

Microsoft®

Excel Associate

Instructor Resources

Microsoft Excel Associate

Enter Dates

Instructor Information

Instructor

add text

Email

add text

Office Location & Hours

add text

General Information

Description

The Microsoft Excel course is developed to elevate your proficiency and expertise in utilizing Microsoft Excel, the industry-standard spreadsheet software. This comprehensive course will equip you with the essential skills to navigate the Excel interface seamlessly, work with data, apply formatting, and harness an array of features to enhance the efficiency and visual appeal of your spreadsheets.

Throughout the course, you will delve into vital topics, including managing workbooks, creating complex formulas and functions, and harnessing the power of data analysis through PivotTables and charts. You will gain insights into data visualization techniques, conditional formatting, and data validation to make your spreadsheets not just functional but visually compelling.

Successful completion of the certification exam validates the knowledge and skill sets of individuals seeking employment or advancement in their careers.

Course Objectives

This course book teaches the skills you will need to successfully complete the Microsoft Excel Associate certification offered by Certiport. These skill sets are introduced using multiple types of exercises and review materials.

After completing this course, you will understand the following:

- ↗ Manage Workbooks & Worksheets: Import, navigate, and format workbooks with named ranges, hyperlinks, and custom views.
- ↗ Data Management & Formatting: Organize and manipulate data using sorting, filtering, Auto Fill, and number formatting.
- ↗ Tables & Structured Data: Create, format, and modify Excel tables, including total rows and conditional formatting.
- ↗ Advanced Formulas & Functions: Utilize essential functions such as AVERAGE(), COUNT(), IF(), UNIQUE(), and structured references.
- ↗ Text & Data Transformation: Modify and format text using CONCAT(), MID(), LEFT(), RIGHT(), and case functions.
- ↗ Charts & Data Visualization: Create and modify charts, apply styles, and switch between rows and columns for meaningful insights.
- ↗ Collaboration & Workbook Preparation: Configure print settings, manage comments, and ensure accessibility with alternative text.

Expectations and Goals

Upon completion of this course, learners are expected to complete the Microsoft Excel Associate Certification Exam. Certification candidates will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. To learn more about the Microsoft Office Specialist program visit: [Microsoft Office Specialist :: Certiport \(pearsonvue.com\)](https://www.pearsonvue.com/certification/microsoft-office-specialist)

Certifications provide significant advantages to professional and job candidates. These include:

- Higher grade point average for certified high school students
- Higher graduation rates for certified high school students
- Increased post-secondary enrollment
- Reduced dropout rates

Additional information: [The value of certification](#)

Course Materials

Required materials

- XperienceED account
- Computing Device
- Internet Connection

Optional materials

- Headset

Schedule

Dates

Unit

Unit 1: Getting to Know Excel

Unit 2: Formatting Worksheets

Unit 3: Formulas and Functions

Unit 4: Inserting Elements

Unit 5: Advanced Excel Features

Course Structure

The course is structured to learn by doing, practice the learned skill, then apply the skills.

- Unit
 - Lesson
 - Learn Tasks
 - Practice Exercises
 - Practice Questions
 - Objective Assessment
 - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where you can learn through doing or learn through study materials (eBook, QuickDecks or QuickClips). Each lesson concludes with a Practice Exercise that incorporates the tasks you have

learned throughout the lesson. Once you have completed the lessons in the unit, you are assessed through a question-based Objective Assessment and a Create Project.

Weights and Grading

Add your course weight and grading here

Additional information and resources

Add a subheading

Add text.

Instructor Guide

Overview

Course Structure

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Delivery

The course is created so it can be customized to meet the needs of the instructor and the learner.

- **Direct Instruction:** Utilize the PowerPoint presentations to introduce each lesson topic, then have the learners review the study materials and complete the task.
- **Flipped Classroom:** Learners complete online lessons outside of class time. Learners utilize the class time to discuss learned tasks, allow learners to teach concepts, expand concepts through learning stations, and work on unit extension or unplugged activities.
- **Learner-Centered Approach:** Use the prescriptive learning model so learners can focus on new skills and skip the skills they already know. Learners can work at their own pace on their own schedule to complete the course. Instructors support learners by utilizing the answer keys to identify struggles and guide learners through the solutions.

Differentiation

- **Study Materials:** Study materials are available in eBook, QuickDeck and QuickClip format. Each study material provides the same concepts and allows the learners to choose the modality that best fits their learning style. The eBook introduces concepts in bite-sized readings. QuickDecks display materials in a flashcard format. QuickClips provide a video and audio-based clip.
- **Course Progression:** Learners can complete the learn task to demonstrate understanding before reviewing the study materials or they can review one or all the study materials before attempting the learn tasks.
- **Grouping:** Create groups for different learning levels or styles. Customize each group setting to best meet the needs of the learners.

- Provide struggling learners with answer keys to follow step-by-step instructions to complete tasks and exercises.
- Encourage learners to showcase their newly learned skills by creating additional real-world projects, teach others how and why to use new skills, and explore beyond their learning.

Prepare for Delivery

- Begin with the unit overview to understand the structure and flow of the unit, the topics covered, the approximate time to complete and the exam objectives reviewed.
- Review the lesson PowerPoint presentation to give you an in-depth look at each lesson topic and the comprehensive topic notes included.
- Review the answer keys to familiarize yourself with the tasks learners will complete throughout the lesson.
- Complete the lesson.

Instructor Resources Overview

<p>Instructor Resources File Structure</p>	<ul style="list-style-type: none"> 📁 Instructor Resources <ul style="list-style-type: none"> 📄 Course Syllabus 📄 Course Overview 📄 Course Key Terms 📄 Course Instructor Guide 📁 Unit <ul style="list-style-type: none"> 📁 Unit Assessment Answer Keys <ul style="list-style-type: none"> 📄 Create Project 📄 Objective Assessment 📁 Lesson <ul style="list-style-type: none"> 📁 Answer Keys <ul style="list-style-type: none"> 📄 Lesson Practice Exercises 📄 Learn Tasks 📄 Lesson Practice Questions 📁 Study Guides <ul style="list-style-type: none"> 📄 Study Guide Complete 📄 Study Guide Fill-In Explanation 📄 Study Guide Fill-In Topic 📄 Lesson PowerPoint Presentations 📁 Unplugged Activities <ul style="list-style-type: none"> 📄 Unit Overview 📄 Unit Learning Plan 📄 Unit Key Terms
<p>Unit Assessment Answer Keys</p>	<p>Each unit includes two types of assessments for learners to apply their knowledge.</p> <ul style="list-style-type: none"> • Create Project - These are project prompts and sample solution files. Create projects also include “show me” videos for learner reference. You have the option to enable/disable this feature. • Objective Assessment - A comprehensive question and answer-based assessment for the unit. Objective Assessments include “show solution” for learner reference. You have the option to enable/disable this feature.

Answer Keys	<p>Documents containing answers, step-by-step instructions, and correct answers for Instructor reference or to offer additional support material for learners.</p> <ul style="list-style-type: none"> • Learn Tasks - Each lesson topic includes an opportunity to apply what they have just learned in-app or by answering questions. Learn Tasks also include “show me” videos and “show solution” for learner reference. • Lesson Practice Exercises - End of lesson in-app or scenario-based assessment. Lesson Practice Exercises also include “show solution” videos for learner reference. You have the option to enable/disable this feature. • Lesson Practice Questions - End of lesson question-based assessment. Lesson Practice Questions also include “show solution” for learner reference. You have the option to enable/disable this feature.
Study Guides	<p>Printable and customizable study guides mapped to lesson topics and exam objectives are provided in three formats.</p> <ul style="list-style-type: none"> • Complete - This version includes the topic and the explanation. • Fill-In Topic - Learners can fill in the topics as they learn or as a review. • Fill-In Explanation - This allows learners to complete the explanation of each lesson topic in their own words and images.
Unit Learning Plan	<p>Customizable unit learning plan outlining the objectives and topics covered, essential questions, learning targets, methods and materials, extension activities, formative and summative assessments, mapping to STEAM, Work Readiness, 5 C’s, and Bloom’s Taxonomy Levels.</p>
Lesson PowerPoint	<p>A PowerPoint Presentation that complements the lesson. Each lesson topic is included in the presentation as well as comprehensive speaker notes.</p>
Unplugged Activities	<p>A variety of activities and necessary resources to get learners off the computers while still reinforcing unit learning objectives.</p>
Unit Key Terms	<p>A comprehensive list of key terms throughout the unit.</p>
Unit Overview	<p>A spreadsheet containing the overview of the flow of the unit that includes lesson topics, certification objectives mapping, and approximate timings for self-paced and instructor-led scenarios.</p>

Excel Learning Plan

Unit 1: Getting to Know Excel Associate

Instructor:

Class:

Duration: 5-10 Hours

Unit Objectives:

This unit focuses on proficiently navigating Excel's interface, enter and manage data in individual cells, and effectively work with multiple workbooks to create, organize, and save spreadsheet files, ensuring a strong foundation for more advanced Excel tasks.

Essential Questions:

- How can Microsoft Excel be used in various personal, academic, and professional scenarios?
- How can Excel's features and functions improve productivity and simplify tasks related to data entry, calculation, and presentation?
- What are the fundamental elements of an Excel workbook, and how do they contribute to effective data management?

Learning Targets:

I will understand the essential features of Microsoft Excel

So I can efficiently create, edit, and format spreadsheets for organizing and analyzing data.

I know I succeeded when I can confidently navigate Excel's interface, input and manipulate data, and employ basic functions and formulas to perform calculations and data analysis tasks.

Methods and Materials:

- Lectures
- Reading
- Videos
- Hand-on activities
- Creating
- Analyzing
- Discussing
- Teaching

Formative Assessments:

- Learn Tasks
- Practice Questions
- Practice Exercises

Summative Assessments:

- Objective Assessment
- Create Project

STEAM

- Science
- Technology
- Engineering
- Art
- Math

Work Readiness

- Communication
- Problem-solving
- Teamwork
- Work ethic
- Empathy
- Conflict resolution
- Active listening
- Time management
- Adaptability
- Reading
- Mathematics

5 C's

- Critical Thinking
- Creativity
- Communication
- Collaboration
- Citizenship

Blooms Level

- Remembering
- Understanding
- Applying
- Analyzing
- Evaluating
- Creating

Learning Activities

Lesson	Time Allowed	Content
Work with Excel	75-175 minutes	<ul style="list-style-type: none"> • Startup and Application Window • Worksheet Window • Ribbon • Customize the Quick Access Toolbar

		<ul style="list-style-type: none"> • Access Workbook Properties • Check for Issues • Create and Save a New Workbook • Manage Worksheets • Move or Copy Worksheets • Reuse or Relocate Worksheets
Construct Cell Data	70-160 minutes	<ul style="list-style-type: none"> • Types of Data • Paste Special • Advanced Paste Special Options • Auto Fill • Insert and Delete Columns • Insert and Delete Rows • Insert and Delete Cells • Change Column Width • Change Row Height
Work with Workbooks	65-145 minutes	<ul style="list-style-type: none"> • Window View Options • Split View • Workbook Views • Freeze Panes • Page Layout • Page Setup • Headers and Footers • Print Options

Warm-up Activities

1. Open Microsoft Excel and explore the Excel window to find and list any elements that you recognize from other Microsoft programs. Share the identified components with a partner, noting any similarities and differences.
2. Think about the essential concepts, functions, or skills you've covered. Consider any challenges you faced or areas where you feel confident. Be ready to share your reflections with the class.
3. With a partner, discuss what is an Excel workbook, and how does it differ from a worksheet? Describe the significance of worksheets within a workbook. Reflect on a specific situation where a workbook might be useful, such as a school project or a personal budget.

Extension Activities

1. Create a portfolio for the course. They should include evidence of work, reflect on what they have learned and how they can incorporate the skills in a current or future project. This is an ongoing extension activity. Learners should continue to add to their portfolio throughout the course.
2. Select one topic learned throughout the unit then create an instructional video, tutorial, lecture, or hands on activity to teach others about the skill.
3. Develop a personal budget in Excel to track your monthly expenses and income.
4. Choose a topic of interest and gather data from reliable sources. Practice importing, organizing, and analyzing this data in Excel.
5. Create a multi-sheet workbook for a school project or a personal hobby. Use different sheets for various aspects of the project, such as research, expenses, and timelines.

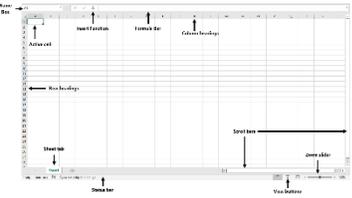
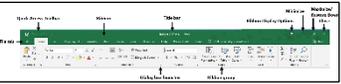
Unit Evaluation and Reflection

What went well

What needs to change

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Unit 1 Work with Excel Associate Learn Tasks

OD #	OD Desc	Lesson Topic	Assessment Details	Answer Key	File Name
		Startup and Application Window	Identify parts of Startup Window to complete the following tasks: 1) Open a file 2) Display recent files 3) Displayed files you have pinned for easy access 4) Display files others have shared with you 5) Create a new file 6) Search for templates 7) Search for suggested templates	1) Open 2) Recent 3) Pinned 4) Shared with Me 5) New 6) Search bar 7) Search for suggested templates	
		Worksheet Window	Identify: <ul style="list-style-type: none"> • Name Box • Insert Function • Formula Bar • Column heading for column K • Row heading for row 14 • Active cell • Status Bar • Sheet tab • View buttons • Zoom slider • Vertical Scroll bar 		
		Ribbon	Identify parts of the Ribbon: <ul style="list-style-type: none"> • File tab • Quick Access Toolbar • Ribbon tabs • Title bar • Contextual Ribbon tab • Ribbon Display Options • Minimize • Maximize/Restore Down • Close • Clipboard Ribbon group • Font Group Dialog box launcher 		
1.4.1	Customize the Quick Access toolbar	Customize the Quick Access Toolbar	Without going to the backstage view update your Quick Access Toolbar as follows: 1) Add the Quick Print command to the Quick Access Toolbar 2) Add the Spelling command to the Quick Access Toolbar 3) Remove the Automatic Save command from the Quick Access Toolbar 4) Display the Quick Access Toolbar below the ribbon	1) Customize Quick Access Toolbar > Quick Print 2) Customize Quick Access Toolbar > Spelling 3) Customize Quick Access Toolbar > Automatic Save 4) Customize Quick Access Toolbar > Show Below the Ribbon	
1.4.5	Modify basic workbook properties	Access Workbook Properties	1) Display the workbook's Properties 2) Enter a Title 3) Enter a Tag 4) Display the Advanced Properties 5) Add a Subject	1) File > Info 2) Title property box 3) Tag property box 4) Properties drop-down arrow 5) Subject property box	

			<ol style="list-style-type: none"> 6) Show All Properties 7) Return to the workbook 	<ol style="list-style-type: none"> 6) Show All Properties 7) Back arrow to return to the workbook 	
1.5.4	Inspect workbooks for issues	Check for Issues	<ol style="list-style-type: none"> 1) Remove the Document Properties and Personal Information 2) Check the file for accessibility issues 3) Update the chart to include the missing object description then close the Alt Text toolbar 4) Inspect if the file is compatible with Excel 2010 and higher. 	<ol style="list-style-type: none"> 1) File > Info > Check for Issues > Inspect Document > Yes at the prompt to Save > Inspect > Next to Document Properties and Personal Information, Remove All 2) File > Info > Check for Issues > Check Accessibility 3) Select the "Chart 1" box > Add a description > Alt Text toolbar close button 4) File > Info > Check for Issues > Check Compatibility > Select versions to show > Excel 97-2003 > Select versions to show > Excel 2007 > OK 	
		Create and Save a New Workbook	<ol style="list-style-type: none"> 1) Create a new, blank workbook. 2) Save it in Documents as "Example.xlsx" 3) Create a new file from the Online sales tracker template found in the List category 	<ol style="list-style-type: none"> 1) File > New > Blank workbook 2) File > Save, enter the file name Example, navigate to a save location, and Save 3) File > New > Lists > Online Sales tracker 	
		Manage Worksheets	<ol style="list-style-type: none"> 1) Add a new worksheet to the right of the Quarter 1 worksheet Rename the new sheet "Company" 2) Use the ribbon commands to add another worksheet to the left of Quarter 1 and enter your name in cell A1. 3) Delete the Quarter 1 Worksheet 	<ol style="list-style-type: none"> 1) Quarter 2 worksheet tab > Home tab > Cells group > Insert > Insert Sheet > Right-click the new worksheet tab > Rename > enter "Company" > Enter key 2) Home tab > Cells group > Insert > Insert Sheet > select A1 > enter "your name" > Enter key 3) Right-click the Quarter 1 worksheet tab > Delete 	Insert Worksh eets.xls x
		Move or Copy Worksheets	<ol style="list-style-type: none"> 1) Move the "Quarter 4" Worksheet so it is after "Quarter 3" 2) Create a copy of the "Company" Worksheet, so it appears after "Quarter 4" 	<ol style="list-style-type: none"> 1) Drag the Quarter 4 Worksheet after Quarter 3 2) Right-click Company > Move or Copy > (move to end) > Create a copy check box > OK 	Quarter ly Income Statem entU1L 1Move. xlsx
		Reuse or Relocate Worksheets	Copy the Adventure Cruise Itinerary worksheet to a new workbook, thereby creating the workbook.	Right-click the Adventure Cruise Itinerary sheet tab > select Move or Copy, To book: new book > check Create a copy > OK	

Unit 1 Work with Excel Associate

Practice Exercise

Assessment Details	Answer Key	File Name
<ol style="list-style-type: none"> 1) Run an Accessibility Check then fix the Hard-to-Read Text Contrast error by changing the text to black 2) Add alternative text to the chart on the Expenses Chart sheet: "Expenses by employee pie chart", then close the Alt Text task pane 3) Insert another worksheet to the right of the Expenses Chart sheet, and enter "Summary" in cell A1 4) Move the Qtr1-2 Income statement worksheet so it's before (to the left of) the Quarter 1 sheet 5) Copy the Quarter 1 and Quarter 2 sheets at the end of the workbook 6) Rename the copied sheets to "Quarter 3" and "Quarter 4" 7) Hide the Quarter 1 and Quarter 2 worksheets 	<ol style="list-style-type: none"> 1) File > Info > Check for Issues > Accessibility Assistant > Color and Contrast section > Hard-to-Read Text Contrast > A1:C1 (Expenses) > select Recommended Actions > Font Color arrow > Automatic (or Black) 2) Expenses Chart sheet tab > right-click (or access the context menu) the chart > Edit Alt Text > enter "Expenses by employee pie chart" 3) Drag the Qtr1-2 Income statement so it's to the left of the Quarter 1 sheet 4) Select the Quarter 1 worksheet tab > SHIFT + select the Quarter 2 worksheet tab > right-click (or access the context menu) the selected tabs > Move or Copy > (move to end) > OK 5) Double-click Quarter 1 (copy) sheet tab > enter "Quarter 3", Enter, double-click the Quarter 2 (copy) sheet tab, enter "Quarter 4", Enter 	<p>L1-Ex1-Associate Project.xlsx</p>

Unit 1 Work with Excel Associate

Practice Questions

- 1) What is the difference between a workbook and a worksheet?
 - a) A worksheet is a document created in Access and a workbook is created in Excel.
 - b) A worksheet can contain numbers, text, and formulas, but a workbook can contain only numbers.
 - c) **A worksheet is a workspace with columns and rows and a workbook is a single Excel file containing one or more worksheets. (correct)**
 - d) A worksheet contains data for viewing onscreen only but a workbook can be printed.

- 2) Match the following terms to the correct movement on a worksheet.
 - a) Tab
 - b) Enter
 - c) Shift+Tab
 - d) Shift+Enter
 - e) Ctrl+Home
 - f) Home

Ctrl+Home (correct) Moves to cell A1.

Tab (correct) Moves one cell (column) to the right.

Shift+Tab (correct) Moves one cell (column) to the left.

Home (correct) Moves to column A in the current row.

Enter (correct) Moves down one cell (row).

Shift+Enter (correct) Moves up one cell (row).

- 3) What is a Ribbon group?
 - a) A collection of related tabs on the ribbon
 - b) **Related commands together on a ribbon tab (correct)**
 - c) A set of ribbon tabs that only display when you perform a particular action
 - d) The related windows that open when you select a dialog box launcher button on the ribbon

- 4) Fill in the blanks with the correct words.

The Name box displays the address of the **active (correct)** cell.

The **formula (correct)** bar displays the contents of the active cell.

Headings displayed as sequential letters are **column (correct)** headings.

Headings displayed as sequential numbers are **row (correct)** headings.

Access a worksheet by selecting its sheet **tab (correct)**.

