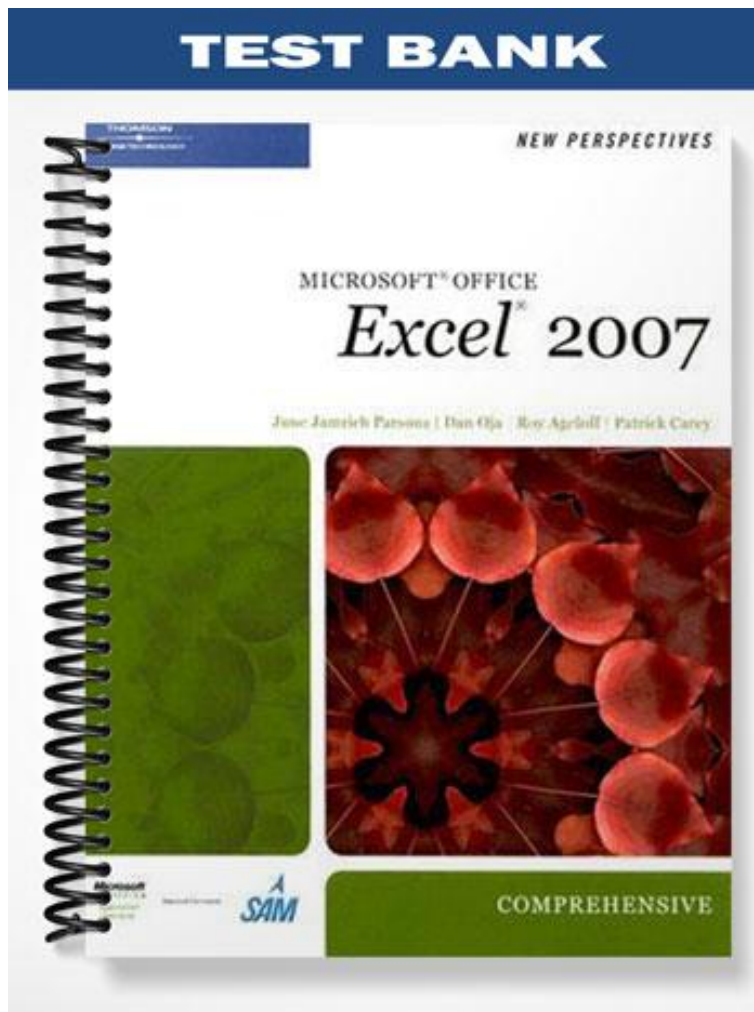


TEST BANK



15. A print area can cover an adjacent or nonadjacent range. _____



ANS: T

PTS: 1

REF: EX 96

MATCHING

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

- | | |
|--|--|
| a.  | g.  |
| b.  | h.  |
| c.  | i.  |
| d.  | j.  |
| e.  | k.  |
| f.  | l.  |

1. Aligns the cell content with the cell's bottom edge
2. Increases the size of the indentation used in the cell
3. Aligns the cell content with the cell's right edge
4. Decrease Decimal button
5. Rotates the cell content to an angle within the cell
6. Aligns the cell content with the cell's top edge
7. Aligns the cell content with the cell's left edge
8. Merges the selected cells into a single cell
9. Accounting Number Format button
10. Horizontally centers the cell content within the cell
11. Forces the cell text to wrap within the cell borders
12. Decreases the size of the indentation used in the cell

- | | | |
|------------|--------|------------|
| 1. ANS: E | PTS: 1 | REF: EX 68 |
| 2. ANS: J | PTS: 1 | REF: EX 68 |
| 3. ANS: H | PTS: 1 | REF: EX 68 |
| 4. ANS: A | PTS: 1 | REF: EX 66 |
| 5. ANS: K | PTS: 1 | REF: EX 68 |
| 6. ANS: C | PTS: 1 | REF: EX 68 |
| 7. ANS: F | PTS: 1 | REF: EX 68 |
| 8. ANS: D | PTS: 1 | REF: EX 68 |
| 9. ANS: B | PTS: 1 | REF: EX 66 |
| 10. ANS: G | PTS: 1 | REF: EX 68 |
| 11. ANS: L | PTS: 1 | REF: EX 68 |
| 12. ANS: I | PTS: 1 | REF: EX 68 |

