



SUBJECT

ITIS204

CHAPTER

Excel Mock Exam

روابطنا تشمل:
1-الشروط والأحكام.
2-حساب الانستقرام.
3-رقم دعم الفني.
4-أرقام مدرسي ELC.
5-صفحتنا الإلكترونية.
6-موقعنا.



Our link includes:
1- Rules & Regulations.
2- Instagram account.
3-ELC Support number.
4-ELC Teachers' numbers.
5-Our Website.
6- Our Location.

Hadi Aman
37155381



هذه الملخصات والشروحات للمسجلين بالدورة فقط، ولا يحق لك مشاركتها مع الآخرين أو بيعها أو تناقلها أو الإقتباس منها أو التدريس من خلالها.

These notes are for those enrolled in ELC course only. Participants are not entitled to share, sell, distribute, quote, or teach through them.

هذه الدورة
ليست بدالة
عن شرح
ومذكرات
الدكتوراة

الممثل القانوني لمراكز ELC
مجموعة المحروس القانونية
Legal Representative For ELC is
Attorney Al-Mahroos legal group

الامر

(write quiz)

Make the answer with :

- 1- Answer the question related to the Excel file in Arabic with keeping the main terminologies such as (Tab names (Home, Insert, Design, etc)).**
- 2- Arrange the steps in numbered format without command open word file.**
- 3- Make the steps organized, clear, and brief**

(اكتب السؤال)

اشرح كيف يمكن تنفيذ المهمة المطلوبة باستخدام واجهة MS Excel فقط اجعل الاجابه بالعربي واجعلها مختصرة جداً ، مع الالتزام بما يلي:

- 1. لا تغير أسماء الأوامر في البرنامج مثل Home tab و Insert tab، خليك كاتبها بالإنجليزي.**
- 2. اعتمد فقط على الخيارات الظاهرة في شريط الأدوات العلوي، بدون استخدام أي اختصارات من الكيبورد أو قوائم تظهر بزر الفارة الأيمن.**
- 3. ركز على أن يكون الشرح بسيط وواضح، بحيث أي شخص يقدر يتبع الخطوات خطوة بخطوة داخل البرنامج.**



