



Pretest


What You Should Know Before Taking Excel 2010/2013 Charts

To get the most out of this class, you should have a **working** knowledge of the Excel program. The following questions are a self-evaluation, which should help determine if you are ready for this Charts class, should take an Excel Level 1, or in some other way learn the basic information required. You should successfully answer 9 of the 11 questions to attend this class. *Note:* Multiple choice questions may have more than one correct answer.

Question	Answer
1. State two ways to open a workbook file.	
2. (T/F) The sheet Tab Scrolling buttons are used to select a sheet tab.	
3. State how to save an existing workbook file with a different file name.	
4. (Choose all that apply) To rename a sheet in a workbook: A. Choose File, Save As B. Double-click the sheet tab C. Right-click the sheet tab, choose Rename D. Press F3 E. All of the above	
5. (Choose all that apply) When saving a file for the first time, which of the following statement(s) is correct: A. The file name must be entered unless the default name is acceptable. B. The appropriate folder may be selected. C. The extension must be entered. D. The date and time must be entered.	
6. Identify one way to set page margins.	
7. Define at least two ways to format cells.	
8. State two ways to select contiguous data.	
9. State how to select non-contiguous data.	
10. State two ways to compare data (create a formula) in cells.	
11. How do you move data from one cell to another?	

Answer Sheet

1. Choose File tab (2010/2013) or Microsoft Office button (2007)  , Open
Choose Open button on customized Quick Access toolbar
Press CTRL O
2. False, they just display the available sheet tabs without selecting any
3. Choose File tab (2010/2013) or Microsoft Office button (2007)  , Save As
Press F12
4. B. Double-click the sheet tab
C. Right-click the sheet tab, choose Rename
5. A. The filename must be entered unless the default name is acceptable
B. The appropriate folder may be selected
6. Page Layout tab, Page Setup group, Margins button
Page Setup dialog box launcher, Margins tab

Excel 2007: Microsoft Office button  , Print, Print Preview, Preview group, Show Margins check box
Excel 2010/2013: File tab, Print, Margins button
7. Select cells and choose a formatting button from the Home tab
Right-click cell and choose Format Cells
Quick key combinations like CTRL B, CTRL I, CTRL U
Select cells and choose formats from Mini Toolbar
8. Drag over the cells with the mouse to select cells
Use click, SHIFT click technique
9. Use click, CTRL click technique
10. Type =, type 1st cell address, type operator (+, -, *, /), type 2nd cell address.

Type =, select 1st cell, type operator, select 2nd cell, select enter
11. Select cell with data to move, choose Cut button. Select cell to move data to, Choose Paste button
Drag the border of the cell(s) to a new location