MULTIPLE CHOICE

1. One of the benefits of Live Preview is that _____.
 - a. it lets you see and evaluate different formats as you develop your workbook
 - b. it shows you what a document will look like when printed
 - c. it applies thematic styles to your document
 - d. it allows you to track changes in your document

ANS: A PTS: 1 REF: EX 58

2. Typeface is the specific design used for characters and includes ____.
- a. lettering
 - b. numbering
 - c. punctuation marks and symbols
 - d. all of the above

ANS: D PTS: 1 REF: EX 58

3. A ____ is not a type of font.
- a. serif
 - b. sans serif
 - c. theme
 - d. true type

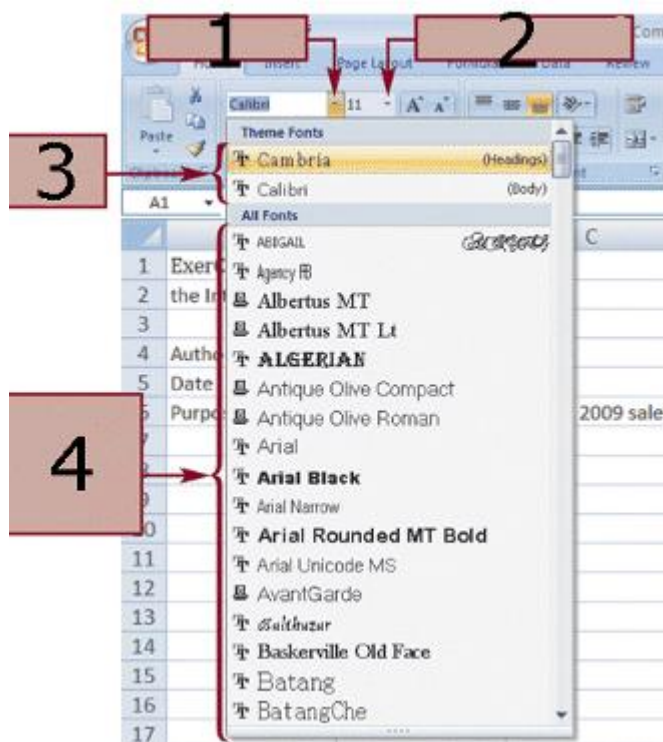
ANS: D PTS: 1 REF: EX 59

4. When you don't want to associate a font with a particular design, you use a ____ font.
- a. theme
 - b. serif
 - c. sans serif
 - d. non-theme

ANS: D PTS: 1 REF: EX 59

5. Italic, bold, bold italic, and underline are examples of ____.
- a. font themes
 - b. font styles
 - c. graphics
 - d. character settings

ANS: B PTS: 1 REF: EX 59



6. In the figure above, Item 1 points to the ____.
- a. Font Size arrow
 - b. Font arrow
 - c. Theme fonts
 - d. Font color

ANS: B PTS: 1 REF: EX 59

7. To view theme and non-theme fonts in the above figure, look to the area indicated by Item ____.
- a. 1
 - b. 2
 - c. 3
 - d. 4

ANS: D PTS: 1 REF: EX 59

8. In the above figure, the ____ indicates the font is 11pt.
- a. Font arrow
 - b. Font size arrow
 - c. Font color
 - d. Font graphic

ANS: B PTS: 1 REF: EX 59

9. In the above figure, Item 3 indicates that Cambria and Calibri are the ____ for this document.
- a. font styles
 - b. font sizes
 - c. theme fonts
 - d. non-theme fonts

ANS: C PTS: 1 REF: EX 59

10. To change the font size one point at a time, in the Font group on the Home tab, click the ____ button.
- a. Increase Font Size
 - b. Decrease Font Size
 - c. Change Font Size
 - d. either a or b