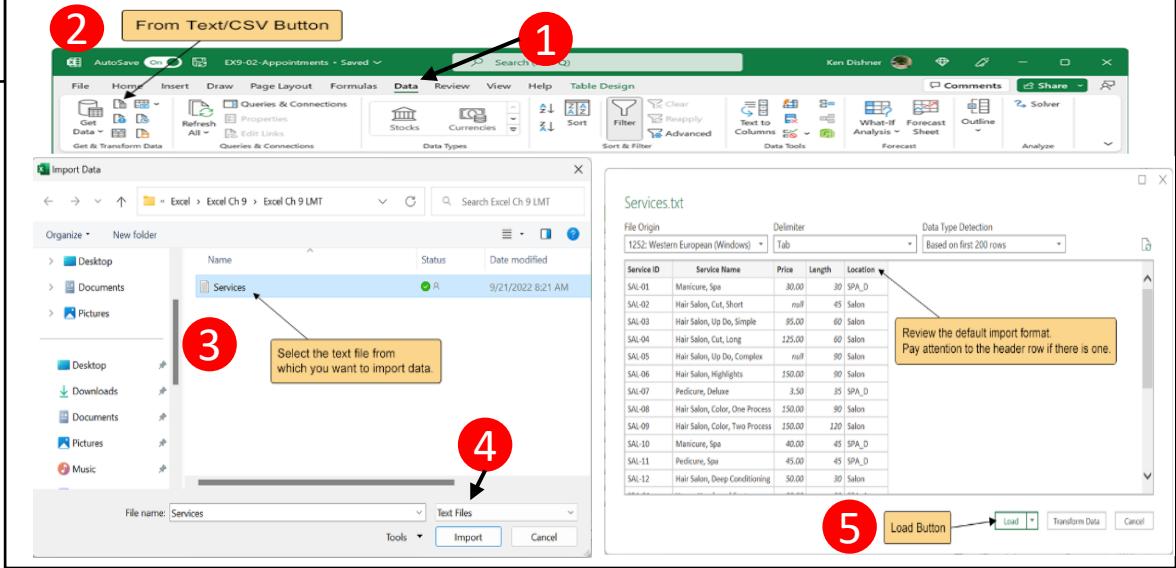
روابطنا
OUR LINKS



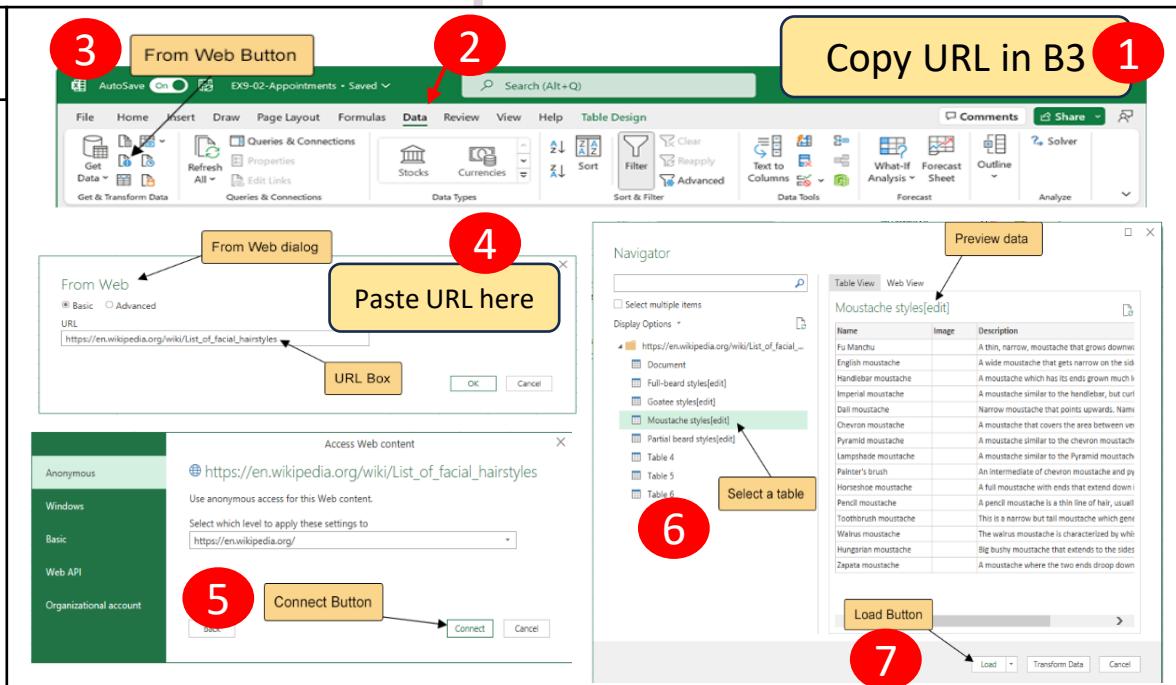
حقوق الطبع
والنشر محفوظة
All rights reserved

