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Topic Break Down

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Topic 1, Managing Worksheets and Workbooks	12
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Total	60

QUESTION NO: 1 - (SIMULATION)

Apply a style to the chart.

Chart.

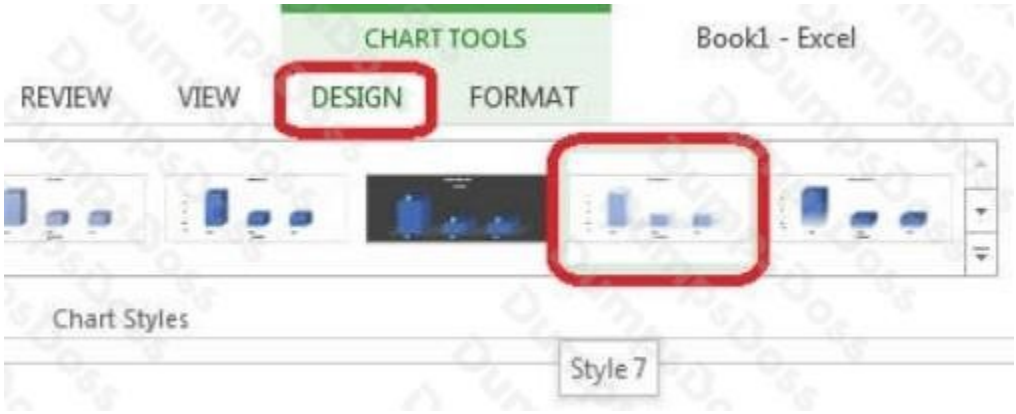
Chart Styles Style 7

Answer: Use the following steps to complete this task in explanation:

Explanation:

Step 1: Click on the chart.

Step 2: On the Design tab, in the Chart Styles group, click the Style 7 chart style.



ANSWER: See the explanation for the answer

Explanation:

Select the chart to display **Chart Tools**. On the **Design** tab, in the **Chart Styles** group, select **Style 7**.
Click the chart.
Click **Chart Tools > Design**.
In **Chart Styles**, click **Style 7** (use the More arrow if it is not visible).

QUESTION NO: 2 - (SIMULATION)

Create a hyperlink to another worksheet.

Cell A2.

Cell reference "A3"

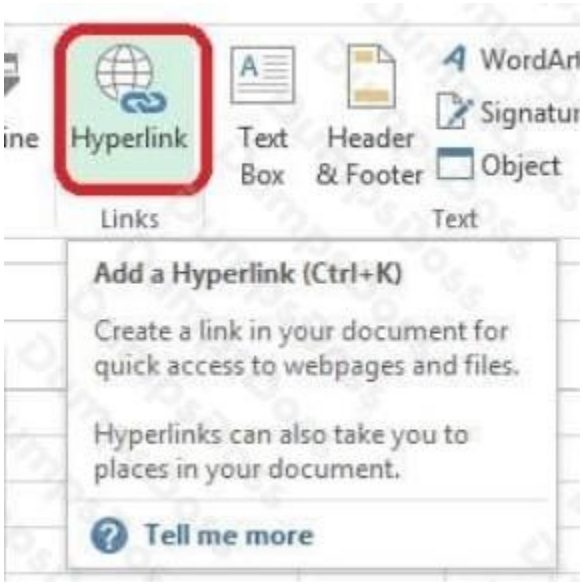
Sheet reference "Section 3" worksheet.

Answer: Use the following steps to complete this task in explanation:

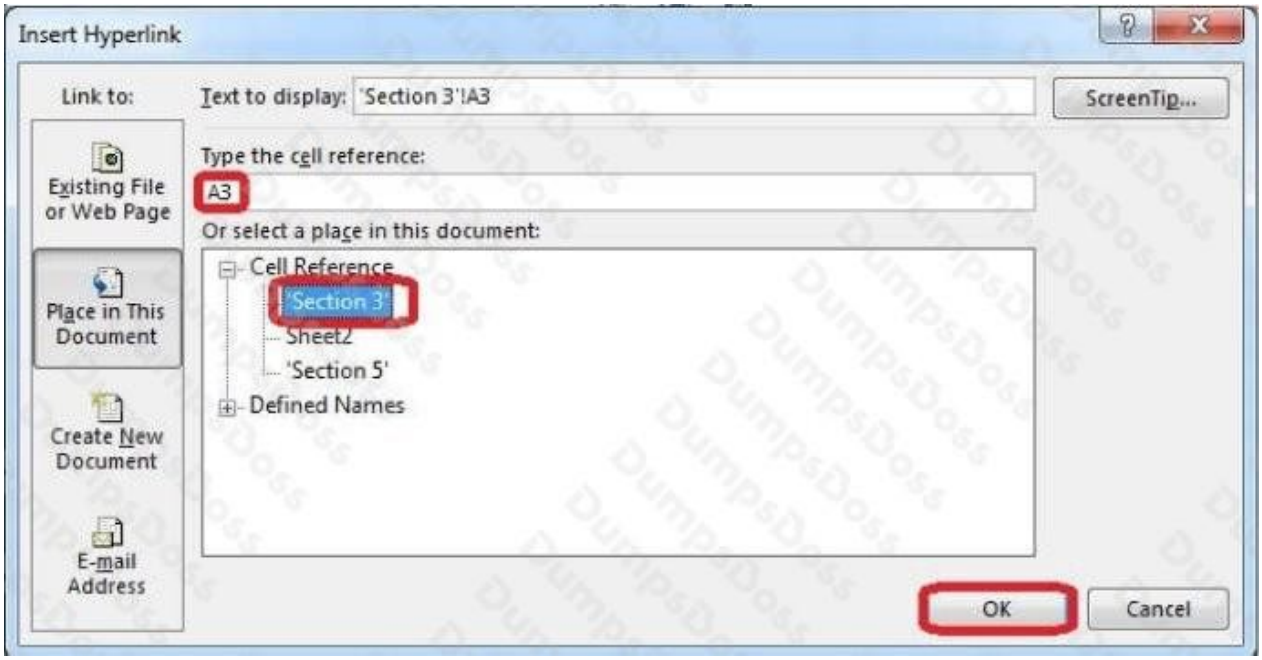
Explanation:

Step 1: Click cell A2.

Step 2: On the Insert tab, in the Links group, click Hyperlink.



Step 3: In the Insert Hyperlink dialog box, in the Type the cell reference: type A3, select Cell Reference 'Section 3', and click OK.



ANSWER: See the explanation for the answer

Explanation:

Create an internal worksheet hyperlink in `A2` that points to cell `A3` on the `Section 3` worksheet.

1. Select cell `A2`.
2. Go to **Insert** > **Hyperlink** (or press `Ctrl+K`).
3. In the Insert Hyperlink dialog box, select **Place in This Document**.
4. In **Type the cell reference**, enter `A3`.
5. Under **Cell Reference**, select the worksheet named `Section 3`.
6. Click **OK**.

The resulting link destination is `'Section 3'!A3`.

QUESTION NO: 3 - (SIMULATION)

Rename a table.

Cell range B6:F29

Name: "Overview"

ANSWER: See the explanation for the answer

Explanation:

Rename the table to `Overview`.

1. Click any cell in the table within range `B6:F29`.
2. On the **TABLE TOOLS – DESIGN** tab, locate the **Table Name** box in the Properties group.
3. Replace the current table name with `Overview` and press **Enter**.

Do not use the Name Box next to the formula bar; that would create or rename a named range rather than rename the Excel table.

QUESTION NO: 4 - (SIMULATION)

Configure page layout options.

Cell range B3:S25.

Set Print Area.

Enable the Gridlines Print option.