ANS: D PTS: 1 REF: EX 60

11. ____ theme colors are designated for text and background, ____ colors are used for accents and highlights, and ____ hyperlinks.
- a. Four, two, six
 - b. Two, four, six
 - c. Four, six, two
 - d. Six, four, two

ANS: C PTS: 1 REF: EX 60

12. You can create a ____ color by specifying a mixture of red, blue, and green color values.
- a. standard
 - b. custom
 - c. theme
 - d. automatic

ANS: B PTS: 1 REF: EX 60

13. To add a ____ to a sheet tab, click the Format button, point to Tab color, and then click a color.
- a. fill color
 - b. tab setting
 - c. format color
 - d. formatting style

ANS: A PTS: 1 REF: EX 61

14. Selecting the Font Color button arrow will display ____.
- a. 10 theme colors
 - b. a standard color bar
 - c. a ScreenTip displaying the color name
 - d. all of the above

ANS: D PTS: 1 REF: EX 61

15. The ____ appears when you select text and contains buttons for commonly used text formats.
- a. Formatting arrow
 - b. Font style button
 - c. Mini toolbar
 - d. Style toolkit

ANS: C PTS: 1 REF: EX 62

16. When creating an Excel document, you should avoid using ____ text and background together, since this is the most common cause of blindness.

- a. red and green
- b. yellow and blue
- c. black and white
- d. red and yellow

ANS: A PTS: 1 REF: EX 64

17. By default, values appear in the ____ and generally display numbers exactly as you type them.
- a. Home tab
 - b. General number format
 - c. General number toolbar
 - d. currency format

ANS: B PTS: 1 REF: EX 65

18. Which of the following can you format using the Number group in Excel's home tab?
- a. currency formats
 - b. numbers to percentages
 - c. commas as a thousands separator
 - d. all of the above

ANS: D PTS: 1 REF: EX 65

19. Using date and time in Excel, you can ____.
- a. calculate date and time intervals
 - b. format a date or time value
 - c. auto-format dates for international users
 - d. both a and b

ANS: D PTS: 1 REF: EX 66

20. Dates and times in Excel measure intervals between the specified date and time and ____.
- a. January 1, 2000 at 12:00pm
 - b. January 1, 2000 at 12:00am
 - c. January 1, 1900 at 12:00am
 - d. January 1, 1900 at 12:00pm

ANS: C PTS: 1 REF: EX 66

21. In Excel, dates are ____-aligned in the cell by default, regardless of date format.
- a. right
 - b. left
 - c. center
 - d. not

ANS: A PTS: 1 REF: EX 67

22. 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 67

23. ____ merges each of the rows in the selected range across the columns in the range.
- a. Merge build
 - b. Merge and Center
 - c. Merge Across
 - d. Merge Cells

ANS: C PTS: 1 REF: EX 69

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

ANS: C PTS: 1 REF: EX 70

25. Options to rotate cells in Excel are available using the ____ button in the Alignment group on the Home tab.
- a. Format
 - c. Sorter

b. Orientation d. Alignment

ANS: B PTS: 1 REF: EX 69

26. You can add a border in Excel ____.

- a. to enhance readability
- b. to the top, right, or bottom of a cell
- c. and specify the thickness
- d. all of the above