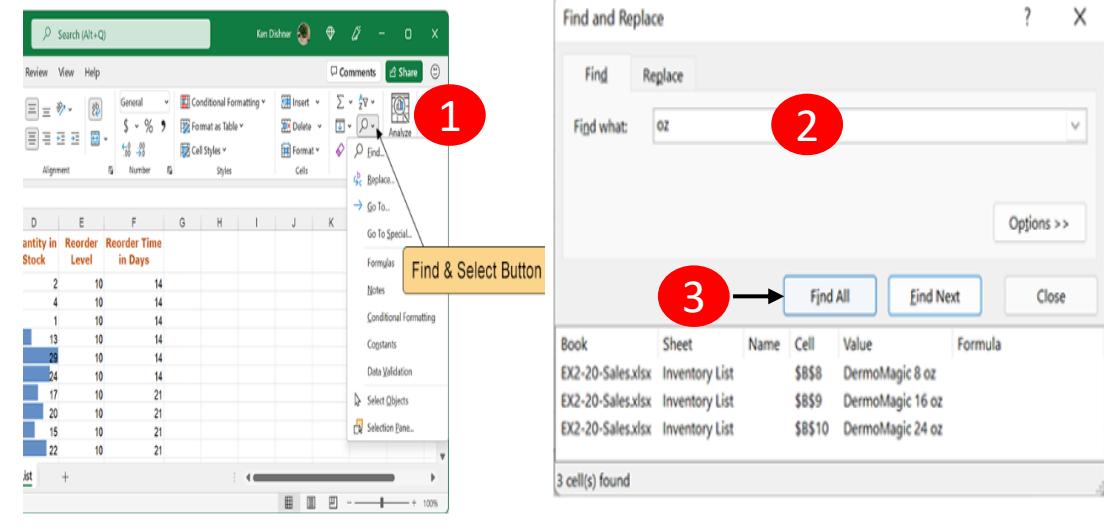
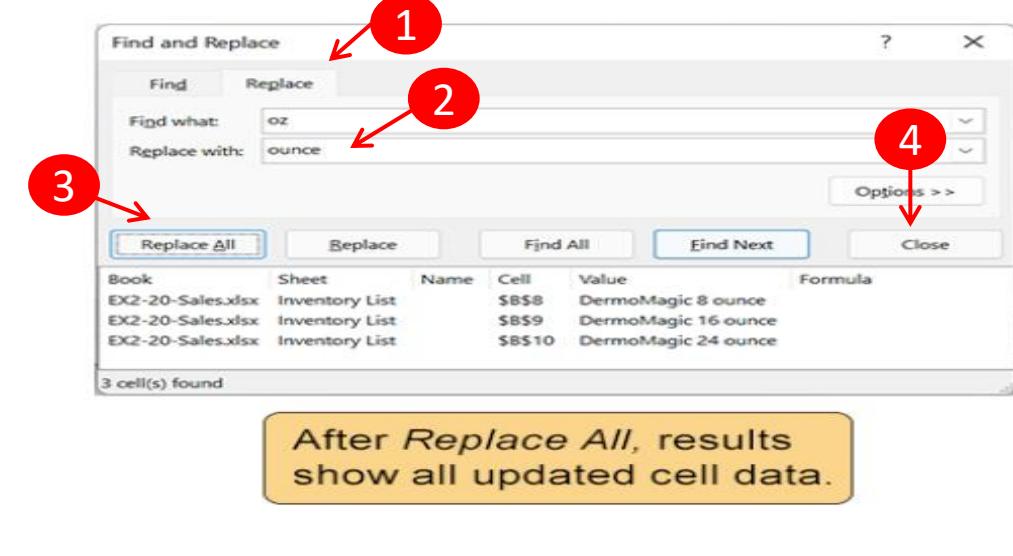
Manage Presentation

Q Import data from the Services text file. Allow Excel to import the data into a table in a new worksheet.

A

Q Using the URL in cell B3, import data from the Moustache styles table on the website.

A

Q**Find all instances of the word oz****A****Q****Replace all instances of the word oz with ounce. When you are finished, close the Find and Replace dialog.****A**

Q

On the Jan-Jun worksheet, select cell G3.

A

	A	B	C	D	E	F	G
1	Income and Expenses						
2	INCOME						
3	Services	1,890	2,240	2,390	2,420	3,000	12,000
4	Merchandise Sales	4,480	8,820	6,750	6,700	7,300	30,000
5	Gift Certificate Sales	5,590	5,000	3,030	4,300	4,300	17,500
6							
7	EXPENSES						
8	Rent						
9	Payroll	6,000	6,000	6,000	6,000	6,500	6,500
10	Taxes						
11	Advertising	1,500	1,200	800	800	750	750
12	Cost of Goods	400	400	400	400	400	400
13	Other Expenses	500	300	430	200	700	640
14							
15							
16							
17							
18							
19							
	Jan-Jun	Jul-Dec					

Q

Select column G.

A

	A	B	C	D	E	F	G	H
1	Income and Expenses							
2	INCOME							
3	Services	\$ 3,000	\$ 9,000	\$ 2,500	\$ 2,500	\$ 8,000	\$ 8,000	
4	Merchandise Sales	\$ 2,500	\$ 12,000	\$ 6,750	\$ 6,700	\$ 7,500	\$ 9,000	
5	Gift Certificate Sales	\$ 1,500	\$ 10,000	\$ 3,000	\$ 4,500	\$ 4,500	\$ 5,000	
6		\$ 7,000	\$ 31,000	\$ 12,250	\$ 13,700	\$ 20,000	\$ 22,000	
7								
8	EXPENSES							
9	Rent	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	
10	Payroll	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,500	\$ 6,500	
11	Taxes	\$ 138	\$ 660	\$ 371	\$ 369	\$ 413	\$ 495	
12	Advertising	\$ 1,500	\$ 1,200	\$ 800	\$ 800	\$ 750	\$ 750	
13	Cost of Goods	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	
14	Other Expenses	\$ 500	\$ 300	\$ 430	\$ 200	\$ 700	\$ 640	
15		\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785	
16								
17	Cash on Hand (beginning of month)							
		\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	