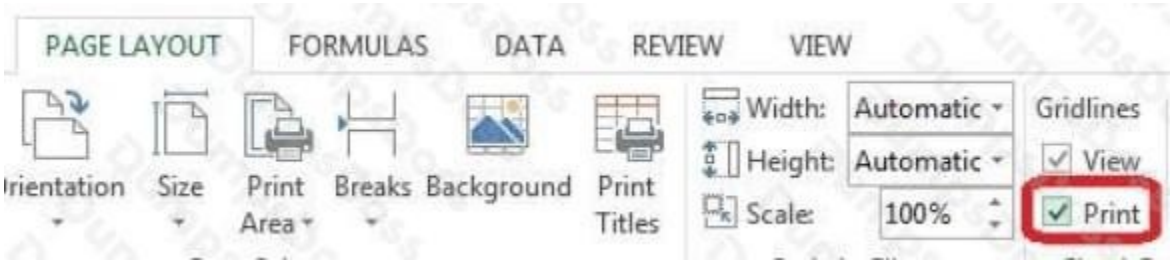
Answer: Use the following steps to complete this task in explanation:

Explanation:

Step 1: Click in cell B3, and then shift-click in cell S25.

Step 2: On the Page Layout tab, in the Page Setup group, click Print Area, and then click Set Print Area.

Step 3: Still in the Page Layout tab, Enable the Gridlines Print option.



ANSWER: See the explanation for the answer

Explanation:

Select the range `B3:S25`, then configure the print settings as follows:

1. Click cell `B3`, hold `Shift`, and click cell `S25` to select `B3:S25`.
2. Go to **Page Layout** > **Print Area** (in the Page Setup group) > **Set Print Area**.
3. On the **Page Layout** tab, in **Sheet Options**, under **Gridlines**, select the **Print** check box.

This sets `B3:S25` as the worksheet print area and ensures gridlines are printed.

QUESTION NO: 5 - (SIMULATION)

Add a worksheet

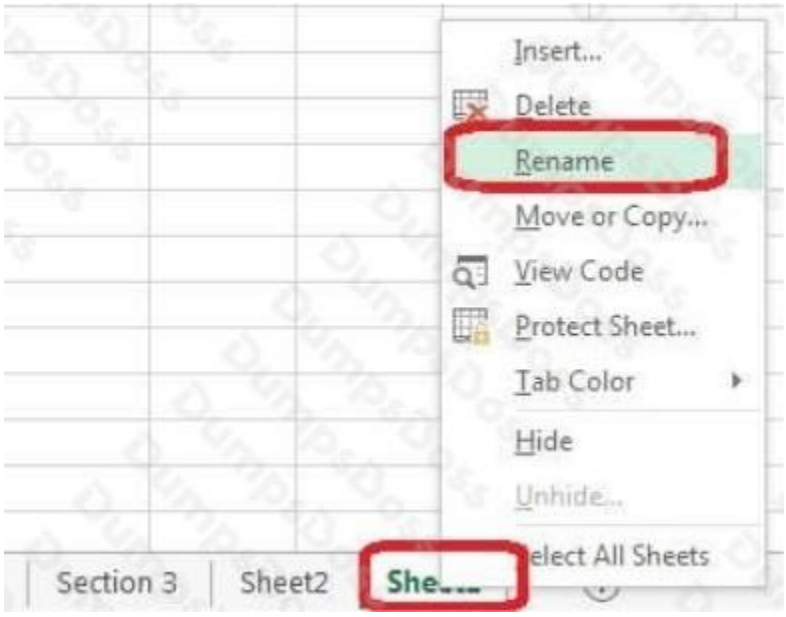
After other worksheets Rename "Section 5"

Answer: Use the following steps to complete this task in explanation:

Explanation:

Step 1: Click on the New sheet button (in the left bottom corner).

Step 2: Right-click on the new worksheet, and click Rename from the context menu.



Step 3: Type: Section 5 Step 4: Press the enter key.

ANSWER: See the explanation for the answer

Explanation:

Click the **New Sheet** button (+) next to the worksheet tabs to insert a worksheet after the existing sheets.

Right-click the newly created worksheet tab, select **Rename**, type `Section 5`, and press **Enter**.

QUESTION NO: 6 - (SIMULATION)

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

ANSWER: See the explanation for the answer

Explanation:

Select the required range `C2:S2` (click C2, then Shift+click S2).

Open **Format Cells** by pressing `Ctrl+1` (or use the Home tab's Number group dialog-box launcher). On the **Number** tab:

Choose **Date** under Category.
Set **Locale (location)** to **English (United States)**.
Select the date **Type** `14-Mar`.

Click **OK** to apply the date format to `C2:S2`.