ANS: D PTS: 1 REF: EX 71

27. All of the following options are available on the Format Cells dialog box except ____.

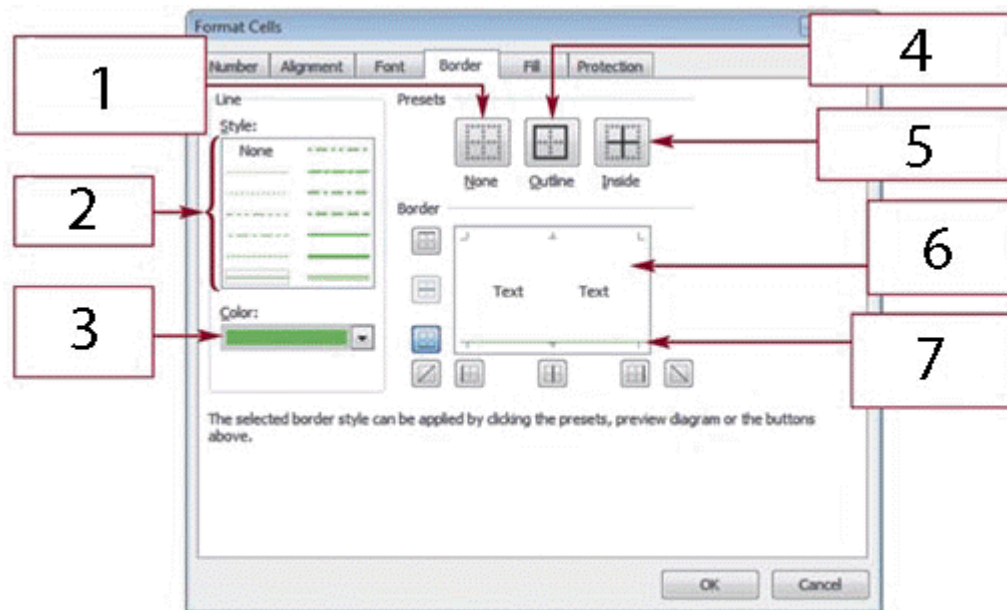
- a. number
- b. font
- c. border
- d. size

ANS: D PTS: 1 REF: EX 72

28. In the Format Cells dialog box, the ____ tab allows you to format currency by choosing decimal places, comma sep displays.

- a. Number
- b. Font
- c. Alignment
- d. Protection

ANS: A PTS: 1 REF: EX 73



29. In the above figure, you can choose a border line style from the area indicated by Item ____.

- a. 1
- b. 2
- c. 3
- d. 4

ANS: B PTS: 1 REF: EX 74

30. Item 3 in the figure above shows green as the selected background ____ for the cells.

- a. font
- b. format
- c. color
- d. view

ANS: C PTS: 1 REF: EX 74

31. To see a preview of the selected border style, look to the area indicated by Item ____ in the above figure.

- a. 1
- c. 5

b. 4 d. 6

ANS: D PTS: 1 REF: EX 74

32. The bottom border of the selected cells is indicated by Item ____ in the above figure.

- a. 4 c. 6
b. 5 d. 7

ANS: D PTS: 1 REF: EX 74

33. Item 5 in the above figure adds ____.

- a. no lines to the cell or range c. a background color to the cells
b. lines around the cell or range d. lines within the cell range

ANS: D PTS: 1 REF: EX 74

34. If you don't want to add any lines around the cell or range, click the button indicated by Item ____ in the above figure.

- a. 1 c. 5
b. 4 d. 6

ANS: A PTS: 1 REF: EX 74

35. To add a green background to selected cells, you would choose ____ in the above figure.

- a. the green color line in Item 3 c. the Font tab
b. the Fill tab d. none of the above

ANS: B PTS: 1 REF: EX 74

36. Item 4 in the above figure adds ____.

- a. no lines to the cell or range c. a background color to the cells
b. lines around the cell or range d. lines within the cell range

ANS: B PTS: 1 REF: EX 74

37. The Paste Options button allows you to ____.

- a. keep source formatting c. copy values only
b. copy formatting only d. all of the above

ANS: D PTS: 1 REF: EX 75

38. When using the Format Painter, double-click the Format Painter button to copy formatting and click the Format Painter button to paste formatting.