Q**Select row 3.****A**

1

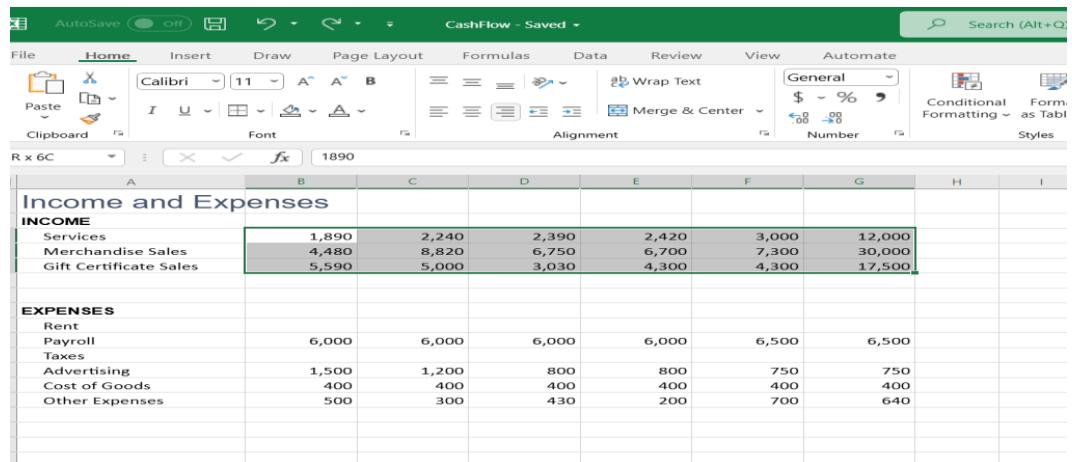
	A	B	C	D	E	F	G
1							
2							
3	INCOME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
4	Services	\$ 3,000	\$ 9,000	\$ 2,500	\$ 2,500	\$ 8,000	\$ 8,000
5	Merchandise Sales	\$ 2,500	\$ 12,000	\$ 6,750	\$ 6,700	\$ 7,500	\$ 9,000
6	Gift Certificate Sales	\$ 1,500	\$ 10,000	\$ 3,000	\$ 4,500	\$ 4,500	\$ 5,000
7		\$ 7,000	\$ 31,000	\$ 12,250	\$ 13,700	\$ 20,000	\$ 22,000
8	EXPENSES						
9	Rent	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
10	Payroll	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,500	\$ 6,500
11	Taxes	\$ 138	\$ 660	\$ 371	\$ 369	\$ 413	\$ 495
12	Advertising	\$ 1,500	\$ 1,200	\$ 800	\$ 800	\$ 750	\$ 750
13	Cost of Goods	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
14	Other Expenses	\$ 500	\$ 300	\$ 430	\$ 200	\$ 700	\$ 640
15		\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785
16							
17	Cash on Hand (beginning of month)	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -
18							
		Jan-Jun	Jul-Dec				