- Active
- Formula
- Column
- Row
- Tab

- 5) The Auto-hide Ribbon, Show Tabs, and Show Tabs and Commands options are available when you select which button?
 - a) Formula bar
 - b) Quick Access Toolbar
 - c) **Ribbon Display Options (correct)**
 - d) Dialog launcher button

- 6) Which commands can you add to the Quick Access toolbar?

- a) **Any Excel command that is available in the Customize Quick Access toolbar tab of the Excel Options dialog box (correct)**
- b) Only the commands that are visible on the current tab of the Ribbon
- c) Only the commands that are accessible on one of the default Ribbon tabs
- d) Only the commands available in the Customize Quick Access toolbar drop-down list

7) Fill in the blank with the correct word.

You've just created a custom ribbon tab and want to add commands to it. Before you can move a command onto your new tab, first you must create, and then select, a **group (correct)** on the tab.

- Row
- Group
- View
- Layout

8) Amanda has just updated her Budget 2019 workbook with new values for 2020. She wants to save her revised file with the name Budget 2020. Which command should she use?

- a) **Save As (correct)**
- b) Save
- c) Rename
- d) Update

9) Match the following issues to the correct tool used to address it.

- a) Inspect Document
- b) Check Compatibility
- c) Check Accessibility

Check Compatibility (correct) Find any features in your file that might not work in older versions of Excel.

Inspect Document (correct) Identify potentially sensitive information in the metadata so you can remove it before you share the file with others.

Inspect Document (correct) Find any hidden information in the file, such as hidden rows.

Check Accessibility (correct) Locate any issues with the file that might make it harder to use by a person with a disability.

10) Where can you view the properties of a workbook?

- a) On the Review tab in the Notes group
- b) On the View tab in the Window group
- c) In the Excel Options dialog box
- d) **On the Info tab in Backstage view (correct)**

11) Match the words to the correct descriptions.

- a) Browse
- b) Open
- c) Close

Browse (correct) To open a file using a window similar to File Explorer, select File > Open and then select this.

Open (correct) This screen in the Backstage view that lists file locations like drives, recent files, and folders.

Close (correct) After you are finished working and save your file, select this to protect it from unintentional edits.

12) To use Versions, what conditions must be true?

- a) AutoRecover must be enabled in Excel Options and set to save at least once per hour.
- b) The workbook must be saved to a local drive and AutoSave must be enabled.
- c) The workbook must be saved to OneDrive or SharePoint and AutoRecover must be enabled in Excel Options.
- d) **The workbook must be saved to OneDrive or SharePoint and AutoSave must be enabled. (correct)**

13) Match the following terms to their definitions.

- a) Insert
- b) Save
- c) Drag
- d) Rename

Insert (correct) – Add a new sheet with the ribbon or by right-clicking

Save (correct) – Do this to your file before deleting a worksheet

Rename (correct) – Change the text on a worksheet tab

Drag (correct) – Copy a worksheet by holding CTRL and doing what

14) Sam created a worksheet of Sales figures for the Eastern region. Now he needs to create a worksheet just like it for the Western region. How should Sam proceed?

- a) He should open a new workbook, arrange the two workbooks side-by-side, and create a Western worksheet from scratch, using the Eastern worksheet as a guide.
- b) He should add a new worksheet to the current workbook, view both worksheets side-by-side, and create the Western worksheet from scratch, using the Eastern worksheet as a guide.
- c) He should create a copy of the Eastern worksheet, rename the copy Western, and then enter the figures as appropriate. (correct)**

15) When you use the Move or Copy feature and select (new book), if the Create a copy checkbox is selected, the worksheet is removed from the original workbook.

- True
- **False (correct)**



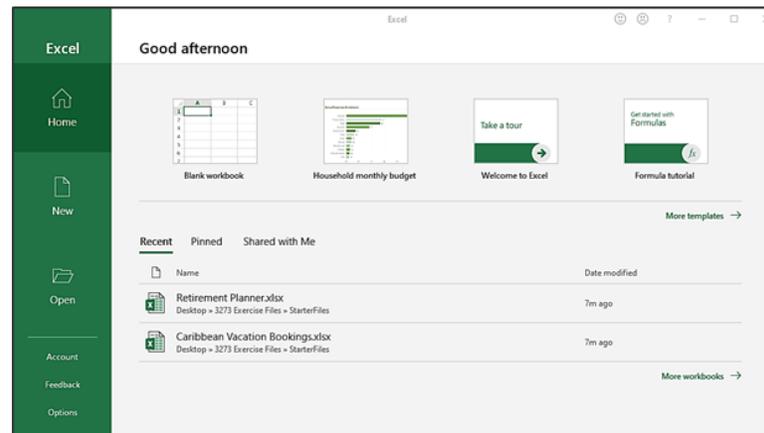
Microsoft Excel

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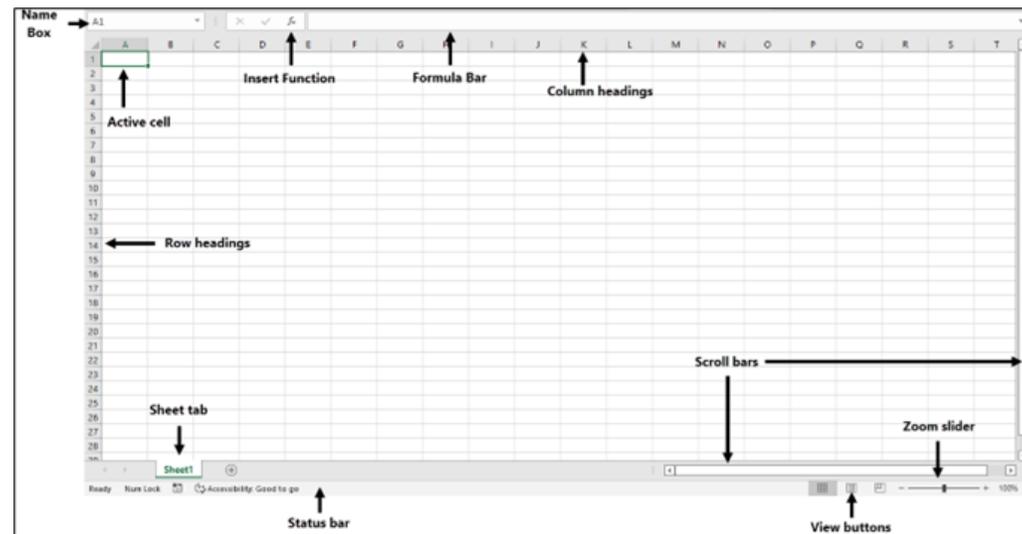
Work with Excel

Unit 1: Getting to Know Excel

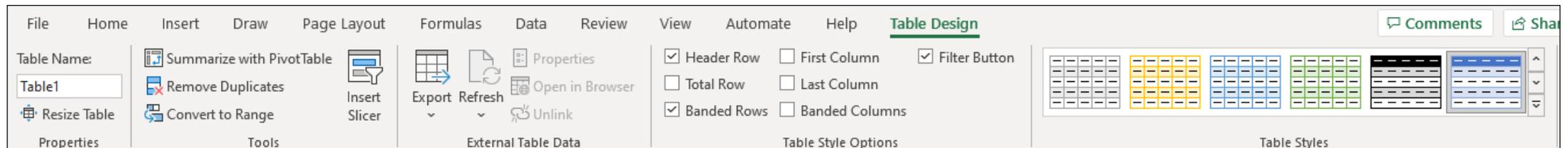
- Startup screen serves as the workspace, with the Ribbon, Quick Access Toolbar (QAT), and File tab
- Various tabs, groups and buttons allow for user access



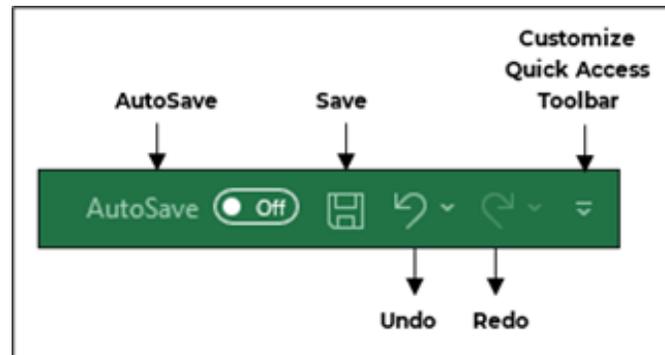
Key elements include the Name Box, Formula Bar, Insert Function tool, sheet tabs, scroll bars, view buttons and status bar



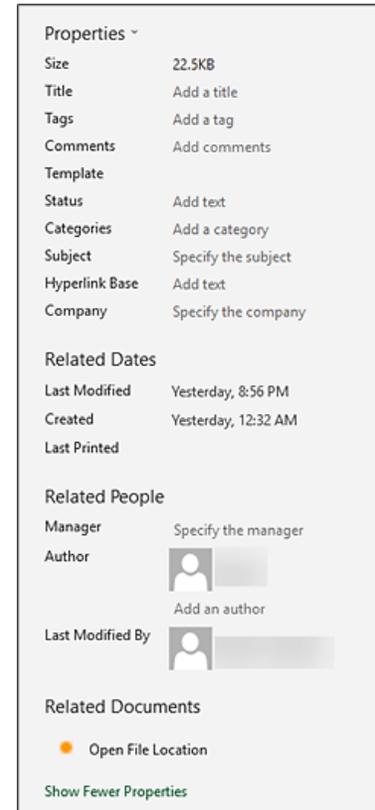
- Organizes commands into tabs related to specific activities with contextual tabs appearing when applicable.
- Tabs have commands, some with galleries and additional options accessed via More button



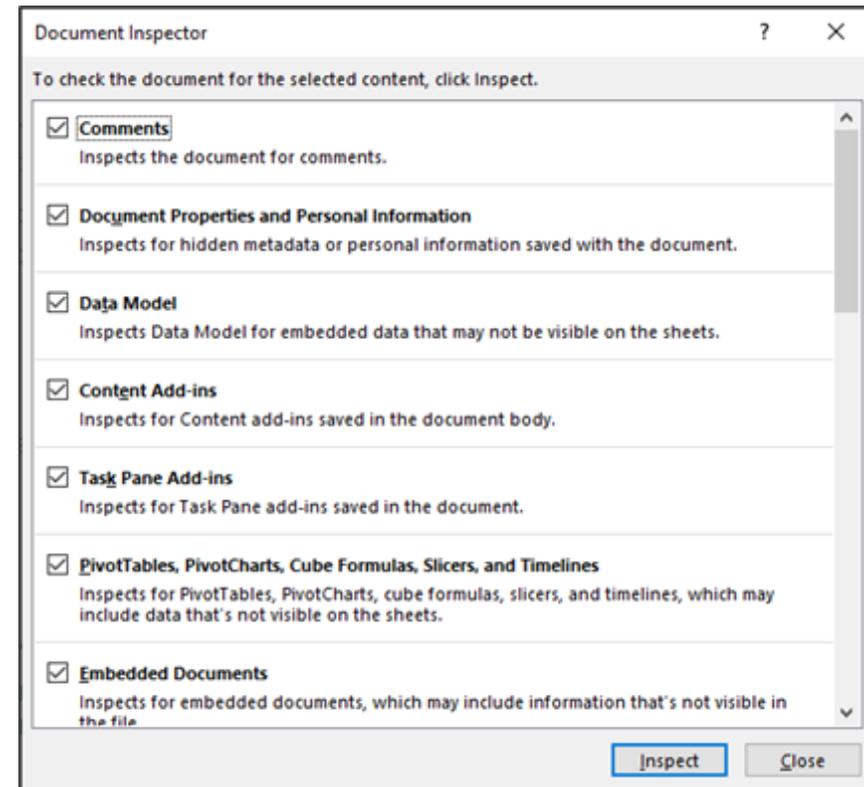
- Located above Ribbon and includes default commands like AutoSave, Save, Undo, and Redo
- Customize and move above or below Ribbon via context menu or Customize Quick Access Toolbar option



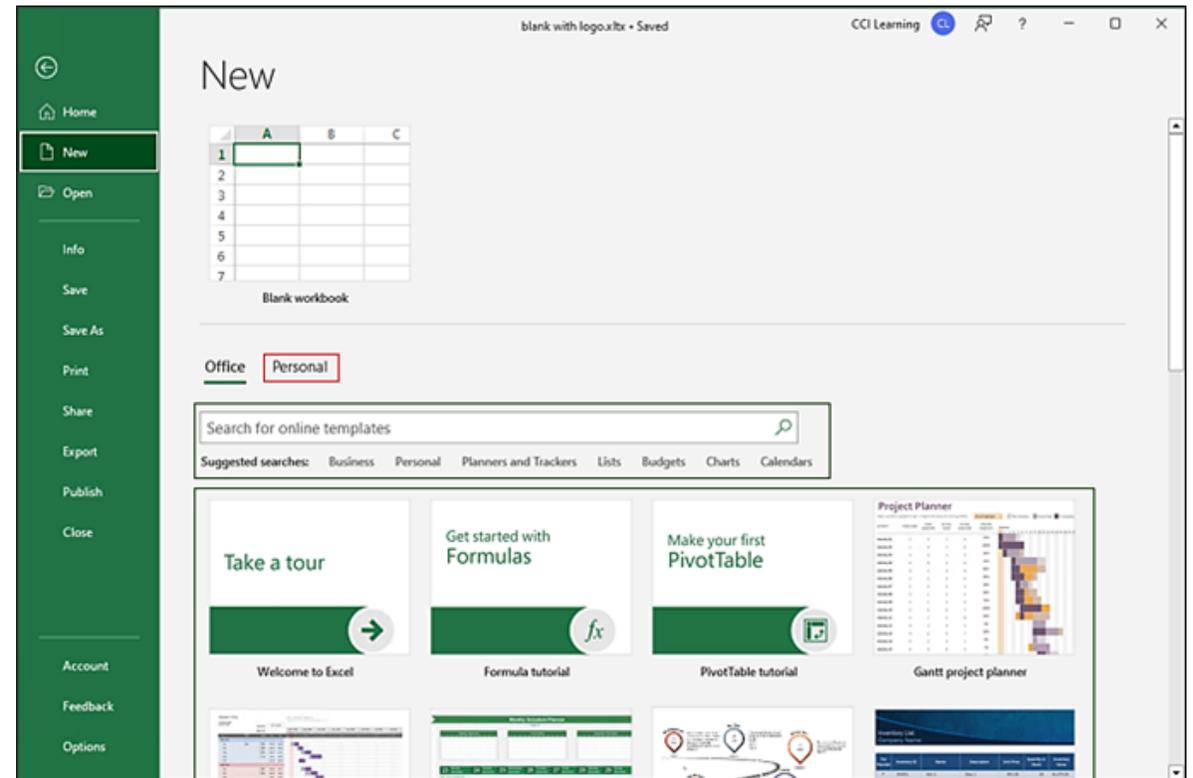
- Includes details like creation date, author, and file size, and customizable properties such as Title and company name
- Select **File** tab > **Info**, and then enter the property values



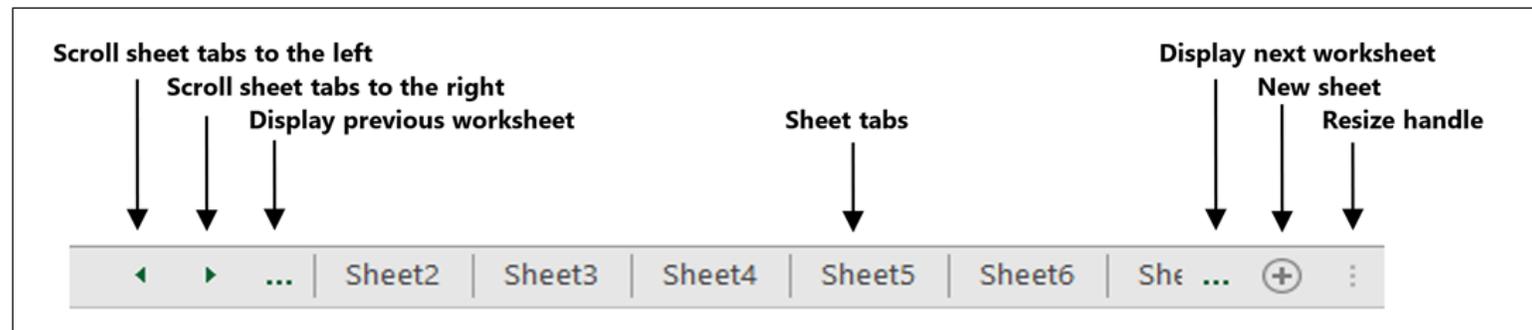
Use Accessibility Checker to find hidden and private information and address compatibility issues with suggestions and a report



- File > New > Blank workbook, or CTRL+N
- File > Save

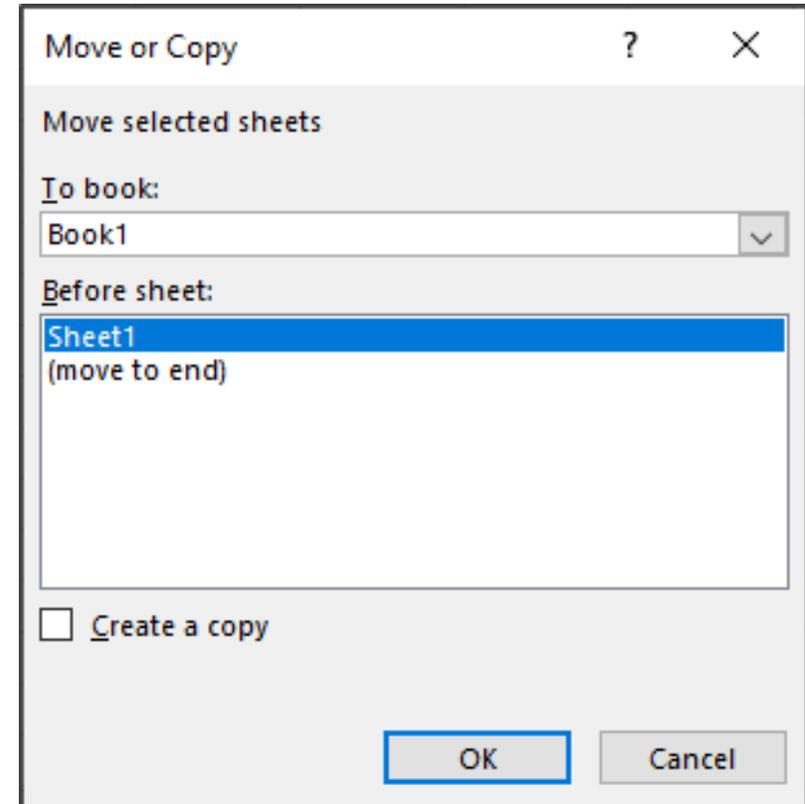


- Select worksheet tabs to view them, use the tab scrolling buttons or resize handle to access hidden tabs
- Rename and delete sheets via menu or tabs



- Drag the sheet tab to a new location or use the Move or Copy option
- Duplicate with the Move or Copy option, check the Create a copy box, or hold CTRL while dragging the sheet tab to desired location

- Right-click worksheet tab > select Move or Copy to relocate
- Drag the worksheet tab to move it, or CTRL+drag the tab to copy it to the other workbook



Unit 1 Work with Excel Associate

Study Guide Complete

Topic	Explanation
Startup and Application Window	
Startup Screen	The screen that appears when Excel starts, from which you can open a workbook, start a new blank workbook, or create a new workbook based on a template.
File Tab	Opens the Backstage view.
Ribbon	A collection of tabs that contains buttons, menus, and other controls you use to perform certain actions in Excel.
Quick Access Toolbar (QAT)	Located above the Ribbon, provides quick and customizable access to frequently used commands.
Title Bar	<ul style="list-style-type: none"> • Located at the top of the screen, indicates the contents of the window. • May also show the text [<i>Compatibility Mode</i>] if the workbook you are using has been saved to be compatible with a previous version of Excel.
Minimize, Maximize/Restore Down, Close	Located in the upper right-hand corner of the window, these buttons enable you to minimize the application window to a button on the taskbar, maximize the program to full screen, restore the window to its original size, or close the application window.
Ribbon Group	Groups of related commands. Some groups include a dialog box launcher button at the bottom right, which opens a dialog box with more commands and options.
Ribbon Display Options	Controls whether to hide or display the Ribbon with the tabs or with both tabs and command buttons.
Worksheet Window	
Name Box	Displays the cell address of the active cell.
Insert Function	Opens a dialog box to help you choose and insert a built-in function.
Formula Bar	Displays the contents of the active cell and can be used to add or edit data.
Active Cell	The selected cell into which values will be inserted. Only one cell can be the active cell at any given time.
Column Headings	Sequential letters at the top of each column enable you to identify columns.
Row Headings	Sequential numbers on the left side of each row enable you to identify rows.
Sheet Tab	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
Status Bar	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
Scroll Bars	Scrolls the spreadsheet to view content that is offscreen and not visible.
View Buttons	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
Zoom Slider	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.
Ribbon	
Ribbon tab	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
Contextual tab	Tabs that appear only when they are applicable.
More button	Opens a gallery.
Gallery	Type of menu in the ribbon that displays multiple formatting options.