- a. turn it on c. copy formatting
b. turn it off d. paste formatting

ANS: B PTS: 1 REF: EX 75

39. 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.
 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 c. 1, 5, 2, 4, 3
b. 1, 2, 4, 5, 3 d. 1, 5, 2, 3, 4

ANS: C PTS: 1 REF: EX 76

40. In the Paste Special dialog box, you can ____
- a. select to rotate selected range 90 degrees
 - b. paste only values
 - c. paste values and formats
 - d. all of the above

ANS: D PTS: 1 REF: EX 76

41. To create a new style in Excel, open the Cell Styles gallery and click ____.
- a. Create New Cell
 - b. New Cell Style
 - c. Open New Cell
 - d. New Cell Gallery

ANS: B PTS: 1 REF: EX 78

42. ____ use the same file format for their theme files.
- a. Microsoft Word, Access, and Excel
 - b. Microsoft Word and Excel
 - c. Microsoft Excel and PowerPoint
 - d. Microsoft Word, Excel, and PowerPoint

ANS: D PTS: 1 REF: EX 80

43. You can treat a range of data as a distinct object in a worksheet known as a(n) ____.
- a. Excel table
 - b. spreadsheet
 - c. data range
 - d. data set

ANS: A PTS: 1 REF: EX 82

44. A(n) ____ specifies formats for elements in an Excel table, such as font color, fill color, and so forth.
- a. sheet format
 - b. Excel table
 - c. table style
 - d. style guide

ANS: C PTS: 1 REF: EX 82

45. The most efficient way to format an entire table is to ____.
- a. select all and format each element
 - b. use a table style
 - c. use the format painter
 - d. format each cell individually

ANS: B PTS: 1 REF: EX 82

46. To apply banded rows in Excel, you need to ____.
- a. use the Format table button
 - b. choose a table style
 - c. verify the range and table headers
 - d. all of the above

ANS: D PTS: 1 REF: EX 83

47. Applying a table style marks the range as a table, making available tools designed for analyzing tabular data, including
- a. the ability to sort data
 - b. transferring data to and from an external file
 - c. filtering data to show only rows that match specified criteria
 - d. all of the above

ANS: D PTS: 1 REF: EX 84

48. In Excel, the table style ____ inserts a new row at the bottom of the table that adds the column values.
- a. Header Row
 - b. Total Row
 - c. First Row
 - d. Banded Row

ANS: B PTS: 1 REF: EX 84

49. In Excel, the ____ table style formats alternating columns in different colors.

- a. Banded Rows
- b. Banded Columns
- c. Last Column
- d. First Column

ANS: B PTS: 1 REF: EX 84

Month	R01	R02	R03	R04	R05	R06	R07	R08	Total
Jan	288	345	326	307	364	310	316	352	2,608
Feb	278	304	294	297	310	278	275	294	2,330
Mar	294	320	297	304	316	291	297	307	2,426
Apr	288	313	300	300	320	284	275	295	2,375
May	284	329	304	297	313	288	275	310	2,400
Jun	313	339	316	315	326	307	288	329	2,533
Jul	313	332	320	310	313	300	304	336	2,528
Aug	294	339	315	339	339	304	307	323	2,560
Sep	284	310	310	304	316	284	281	304	2,393
Oct	284	326	304	297	316	281	281	300	2,389
Nov	339	364	326	320	364	345	294	336	2,688
Dec	346	345	348	387	377	384	361	358	2,906
Total	3,605	3,966	3,760	3,777	3,974	3,656	3,554	3,844	30,136

50. In the above figure, the filter arrow is ____.
- a. indicated by Item 1
 - b. indicated by Item 2
 - c. indicated by Item 3
 - d. not represented

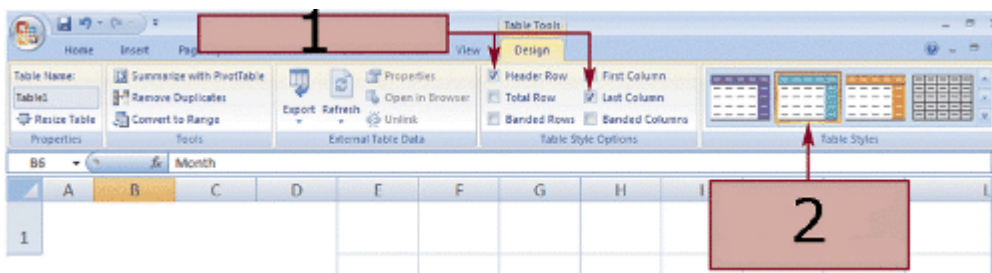
ANS: C PTS: 1 REF: EX 84

51. The header row in the above figure is ____.
- a. indicated by Item 1
 - b. indicated by Item 2
 - c. indicated by Item 3
 - d. not shown