Q**Navigate to the Jul-Dec worksheet.****A**

1

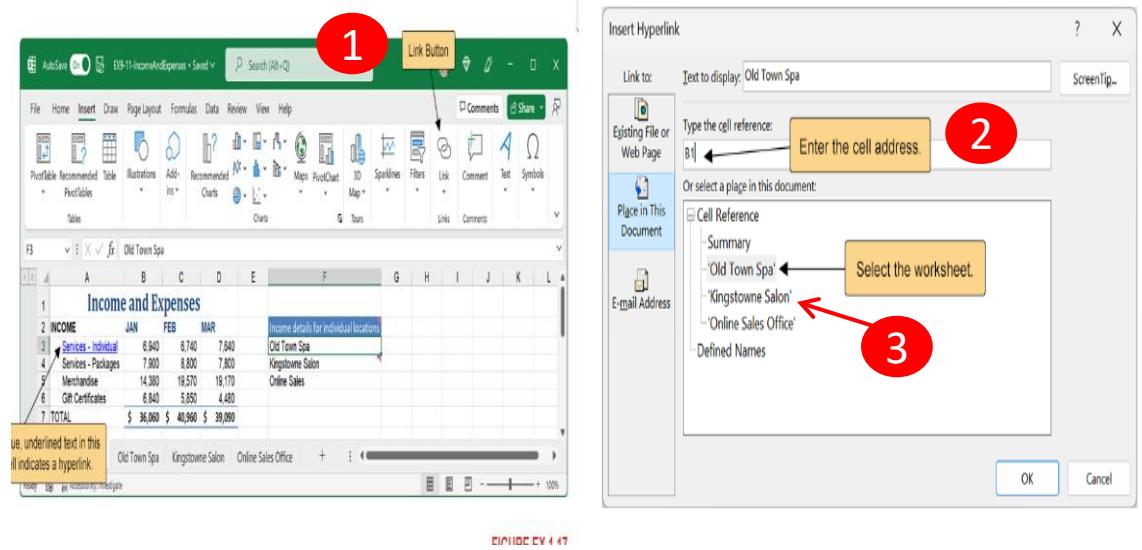
	A	B	C	D	E	F	G	H	I
1									
2									
3	INCOME								
4	Services	1,890	2,240	2,390	2,420	3,000	12,000		
5	Merchandise Sales	4,480	8,820	6,750	6,700	7,300	30,000		
6	Gift Certificate Sales	5,590	5,000	3,030	4,300	4,300	17,500		
7									
8	EXPENSES								
9	Rent								
10	Payroll	6,000	6,000	6,000	6,000	6,500	6,500		
11	Taxes								
12	Advertising	1,500	1,200	800	800	750	750		
13	Cost of Goods	400	400	400	400	400	400		
14	Other Expenses	500	300	430	200	700	640		
15									
16									
17									
18									
		Jan-Jun	Jul-Dec						



Q**Select cells B3:G5.****A**


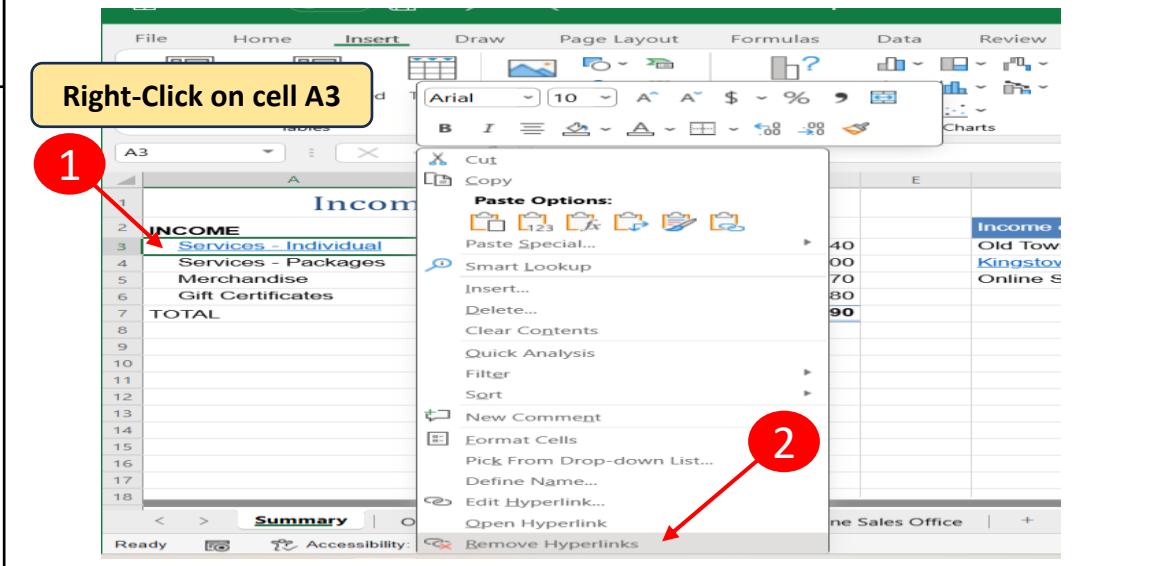
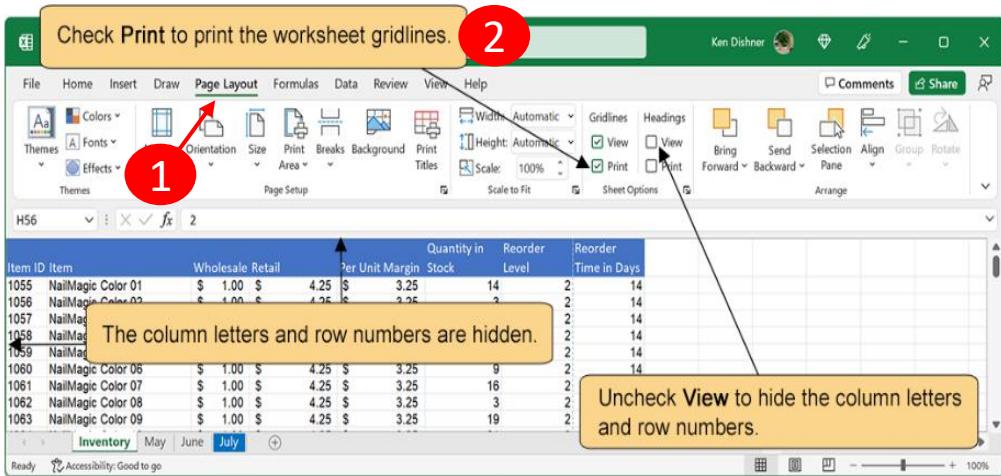
The screenshot shows a Microsoft Excel spreadsheet titled "Income and Expenses". The range B3:G5 is selected and highlighted in grey. The data in this range includes:

	B	C	D	E	F	G
Services	1,890	2,240	2,390	2,420	3,000	12,000
Merchandise Sales	4,480	8,820	6,750	6,700	7,300	30,000
Gift Certificate Sales	5,590	5,000	3,030	4,300	4,300	17,500

Q**Add a hyperlink from cell F4 to link to cell B1 in the Kingstowne Salon worksheet.****A**


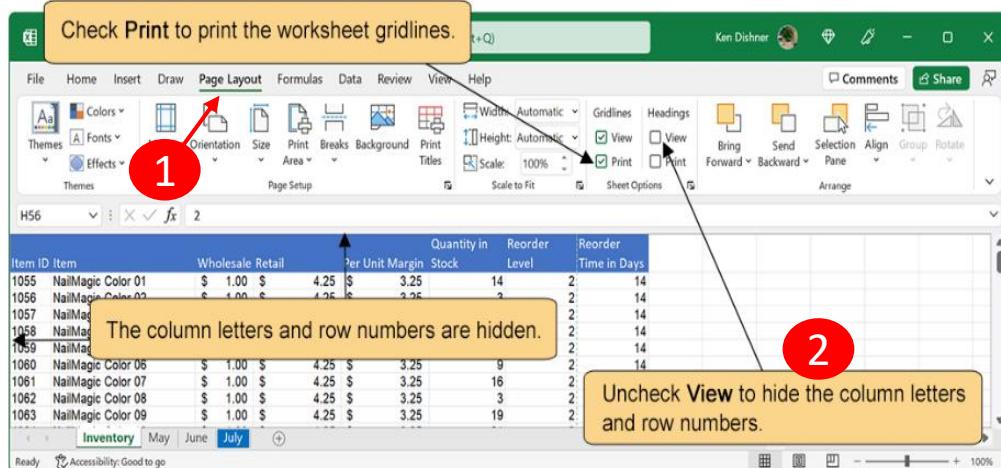
The screenshot shows a Microsoft Excel spreadsheet titled "BX-11-IncomeAndExpenses". A red circle labeled '1' points to the "Link" button in the ribbon. A red circle labeled '2' points to the "Enter the cell address" field in the "Insert Hyperlink" dialog box, which contains the text "B1". A red circle labeled '3' points to the "Kingstowne Salon" option in the "Cell Reference" list under "Or select a place in this document".



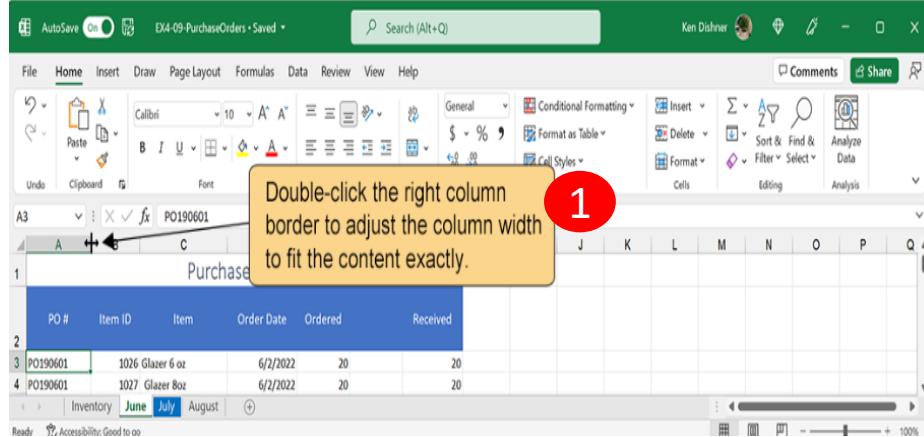
Q**Remove the hyperlink from cell A3.****A****Q****Modify the Inventory worksheet so gridlines will print.****A**

Q

Modify the Inventory worksheet so headings are hidden on-screen.

