



✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE  
**90.90%**

## Formatting: Test your skills

LATEST SUBMISSION GRADE

90.9%

1. Sean wants to make a change in cell **B2**, but every time he clicks on the cell, **A1** becomes the active cell instead.

1 / 1 point

	A	B	C	D
1	Shipping Data			
2				
3	Order No	Order Date	Customer Name	Discount %
4	5207-1	Friday, 9 August 2013	Aaron Bergman	8.0%
5	5043-1	Saturday, 23 March 2013	Aaron Smayling	4.0%

What is most likely happening here?

- ☒ **A1:B2** have been merged.
- ☐ **A1:B2** have been set to **Wrap Text**.
- ☐ **A1:B2** are a range and cannot be selected separately.
- ☐ **A1:B2** are linked through an absolute reference.

✓ **Correct**

Yes, spot on. Well done - your hard work is paying off.

2. Open the attached workbook and observe how the heading in row 1 has been formatted. What is the name of the font used in the heading?

1 / 1 point

W03-Assessment.xlsx

Candara

✓ **Correct**

Yes, that's excellent work.

3. Which alignment option has been applied to the heading in row 1?

1 / 1 point

- ☐ Wrap Text
- ☐ Increase Indent
- ☒ Merge and Center
- ☐ Middle Align

✓ **Correct**

Yes, 100%. Well done.

4. Which formatting options have been applied to cell **A3**?

1 / 1 point

(One or more answers are possible — partial credit will be awarded)

☒ Italics

✓ **Correct**

Yes, Italics has been applied to the font.

☐ Center

☒ Bold

✓ **Correct**

Indeed, the font appears now in Bold

☒ Middle Align



Correct

Yes, that's correct - you figured this one out pretty quickly!

5. The date in **B3** has lost its formatting. Apply a **Long Date** format. What month of the year was this data last modified?

1 / 1 point

- ☐ May
- ☒ June
- ☐ July
- ☐ August



Correct

Yes! By applying the Long Date format, you were able to figure this one out.

6. The percentages in **T9** and **T10** also have the wrong number format. Change them to the correct number format (to match the rest of the data in the column). What value now shows in **T9**?

1 / 1 point

93%



Correct

Nice work, you really know your number formats now.

7. Which Cell Style has been added to cells **C38:U38**? (Hint: Look in the Cell Styles gallery, when you hover over a style it tells you the name.)

0 / 1 point

No answer



Incorrect

No, that's not correct. Did you enter just the name of the style in the answer box? Take another look at it in Excel and try again.

8. Which of the following formats has been added to **B3**?

1 / 1 point

- ☐ Underline
- ☒ Thick Bottom Border
- ☐ Outside Borders
- ☐ Double Underline



Correct

Yes, you got it. The preset border styles come in handy. Use them also for consistency.

9. Which format options have been applied to the headings in **D6:T6**?

1 / 1 point

(One or more answers are possible — partial credit will be awarded)

☒ Center



Correct

Nicely done. You got this one exactly right.

☒ Rotate Text Up



Correct

Yes, well done. You identified this format correctly.

☐ Vertical Text

☒ Bold



Correct

This was too easy for you. We will have to find bigger challenges for you.

10. Which alignment option has been applied to cell **H14**?

10. Which alignment option has been applied to cell **B51**?

1 / 1 point

- ☒ Wrap Text
- ☐ Center
- ☐ Merge and Center
- ☐ Middle Align



**Correct**

Yes, spot on. You have been working hard and it's really paying off!

11. Click on cell **S38** and increase the number of decimal places to 3. What is the value in the cell now? (Enter using the number format ###.###).

1 / 1 point

30.867



**Correct**

Nicely done. You got this answer exactly right.