ANS: A PTS: 1 REF: EX 84

52. The area indicated by Item 2 in the above figure shows ____.
- a. banded rows
 - b. banded columns
 - c. alternating rows
 - d. special formatting

ANS: A PTS: 1 REF: EX 84



53. In the above figure, table styles are ____.
- a. shown in Item 1
 - b. shown in Item 2
 - c. not shown
 - d. not used in Excel

ANS: B PTS: 1 REF: EX 85

54. You would use Item 1 in the figure above to ____.
- a. select Header Row
 - b. select First Column
 - c. Select Banded Columns
 - d. any of the above

ANS: D PTS: 1 REF: EX 85

55. To remove banded rows from an Excel table, first you need to select the ____ tab on the Ribbon.
- a. Insert
 - b. Home
 - c. Design
 - d. Page

ANS: C PTS: 1 REF: EX 85

56. All of the following are conditional formats in Excel except ____.
- a. data bars
 - b. highlighting
 - c. font sets
 - d. icon sets

ANS: C PTS: 1 REF: EX 87

57. A ____ is a horizontal bar added to the background of a cell to provide a visual indicator of a cell's value.
- a. data chart
 - b. data line
 - c. data bar
 - d. data set

ANS: C PTS: 1 REF: EX 87

58. Data bar ____ is based on a cell's value.
- a. length
 - b. width
 - c. height
 - d. depth

ANS: A PTS: 1 REF: EX 87

59. To remove the data bars from B2 through C6, it is most efficient to ____.
- a. manually delete them
 - b. click Clear Rules from Table
 - c. click Clear All Rules
 - d. click Clear Rules from Selected Cells

ANS: D PTS: 1 REF: EX 89

60. 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. Between

ANS: A PTS: 1 REF: EX 90

61. As a general rule, limit highlight rules to ____.
- a. only 1
 - b. 1 or 2
 - c. less than 5
 - d. any number

ANS: B PTS: 1 REF: EX 94

62. To view certain columns on a large database, a good option is to ____.
- a. hide columns without information you need
 - b. delete columns you aren't viewing
 - c. highlight columns you want to view
 - d. use data bars to find content

ANS: A PTS: 1 REF: EX 94

63. When preparing to print, you have the option to select ____.
- a. the position of the report on the page
 - b. the orientation of the page
 - c. to include headers or footers
 - d. all of the above

ANS: D PTS: 1 REF: EX 95

64. Setting the ____ to A1:L10 will print only data in those cells.
- Page Format
 - Print Area
 - Page Break
 - Print Preview
- ANS: B PTS: 1 REF: EX 96
65. To avoid splitting a worksheet in awkward places, you can insert a(n) ____ to specify a specific breaking point.
- page break
 - manual page break
 - print area
 - selection
- ANS: B PTS: 1 REF: EX 96
66. To set a page break in Excel, ____.
- select the first cell below the row where you want to insert a page break
 - select the first cell above the row where you want to insert a page break
 - select the row above where you want to insert a page break
 - select the row below where you want to insert a page break
- ANS: A PTS: 1 REF: EX 97
67. A ____ indicates a manual page break.
- dashed blue line
 - solid blue line
 - dashed red line
 - solid red line
- ANS: B PTS: 1 REF: EX 97
68. Information that prints on each page, like a company name or logo, may be set as a(n) ____.
- print setup
 - copied text
 - text header
 - print title
- ANS: D PTS: 1 REF: EX 98
69. The code ____ will display the filename of the current workbook.
- &name
 - &[File]
 - +name
 - + [File]
- ANS: B PTS: 1 REF: EX 99
70. The header and footer sections include ____.
- a left and right section
 - a center section only
 - a top and bottom section
 - a left, right, and center section
- ANS: D PTS: 1 REF: EX 99

Case Based Critical-Thinking Questions

Case 1

Karl has been working on a field survey project where he has gathered data from across five cities in the last six months to report and needs help organizing his data sheet for an effective presentation.