A**Q**

Autofit column A to best fit the data.

A

Q**Select columns E through G.****A**

Purchase Orders

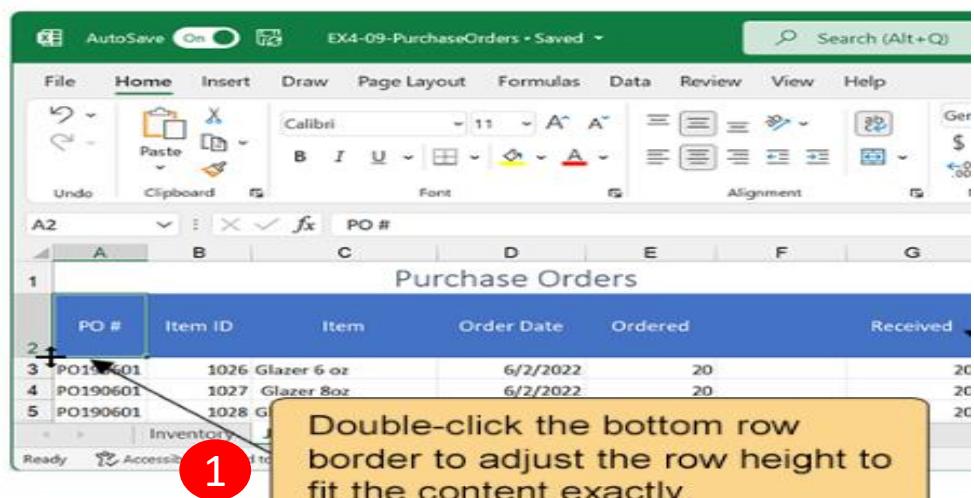
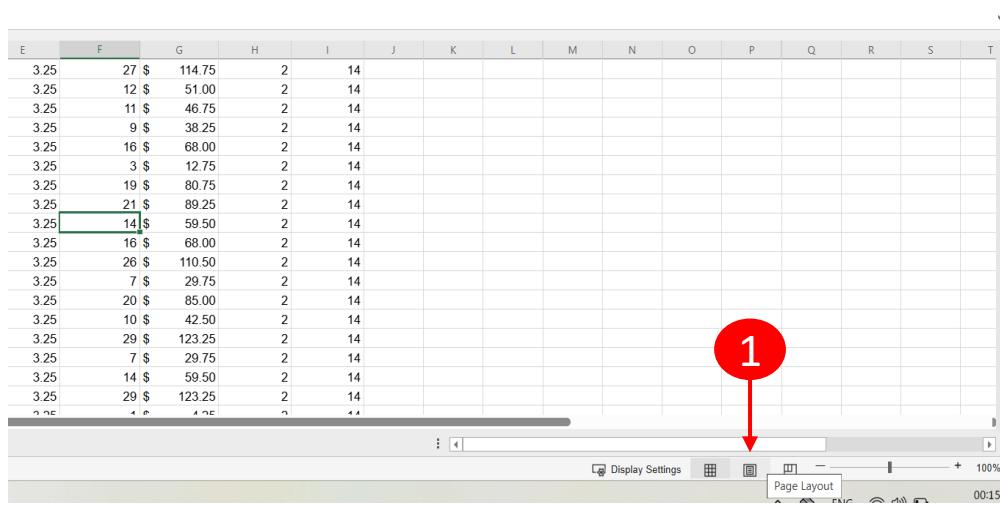
PO #	Item ID	Item	Order Date	Ordered	Received
PO190601	1026	Glazer 6 oz	6/2/2022	20	20
PO190601	1027	Glazer 8oz	6/2/2022	20	20
PO190601	1028	Glazer 20 oz	6/2/2022	20	20
PO190602	1089	Tea in a Bottle Shampoo	6/2/2022	20	20
PO190602	1090	Tea in a Bottle Conditioner	6/2/2022	20	22
PO190603	1008	DermoMagic 16 oz	6/16/2022	15	15
PO190603	1009	DermoMagic 24 oz	6/16/2022	15	15
PO190603	1010	DermoMagic samples	6/16/2022	10	7
PO190604	1038	ColorFab Color 010	6/23/2022	35	35
PO190604	1039	ColorFab Color 011	6/23/2022	35	35
PO190604	1040	ColorFab Color 012	6/23/2022	35	35
PO190604	1041	ColorFab Color 013	6/23/2022	35	35
PO190604	1042	ColorFab Color 014	6/23/2022	35	35
PO190604	1043	ColorFab Color 015	6/23/2022	35	32