Live Preview	Changing the selected content on the worksheet when you point at a Gallery formatting option.
Ribbon Display Options	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
Customize the Quick Access Toolbar	
Method to Position the Quick Access Toolbar	Select Customize Quick Access Toolbar > Show Below the Ribbon .
Method to Customize the QAT	<ul style="list-style-type: none"> Right-click any command in the Ribbon and select Add to Quick Access Toolbar.
Method to Customize the QAT	<ul style="list-style-type: none"> Select Customize Quick Access Toolbar at the end of the QAT and select a command from the displayed list of commands.
Method to Customize the QAT	<ul style="list-style-type: none"> Select File > Options > Quick Access Toolbar (or select More Commands), select a category from Choose commands from, select a command from the list on the left and select Add, repeat this step for each command you want to add, and then select OK.
Access Workbook Properties	
Metadata	Information about a file that's stored within the file.
Properties	<ul style="list-style-type: none"> Metadata in Excel. Some generated automatically by Excel. Example: the date and time the file was created and last modified. Some you add. Example: a workbook Title.
To Add or Change Properties	File tab > Info , and then enter the property values.
Access Properties	Select the Show All Properties link at the end of the list of Properties.
Advanced Properties	Select the Properties drop-down menu > Advanced Properties .
Check for Issues	
Document Inspector	Tool used to find hidden or private information in a workbook and report it to you in a report.
Accessibility Checker	Ensure that users with disabilities can access the content in the workbook.
Check Compatibility	Check for features not supported by earlier versions of Excel.
Check Compatibility	Select File > Info > Check for Issues > Check Compatibility .
Inspect a Workbook	Select File > Check for Issues > Inspect Document .
Create and Save a New Workbook	
Methods to Create a New Blank Workbook	<ul style="list-style-type: none"> File > New > Blank workbook. CTRL+N.
Methods to Create a New Workbook from a Template	File > New and then select a template.
When to Save Workbook	<ul style="list-style-type: none"> Frequently while you work. Before quitting Excel. Before turning off your computer.
Template	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
Method to Save a Workbook	File > Save .
Information Needed to Save Workbook	<ul style="list-style-type: none"> File name. Save location. File type.
Extension	The last four characters in the file name indicate the type of Excel file it is.
.xlsx	Extension for workbook file types.

.xlst	Extension for template file types.
Manage Worksheets	
Worksheet Tab	The selectable area at the bottom of each worksheet with a unique name; selecting the worksheet's tab makes it the active worksheet.
Method to Insert a New Worksheet	Home tab > Cells group > Insert > Insert Sheet.
Delete a Worksheet	<ul style="list-style-type: none"> Right-click (or access the context menu) the sheet tab > Delete.
Rename Worksheet	<ul style="list-style-type: none"> Double-click the existing worksheet tab and enter a new name.
Move a Worksheet	<ul style="list-style-type: none"> Right-click (or access the context menu) the sheet tab > Move or Copy, select a sheet in the Before sheet list > OK.
Copy a Worksheet	<ul style="list-style-type: none"> Right-click (or access the context menu) the sheet tab > Move or Copy, select a sheet in the Before sheet list > Create a copy checkbox > OK.
Move or Copy to a New Workbook	Right-click the worksheet tab, select Move or Copy, under To book select (new book), if you want to retain the worksheet in the original workbook, select the Create a copy checkbox, OK.
Move to Another Workbook	<p>Arrange two workbooks side-by-side and then:</p> <ul style="list-style-type: none"> To move a sheet, drag its worksheet tab to the other workbook.
Move or Copy Worksheets	
Move or Copy Worksheets	Change the sequence in which the worksheets appear in a workbook to help organize multi-worksheet workbooks.
Move Within Workbook	<ul style="list-style-type: none"> Right-click (or access the context menu) the sheet tab and select Move or Copy, select a sheet in the Before sheet list, and then select OK.
Copy Within Workbook	<ul style="list-style-type: none"> Right-click (or access the context menu) the sheet tab and select Move or Copy, select a sheet in the Before sheet list, select the Create a copy checkbox, and then select OK.
Reuse or Relocate Worksheets	
Move or Copy Feature	Use a worksheet from an original workbook to an existing or a new workbook.
Create a Copy Button	Whether the worksheet remains in the original workbook depends on if this is selected.

Unit 1 Work with Excel Associate

Study Guide Fill-In Topic

Topic	Explanation
Startup and Application Window	
	The screen that appears when Excel starts, from which you can open a workbook, start a new blank workbook, or create a new workbook based on a template.
	Opens the Backstage view.
	A collection of tabs that contains buttons, menus, and other controls you use to perform certain actions in Excel.
	Located above the Ribbon, provides quick and customizable access to frequently used commands.
	<ul style="list-style-type: none"> • Located at the top of the screen, indicates the contents of the window. • May also show the text [<i>Compatibility Mode</i>] if the workbook you are using has been saved to be compatible with a previous version of Excel.
	Located in the upper right-hand corner of the window, these buttons enable you to minimize the application window to a button on the taskbar, maximize the program to full screen, restore the window to its original size, or close the application window.
	Groups of related commands. Some groups include a dialog box launcher button at the bottom right, which opens a dialog box with more commands and options.
	Controls whether to hide or display the Ribbon with the tabs or with both tabs and command buttons.
Worksheet Window	
	Displays the cell address of the active cell.
	Opens a dialog box to help you choose and insert a built-in function.
	Displays the contents of the active cell and can be used to add or edit data.
	The selected cell into which values will be inserted. Only one cell can be the active cell at any given time.
	Sequential letters at the top of each column enable you to identify columns.
	Sequential numbers on the left side of each row enable you to identify rows.
	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
	Scrolls the spreadsheet to view content that is offscreen and not visible.
	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.
Ribbon	
	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
	Tabs that appear only when they are applicable.
	Opens a gallery.
	Type of menu in the ribbon that displays multiple formatting options.

	Changing the selected content on the worksheet when you point at a Gallery formatting option.
	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
Customize the Quick Access Toolbar	
	Select Customize Quick Access Toolbar > Show Below the Ribbon.
	<ul style="list-style-type: none"> Right-click any command in the Ribbon and select Add to Quick Access Toolbar.
	<ul style="list-style-type: none"> Select Customize Quick Access Toolbar at the end of the QAT and select a command from the displayed list of commands.
	<ul style="list-style-type: none"> Select File > Options > Quick Access Toolbar (or select More Commands), select a category from Choose commands from, select a command from the list on the left and select Add, repeat this step for each command you want to add, and then select OK.
Access Workbook Properties	
	Information about a file that's stored within the file.
	<ul style="list-style-type: none"> Metadata in Excel. Some generated automatically by Excel. Example: the date and time the file was created and last modified. Some you add. Example: a workbook Title.
	File tab > Info , and then enter the property values.
	Select the Show All Properties link at the end of the list of Properties.
	Select the Properties drop-down menu > Advanced Properties.
Check for Issues	
	Tool used to find hidden or private information in a workbook and report it to you in a report.
	Ensure that users with disabilities can access the content in the workbook.
	Check for features not supported by earlier versions of Excel.
	Select File > Info > Check for Issues > Check Compatibility.
	Select File > Check for Issues > Inspect Document.
Create and Save a New Workbook	
	<ul style="list-style-type: none"> File > New > Blank workbook. CTRL+N.
	File > New and then select a template.
	<ul style="list-style-type: none"> Frequently while you work. Before quitting Excel. Before turning off your computer.
	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
	File > Save.
	<ul style="list-style-type: none"> File name. Save location. File type.
	The last four characters in the file name indicate the type of Excel file it is.
	Extension for workbook file types.
	Extension for template file types.

Manage Worksheets	
	The selectable area at the bottom of each worksheet with a unique name; selecting the worksheet's tab makes it the active worksheet.
	Home tab > Cells group > Insert > Insert Sheet.
	<ul style="list-style-type: none"> • Right-click (or access the context menu) the sheet tab > Delete.
	<ul style="list-style-type: none"> • Double-click the existing worksheet tab and enter a new name.
	<ul style="list-style-type: none"> • Right-click (or access the context menu) the sheet tab > Move or Copy, select a sheet in the Before sheet list > OK.
	<ul style="list-style-type: none"> • Right-click (or access the context menu) the sheet tab > Move or Copy, select a sheet in the Before sheet list > Create a copy checkbox > OK.
	Right-click the worksheet tab, select Move or Copy , under To book select (new book), if you want to retain the worksheet in the original workbook, select the Create a copy checkbox, OK.
	Arrange two workbooks side-by-side and then: <ul style="list-style-type: none"> • To move a sheet, drag its worksheet tab to the other workbook.
Move or Copy Worksheets	
	Change the sequence in which the worksheets appear in a workbook to help organize multi-worksheet workbooks.
	<ul style="list-style-type: none"> • Right-click (or access the context menu) the sheet tab and select Move or Copy, select a sheet in the Before sheet list, and then select OK.
	<ul style="list-style-type: none"> • Right-click (or access the context menu) the sheet tab and select Move or Copy, select a sheet in the Before sheet list, select the Create a copy checkbox, and then select OK.
Reuse or Relocate Worksheets	
	Use a worksheet from an original workbook to an existing or a new workbook.
	Whether the worksheet remains in the original workbook depends on if this is selected.

Unit 1 Work with Excel Associate

Study Guide Fill-In Explanation

Topic	Explanation
Startup and Application Window	
Startup Screen	
File Tab	
Ribbon	
Quick Access Toolbar (QAT)	
Title Bar	
Minimize, Maximize/Restore Down, Close	
Ribbon Group	
Ribbon Display Options	
Worksheet Window	
Name Box	
Insert Function	
Formula Bar	
Active Cell	
Column Headings	
Row Headings	
Sheet Tab	
Status Bar	
Scroll Bars	
View Buttons	
Zoom Slider	
Ribbon	
Ribbon tab	
Contextual tab	
More button	
Gallery	
Live Preview	
Ribbon Display Options	
Customize the Quick Access Toolbar	
Method to Position the Quick Access Toolbar	
Method to Customize the QAT	
Method to Customize the QAT	
Method to Customize the QAT	
Access Workbook Properties	
Metadata	
Properties	
To Add or Change Properties	

Access Properties	
Advanced Properties	
Check for Issues	
Document Inspector	
Accessibility Checker	
Check Compatibility	
Check Compatibility	
Inspect a Workbook	
Create and Save a New Workbook	
Methods to Create a New Blank Workbook	
Methods to Create a New Workbook from a Template	
When to Save Workbook	
Template	
Method to Save a Workbook	
Information Needed to Save Workbook	
Extension	
.xlsx	
.xlt	
Manage Worksheets	
Worksheet Tab	
Method to Insert a New Worksheet	
Delete a Worksheet	
Rename Worksheet	
Move a Worksheet	
Copy a Worksheet	
Move or Copy to a New Workbook	
Move to Another Workbook	
Move or Copy Worksheets	
Move or Copy Worksheets	
Move Within Workbook	
Copy Within Workbook	
Reuse or Relocate Worksheets	
Move or Copy Feature	
Create a Copy Button	

Unit 1 Construct Cell Data Associate

Learn Tasks

OD #	OD Desc	Lesson Topic	Assessment Details	Answer Key	File Name
		Types of Data	Select all the types of data entries you can make in Excel: a) Pictures b) Charts c) Numeric d) Text e) Formulas f) Workbooks	a) Pictures b) Charts c) Numeric (correct) d) Text (correct) e) Formulas (correct) f) Workbooks	n/a
2.1.1	Paste data by using special paste options	Paste Special	1) On the "Sales" spreadsheet: a. Copy cells A1:D7 b. Navigate to cell A1 on the "Values" spreadsheet c. Paste values only 2) On the "Values" spreadsheet: a. Copy cells A1:D7. b. Navigate to cell A1 on the "Transpose" spreadsheet c. Paste transpose	1) Select cells A1:A7 a. Select Copy (Ctrl+C) b. Select the Values tab > cell A1 c. Home tab > Clipboard group > Paste drop-down > Values menu item 2) On the Values spreadsheet a. With cells A1:A7 still selected Copy (Ctrl+C) b. Select the Transpose tab > Cell A1 c. Home tab > Clipboard group > Paste drop-down > Transpose menu item	Paste Special.xlsx
2.1.1	Paste data by using special paste options	Advanced Paste Special Options	1) Paste Formula a. On the "Value of a US Dollar" spreadsheet b. Copy cells B2:E2 c. On the "Destinations" spreadsheet d. Paste Formulas in cells B11:E11 2) Paste Add a. On the "Population Increase" spreadsheet b. Copy cells B2:E2 c. On the "Destination" spreadsheet d. Paste add in cells B8:E8 3) Skip blanks a. On the "Elevations Updates" spreadsheet b. Copy cells B2:E2 c. On the "Destination" spreadsheet 4) Paste Skip blanks in cells B13:E13	1) Paste Formula a. Select the "Value of a US Dollar" spreadsheet b. Select cells A1:A7 > Copy (Ctrl+C) c. Select the Values tab > cell A1 d. Home tab > Clipboard group > Paste drop-down > Values 2) Paste Add a. Select cells A1:A7 > Copy (Ctrl+C) b. Select the Transpose tab c. Select Cell A1 d. Home tab > Clipboard group > Paste drop-down > Transpose 3) Skip blanks a. Select cells B2:E2 b. Select the Destination tab c. Select cells B13:E13 4) Home tab > Clipboard group > Paste drop-down > Skip blanks	Advanced Paste Options-.xlsx
2.1.2	Fills cells by using AutoFill	Auto Fill	1) Use Auto Fill to fill a series from A1:A10, from 20 to 29 2) Use Auto Fill to fill a series of odd numbers from C1 to C10 3) Use Auto Fill to fill a series of weekdays from D1 to D10	1) Select A1, drag the fill handle (the black plus sign) to A10, select Auto Fill Options > Fill Series 2) Select C1:C2, drag the fill handle to C10	Auto Fill.xlsx

OD #	OD Desc	Lesson Topic	Assessment Details	Answer Key	File Name
			4) Use Auto Fill to fill the months of the year, starting in E1	3) Select D1, drag the fill handle to C10, select Auto Fill Options > Fill Weekdays 4) Select E1, drag the fill handle to E10	
2.1.3	Insert and delete multiple columns or rows	Insert and Delete Columns	1) Insert three columns before column A 2) Delete column E 3) Insert a column between columns C and D	1) Select columns A through C > right-click > Insert 2) Right-click the column header for column E > Delete 3) Select column D > Home tab > Cells group > Insert arrow > Insert Sheet Columns	Office Expenses-3.xlsx
2.1.3	Insert and delete multiple columns or rows	Insert and Delete Rows	1) Delete row 5 2) Insert one row before row 1 3) Insert two rows between rows 4 and 5	1) Select A5 > Home tab > Cells group > Delete arrow > Delete Sheet Rows 2) Select A1 > Home tab > Cells group > Insert arrow > Insert Sheet Rows 3) Select Row 5 > Insert Sheet Rows	Climate Data.xlsx
2.1.4	Insert and delete cells	Insert and Delete Cells	1) Insert one cell above D3 and shift cells down 2) Insert one cell to the left of A8 and shift cells right 3) Delete cell I8, shift cells left 4) Delete H4:H12, shift cells left 5) Delete A3:H3, shift cells up 6) Delete cell B4, shift cells up	1) Select D3, Home tab > Cells group > Insert arrow > Insert Cells > Shift cells down > OK 2) Right-click A8 > Insert > Shift cells right 3) Right-click I8 > Delete > Shift cells left 4) Drag to select H4:H12, Home tab > Cells group > Delete 5) Select A3, Home tab > Cells group > Delete arrow > Delete Sheet Rows 6) Right-click B4 > Delete > Shift cells up > OK	Website Hits.xlsx
1.3.2	Adjust row height and column width	Change Column Width	1) Manually adjust the width of column A until it's just wider than the text "Airport Fees" in A9. 2) AutoFit Column Width for column B. 3) Change the width of column C to "14".	1) Select the line between columns A and B > drag the line until it is just wider than the text "Airport Fees". 2) Double-click on the line between columns B and C. 3) Select any cell in column C, Home tab > Cells group > Format > Column Width > enter "14" > Enter Key	Price Quote.xlsx
1.3.2	Adjust row height and column width	Change Row Height	1) Change the height of row 1 to 30 2) Auto-fit the row height for rows 4 through 7	1) Right-click the row 1 header > select Row Height > enter "30" > Enter key 2) Select row 4 through 7 > Home tab > Cells group > Format arrow > AutoFit Row Height	Grade Book.xlsx

Unit 1 Construct Cell Data Associate

Practice Exercise

Assessment Details	Answer Key	File Name
<p>1) On the Office Expenses Spreadsheet:</p> <ol style="list-style-type: none"> In cells A1:E11 paste the formatting from the Marketing Expenses spreadsheet A1:E11 Auto fit column width for columns A:E Change row 1 height to "40" <p>2) On the Utility Expenses spreadsheet</p> <ol style="list-style-type: none"> Insert 3 rows between rows 11 and 12 Delete columns E and F On cell D13 insert a cell and shift cells down <p>3) On the Total Expenses spreadsheet</p> <ol style="list-style-type: none"> Beginning in cell A5 insert the values of the cell A11:D11 from the Marketing Expenses spreadsheet. <ol style="list-style-type: none"> Adjust column width to display all numbers. Fill the series beginning with D2 to display all months to December Use the Auto fill feature to fill in the total expenses for each month (cells B6:M6) <ol style="list-style-type: none"> Adjust column width to display all numbers. 	<p>1) On the Office Expenses Spreadsheet:</p> <ol style="list-style-type: none"> Select the Marketing Expenses spreadsheet > select A1:E11 > Home tab > Clipboard group > Copy > select Office Expenses spreadsheet > select A1:E1 > Home tab > Clipboard group > Paste drop-down > Other Paste Options: > Paste Formatting Select the column headings A:E > Home tab > Cells group > Format > Cell Size > Autofit Column Width Select row 1 > Home tab > Format > Cells group > Cell Size > Row Height > Row height: enter "40" <p>2) On the Utility Expenses spreadsheet</p> <ol style="list-style-type: none"> Select row headings 12, 13, 14 > Home tab > Cells group > Insert Select column headings E and F > Home tab > Cells group > Delete Select cell D13 Home tab > Cells group > Insert drop-down > Insert Cells > Shift cells down <p>3) On the Total Expenses Spreadsheet</p> <ol style="list-style-type: none"> Select the "Marketing Expenses" spreadsheet > select cells (A11:D11) > Home tab > Clipboard group > Copy > select the "Total Expenses" spreadsheet > select cell A5 > Home tab > Clipboard group > Paste drop-down > Values > Values > <ol style="list-style-type: none"> select cells > Home tab > Cells group > Format > AutoFit Column Width Select the bottom right bottom of cell D2 > right-click and drag until "December" appears > release the mouse > Fill Months Select the bottom right bottom of cell B6 > drag to M6 > select B6:M6 > <ol style="list-style-type: none"> Home tab > Cells group > Format > Cell Size > AutoFit Column Width 	<p>U1 L2 Associate Practice Exercises.xlsx</p>

Unit 1 Construct Cell Data Associate

Practice Questions

- 1) Text, numbers, and formulas are examples of:
 - a) **Types of data you can enter. (correct)**
 - b) Types of cell formats.
 - c) Types of worksheets.
 - d) Types of cell addresses.

- 2) How do you select different areas of a worksheet at the same time?
 - a) Use the ALT key as you use the mouse to select other cells.
 - b) Use the WINDOWS key as you use the mouse to select other cells.
 - c) Use the F1 key as you use the mouse to select other cells.
 - d) **Use the CTRL key as you use the mouse to select other cells. (correct)**

- 3) Suppose you want to copy and paste the contents of cell A1 to cell B1, but you do not want to copy the cell formatting to cell B1. What can you do?
 - a) Use the Paste Special command and select the Formats option.
 - b) **Use the Paste Special command and select the Values option. (correct)**
 - c) Use the Paste Special command and select the All using Source theme option.
 - d) Use the Paste Special command and select the Transpose option.