71. Karl has chosen green as the background color for his workbook. Karl should not use ____ for any of the font or h
- red
 - white
 - black
 - any color is fine
- ANS: A PTS: 1 REF: EX 64 TOP: Critical Thinking

72. In column C, there are too many numbers after the decimal place. Karl does not need this level of detail as it is displayed. You really don't need more than two numbers after the decimal. How could Karl make the data appear cleaner?
- reenter all numbers
 - decrease column width
 - decrease font size
 - use Number group to decrease # of digits displayed

ANS: D PTS: 1 REF: EX 65 TOP: Critical Thinking

73. Karl cannot increase the width of his worksheet or he will not be able to print it on one sheet. However, his column widths are too narrow. What solution could Karl use for making his text visible without losing data?
- abbreviate all text
 - reduce the font size to 8 pt
 - click Wrap text
 - delete one column

ANS: C PTS: 1 REF: EX 69 TOP: Critical Thinking

74. Karl would like to center a title across the top of his data. His data runs across five columns, from column A to column E. Which of the following ways to accomplish this is to _____.
- type the data in A1 and Merge cells A1:A5
 - type the data in A1 and Merge cells A1:E1
 - type the data in C1
 - choose Center from the Format menu

ANS: B PTS: 1 REF: EX 69 TOP: Critical Thinking

75. Karl needs to format several cells with 11pt Calibri font with 2 decimals, right-align the text, and format font color. Which of the following ways to accomplish this would be to _____.
- use Format Painter
 - format each element using the Toolbar
 - select all and use the Formatting dialog box
 - apply a table style

ANS: D PTS: 1 REF: EX 76 TOP: Critical Thinking

Case Based Critical Thinking Questions

Case 2

Ajeesh is part of a team creating a number of files with Microsoft Office. Ajeesh is working with four other team members to create a number of files for a joint presentation. Ajeesh is in charge of the Excel workbook for his team.

76. Ajeesh wants his team's documents to have a common style and appear as a cohesive unit for a large end-of-year presentation. Which of the following ways to make all documents appear as a cohesive unit is to _____.
- save the styles and themes as permanent files for other members of his workgroup
 - copy and paste styles when each team member opens a new document
 - store all the team's files on a network drive
 - use the Save As function when creating new files

ANS: A PTS: 1 REF: EX 80 TOP: Critical Thinking

77. Ajeesh needs to draw special attention to the Total costs column in his data set. The most effective way to set apart the Total costs column is to _____.
- use boldface font
 - add color to the text
 - add a border around the cells
 - add a data bar

ANS: D PTS: 1 REF: EX 87 TOP: Critical Thinking

78. Ajeesh wants to format his Excel table so that every other line is light yellow. He's seen this done on other reports and his data easier to follow across rows. Ajeesh begins to apply highlighting to every other line by using the Ctrl key but worries that adding and deleting rows will ruin the consistency of his format. What is an alternate solution for Ajeesh?
- Ajeesh should continue with his current formatting
 - use banded rows
 - Ajeesh should not apply this formatting
 - use Format Painter

ANS: B PTS: 1 REF: EX 82 TOP: Critical Thinking

79. Ajeesh wants to print two separate parts of his second spreadsheet - one for the cell range B6:F15 and the other for the cell range G6:I15. What is the best option is to ____.
- copy and paste B6:F15 to a separate worksheet
 - cut B6:F15 and print in a separate document
 - adjust the margins to print the selected range
 - set Print Areas for the two selections

ANS: D PTS: 1 REF: EX 96 TOP: Critical Thinking

80. Ajeesh has copied his data set to a new spreadsheet where he wants to draw attention to data that received above a 70% score. To highlight these numbers, Ajeesh could apply ____.
- the Greater Than rule with Conditional Formatting
 - the Format Painter
 - a bold format to all text
 - manual highlighting to each percentage

ANS: A PTS: 1 REF: EX 90 TOP: Critical Thinking

COMPLETION

1. _____ is the process of changing a workbook's appearance by defining the fonts, styles, colors, and effects.

