

PTS: 1

REF: EX 116

## ESSAY

1. Explain why it is important to use proper formatting, citing at least three benefits of a well-formatted workbook.

ANS:

Proper formatting is a balance between too little and too much formatting, both of which can make data hard to understand. A well-formatted workbook helps accentuate important trends and relationships in data. A well-formatted workbook can (1) be easier to read, (2) establish a sense of professionalism, (3) help draw attention to the points you want to make, and (4) provide continuity between worksheets.

PTS: 1

REF: EX 70

TOP: Critical Thinking

2. Color allows you to effectively enhance a workbook, but could you ever use too much or “bad” color? Explain how or when color might detract from a workbook. Give at least four tips for effective color use.

ANS:

When used wisely, color can enhance any workbook. However, when used improperly, color can distract the user, making the workbook more difficult to read. As you format a workbook, keep in mind the following tips:

*Students should note at least four of the following tips:*

- Use colors from the same theme to maintain a consistent look and feel across the worksheets. If the built-in themes do not fit your needs, you can create a custom theme.
- Use colors to differentiate types of cell content and to direct users where to enter data. For example, format a worksheet so that formula results appear in cells without a fill color and users enter data in cells with a light gray fill color.
- Avoid color combinations that are difficult to read.
- Print the workbook on both color and black-and-white printers to ensure that the printed copy is readable in both versions.
- Understand your printer’s limitations and features. Colors that look good on your monitor might not look as good when printed.
- Be sensitive to your audience. About 8 percent of all men and 0.5 percent of all women have some type of color blindness and might not be able to see the text when certain color combinations are used. Red-green color blindness is the most common, so avoid using red text on a green background or green text on a red background.

PTS: 1

REF: EX 76

TOP: Critical Thinking

3. What is conditional formatting and why would you apply it? Give two examples of conditional formats, and explain a method for applying conditional formatting.

ANS:

Conditional formatting applies formatting only when a cell's value meets a specified condition. A conditional format could make negative numbers red and positive numbers black.

Excel has four conditional formats—data bars, highlighting, color scales, and icon sets.

*Students should explain one of the following two methods for applying conditional formatting.*

- Select the range or ranges to which you want to add data bars.
- In the Styles group on the Home tab, click the Conditional Formatting button, point to Data Bars, and then click a data bar color.

*or*

- Select the range in which you want to highlight cells that match a specified rule.
- In the Styles group, click the Conditional Formatting button, point to Highlight Cells Rules or Top/Bottom Rules, and then click the appropriate rule.
- Select the appropriate options in the dialog box, and then click the OK button.

PTS: 1

REF: EX 108

TOP: Critical Thinking