- 4) Imagine that you copied A1 with the value 100 and then used Paste Special using the Add operation to paste it to cell B1 that already contained the value 5. What's the new value in cell B1?
 - a) 100
 - b) **105 (correct)**
 - c) 500
 - d) 95
 - e) 5

- 5) To insert three columns between column C and D, you need to do what before you choose a method to insert the columns?
 - a) Select column D.
 - b) **Select columns D, E, and F. (correct)**
 - c) Select cell D1.
 - d) Select columns A, B, and C.

- 6) Which statement about inserting rows or columns into a worksheet is TRUE?
 - a) You can insert only one row at a time.
 - b) **You can insert multiple rows at the same time. (correct)**
 - c) When you insert a row, it affects only the data visible on the screen.
 - d) When you insert rows, you need to select all the cells in the range first.

- 7) Imagine you want to add another product in a list of products. You want to insert a new product (L-1094, Floor lamp) in cells A10 and B10. You begin by selecting cell A10 and then select Home > Cells > Insert arrow > Insert Cells. What choice in the Insert dialog box will ensure that the data already in the list isn't misaligned, and give you empty cells for your new product?

	A	B
1	ID	Product name
2	C-4986	Fabric couch - blue
3	C-4987	Leather couch
4	C-4988	Fabric couch - brown
5	C-4989	Loveseat, leather
6	C-4990	Loveseat, fabric
7	L-1091	Blue lamp
8	L-1092	Red lamp
9	L-1093	Reading lamp
10	L-1095	Book light
11	T-3049	Side table

- a) Shift cells right
 - b) Shift cells down
 - c) Entire row (correct)**
 - d) Entire column
- 8) Ruby wants all the entries in Column D in her worksheet to display fully. What is the best method for ensuring Column D is wide enough?
- a) Dragging the right border of Column D to the right edge of the Excel window
 - b) Using the AutoFit command (correct)**
 - c) Using the Resize command
 - d) Entering a very large number in the Column Width dialog box



Microsoft Excel

Mx

Construct Cell Data

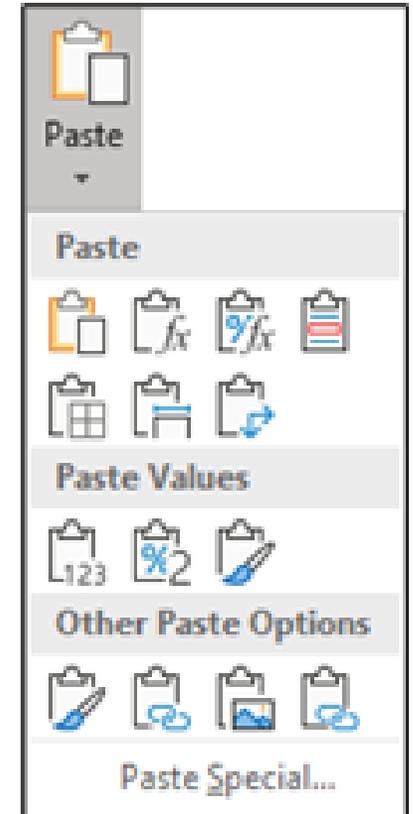
Unit 1: Getting to Know Excel

- Includes numeric (date, time values), text (alphabetic, numeric characters) and formulas

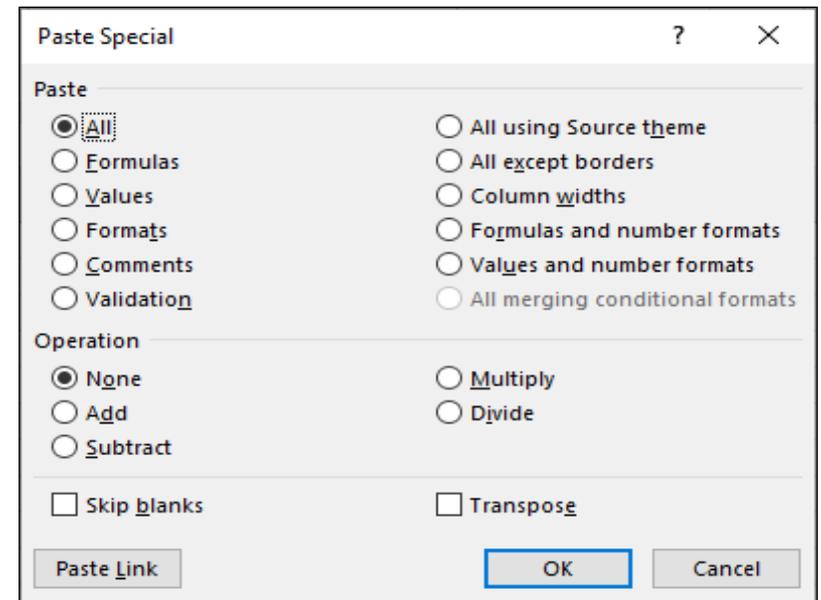
The image shows a screenshot of an Excel spreadsheet. At the top, the formula bar displays the formula $=G2+G3$. Below the formula bar, a table is visible with two columns: 'Team' (column F) and 'Hours' (column G). The table contains the following data:

Team	Hours
Blue	6.5
Green	7
Total	13.5

- Use Home > Paste drop-down or Paste Special for specific paste settings
- Paste Values for values only; Transpose to switch rows and columns



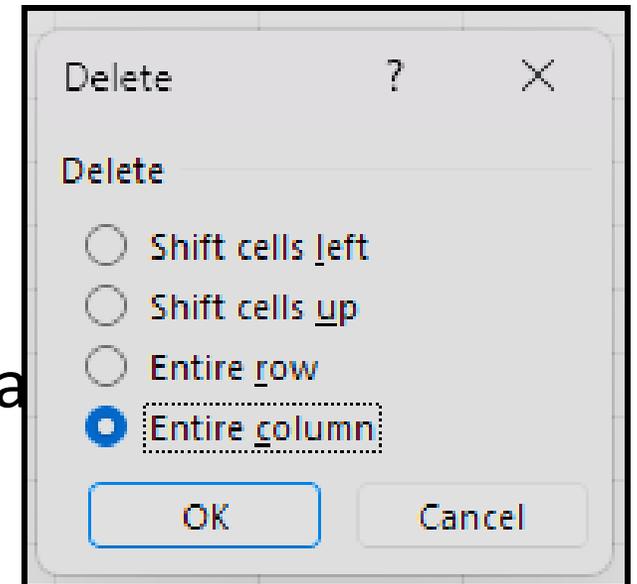
- Access via Home > Paste drop-down > Paste Special to control pasted data
- Use operations to combine values or Column Widths to maintain original column sizes



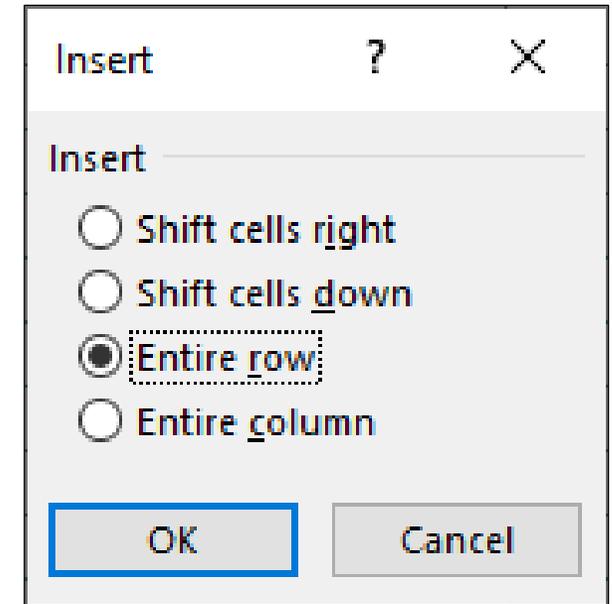
- Use to copy data or continue sequential patterns in entered data
- Drag Auto Fill handle across target cells and release

Paydays (Fridays) in 2023	
Friday, January 6, 2023	← The selected range
Friday, January 13, 2023	
Friday, January 20, 2023	
Friday, January 27, 2023	
Friday, February 3, 2023	← Auto Fill creates the remaining dates
Friday, February 10, 2023	
Friday, February 17, 2023	
Friday, February 24, 2023	
Friday, March 3, 2023	
Friday, March 10, 2023	

- Add columns left of the selection via Home > Insert or right-click column headings or select multiple columns to insert the same number
- Ensure no important data in cells before deleting via Home > Delete or right-click column headings



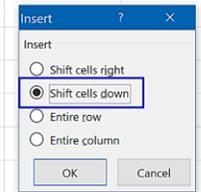
- Add rows above the selection using Home > Insert > Insert Sheet Rows or right-click row headings and select Insert
- Delete rows via Home > Delete > Delete Sheet Rows or right-click row headings and select Delete



- Add cells via Home > Insert or right-click the selection and choose Insert or remove cells via Home > Delete or right-click and select Delete

3	Trip start date	1/15/2019	1/25/2019	3/6/2019
4	Hotel	\$ 1,200.00	\$ 1,300.00	\$ 950.00
5	Train	\$ 350.00	\$ -	\$ -
6	Gas	\$ -	\$ 125.00	\$ 355.00
7	Food	\$ 150.00	\$ 165.00	\$ 85.00
8	Total:	\$ 1,700.00	\$ 1,590.00	\$ 1,390.00

3	Trip start date	1/15/2019	1/25/2019	3/6/2019
4	Hotel	\$ 1,200.00	\$ 1,300.00	\$ 950.00
5		\$ 350.00	\$ -	\$ -
6	Train	\$ -	\$ 125.00	\$ 355.00
7	Gas	\$ 150.00	\$ 165.00	\$ 85.00
8	Food	\$ 1,700.00	\$ 1,590.00	\$ 1,390.00
9	Total:			



- Change manually by dragging edges or using Home > Format > Column Width/AutoFit
- Hide via Home > Format > Hide & Unhide or right-click header then unhide by selecting adjacent columns and using the same options

	A	B	C	D
1	Popular Tours			
2		2022	2021	2020
3	Rock Climbing	#####	15000	
4	Ice Climbing	#####	20000	
5	Whale Watching	#####	25000	
6	Hot Air Ballooning	#####	10000	
7	Heli Skiing	9600	7500	
8	Cycling (Citi Bike)	#####	14800	
9	Haunted Site	#####	12500	
10		#####	1E+05	

- Use Home > Format > Row Height, drag the edge, or AutoFit via double-click
- Hide via Home > Format > Hide & Unhide or right-click header then unhide by selecting adjacent rows or dragging edges

Unit 1 Construct Cell Data Associate

Study Guide Complete

Topic	Explanation
Types of Data	
Three main data types of entries	<ul style="list-style-type: none"> Numeric. Text. Formulas.
Numeric	Numbers, date, or time values, aligns to the right by default.
Text	Alphabetic and numeric characters and most printable symbols, aligns to the left by default.
Formulas	Formulas are composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
Paste Special	
Paste Special	Paste options to control components of what is pasted.
Access Paste Special	Paste Options button (after pasting).
Paste Values	Pastes only values with no formatting or formulas.
Transpose Data	Rotates copied data when pasting, so the column data is pasted as a row, and row data is pasted as a column.
Transpose a Paste	Select the range, select the location to paste, Home tab > Clipboard group > Paste drop-down > Transpose .
Advanced Paste Special Options	
Paste Special Options	Home tab > Clipboard group > Paste button drop-down > Paste Special .
Paste	Specifies what components of the data in the Clipboard are pasted to the target cells.
Operation	Specifies the operation that combines the target cells and data pasted into the target cells.
Skip Blanks	Avoid overwriting any existing data in the target cells if there is no copied data to be put into that cell.
Transpose	Rotates the data, so copied data as a column will be pasted as a row, and vice-versa.
Auto Fill	
Auto Fill	Use to copy data or continue sequential patterns in entered data.
Auto Fill with Numbers or Dates	Will create a series.
Auto Fill with Text	Copies it, except for special cases such as names of months or days of the week.
Auto Fill with Multiple Values	Continues the sequence of values.
Fill handle	The small black square at the bottom right corner of the cell you drag to use Auto Fill.
Insert and Delete Columns	
Insert columns	New, blank columns are added to the worksheet.
Delete columns	Columns are removed from the worksheet.
Inserted New Columns	To the left of the cell (or column) that you select before issuing the Insert command.
Method to Insert a Column	Select a cell or column, Home tab > Cells group > Insert arrow > Insert Sheet Columns .

Method to Insert Multiple Columns	Select columns to the right of where you want the new columns to appear and then: <ul style="list-style-type: none"> Select Home tab > Cells group > Insert arrow > Insert Sheet Columns (or Insert).
Before Deleting Columns	Verify that the columns do not contain any valuable data in a portion of the worksheet that is not visible on the screen.
Delete One Column	Select a cell in the column, then select Home tab > Cells group > Delete arrow > Delete Sheet Columns .
Delete Multiple Columns	Select the column heading(s) for the column(s) to be deleted, and then: <ul style="list-style-type: none"> Home tab > Cells group > Delete.
Insert and Delete Rows	
Insert Rows	<ul style="list-style-type: none"> New, blank rows are added to the worksheet. Added directly above the cell or row you select before issuing the insert command.
Delete Rows	Rows are removed from the worksheet.
Method to Insert a Row	Home tab > Cells group > Insert arrow > Insert Sheet Rows .
Method to Insert Multiple Rows	Select the rows below where you want the new rows to appear and then: <ul style="list-style-type: none"> Select Home tab > Cells group > Insert arrow > Insert Sheet Rows (or Insert).
Before Deleting Rows	Verify that the rows do not contain any valuable data in a portion of the worksheet that is not visible on the screen.
Method to Delete One Row	Select a cell in the row, then Home tab > Cells group > Delete arrow > Delete Sheet Rows .
Method to Delete Multiple Rows	Select the row heading(s) for the row(s) to be deleted, and then Home tab > Cells group > Delete .
Insert and Delete Cells	
Insert Cells	New cells are added to the worksheet.
Delete Cells	Cells are removed from the worksheet.
Method to Insert Cells	Select Home tab > Cells group > Insert .
Method to Delete Cells	Select Home tab > Cells group > Delete .
Change Column Width	
Method to Change Column Width	Home tab > Cells group > Format > Column Width .
AutoFit	Change the column's width to fit the contents.
Method to Use AutoFit	Select the column or a cell in the column and select Home tab > Cells group > Format > AutoFit Column Width .
Hide Columns	Hiding a column removes it from view but it still exists on the worksheet.
Method to Hide Columns	Select the column heading(s) and then: <ul style="list-style-type: none"> Select Home tab > Cells group > Format > Hide & Unhide > Hide Columns.
Method to Unhide Columns	Select the column headings on both sides of the hidden column(s), and then: <ul style="list-style-type: none"> Select Home tab > Cells group > Format > Hide & Unhide > Unhide Columns
Change Row Height	
Change Row Height	Select the row or a cell in the row, Home tab > Cells group > Format > Row Height , enter a row height, OK .
Method to Change Row Height with AutoFit	Select the column or a cell in the row, Home tab > Cells group > Format > AutoFit Row Height .

Hide row	Hiding a row removes it from view but it still exists on the worksheet.
Method to Hide One Row	Home tab > Cells group > Format > Hide & Unhide > Hide Rows.
Method to Unhide Row	Home tab > Cells group > Format > Hide & Unhide > Unhide Rows.

Unit 1 Construct Cell Data Associate

Study Guide Fill-In Topic

Topic	Explanation
Types of Data	
	<ul style="list-style-type: none"> Numeric. Text. Formulas.
	Numbers, date, or time values, aligns to the right by default.
	Alphabetic and numeric characters and most printable symbols, aligns to the left by default.
	Formulas are composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
Paste Special	
	Paste options to control components of what is pasted.
	Paste Options button (after pasting).
	Pastes only values with no formatting or formulas.
	Rotates copied data when pasting, so the column data is pasted as a row, and row data is pasted as a column.
	Select the range, select the location to paste, Home tab > Clipboard group > Paste drop-down > Transpose .
Advanced Paste Special Options	
	Home tab > Clipboard group > Paste button drop-down > Paste Special .
	Specifies what components of the data in the Clipboard are pasted to the target cells.
	Specifies the operation that combines the target cells and data pasted into the target cells.
	Avoid overwriting any existing data in the target cells if there is no copied data to be put into that cell.
	Rotates the data, so copied data as a column will be pasted as a row, and vice-versa.
Auto Fill	
	Use to copy data or continue sequential patterns in entered data.
	Will create a series.
	Copies it, except for special cases such as names of months or days of the week.
	Continues the sequence of values.
	The small black square at the bottom right corner of the cell you drag to use Auto Fill.
Insert and Delete Columns	
	New, blank columns are added to the worksheet.
	Columns are removed from the worksheet.
	To the left of the cell (or column) that you select before issuing the Insert command.
	Select a cell or column, Home tab > Cells group > Insert arrow > Insert Sheet Columns .

	<p>Select columns to the right of where you want the new columns to appear and then:</p> <ul style="list-style-type: none"> • Select Home tab > Cells group > Insert arrow > Insert Sheet Columns (or Insert).
	<p>Verify that the columns do not contain any valuable data in a portion of the worksheet that is not visible on the screen.</p>
	<p>Select a cell in the column, then select Home tab > Cells group > Delete arrow > Delete Sheet Columns.</p>
	<p>Select the column heading(s) for the column(s) to be deleted, and then:</p> <ul style="list-style-type: none"> • Home tab > Cells group > Delete.
Insert and Delete Rows	
	<ul style="list-style-type: none"> • New, blank rows are added to the worksheet. • Added directly above the cell or row you select before issuing the insert command.
	<p>Rows are removed from the worksheet.</p>
	<p>Home tab > Cells group > Insert arrow > Insert Sheet Rows.</p>
	<p>Select the rows below where you want the new rows to appear and then:</p> <ul style="list-style-type: none"> • Select Home tab > Cells group > Insert arrow > Insert Sheet Rows (or Insert).
	<p>Verify that the rows do not contain any valuable data in a portion of the worksheet that is not visible on the screen.</p>
	<p>Select a cell in the row, then Home tab > Cells group > Delete arrow > Delete Sheet Rows.</p>
	<p>Select the row heading(s) for the row(s) to be deleted, and then Home tab > Cells group > Delete.</p>
Insert and Delete Cells	
	<p>New cells are added to the worksheet.</p>
	<p>Cells are removed from the worksheet.</p>
	<p>Select Home tab > Cells group > Insert.</p>
	<p>Select Home tab > Cells group > Delete.</p>
Change Column Width	
	<p>Home tab > Cells group > Format > Column Width.</p>
	<p>Change the column's width to fit the contents.</p>
	<p>Select the column or a cell in the column and select Home tab > Cells group > Format > AutoFit Column Width.</p>
	<p>Hiding a column removes it from view but it still exists on the worksheet.</p>
	<p>Select the column heading(s) and then:</p> <ul style="list-style-type: none"> • Select Home tab > Cells group > Format > Hide & Unhide > Hide Columns.
	<p>Select the column headings on both sides of the hidden column(s), and then:</p> <ul style="list-style-type: none"> • Select Home tab > Cells group > Format > Hide & Unhide > Unhide Columns
Change Row Height	
	<p>Select the row or a cell in the row, Home tab > Cells group > Format > Row Height, enter a row height, OK.</p>
	<p>Select the column or a cell in the row, Home tab > Cells group > Format > AutoFit Row Height.</p>
	<p>Hiding a row removes it from view but it still exists on the worksheet.</p>

	Home tab > Cells group > Format > Hide & Unhide > Hide Rows.
	Home tab > Cells group > Format > Hide & Unhide > Unhide Rows.