ANS: Formatting

PTS: 1 REF: EX 58

2. A _____ is a collection of formatting that specifies the fonts, colors, and graphical effects used throughout the workbook.

ANS: theme

PTS: 1 REF: EX 58

3. As you work, _____ shows the effects of formatting options on the workbook's appearance before they are applied.

ANS: Live Preview

PTS: 1 REF: EX 58

4. Times New Roman, a _____ font, has extra decorative strokes at the end of each character.

ANS: serif

PTS: 1 REF: EX 59

5. _____ are the 12 colors that belong to the workbook's theme.

ANS: Theme colors

PTS: 1 REF: EX 60

6. You increase the indentation by roughly one character each time you click the _____ button in the Home tab.

ANS: Increase Indent

PTS: 1 REF: EX 68

7. One way to align text over several columns or rows is to _____, or combine, several cells into one.

ANS: merge

PTS: 1 REF: EX 69

8. The _____ tab in the Format Cells dialog box in Excel provides options for locking or hiding cells from modifying their contents.

ANS: Protection

PTS: 1 REF: EX 72

9. The _____ tab in the Format Cells dialog box in Excel provides options for creating and applying patterns to cells.

ANS: Fill

PTS: 1 REF: EX 72

10. 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 74

11. A _____ is a collection of formatting, such as italic, red, 11 pt, Times New Roman.

ANS: style

PTS: 1 REF: EX 76

12. To display alternate rows with different fill colors in Excel, use the effect known as _____.

ANS: banded rows

PTS: 1 REF: EX 82

13. A _____ formats the entire table as a single unit.

ANS: table style

PTS: 1 REF: EX 82

14. One of the benefits of _____ is that it helps you analyze data by highlighting significant trends in

ANS: formatting

PTS: 1 REF: EX 86

15. To remove data bars in Excel, click _____ from the Conditional Formatting button.

ANS: Clear Rules

PTS: 1 REF: EX 89

16. A _____ is a key that shows each color used in the worksheet and what it means.

ANS: legend

PTS: 1 REF: EX 93

17. If a worksheet says 60% in the top bar, you have used the ____ feature.

ANS: Zoom

PTS: 1 REF: EX 95

18. When a printout extends to multiple pages, Excel prints as much as possible on one page then inserts a _____ printing the remaining worksheet content on the next page.

ANS: page break

PTS: 1 REF: EX 96

19. A _____ is text printed in the bottom margin of each page.

ANS: footer

PTS: 1 REF: EX 98

20. A _____ is text printed in the top margin of each page.

ANS: header

PTS: 1 REF: EX 98

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 be (1) be a sense of professionalism, (3) help draw attention to the points you want to make, and (4) provide continuity between

PTS: 1 REF: EX 58 TOP: Critical Thinking

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

ANS:

Too much color can be just as bad as not enough color. Overuse of color can cause readers’ eyes to wander around instead of focusing on a central point.

Students should note at least four of the following tips:

- * Use colors from the same theme.
- * Use colors to differentiate content types and direct users where to enter data.
- * Avoid garish color combinations that can annoy the reader or be difficult to read.
- * Print on color and black-and-white printers to ensure output is readable in both formats.
- * Understand printer limitations; colors may look good on the monitor but not print well.
- * Be sensitive to your audience, as 8% of men and .5% of women experience some type of color blindness.

PTS: 1 REF: EX 64 TOP: Critical Thinking

3. What is conditional formatting and why would you apply it? Give two examples of conditional formats, and explain how they work.

ANS:

Conditional formatting applies formatting only when a cell’s value meets a specified condition. A conditional format could be used to format 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 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 86 | EX 87 TOP: Critical Thinking