Advanced formatting in a Google Sheet
Practice Assignment • 4 min

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Your grade: 100%

Your latest: **100%** • Your highest: **100%**

To pass you need at least 50%. We keep your highest score.

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1. Yousef is reviewing his store inventory. He wants his Google Sheet to visually   **1 / 1 point**
    identify cells where the store's flour inventory fell below 100 bags. What does
    he need to do in order for Google Sheets to do this automatically? Select the
    correct response.

    ○ He can highlight the cells with flour inventory, open the **Data** menu,
       then select **Named ranges**

    ○ He can highlight the column with flour inventory, open the **Data** menu,
       then select **Create a filter**

    ○ He can highlight the cells with flour inventory, open the **Format** menu,
       then select **Alternating colors**

    ◉ He can highlight the range with the flour inventory, open the **Format**
       menu, then select **Conditional formatting**

    ⊘ **Correct**
       Correct

2. Seroja wants to ensure consistency when preparing sales and inventory   **1 / 1 point**
    reports. How can she automatically apply the same formatting every time she
    creates a new monthly reporting spreadsheet? Select the correct response.

    ○ She can select a cell range, click the **Paint format** button, then select a
       different range in order to copy the formatting

    ◉ She can open the **Format** menu, select **Theme**, then choose an option
       from the panel. Each month, she can use the same **Theme**

    ○ She can select the cell range, open the **Data** menu, then select
       Protected sheets and ranges. Each month, she can copy the Protect
       range to her new spreadsheet