Unit 1 Construct Cell Data Associate

Study Guide Fill-In Explanation

Topic	Explanation
Types of Data	
Three main data types of entries	
Numeric	
Text	
Formulas	
Paste Special	
Paste Special	
Access Paste Special	
Paste Values	
Transpose Data	
Transpose a Paste	
Advanced Paste Special Options	
Paste Special Options	
Paste	
Operation	
Skip Blanks	
Transpose	
Auto Fill	
Auto Fill	
Auto Fill with Numbers or Dates	
Auto Fill with Text	
Auto Fill with Multiple Values	
Fill handle	
Insert and Delete Columns	
Insert columns	
Delete columns	
Inserted New Columns	
Method to Insert a Column	
Method to Insert Multiple Columns	
Before Deleting Columns	
Delete One Column	
Delete Multiple Columns	
Insert and Delete Rows	
Insert Rows	
Delete Rows	
Method to Insert a Row	
Method to Insert Multiple Rows	
Before Deleting Rows	

Method to Delete One Row	
Method to Delete Multiple Rows	
Insert and Delete Cells	
Insert Cells	
Delete Cells	
Method to Insert Cells	
Method to Delete Cells	
Change Column Width	
Method to Change Column Width	
AutoFit	
Method to Use AutoFit	
Hide Columns	
Method to Hide Columns	
Method to Unhide Columns	
Change Row Height	
Change Row Height	
Method to Change Row Height with AutoFit	
Hide row	
Method to Hide One Row	
Method to Unhide Row	

Unit 1 Work with Workbooks Associate

Learn Tasks

OD #	OD Desc	Lesson Topic	Assessment Details	Answer Key	File Name
1.4.4	Change window views	Window View Options	<ol style="list-style-type: none"> 1) Use the View tab to open the same spreadsheet in a new window. 2) View both windows as Tiled 3) On the left spreadsheet, change the value of cell B3 to 5 4) On the right spreadsheet, select cell B3 to verify the value of cell B3 5) On the right spreadsheet use the scrollbars to verify the right spreadsheet is the active sheet. 6) Close the new window (left spreadsheet) 	<ol style="list-style-type: none"> 1) Select View tab > Window group > New Window 2) Select View tab > Window group > Arrange All > Tiled > OK 3) In the window on the left select B3 > enter "5" > Enter key 4) Select anywhere in the right window > Drag the right window's vertical scroll bar up to display cell B3 5) Select anywhere in the right window > Drag the right window's vertical scroll bar down 6) Select the close button on the left window 	Ski Resort Snowfall.xls x
1.4.4	Change window views	Split View	<ol style="list-style-type: none"> 1) Create a split above and to the left of cell D7 2) Drag the horizontal split bar down so that it is in the middle of the screen. 3) Use the vertical scroll bar in the upper right pane to scroll down the worksheet 	<ol style="list-style-type: none"> 1) Select D7 > View > Window > Split 2) Drag the horizontal split bar down to the middle of the screen 3) Use the vertical scroll bar in the upper right pane to scroll down the worksheet 	Ski Resort Snowfall.xls x
1.4.2	Display and modify workbook content in different views	Workbook Views	<ol style="list-style-type: none"> 1) Switch to the Page Layout view then select cell F1 2) Switch to the Page Break Preview view then select cell P22 3) Switch to the Normal view then select cell A1 	<ol style="list-style-type: none"> 1) View tab > Workbook Views group > Page Layout > F1 2) View tab > Workbook Views group > Page Break Preview > P22 3) View tab > Workbook Views group > Normal > A1 	Ski Resort Snowfall.xls x
1.4.3	Freeze worksheet rows and columns	Freeze Panes	<ol style="list-style-type: none"> 1) Select cell B2 and Freeze Panes 2) Scroll to the right in the worksheet until columns M and N are visible, and note that the dates in column A remain in view 3) Scroll down the worksheet and note that row 1 remains in place. 	<ol style="list-style-type: none"> 1) Select cell B2, View tab > Window group > Freeze Panes > Freeze Panes 2) Scroll to the right in the worksheet until columns M and N are visible 3) Scroll down the worksheet 	Ski Resort Snowfall.xls x
1.3.1	Modify page setup	Page Layout	<ol style="list-style-type: none"> 1) Change the margins to Wide 2) Change the Orientation to Landscape 3) View gridlines 	<ol style="list-style-type: none"> 1) Page Layout tab > Page Setup group > Margins > Wide 2) Page Layout tab > Page Setup group > Orientation > Landscape 3) Page Layout tab > Sheet Options group > Gridlines deselect View checkbox 	Ski Resort Snowfall.xls x
1.3.1	Modify page setup	Page Setup	<ol style="list-style-type: none"> 1) Scale to fit 1 page wide. 2) Set Margins to: <ul style="list-style-type: none"> • Top to .75 inch • Bottom to 1.25 inch • Left to 1.5 inches • Right to .75 inch 	<ol style="list-style-type: none"> 1) Page Layout tab > Scale to Fit group > Width arrow > 1 page 2) Page Layout tab > Page Setup group > Margins > Custom Margins > Left: "1.5" > Right: ".75" > Top: ".75", Bottom "1.25" 	Ski Resort Snowfall.xls x

OD #	OD Desc	Lesson Topic	Assessment Details	Answer Key	File Name
			<ul style="list-style-type: none"> • Header to .65 • Footer to .65 3) Center on page Horizontally	> Header “.65” > Footer “.65” 3) Select Horizontally > OK	
1.3.3	Customize headers and footers	Headers and Footers	1) Add a pre-formatted header with the Sheet name (Tolano Adventures) in the middle section 2) Add the pre-formatted footer “Page 1 of ?”	1) Insert tab > Text group > Header & Footer, Header & Footer Tools Design tab > Header & Footer group > Header > Travel Sales 2) Insert the cursor in any footer section, Header & Footer Tools Design tab > Header & Footer group > Footer > Page 1 of ?	Travel Sales.xlsx
1.5.3	Configure print settings	Print Options	1) Set row 1 to repeat at the top of every page 2) Set a print range that only includes the heading (row 1) and all bike tours (A1:E26)	1) Select the Page Layout tab > Page Setup group > Print Titles > Rows to repeat at top field > select the row 1 header on the worksheet 2) Select cells A1:E26 > Page Layout tab > Page Setup group > Print Area > Set Print Area	Travel Sales.xlsx

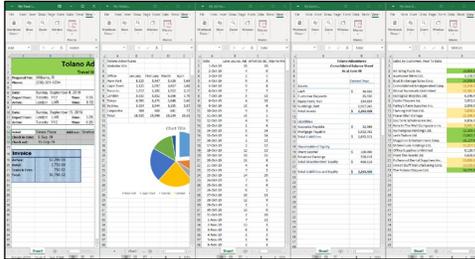
Unit 1 Work with Workbooks Associate

Practice Exercise

Assessment Details	Answer Key	File Name
<ol style="list-style-type: none"> 1) Add a header with the text "World Countries Information" in the center box of the header then return to normal view 2) Create a split above and to the left of cell C12 3) Drag the horizontal split bar down so that it is in the middle of the screen. 4) In cell A16, replace "Greenland" with "Denmark" and notice you can see the change in all four panes. 5) Remove the split bars 6) Freeze the top row and scroll down to row 100 then select cell A100 7) Switch to Page Break Preview 8) Move the page break to the right of the printable area to the left to omit printing columns F through H 9) Set row 1 and column A to repeat on each page when printed 	<ol style="list-style-type: none"> 10) View tab > Workbook Views group > Page Layout > at the top of page 1, select the center box of the header, enter "World Countries Information", select any cell in the worksheet > View tab > Workbook Views group > Normal 1) Select C12, select View tab > Window group > Split 2) Drag the horizontal split bar down to the middle of the screen 3) Select cell A16 > enter "Denmark" > Enter key 4) View tab > Window group > Split 5) View tab > Window group > Freeze Panes > Freeze Top Row 6) View tab > Workbook Views group > Page Layout View tab, Page Break Preview 7) Drag the page break solid line at the right side of column H to the left by three columns, between E and F 8) Page Layout tab > Page Setup group > Print Titles, insert Enter cursor in Rows to repeat at top field, select the row 1 header on the worksheet, insert cursor in Columns to repeat at left, select the column A header, Enter 	<p>L3-Ex1-Countries.xlsx</p>

Unit 1 Work with Workbooks Associate Practice Questions

1) How are the open windows in the following figure arranged?

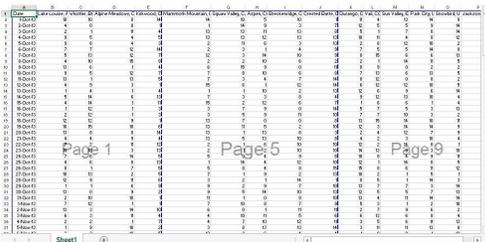


- a) Horizontal
- b) Tiled
- c) Cascade
- d) **Vertical (correct)**

2) Mark needs to work on areas of his large worksheet that are far apart from each other. Some information is at the top left, some far to the right, and some many rows down. What does he need to do so he can see all these areas at once?

- a) Freeze panes
- b) **Split the window (correct)**
- c) Copy the data to another workbook so he can view it there
- d) Cut and paste the data so it's in several worksheets

3) Which view is shown in the following figure?



- a) Normal
- b) Watermark
- c) **Page Break Preview (correct)**
- d) Page Layout

4) Sarah is entering weekly sales data for week 37 of the current year. However, when she moves down to the cells where she needs to enter the data, the column headings scroll out of view and sometimes she loses track of which column she is working in. What can Sarah do to keep the column headings visible even while she is working in a distant portion of the worksheet?

- a) **Freeze panes (correct)**
- b) Reset the window position
- c) Cascade the window
- d) Adjust the zoom so that she can see the entire worksheet on screen

- 5) To manually remove a manually inserted page break, what do you select before you select Breaks > Remove Page Break?
- a) The worksheet
 - b) The same cell used to create the page break (correct)**
 - c) The cells on that sheet you want to print
 - d) The row one row above the page break

- 6) Match the following terms to their definitions.

- a) Titles
- b) Break
- c) Margin
- d) Orientation
- e) Area

Margin (correct) – The amount of white space from the edge of the page

Orientation (correct) – Portrait and Landscape are types of this

Area (correct) – A specified range to print

Titles (correct) – Rows and/or columns that appear at the top/left of every page of printed output

Break (correct) - Specific place where a new page should start

- 7) Fill in the blanks with the correct words.

The Page Setup dialog box contains some commands that aren't available in the **ribbon (correct)**.

Specify a **scaling (correct)** percentage to magnify or shrink the size of the worksheet proportionally.

Use the **fit (correct)** option to fit the worksheet into the specified number of pages.

Enter the distance between the Header and Footer and the top/bottom edge of the page on the **Margins (correct)** tab.

Adjust the **page (correct)** order to change whether Excel prints down the rows first, or across the columns first.

Select Print **Gridlines (correct)** to display or print the lines around each cell.

Select Print **Headings (correct)** to print column letters (A, B, C) and row numbers (1, 2, 3).

- Headings
- Ribbon
- Scaling
- Gridlines
- Fit
- Page
- Margins

- 8) Which of the following statements about headers and footers is true?

- a) You must be in the Page Layout view to add headers and footers.
- b) The Page Layout dialog box is the only location to select preset headers and footers.
- c) You can add a header or footer to more than one sheet at a time if multiple sheets are selected. (correct)**
- d) You can only add a header or footer to one sheet at a time.

- 9) Andrea needs to print a 7-page report of inventory figures. The column headings print only on the first page of the report. What should she do to ensure the column headings print on every page?

- a) Add the column headings into the report header.
- b) There is no way to ensure that column headings print on every page of a report.
- c) Set the row with the column headings as a print title. (correct)**
- d) Repeat the column headings at the page break locations throughout the report.



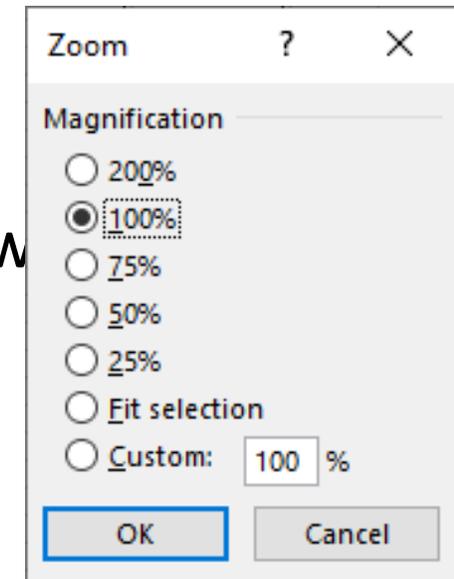
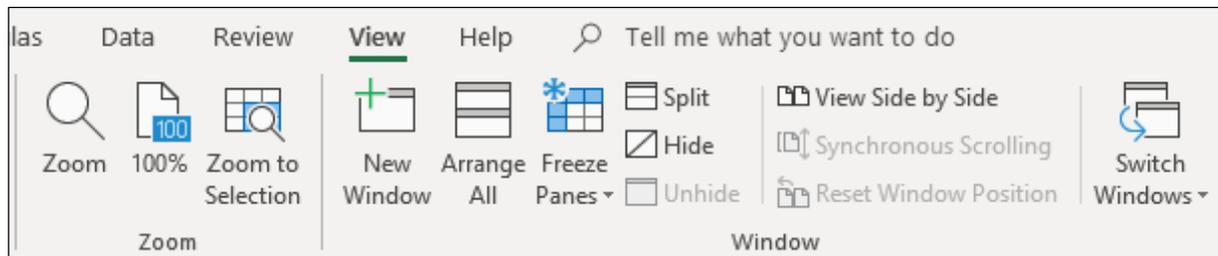
Microsoft Excel

Mx

Work with Workbooks

Unit 1: Getting to Know Excel

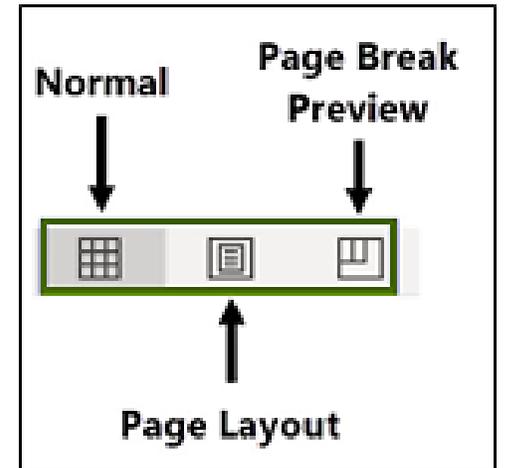
- Adjust via View > Zoom or Fit Selection for a specific range
- Use View > Window for features like New Window, Arrange All, Freeze Panes, Split, Hide/Unhide, and View Side by Side



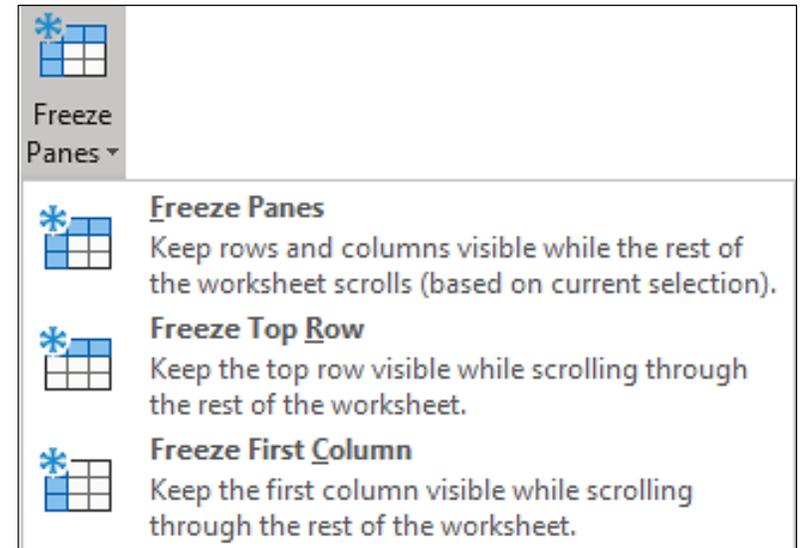
- Divide a worksheet into two or four panes via View > Split, allowing independent scrolling as the split occurs above and to the left of the active cell

	A	B	C	D	E	F	G	H	I
1	Date	Lake Louise, AB	Whistler, BC	Alpine Meadows, CA	Kirkwood, CA	Mammoth Mountain, CA	Squaw Valley, CA	Aspen, CO	Breckenridge
2	1-Oct-19	10	10	0	14	14	10	5	
3	2-Oct-19	4	0	8	1	1	14	9	
4	3-Oct-19	2	1	11	4	13	13	11	
5	4-Oct-19	9	5	4	5	13	13	12	
6	5-Oct-19	9	8	4	3	2	11	6	
7	6-Oct-19	7	7	12	14	2	3	1	
8	7-Oct-19	5	13	12	7	12	3	14	
9	8-Oct-19	4	10	15	8	2	2	10	
10	9-Oct-19	13	6	1	4	6	15	15	
11	10-Oct-19	9	5	12	7	7	8	10	
12	11-Oct-19	13	1	13	5	7	3	4	
13	12-Oct-19	4	9	3	1	15	6	1	
14	13-Oct-19	1	4	1	4	1	1	10	
15	14-Oct-19	5	14	6	13	7	3	3	

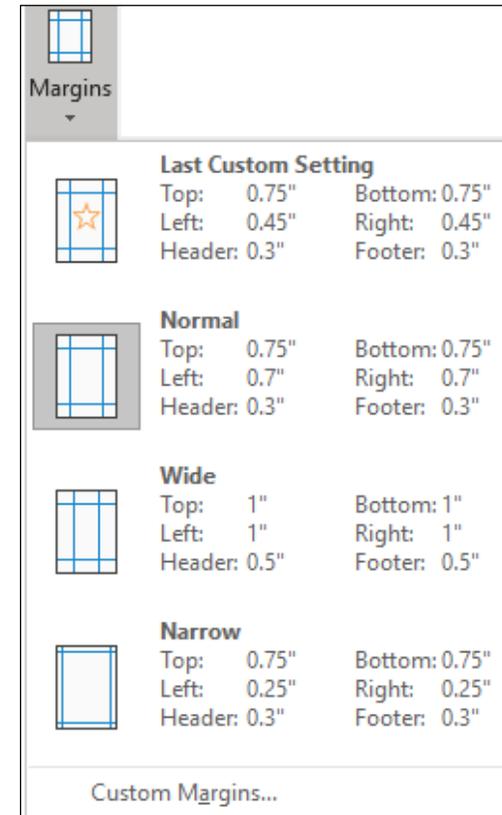
- Switch between Normal, Page Break Preview, Page Layout, or Custom Views via View > Workbook Views or the status bar



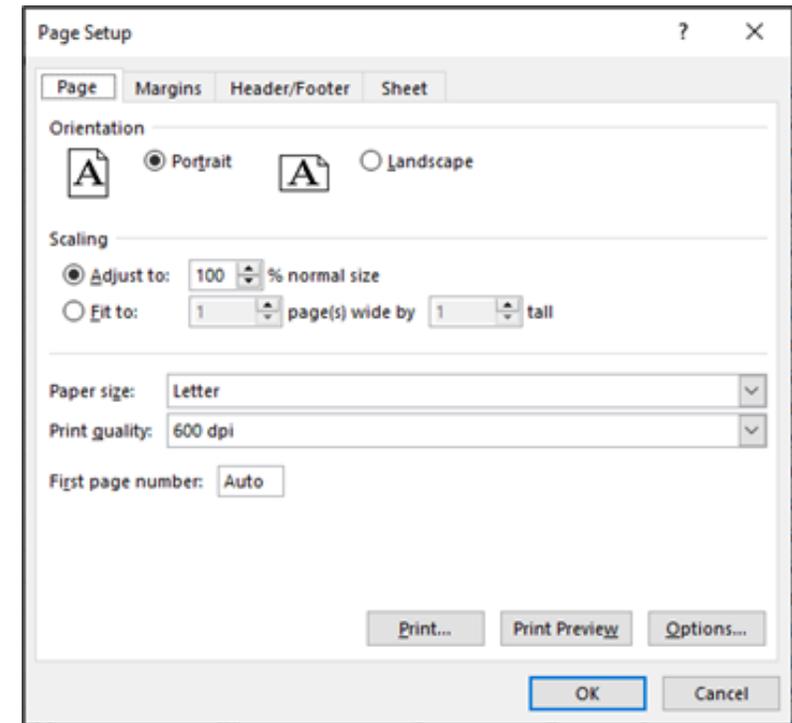
- Keep headers visible while scrolling by using View > Freeze Panes and disable by following the same steps



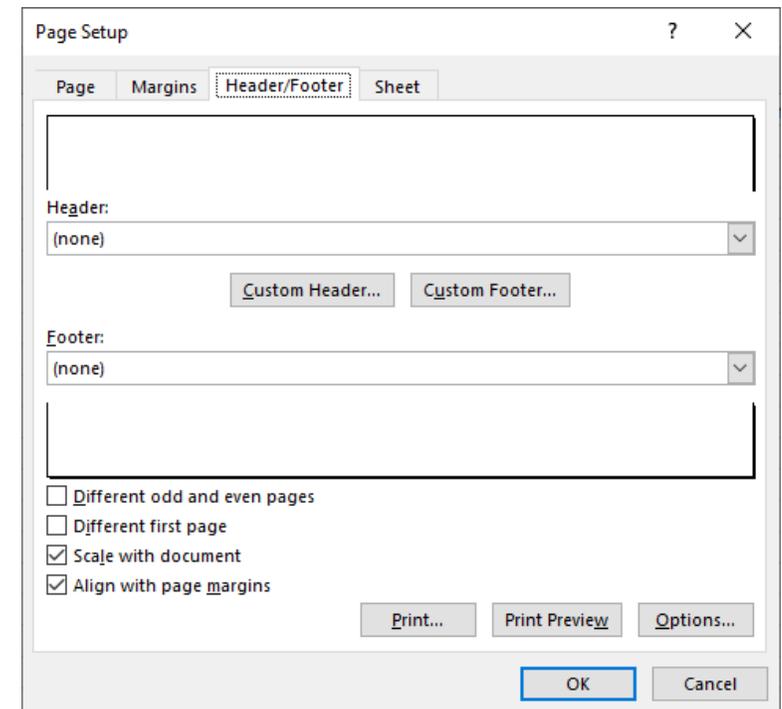
- Adjust margins, orientation, paper size, print area, page breaks, background, and print titles via Page Layout > Page Setup



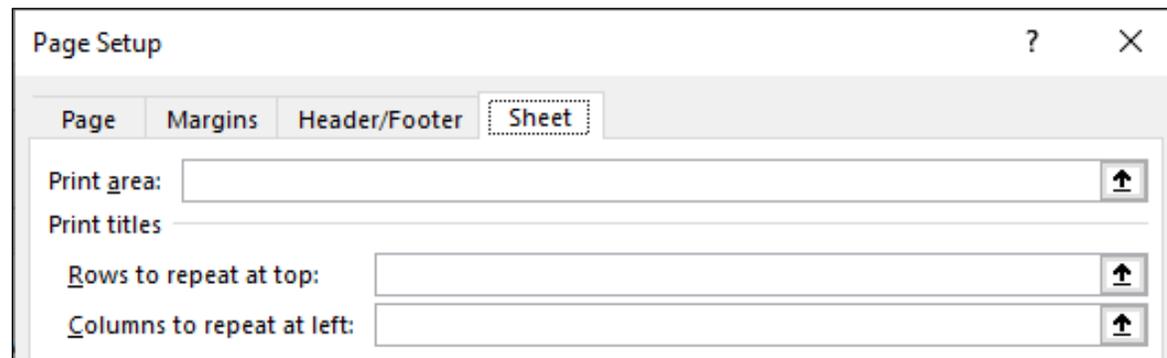
- Open via File > Print > Page Setup or the Page Layout tab for advanced options
- Customize margins, print area, titles, gridlines, headings, and scaling to fit worksheets on specific pages



- Add or edit via Page Layout > Page Setup > Header/Footer tab or Insert > Header & Footer
- Use predefined options or customize text and elements (page numbers, date, file path)



- Use Page Layout > Page Setup to set rows/columns to repeat or define a print area
- Print Active Sheets (current/selected sheets), Entire Workbook, Selection, or Ignore Print Area via File > Print



Unit 1 Work with Workbooks Associate

Study Guide Complete

Topic	Explanation
Window View Options	
Commands in the Zoom Group	Change the magnification percentage for viewing.
Fitting a Selection	Zooms in the selected range of cells.
New Window	Opens a second window of the workbook
Arrange All	Arranges all the Excel windows on the screen in one of four layouts.
Freeze Panes	Locks in place the rows above and the columns to the left of a selected cell.
Split	Splits the worksheet into two or four panes based on the cell pointer position.
Hide	Hides the active window from the screen.
Unhide	Displays a dialog box listing the windows you've hidden to unhide them.
View Side by Side	Places two open workbooks side by side, either vertically or horizontally.
Synchronous Scrolling	Scrolls through the worksheets in each pane simultaneously.
Reset Window Position	Resets the displayed worksheets to equal sizes.
Switch Windows	Lists the files currently open in Excel so you can bring a workbook to the front by selecting it.
New Window	Opens another window of the active workbook.
Arrange All	Arranges additional windows on your screen.
Options for Arrange All	<ul style="list-style-type: none"> • Tiled: All windows are positioned next to each other. • Horizontal: Each window stretches across the entire width of the Excel application window. • Vertical: Each window stretches from the top to the bottom of the Excel screen. • Cascade: Rearrange worksheets so that each one is on top of the next and slightly offset to give you a three-dimensional view of all open workbooks.
Split View	
Split View	<ul style="list-style-type: none"> • View and work in the current active worksheet using two or four window panes. • You can move within each of the split panes to view and work in different parts of the worksheet. • Each split pane has its own scrollbar.
Find Split Tool	View tab > Window group > Split .
Change the Split Bars' Locations	Drag the Split bars to the left or right of the worksheet.
Remove the Split Bars	View tab > Window group > Split .
Workbook Views	
Three Workbook views in Excel	<ul style="list-style-type: none"> • Normal. • Page Break Preview. • Page Layout.
Normal View	The default view used for entering data and working with data.
Page Break Preview View	Used to manage and control vertical and horizontal page breaks.
Page Layout View	Use to add header and footer information, change margins and layout, and adjust how the printed document will appear.

Custom Views	Allows you to save your current page layout settings with a name so that you can re-activate them later.
Method to Switch to a View	View tab > Workbook Views group.
Freeze Panes	
Freeze Panes	<ul style="list-style-type: none"> Locks the top row(s) and/or left-most column(s) so row and column titles remain visible while you scroll to remote parts of the worksheet. All rows above and all columns to the left of the active cell remain in view until the feature is turned off.
Activate or Deactivate Freeze Panes	View tab > Window group > Freeze Panes .
Freeze Top Row	Excel freezes only the one row currently displayed (visible) at the top of the worksheet window, regardless of the active cell.
Freeze First Column	Excel freezes only the one column currently displayed (visible) at the far left of the worksheet window.
Page Layout	
Page Layout	A tab on the Ribbon where you find controls and settings for printing.
Adjust Page Layout Settings	<ul style="list-style-type: none"> The Page Layout tab. Page Setup dialog box. File > Print (the Backstage view).
Automatic Page Breaks	When content doesn't fit within the printable area, Excel inserts automatic page breaks.
Manual Page Breaks	Insert manual page breaks to choose where you want to place them.
Set Manual Page Breaks	<ul style="list-style-type: none"> Page Layout tab > Page Setup group > Breaks. Page Break Preview view.
Page Setup	
Page Setup Dialog Box	Access all the commands found on the Page Layout tab as well as additional page formatting options that aren't available in the Ribbon.
Open the Page Setup Dialog Box	Select File > Print > Page Setup .
Page Tab	Contains Orientation, Scaling, Paper size, Print quality, and First page number.
Margins Tab	<ul style="list-style-type: none"> The amount of white space to leave on each side of the page. The distance between the Header and Footer and the top/bottom edge of the page. Whether to center the worksheet on the page horizontally or vertically, or both.
Header/Footer Tab	Header and footer options including preset and custom headers and footers.
Sheet Tab	<ul style="list-style-type: none"> Print area. Print titles. Print. Page order.
Print Area	A specified range of cells that will print by default.
Print Titles	Specifies rows or columns (or both) to print on every page of the printed output.
Print	Select options in this section if you want them to appear on the printed pages.
Page Order	By default, Excel prints down the rows, and then across the columns.
Scale to Fit	<ul style="list-style-type: none"> Used for printing, not viewing. Use the Width and Height options to calculate the correct scale value to fit the worksheet into the specified number of pages vertically and horizontally.

	<ul style="list-style-type: none"> The Scale option enables you to magnify or shrink the size of the worksheet proportionally on the page for printing.
View and Print Gridlines	Displays or prints non-printing lines around each cell.
View and Print Headings	Displays or prints column (A, B, C) and row (1, 2, 3) headings.
Headers and Footers	
Headers	Appear at the top of every printed page.
Footers	Footers appear at the bottom of every printed page.
Add or Change Headers and Footers	<ul style="list-style-type: none"> Page Setup dialog box > Header/Footer tab. Page Layout view.
Open the Page Layout View	<ul style="list-style-type: none"> Insert tab > Text group > Header & Footer. View tab > Workbook Views group > Page Layout.
Predefined Headers and Footers	The Header and Footer buttons contain a list of predefined options, including information like the page number, file path, file name, or workbook name.
Print Options	
Print Titles	Set Print Titles to designate specific data rows or data columns (or both) to print on every page of the printed output.
Options for Print Titles	<ul style="list-style-type: none"> Rows to repeat at top. Columns to repeat at left.
Print Area	A specified range of cells that will print by default.
Steps to Create a Print Area using the Page Layout tab	<ul style="list-style-type: none"> Select the range of cells. Page Layout tab > Page Setup group > Print Area > Set Print Area.
Backstage View Options for Printing	<ul style="list-style-type: none"> Print Area. Orientation. Page Size. Margins. Scaling.
Backstage View Print Settings	<ul style="list-style-type: none"> Print Active Sheets – Prints the current active worksheet (or multiple selected sheets). Print Entire Workbook – Prints all worksheets in the entire workbook. Print Selection – Prints the currently selected range of cells in the current active worksheet. Ignore Print Area – Ignores any previously set print areas.

Unit 1 Work with Workbooks

Study Guide Fill-In Topic

Topic	Explanation
Window View Options	
	Change the magnification percentage for viewing.
	Zooms in the selected range of cells.
	Opens a second window of the workbook
	Arranges all the Excel windows on the screen in one of four layouts.
	Locks in place the rows above and the columns to the left of a selected cell.
	Splits the worksheet into two or four panes based on the cell pointer position.
	Hides the active window from the screen.
	Displays a dialog box listing the windows you've hidden to unhide them.
	Places two open workbooks side by side, either vertically or horizontally.
	Scrolls through the worksheets in each pane simultaneously.
	Resets the displayed worksheets to equal sizes.
	Lists the files currently open in Excel so you can bring a workbook to the front by selecting it.
	Opens another window of the active workbook.
	Arranges additional windows on your screen.
	<ul style="list-style-type: none"> • Tiled: All windows are positioned next to each other. • Horizontal: Each window stretches across the entire width of the Excel application window. • Vertical: Each window stretches from the top to the bottom of the Excel screen. • Cascade: Rearrange worksheets so that each one is on top of the next and slightly offset to give you a three-dimensional view of all open workbooks.
Split View	
	<ul style="list-style-type: none"> • View and work in the current active worksheet using two or four window panes. • You can move within each of the split panes to view and work in different parts of the worksheet. • Each split pane has its own scrollbar.
	View tab > Window group > Split .
	Drag the Split bars to the left or right of the worksheet.
	View tab > Window group > Split .
Workbook Views	
	<ul style="list-style-type: none"> • Normal. • Page Break Preview. • Page Layout.
	The default view used for entering data and working with data.
	Used to manage and control vertical and horizontal page breaks.

	Use to add header and footer information, change margins and layout, and adjust how the printed document will appear.
	Allows you to save your current page layout settings with a name so that you can re-activate them later.
	View tab > Workbook Views group.
Freeze Panes	
	<ul style="list-style-type: none"> • Locks the top row(s) and/or left-most column(s) so row and column titles remain visible while you scroll to remote parts of the worksheet. • All rows above and all columns to the left of the active cell remain in view until the feature is turned off.
	View tab > Window group > Freeze Panes .
	Excel freezes only the one row currently displayed (visible) at the top of the worksheet window, regardless of the active cell.
	Excel freezes only the one column currently displayed (visible) at the far left of the worksheet window.
Page Layout	
	A tab on the Ribbon where you find controls and settings for printing.
	<ul style="list-style-type: none"> • The Page Layout tab. • Page Setup dialog box. • File > Print (the Backstage view).
	When content doesn't fit within the printable area, Excel inserts automatic page breaks.
	Insert manual page breaks to choose where you want to place them.
	<ul style="list-style-type: none"> • Page Layout tab > Page Setup group > Breaks. • Page Break Preview view.
Page Setup	
	Access all the commands found on the Page Layout tab as well as additional page formatting options that aren't available in the Ribbon.
	Select File > Print > Page Setup .
	Contains Orientation, Scaling, Paper size, Print quality, and First page number.
	<ul style="list-style-type: none"> • The amount of white space to leave on each side of the page. • The distance between the Header and Footer and the top/bottom edge of the page. • Whether to center the worksheet on the page horizontally or vertically, or both.
	Header and footer options including preset and custom headers and footers.
	<ul style="list-style-type: none"> • Print area. • Print titles. • Print. • Page order.
	A specified range of cells that will print by default.
	Specifies rows or columns (or both) to print on every page of the printed output.
	Select options in this section if you want them to appear on the printed pages.
	By default, Excel prints down the rows, and then across the columns.
	<ul style="list-style-type: none"> • Used for printing, not viewing.

	<ul style="list-style-type: none"> • Use the Width and Height options to calculate the correct scale value to fit the worksheet into the specified number of pages vertically and horizontally. • The Scale option enables you to magnify or shrink the size of the worksheet proportionally on the page for printing.
	Displays or prints non-printing lines around each cell.
	Displays or prints column (A, B, C) and row (1, 2, 3) headings.

Unit 1 Work with Workbooks Associate

Study Guide Fill-In Explanation

Topic	Explanation
Window View Options	
Commands in the Zoom Group	
Fitting a Selection	
New Window	
Arrange All	
Freeze Panes	
Split	
Hide	
Unhide	
View Side by Side	
Synchronous Scrolling	
Reset Window Position	
Switch Windows	
New Window	
Arrange All	
Options for Arrange All	
Split View	
Split View	
Find Split Tool	
Change the Split Bars' Locations	
Remove the Split Bars	
Workbook Views	
Three Workbook views in Excel	
Normal View	
Page Break Preview View	
Page Layout View	
Custom Views	
Method to Switch to a View	
Freeze Panes	
Freeze Panes	
Activate or Deactivate Freeze Panes	
Freeze Top Row	
Freeze First Column	
Page Layout	
Page Layout	
Adjust Page Layout Settings	
Automatic Page Breaks	
Manual Page Breaks	
Set Manual Page Breaks	
Page Setup	
Page Setup Dialog Box	

Open the Page Setup Dialog Box	
Page Tab	
Margins Tab	
Header/Footer Tab	
Sheet Tab	
Print Area	
Print Titles	
Print	
Page Order	
Scale to Fit	
View and Print Gridlines	
View and Print Headings	
Headers and Footers	
Headers	
Footers	
Add or Change Headers and Footers	
Open the Page Layout View	
Predefined Headers and Footers	
Print Options	
Print Titles	
Options for Print Titles	
Print Area	
Steps to Create a Print Area using the Page Layout tab	
Backstage View Options for Printing	
Backstage View Print Settings	

Unit 1: Associate Create Project

The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist.

Tip: While working on your project, remember to save your progress regularly. This will allow you to come back to it later. To continue working, open the document, then launch the platform using the Add-in whenever you're ready.

To begin, review the Project Specifications.

Choose from one of the projects below:

- Create a monthly budget planner for personal or household expenses. Use a table to organize categories such as Income, Rent/Mortgage, Utilities, Groceries, Transportation, and Entertainment.
- Design an event guest list and RSVP tracker for a wedding, birthday party, or corporate event. Include columns for Guest Name, Number of Guests, RSVP Status, Contact Information, and Special Notes.
- Create a weekly fitness log to track daily workouts, including the type of activity, duration, and calories burned.
- Your Own Project Proposal: Propose a project idea of your choice to your instructor for approval. The goal is to develop a creative and feasible project idea that aligns with the course objectives and your interests.

Determine the purpose of the spreadsheet or list and the important information to include, then create a workbook using the following as a guide/checklist.

- Insert and Delete Columns
- Insert and Delete Rows
- Insert and Delete Cells
- Change Column Width
- Change Row Height
- Headers and Footers
- Split View
- Freeze Panes
- Print Options

Unit 1 Associate Objective Assessment

1) Match the commands to the Ribbon tab where you find them.

- a) Check for Issues
- b) Insert Sheet Rows
- c) Adjust Margins
- d) Freeze Panes
- e) Paste Special
- f) Properties
- g) Print Titles
- h) Page Break Preview

File tab	Home tab	Page Layout tab	View tab
Check for Issues (correct)	Insert Sheet Rows (correct)	Adjust Margins (correct)	Freeze Panes (correct)
Properties (correct)	Paste Special (correct)	Print Titles (correct)	Page Break Preview (correct)

2) George wants to customize Excel so the commands in the Ribbon he uses are all in one toolbar that's always available, no matter what file is open or Ribbon tab is active. What should he do?

- a) **Add the commands to the Quick Access Toolbar. (correct)**
- b) Add the commands to a new, custom Ribbon tab.
- c) Add the commands to an existing Ribbon tab.
- d) It's not possible to customize Excel in this way; he'll need to use the commands where they are in the Ribbon.

3) When you create and save a new workbook, or when you use Save As with an existing workbook, in the Save As window you are asked to provide information about the file. Select the three pieces of information you need to provide.

- a) **File Name (correct)**
- a) **Save location (correct)**
- b) **File Type (correct)**
- c) Sharing setting
- d) Worksheet protection setting
- e) Extension
- f) File size
- g) Title

4) Select the three tools that are available when you select Inspect Workbook > Check for Issues.

- a) **Inspect Document (correct)**
- b) **Check Accessibility (correct)**
- c) **Check Compatibility (correct)**
- d) Check File Size
- e) Check Versions
- f) Inspect Functions
- g) Protect Workbook

5) Match the numbers to the descriptions of worksheet navigation elements.

- a) 1
- b) 2
- c) 3
- d) 4
- e) 5

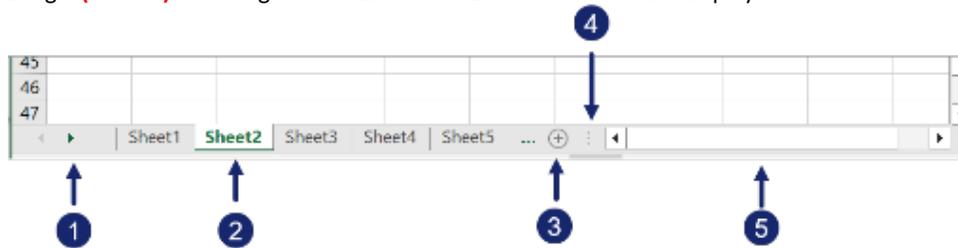
Use **1 (correct)** to scroll sheet tabs to the right to view Sheet6

2 (correct) is the active sheet

Use **5 (correct)** to scroll the sheet to view columns that are off screen

Use **3 (correct)** to create a new sheet to the right of the active sheet

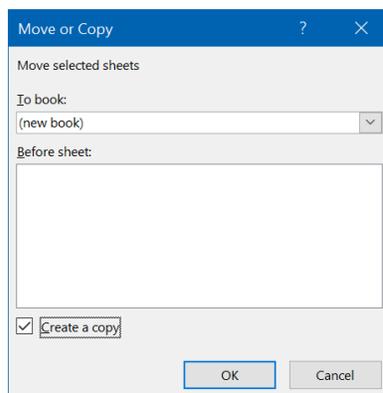
Drag **4 (correct)** to the right to resize the horizontal scroll bar and display more sheets



6) Alice wants to duplicate a worksheet in her workbook so she can use it as the starting point for a new sheet that's very similar to the original. Select all the actions she can do that will accomplish this.

- a) **Ctrl + drag the worksheet tab (correct)**
- b) **Right-click the worksheet tab > Move or Copy > Create a copy (correct)**
- c) Select the worksheet, Ctrl+C
- d) Home tab > Cells group > Copy worksheet

7) What will the action in the Move or Copy dialog box in the following screenshot do?



- a) Copy the worksheet to an existing workbook
- b) Move the worksheet to an existing workbook
- c) **Copy the worksheet to a new workbook (correct)**
- d) Move the worksheet to a new workbook
- e) Copy the worksheet to the current workbook

8) Malis wants to copy and paste the contents of cell A1 to cell B1 without the cell formatting or formulas. Select the Paste Special option that will accomplish this.

- a) Values & Number Formatting
- b) **Values (correct)**
- c) Formulas
- d) Transpose
- e) Remove formatting
- f) Keep Source Column Widths

9) Elizabeth wants to copy a range and paste it so the rows become columns and the columns become rows (as shown). What Paste Special option will accomplish this?

- a) Values & Number Formatting
- b) Values
- c) Formulas
- d) **Transpose (correct)**

- e) Remove formatting
- f) Keep Source Column Widths

10) Fill in the blank with the correct words.

D	E	F
	January	

Using Auto Fill on cell E1 that contains the value January as shown, the value in cell E2 will be: **February (correct)**

D	E	F
	1	
	3	

Using Auto Fill with E1:E2 as starting values that contain the values 1 and 3, respectively as shown, the value in cell E3 will be: **5 (correct)**

- January
- February
- 4
- 5

11) Sam wants to insert three columns before column B. What's their first step?

- a) Right-click column B
- b) Select columns A, B, and C
- c) **Select columns B, C, and D (correct)**
- d) Select B1

12) What will happen when Mary right-clicks on the selected rows 5 through 7 and selects Insert?

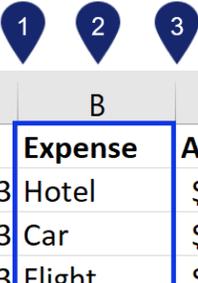
	A	B	C
1	Date	Expense	Amount
2	2/16/2023	Hotel	\$ 256
3	2/16/2023	Car	\$ 315
4	2/16/2023	Flight	\$ 129
5	2/17/2023	Hotel	\$ 860
6	2/17/2023	Car	\$ 146
7	2/17/2023	Flight	\$ 1,250
8	2/18/2023	Hotel	\$ 346
9	2/18/2023	Car	\$ -
10	2/18/2023	Flight	\$ 998
11	2/19/2023	Hotel	\$ 800
12	2/19/2023	Car	\$ -
13	2/19/2023	Flight	\$ 1,600

- a) One row will be inserted before row 5
- b) One row will be inserted after row 7
- c) **Three rows will be inserted before row 5 (correct)**
- d) Three rows will be inserted after row 7

- 13) Mary just noticed that the dates in her worksheet aren't aligned with the values in the Expense and Amount columns, for example, the value in A3 should be with the values in B2 and C2. What can she do to correct this?
- Delete row 2
 - Insert a row before row 1
 - Delete cell A2 and Shift cells right
 - Delete cell A2 and Shift cells down
 - Delete cell A2 and Shift cells up (correct)**
 - Delete cell A2 and Shift cells left

	A	B	C
1	Date	Expense	Amount
2		Hotel	\$ 256
3	2/16/2023	Car	\$ 315
4	2/16/2023	Flight	\$ 129
5	2/16/2023	Hotel	\$ 860
6	2/17/2023	Car	\$ 146
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10	2/18/2023	Flight	\$ 998
11	2/18/2023	Hotel	\$ 800
12	2/19/2023	Car	\$ -
13	2/19/2023	Flight	\$ 1,600
14	2/19/2023		
15			

- 14) What are the basic steps to change the width of column B?



A	B	C
Date	Expense	Amount
2/16/2023	Hotel	\$ 256
2/16/2023	Car	\$ 315
2/16/2023	Flight	\$ 129
2/17/2023	Hotel	\$ 860

- Drag the left border of the column header (1)
- Drag the right border of the column header (1) (correct)**
- Select the column header (2) and then right-click > Column Width (or use ribbon options) (correct)**
- Select the cells in column (4) and then right-click > Column Width (or use ribbon options)

- 15) What will happen when Mary drags the bottom edge of the row heading for row 5 down until the tooltip displays 26?

	A	B	C
1	Date	Expense	Amount
2	2/16/2023	Hotel	\$ 256
3	2/16/2023	Car	\$ 315
4	2/16/2023	Flight	\$ 129
5	2/17/2023	Hotel	\$ 860
6	2/17/2023	Car	\$ 146
7	2/17/2023	Flight	\$ 1,250
8	2/18/2023	Hotel	\$ 346

- a) The height of row 5 will change to 26, the other rows will remain the same
- b) **The height of rows 5, 6, and 7 will change to 26 (correct)**
- c) Row 5 will be moved below row 7
- d) Rows 5, 6, and 7 will move to row 26

- 16) Marcel wants to use an Excel view where he can enter header and footer information, change print settings like margins and paper size, and see instantly what his worksheet will look like when printed. What view should he use?
- a) **Page Layout (correct)**
 - b) Print Preview
 - c) Normal
 - d) Page Break Preview
 - e) Print Layout

- 17) What view or feature allows 2 or 4 panes on a worksheet that you can scroll separately, and is depicted in this screenshot?

	A	B	C	J	K	L	M	P
1	Date	Lake Louise, AB	Whistler, BC	Crested Butte, CO	Durango, CO	Vail, CO	Sun Valley, ID	Park City, UT
2	1-Oct-19	10	10	1	11	4	13	
3	2-Oct-19	4	0	7	12	5	5	
4	3-Oct-19	2	1	8	5	1	7	
5	4-Oct-19	9	5	13	10	11	4	
6	5-Oct-19	9	8	13	2	8	12	
7	6-Oct-19	7	7	9	7	5	5	
8	7-Oct-19	5	13	9	8	15	6	
9	8-Oct-19	4	10	2	2	1	14	
10	9-Oct-19	13	6	11	8	9	0	
11	10-Oct-19	9	5	8	7	13	6	
12	11-Oct-19	13	1	14	8	12	0	
13	12-Oct-19	4	9	14	6	12	12	
14	13-Oct-19	1	4	13	12	6	9	
15	14-Oct-19	5	14	4	9	12	13	
16	15-Oct-19	4	14	7	1	6	6	
17	16-Oct-19	1	12	14	5	7	5	
18	17-Oct-19	2	12	10	7	7	10	

- a) **Split (correct)**
- b) Freeze Panes
- c) Tile Windows
- d) Arrange All
- e) Arrange Windows
- f) Multiple Pane View

- 18) Knowing that you can change the View as required, review the following terms and descriptions and match the terms to correctly identify when you would use each view.

- Normal
- Page Break Preview
- Page Layout

Normal (correct) Focus on entering data in a spreadsheet

Page Break Preview (correct) Change how multiple pages print: rows and then columns, or columns and then rows

Page Layout (correct) Add header and footer information and view how the entire page will look when printed

- 19) Marcie wants to freeze panes in her worksheet so when she scrolls in her worksheet, column A and row 1 always show. What should she do?

	A	B	C	D	E	F
1	Team	Monday	Tuesday	Wednesday	Thursday	Friday
2	Team A					
3	Team B					
4	Team C					
5						

- a) Select Freeze Panes > Freeze Top Row, and then select Freeze Panes > Freeze First Column
- b) **Select cell B2 and then select Freeze Panes > Freeze Panes (correct)**
- c) Select row 1 and column A, then select Freeze Panes > Freeze Selected
- d) Open the Freeze Panes dialog box and enter Row: 1, Column: A

20) To manually remove a manually inserted page break, what do you select before you select Breaks > Remove Page Break?

- a) The worksheet
- b) **The same cell used to create the page break (correct)**
- c) The cells on that sheet you want to print
- d) The row one row above the page break

21) Match the terms to the definitions.

- a) Margin
- b) Area
- c) Orientation
- d) Titles
- e) Break

Margin (correct) – The amount of white space from the edge of the page

Orientation (correct) – Portrait and Landscape are types of this

Area (correct) – A specified range to print

Titles (correct) – Rows and/or columns that appear at the top/left of every page of printed output

Break (correct) - Specific place where a new page should start

22) Fill in the blanks with the correct words.

The Page Setup dialog box contains some commands that aren't available in the **Ribbon (correct)**.

Specify a **Scaling (correct)** percentage to magnify or shrink the size of the worksheet proportionally.

Use the **Fit (correct)** option to fit the worksheet into the specified number of pages.

Enter the distance between the Header and Footer and the top/bottom edge of the page on the **Margins (correct)** tab.

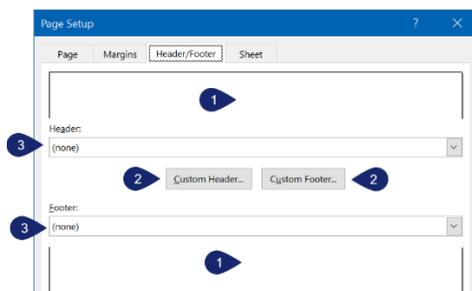
Adjust the **Page (correct)** order to change whether Excel prints down the rows first, or across the columns first.

Select Print **Gridlines (correct)** to display or print the lines around each cell.

Select Print **Headings (correct)** to print column letters (A, B, C) and row numbers (1, 2, 3).

- Ribbon
- Scaling
- Fit
- Margins
- Gridlines
- Page
- Headings

23) Fill in the blanks with the correct number using the graphic as a reference.



Enter your own text or enter codes that automatically insert information like the page number or sheet name **2 (correct)**

Choose from a list of pre-created headers or footers **3 (correct)**

View the preview of the header or footer **1 (correct)**

- 1
- 2
- 3

24) Fill in the blanks with the correct word

Select one or more worksheets and then, on the Print screen, select **Print Active Sheets (correct)**

Select a range of cells and then, on the Print screen, select **Print Selection (correct)**

Select a range of cells and then designate it as a **Print Area (correct)** on the Page Layout tab

- Print Area
- Print Active Sheets
- Print Selection

Unit 1: Unplugged Activities

Instructor Guide

Instructions

Below are a variety of offline activities to choose from to support learning in the unit. Choose activities to enhance learning in the classroom.

Activity 1: Word Search

Distribute pages 2-4 to the learners.

With Words - Use this word search to reinforce the key terms in the unit. An answer key is provided.

With Clues - Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

Activity 2: Crossword Puzzle

Distribute pages 2-3 to the learners.

Have learners solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit. An answer key is provided.

Activity 3: Spreadsheet Grid

The object of this activity is to help learners understand the concept of cell data, its types, and practical applications.

Activity 4: Collaborative Workbook

The object of this activity is to simulate the process of creating a workbook without using a computer.

Unit 1: Unplugged Activity

Activity 1: Word Search

Distribute pages 2-4 to the learners.

With Words - Use this word search to reinforce the key terms in the unit. An answer key is provided.

With Clues - Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

Word Search with Words

Complete the following word search by finding and circling all the words in the box below the puzzle. Words can be in any direction.



CELL
CELLADDRESS
CLIPBOARD
COLUMNHEADINGS
CONTEXTUALTAB
COPY
CUT
EXTENSION
FOOTERS
FORMULABAR
FORMULAS

RANGEADDRESS
RIBBON
RIBBONGROUP
RIBBONTAB
ROWHEADINGS
TEMPLATE
TITLEBAR
WORKBOOK
WORKSHEET
ZOOM

GALLERY
HEADERS
MARGINS
METADATA
NAMEBOX
NUMERIC
ORIENTATION
PASTE
QAT
RANGE

Word Search Clues

Fill in the words to match the clues, then find those words in the word search puzzle.

WORD	CLUE
	The place at the intersection of every row and column that holds a single value, label, or formula, and might also contain comments, formatting, and other related data.
	A unique combination of the letter and number of the column and row that intersect at the cell.
	A temporary storage location in Excel.
	Sequential letters at the top of each column enable you to identify columns.
	Tabs that appear only when they are applicable.
	Places the copied values on the Clipboard.
	Marks the contents of a cell or a range of cells for removal and places a copy on the Clipboard.
	The last four characters in the file name that indicate the type of Excel file it is.
	Appear at the bottom of every printed page.
	Displays the contents of the active cell and can be used to add or edit data.
	Composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
	Type of menu in the ribbon that displays multiple formatting options.
	Appear at the top of every printed page.
	The amount of white space from the edge of the page.
	Information about a file that's stored within the file.
	Displays the cell address of the active cell.
	Numbers, date, or time values, aligns to the right by default.
	Portrait (vertical) or Landscape (horizontal).
	Places the contents of Clipboard into the new cell location, replacing any data already in the new cell location.
	Located above the Ribbon and provides quick and customizable access to frequently used commands.
	A rectangular section of a worksheet containing two or more cells.
	Reference for a range, including the top top-leftmost cell address, a colon (:), and then the bottom-rightmost cell address.
	A collection of tabs that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents.
	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
	Sequential numbers on the left side of each row enable you to identify rows.
	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
	Located at the top of the screen, the title bar indicates the contents of the window.
	An Excel file that contains one or more worksheets.
	A two-dimensional arrangement of cells in rows and columns in an Excel workbook that holds data.
	Change the magnification percentage for viewing.
	The place at the intersection of every row and column that holds a single value, label, or formula, and might also contain comments, formatting, and other related data.
	A unique combination of the letter and number of the column and row that intersect at the cell.
	A temporary storage location in Excel.
	Sequential letters at the top of each column enable you to identify columns.

Word Search with Clues

Complete the following word search by finding and circling the words that fit the clues below. Words can be in any direction.

F M H E I M D U N R I B B O N G R O U P R U E
B Y S D K W O O W O R K S H E E T Q T J O M O
H G N A H F B R I B B O N T A B F I P P W L O
Z T A I F B K D B N A N B R O G O U S S H Y N
C W M M I J G P Y X V L J C N I O Q X Z E I C
O O E R W N C O N T E X T U A L T A B W A G W
L V B E P P W Y F B E A E C I N E X E X D A B
U Y O J Z B J X V V T Y D O E X R J I D I L E
M B X B J S A F C A D M I P H E S I R E N L U
N V Q Q G R Q O F U N W N Y H E V A T X G E B
H F T G C H P R P Z Z J F I X I O A F T S R R
E O Z W T O E M D S R Y D O V B L O X E E Y A
A R Q N Z H I U W O B V T R P P C B T N V C N
D M P A S T E L W I W S F I M C M B X S I B G
I U W I Z O V A I W N F L E T E H I E I Y G E
N L H Z L S C S D I S C T N Z L T F K O Z E A
G A E I R F W N G E M F Y T N L E A L N O X D
S B B F A Z M R O O R R N A Q G E B D J K H D
V A G E N Y A C O E I S R T U U I R A A T M R
M R L K G M D Z E Z L Q P I P F G U S R T I E
R M F U E Y X T R Q C D W O R K B O O K Z A S
V S V N I O V H V A U G X N C T X R V Q Q X S
L N U M E R I C S T T C E L L A D D R E S S Q

Activity 1: Word Search Answer Key

F M H E I M D U N R I B B O N G R O U P R U E
B Y S D K W O O W O R K S H E E T Q T J O M O
H G N A H F B R I B B O N T A B F I P P W L O
Z T A I F B K D B N A N B R O G O U S S H Y N
C W M M I J G P Y X V L J C N I O Q X Z E I C
O O E R W N C O N T E X T U A L T A B W A G W
L V B E P P W Y F B E A E C I N E X E X D A B
U Y O J Z B J X V V T Y D O E X R J I D I L E
M B X B J S A F C A D M I P H E S I R E N L U
N V Q Q G R Q O F U N W N Y H E V A T X G E B
H F T G C H P R P Z Z J F I X I O A F T S R R
E O Z W T O E M D S R Y D O V B L O X E E Y A
A R Q N Z H I U W O B V T R P P C B T N V C N
D M P A S T E L W I W S F I M C M B X S I B G
I U W I Z O V A I W N F L E T E H I E I Y G E
N L H Z L S C S D I S C T N Z L T F K O Z E A
G A E I R F W N G E M F Y T N L E A L N O X D
S B B F A Z M R O O R R N A Q G E B D J K H D
V A G E N Y A C O E I S R T U U I R A A T M R
M R L K G M D Z E Z L Q P I P F G U S R T I E
R M F U E Y X T R Q C D W O R K B O O K Z A S
V S V N I O V H V A U G X N C T X R V Q Q X S
L N U M E R I C S T T C E L L A D D R E S S Q

Word Search with Clues Answer Key

ANSWER KEY	CLUE
CELL	The place at the intersection of every row and column that holds a single value, label, or formula, and might also contain comments, formatting, and other related data.
CELL ADDRESS	A unique combination of the letter and number of the column and row that intersect at the cell.
CLIPBOARD	A temporary storage location in Excel.
COLUMN HEADINGS	Sequential letters at the top of each column enable you to identify columns.
CONTEXTUAL TAB	Tabs that appear only when they are applicable.
COPY	Places the copied values on the Clipboard.
CUT	Marks the contents of a cell or a range of cells for removal and places a copy on the Clipboard.
EXTENSION	The last four characters in the file name that indicate the type of Excel file it is.
FOOTERS	Appear at the bottom of every printed page.
FORMULA BAR	Displays the contents of the active cell and can be used to add or edit data.
FORMULAS	Composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
GALLERY	Type of menu in the ribbon that displays multiple formatting options.
HEADERS	Appear at the top of every printed page.
MARGINS	The amount of white space from the edge of the page.
METADATA	Information about a file that's stored within the file.
NAME BOX	Displays the cell address of the active cell.
NUMERIC	Numbers, date, or time values, aligns to the right by default.
ORIENTATION	Portrait (vertical) or Landscape (horizontal).
PASTE	Places the contents of Clipboard into the new cell location, replacing any data already in the new cell location.
QAT	Located above the Ribbon and provides quick and customizable access to frequently used commands.
RANGE	A rectangular section of a worksheet containing two or more cells.
RANGE ADDRESS	Reference for a range, including the top top-leftmost cell address, a colon (:), and then the bottom-rightmost cell address.
RIBBON	A collection of tabs that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
RIBBON GROUP	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents.
RIBBON TAB	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
ROW HEADINGS	Sequential numbers on the left side of each row enable you to identify rows.
TEMPLATE	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
TITLEBAR	Located at the top of the screen, the title bar indicates the contents of the window.
WORKBOOK	An Excel file that contains one or more worksheets.
WORKSHEET	A two-dimensional arrangement of cells in rows and columns in an Excel workbook that holds data.
ZOOM	Change the magnification percentage for viewing.

Unit 1: Unplugged Activity

Activity 2: Crossword Puzzle

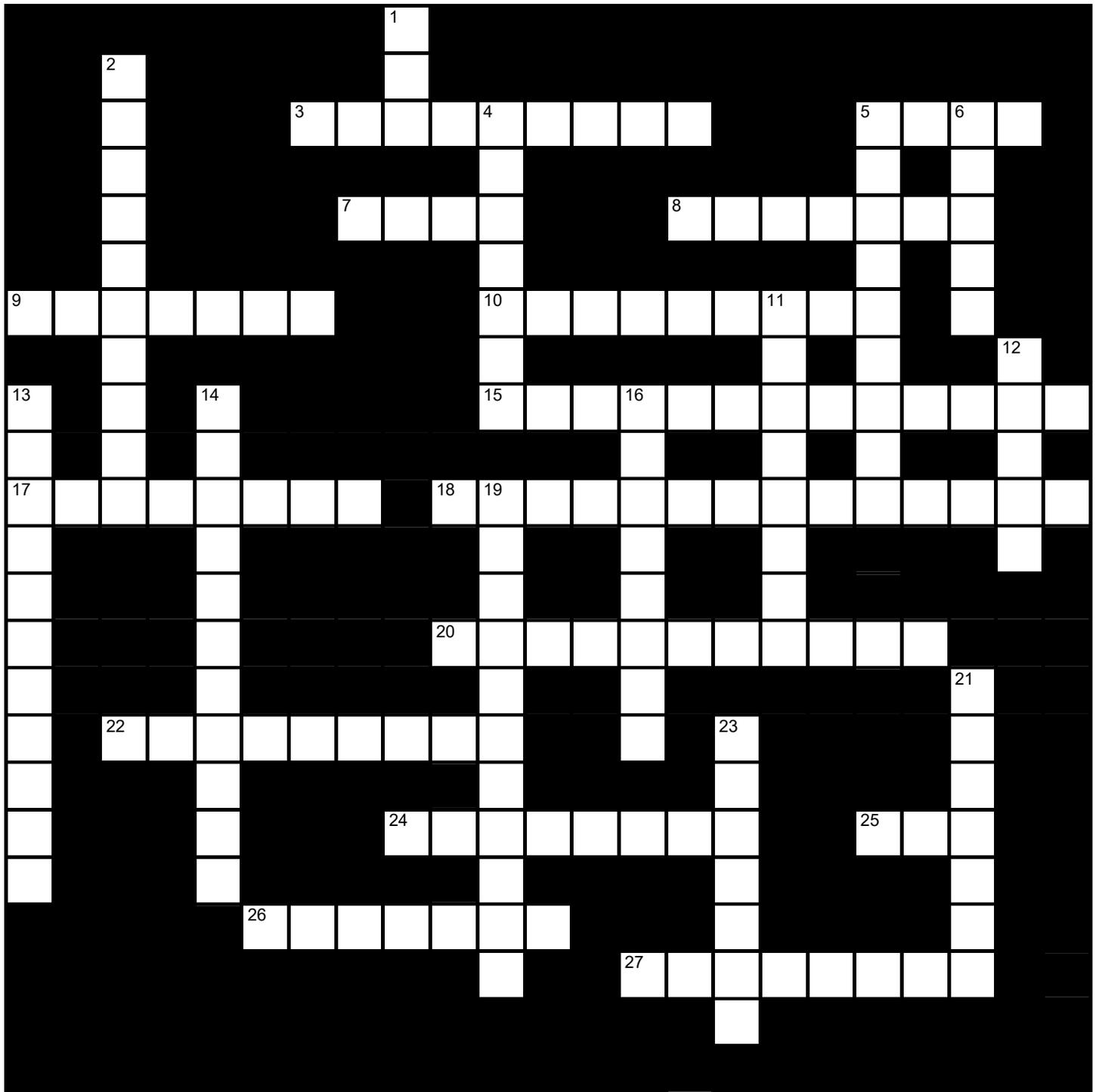
Distribute pages 2-3 to the learners.

Have learners solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit.

An answer key is provided.

Crossword Puzzle

Use the clues to solve the crossword puzzle.



Crossword Clues

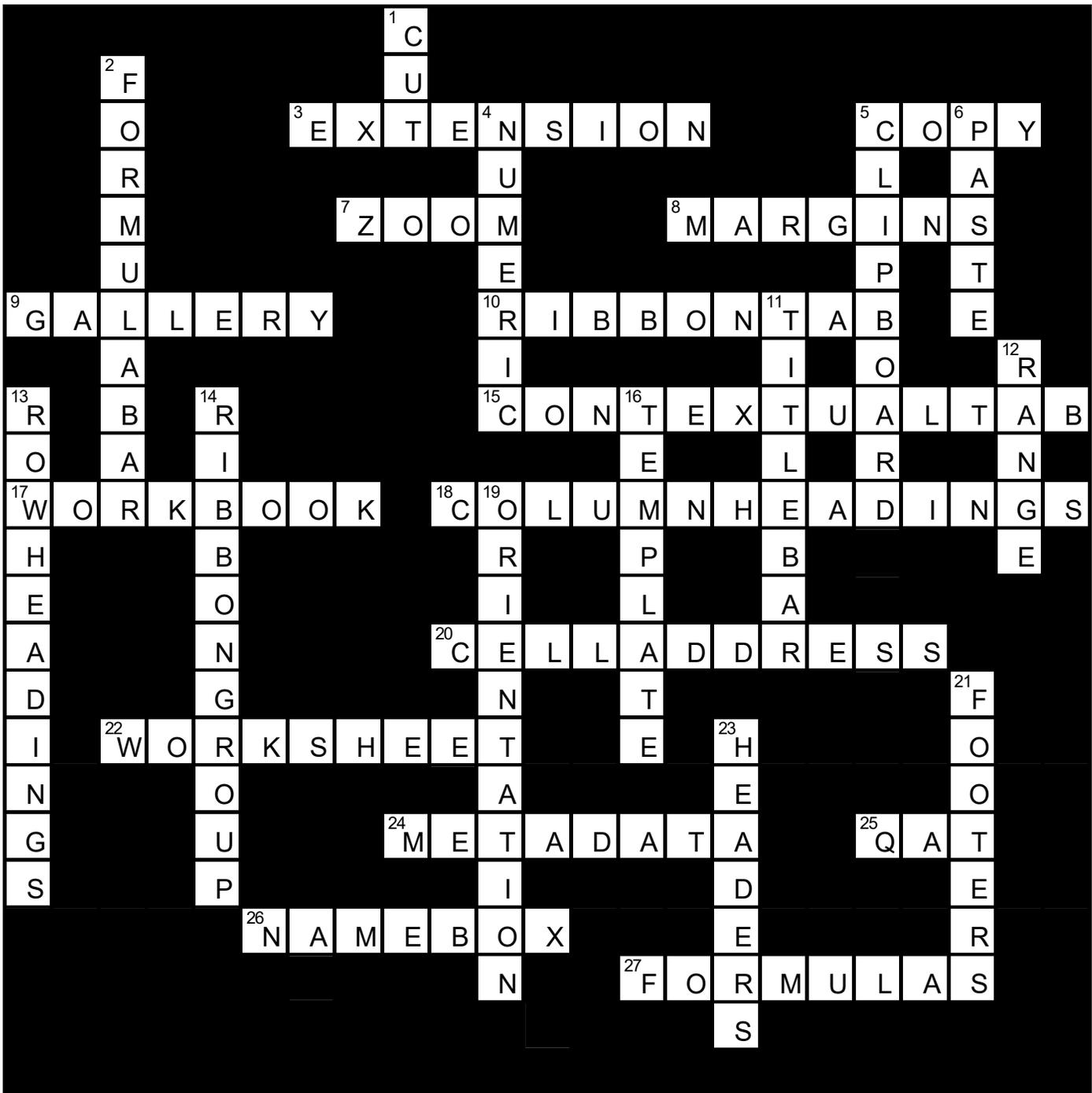
Across

- 3 The last four characters in the file name that indicate the type of Excel file it is. (9)
- 5 Places the copied values on the Clipboard. (4)
- 7 Change the magnification percentage for viewing. (4)
- 8 The amount of white space from the edge of the page. (7)
- 9 Type of menu in the ribbon that displays multiple formatting options. (7)
- 10 Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity. (9)
- 15 Tabs that appear only when they are applicable. (13)
- 17 An Excel file that contains one or more worksheets. (8)
- 18 Sequential letters at the top of each column enable you to identify columns. (14)
- 20 A unique combination of the letter and number of the column and row that intersect at the cell. (11)
- 22 A two-dimensional arrangement of cells in rows and columns in an Excel workbook that holds data. (9)
- 24 Information about a file that's stored within the file. (8)
- 25 Located above the Ribbon and provides quick and customizable access to frequently used commands. (3)
- 26 Displays the cell address of the active cell. (7)
- 27 Composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results. (8)

Down

- 1 Marks the contents of a cell or a range of cells for removal and places a copy on the Clipboard. (3)
- 2 Displays the contents of the active cell and can be used to add or edit data. (10)
- 4 Numbers, date, or time values, aligns to the right by default. (7)
- 5 A temporary storage location in Excel. (9)
- 6 Places the contents of Clipboard into the new cell location, replacing any data already in the new cell location. (5)
- 11 Located at the top of the screen, the title bar indicates the contents of the window. (8)
- 12 A rectangular section of a worksheet containing two or more cells. (5)
- 13 Sequential numbers on the left side of each row enable you to identify rows. (11)
- 14 Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents. (11)
- 16 A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use. (8)
- 19 Portrait (vertical) or Landscape (horizontal). (11)
- 21 Appear at the bottom of every printed page. (7)
- 23 Appear at the top of every printed page. (7)

Activity 2: Crossword Puzzle Answer Key



Across: 1 STRUCTURED REFERENCE, 7 FORMAT PAINTER, 13 AUTOFILTER ICON, 14 INDENTED, **Across:** 3 EXTENSION, 5 COPY, 7 ZOOM, 8 MARGINS, 9 GALLERY, 10 RIBBON TAB, 15 CONTEXTUAL TAB, 17 WORKBOOK, 18 COLUMN HEADINGS, 20 CELL ADDRESS, 22 WORKSHEET, 24 METADATA, 25 QAT, 26 NAME BOX, 27 FORMULAS.

Down: 1 CUT, 2 FORMULA BAR, 4 NUMERIC, 5 CLIPBOARD, 6 PASTE, 11 TITLE BAR, 12 RANGE, 13 ROW HEADINGS, 14 RIBBON GROUP, 16 TEMPLATE, 19 ORIENTATION, 21 FOOTERS, 23 HEADERS.

Unit 1: Unplugged Activity

Activity 3: Spreadsheet Grid

Objective: To help learners understand the concept of cell data, its types, and practical applications.

Materials Needed:

- Blank sheets of paper.
- A ruler or a template if available.
- Writing utensils or a printer if you want a more professional-looking grid.

Instructions:

Draw Grid Lines:

- Take a blank sheet of paper.
- Using a ruler (or a template), draw horizontal and vertical lines to create a grid.
- Typically, you would create rows labeled with numbers (1, 2, 3...) and columns labeled with letters (A, B, C...), just like in Excel.

Add Headers:

- Label the top row with the column headers (e.g., "A," "B," "C," etc.) to mimic Excel's column headers.
- Label the leftmost column with row numbers (e.g., "1," "2," "3," etc.) to mimic Excel's row numbers.

Define Data Types:

- In the first row, you can add labels to represent different data types such as "Numbers," "Dates," "Text," and any other types you want to include.

Unit 1: Unplugged Activity

Activity 4: Collaborative Workbook

Objective: To simulate the process of creating a workbook without using a computer.

Materials Needed:

- Paper or whiteboard
- Markers
- Printed grid or blank paper resembling an Excel spreadsheet (optional)

Instructions:

- Begin with a brief discussion about the concept of Excel workbooks and worksheets. Explain that you'll be simulating the creation of a workbook on paper without using a computer.
- Divide the learners into small groups or pairs. Each group represents a team responsible for creating a workbook.
- Provide each group with a blank sheet of paper or a printed grid that resembles an Excel worksheet.
- Assign each group a specific task or project, similar to the extension activity mentioned earlier. For example, creating a budget, a class schedule, or a simple inventory.
- Instruct the groups to design and draw their workbook structure on paper. This includes deciding on the number of sheets (worksheets), labeling them, and sketching the layout.
- Ask each group to populate their workbook with data. They can use markers or pens to write data in cells on paper.
- Discuss the concept of formatting in Excel. Allow groups to use different colors, patterns, or symbols to represent formatting. For instance, shading cells to indicate important data.
- After a set time, ask each group to present their "workbook" to the class.
- Encourage discussions about the challenges they faced, what they learned about planning a workbook, and how the structure and data in their paper workbook compare to a real Excel workbook.
- Facilitate a discussion about the similarities and differences between working on paper and working in Excel. Discuss the advantages and limitations of each approach.

Unit 1 Associate Key Terms

Term	Definition
Accessibility Checker	A tool used to find issues that might make it difficult for users with disabilities to access the content in the workbook.
Active Cell	The cell where you are entering data.
Auto Fill	Use to copy data or continue sequential patterns in entered data.
AutoFit	Change a row's height or column's width to fit the contents.
Column Headings	Sequential letters at the top of each column enable you to identify columns.
Contextual Tab	Tabs that appear only when they are applicable.
Custom Views	Allows you to save your current page layout settings with a name so that you can re-activate them later.
Document Inspector	A tool used to find hidden or private information in a workbook and report it to you in a report.
Extension	The last four characters in the file name that indicate the type of Excel file it is.
File Tab	Select the File tab to open the Backstage view.
Footers	Footers appear at the bottom of every printed page.
Formula Bar	Displays the contents of the active cell and can be used to add or edit data.
Formulas	Formulas are composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
Freeze Panes	Locks in place the rows above and the columns to the left of a selected cell.
Gallery	Type of menu in the ribbon that displays multiple formatting options.
Headers	Appear at the top of every printed page.
Insert Function	Opens a dialog box to help you choose and insert a built-in function.
Metadata	Information about a file that's stored within the file.
Minimize, Maximize/Restore Down, Close	Located in the upper right-hand corner of the window, these buttons enable you to minimize () the application window to a button on the taskbar, maximize () the program to full screen, restore () the window to its original size, or close () the application window.
More Button	Button that opens a gallery.
Name Box	Displays the cell address of the active cell.
Normal View	The default view used for entering data and working with data.
Numeric	Numbers, date, or time values, aligns to the right by default.
Page Break Preview view	Used to manage and control vertical and horizontal page breaks.
Page Layout	A tab on the Ribbon where you find controls and settings for printing.

Page Layout View	Use to add header and footer information, change margins and layout, and adjust how the printed document will appear.
Paste Special	Paste options to control components of what is pasted.
Print Titles	Specifies rows or columns (or both) to print on every page of the printed output.
Properties	Metadata in Excel, some that's generated automatically by Excel (such as the date and time the file was created and last modified, who created it, and the size of the file), and some you add (such as a workbook Title or your company name).
Quick Access Toolbar (QAT)	Located above the Ribbon, the QAT provides quick and customizable access to frequently used commands.
Ribbon	A collection of tabs (such as File, Home, and Insert) that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
Ribbon Display Options	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
Ribbon Group	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents. Some groups include a dialog box launcher button at the bottom right which opens a dialog box or pane with more commands and options.
Ribbon Tab	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
Row Headings	Sequential numbers on the left side of each row enable you to identify rows.
Scroll Bars	Scrolls the spreadsheet to view content that is offscreen and not visible.
Sheet Tab	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
Split	Splits the worksheet into two or four panes based on the cell pointer position.
Status Bar	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
Template	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
Text	Alphabetic and numeric characters and most printable symbols, aligns to the left by default.
Title Bar	Located at the top of the screen, the title bar indicates the contents of the window.
View Buttons	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
Zoom Slider	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.

Excel Associate Course Key Terms

Term	Definition
Accessibility Checker	A tool used to find issues that might make it difficult for users with disabilities to access the content in the workbook.
Active Cell	The cell where you are entering data.
Alignment	Refers to the position or placement of data within the cell; you can align the cell contents horizontally or vertically.
Auto Fill	Use to copy data or continue sequential patterns in entered data.
AutoFilter	Finds and displays the rows where the value in the selected column meets your specified criteria.
AutoFilter Icon	An arrow that appears next to each column title and can be used to apply various options.
AutoFit	Change a row's height or column's width to fit the contents.
Banding	Use different color shades for alternating rows.
Borders	The line type or style that can be applied to one or more cells.
Built-in Custom Lists	Sort data by specific order such as weekdays or months.
Cell Range	A rectangular block of cells. You refer to a cell range by listing the addresses of two cells at opposite corners of the range, separated by a colon (:).
Cell Reference	The column and row coordinates which comprise a cell address. For example, the cell reference A1 indicates a cell at the intersection of column A and row 1.
Cell Styles	A grouping of specific format settings for a cell.
Chart	A chart is a pictorial representation of the data you enter in a worksheet. Often, a chart can be a more descriptive way of representing your data.
Clear	Use to remove the contents (or certain components that you choose) from the cell or a range of cells.
Column Headings	Sequential letters at the top of each column enable you to identify columns.
Comma Separated Value (CSV)	A comma-separated value (CSV) file allows data to be saved in a format that can be used with almost any spreadsheet program.
Comments	A way to add a note or explanation so that other users of the workbook can collaborate.
Conditional Formatting	A tool to use to display the data in cells one way for some values but another way for others.
Contextual Tab	Tabs that appear only when they are applicable.
Convert a Table	Choose to return to a regular set of rows and columns without the table definition.
Custom AutoFilter	Allows you to specify exactly how you want to filter the data.
Custom Views	Allows you to save your current page layout settings with a name so that you can re-activate them later.

Document Inspector	A tool used to find hidden or private information in a workbook and report it to you in a report.
Excel Table	A structured and pre-formatted dynamic range of cells that has its own name.
Export	When you export data, it is the removal and conversion of raw data from their existing format into a new pre-selected format that is required by the new application.
Extension	The last four characters in the file name that indicate the type of Excel file it is.
File Tab	Select the File tab to open the Backstage view.
Fill Color	A feature that enables you to apply a background color to the selected cell(s).
Fill Patterns	A feature where you can apply a pattern style to the background of the selected cell(s).
Filter	Hide rows of data you are not interested in viewing.
Font	Refers to the typeface of the text characters, such as Times New Roman, Calibri, Century Block, Helvetica, etc.
Footers	Footers appear at the bottom of every printed page.
Format Cells Dialog Box	A dialog box you can activate to select various formatting options for a selected cell(s). This dialog box contains various tabs to address different types of formatting.
Format Painter	A tool that enables you to copy the cell formatting from one area on the worksheet to another.
Formatting	Change the appearance of the data using various features to draw attention to parts of the worksheet, or to make the data presented clearer to understand.
Formula Bar	Displays the contents of the active cell and can be used to add or edit data.
Formulas	Formulas are composed of values, cell references, arithmetic operators, and special functions for calculating and displaying results.
Freeze Panes	Locks in place the rows above and the columns to the left of a selected cell.
Function	A feature designed by Microsoft that enables you to quickly perform a calculation or formula using a specialized function.
Gallery	Type of menu in the ribbon that displays multiple formatting options.
Go To Feature	A quicker method of jumping to a specific cell or object.
Headers	Appear at the top of every printed page.
Hyperlink	A hyperlink is a shortcut to another location in the current workbook, opens a stored document, or opens a page on the internet.
Import	When you import, you bring in information from an outside source into Excel.
Indented	Contents in a cell are positioned at least one character from the left edge of the cell to create an indented appearance.
Insert Function	Opens a dialog box to help you choose and insert a built-in function.
Layer Objects	Arrange objects to create a layer effect.
Legend	Excel will automatically include a legend with the chart to explain the meaning of each line in a line chart or column in a column chart.
Merging Cells	A feature commonly used on text labels to identify a group of cells together.

Metadata	Information about a file that's stored within the file.
Minimize, Maximize/Restore Down, Close	Located in the upper right-hand corner of the window, these buttons enable you to minimize the application window to a button on the taskbar, maximize the program to full screen, restore the window to its original size, or close the application window.
Mixed Cell Reference	A cell address where either the column or row reference is absolute, and the other reference is relative.
More Button	Button that opens a gallery.
Name Box	Displays the cell address of the active cell.
Name Manager	A dialog box where you can modify and delete range names, or change the cell range references.
Named Ranges	Add a meaningful name for a cell or range of cells for users to understand the purpose of the cells.
Normal View	The default view used for entering data and working with data.
Numeric	Numbers, date, or time values, aligns to the right by default.
Orientation	A button that allows you to change the direction of the characters in a cell in various ways.
Page Break Preview view	Used to manage and control vertical and horizontal page breaks.
Page Layout	A tab on the Ribbon where you find controls and settings for printing.
Page Layout View	Use to add header and footer information, change margins and layout, and adjust how the printed document will appear.
Paste Special	Paste options to control components of what is pasted.
Print Titles	Specifies rows or columns (or both) to print on every page of the printed output.
Properties	Metadata in Excel, some that's generated automatically by Excel (such as the date and time the file was created and last modified, who created it, and the size of the file), and some you add (such as a workbook Title or your company name).
Quick Access Toolbar (QAT)	Located above the Ribbon, the QAT provides quick and customizable access to frequently used commands.
Quick Styles	A set of prebuilt styles provided in Excel to apply a common type of formatting for specific data, such as Headings or currency numbers.
Ribbon	A collection of tabs (such as File, Home, and Insert) that provides quick access to commands used to complete a task. Each Ribbon tab relates to a type of activity.
Ribbon Display Options	Button to control what displays on the ribbon: Auto-hide, Tabs, Tabs, or Tabs and Commands.
Ribbon Group	Each Ribbon tab contains groups of related commands to edit, format, or enhance items in your documents. Some groups include a dialog box launcher button at the bottom right which opens a dialog box or pane with more commands and options.
Ribbon Tab	Commands are arranged in tabs that appear on the Ribbon, and each tab's commands relate to a specific type of activity.
Row Headings	Sequential numbers on the left side of each row enable you to identify rows.
Scroll Bars	Scrolls the spreadsheet to view content that is offscreen and not visible.

Series	A data series is a row or column of numbers that are plotted in a chart.
Sheet Tab	The rectangular box at the bottom of a worksheet by which the worksheet is accessed and identified.
Shrink to Fit	An option that shrinks the font size to fit the cell.
SmartArt	Create and modify specific types of diagrams such as organization charts, a matrix, or list processes.
Special Characters	Characters that do not fall under numeric or alphabetic characters. They include symbols like punctuation marks and characters that have a special functionality within Excel, such as the full colon (:) and double quotes (").
Split	Splits the worksheet into two or four panes based on the cell pointer position.
Status Bar	Displays the current cell mode, auto calculations, the View buttons, and the Zoom slider.
Structured Reference	Reference individual columns within the table by adding the column title within square brackets.
Structured Reference or Table Reference	A special way for referencing tables and their parts that uses a combination of table and column names instead of cell addresses.
Symbols	Signs, characters, and alt codes that represent important information or enhance the representation of the data.
Table	A rectangular block of data in which the rows and columns of data have a common structure and format.
Template	A type of workbook that typically contains data, formulas, and formatting, and makes a copy of itself for you to use.
Text	Alphabetic and numeric characters and most printable symbols, aligns to the left by default.
Theme	A set of pre-defined formats that can be applied to a worksheet for a consistent formatted layout and color.
Title Bar	Located at the top of the screen, the title bar indicates the contents of the window.
Total Row	An option you can turn on or off for a table where you can select a built-in function such as sum or average.
View Buttons	Change the on-screen views for the worksheet: Normal, Page Layout, and Page Break Preview.
Wrap Text	Force the text content in a cell to stay within the left and right boundaries of the cell, increasing the height of that row to accommodate the full length of the text.
X Axis	The chart's horizontal axis is located at the bottom of the chart.
Y Axis	The chart's vertical axis is located on the left or right side of the chart.
Zoom Slider	Drag the slider button to choose a particular zoom percentage or use the buttons at either side of the slider.