Q**Change the column width of the selected columns to 11.****A**

Purchase Orders

PO #	Item ID	Item	Order Date	Ordered	Received
PO190601			6/2/2022	20	20
PO190601			6/2/2022	20	20
PO190601			6/2/2022	20	20
PO190602			6/2/2022	20	22
PO190603	1008	DermoMagic 16 oz	6/16/2022	15	15
PO190603	1009	DermoMagic 24 oz	6/16/2022	15	15
PO190603	1010	DermoMagic samples	6/16/2022	10	7
PO190604	1038	ColorFab Color 010	6/23/2022	35	35
PO190604	1039	ColorFab Color 011	6/23/2022	35	35
PO190604	1040	ColorFab Color 012	6/23/2022	35	35
PO190604	1041	ColorFab Color 013	6/23/2022	35	35
PO190604	1042	ColorFab Color 014	6/23/2022	35	35
PO190604	1043	ColorFab Color 015	6/23/2022	35	32



Q**Autofit row 2 to best fit the data.****A****Q****Switch to Page Layout view.****A**

Q

Click the center section of the header to activate the Header & Footer tab.

A

The screenshot shows a Microsoft Excel spreadsheet titled 'Inventory'. The ribbon at the top has the 'Home' tab selected. A red circle labeled '1' is positioned over the center of the header bar, specifically where the sheet name would be displayed. Below the header, there is a table with columns for Item ID, Item, Wholesale, Retail, Per Unit Margin, and Quantity in Stock. The table contains 15 rows of data.

Q

Add a header to the center section to display the sheet name automatically. Do not type the name of the worksheet.

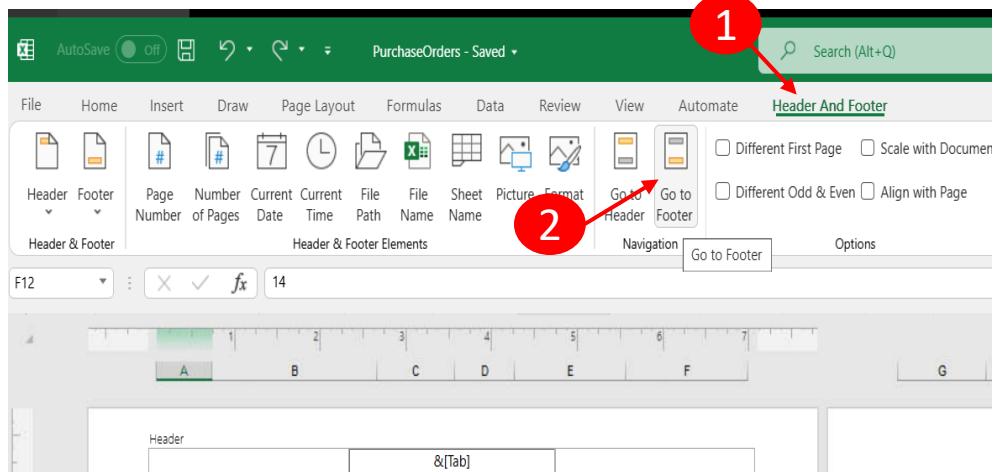
A

The screenshot shows a Microsoft Word document titled 'EX4-15-PurchaseOrders - Last Modified: Just now'. The ribbon at the top has the 'Header & Footer' tab selected, indicated by a red circle labeled '1'. Below the ribbon, there is a toolbar for 'Header & Footer Elements' with various icons. A callout bubble labeled '2' points to the 'Sheet Name' icon in this toolbar. A text box with the instruction 'Click the Sheet Name button to add the code to display the worksheet name.' is overlaid on the interface.

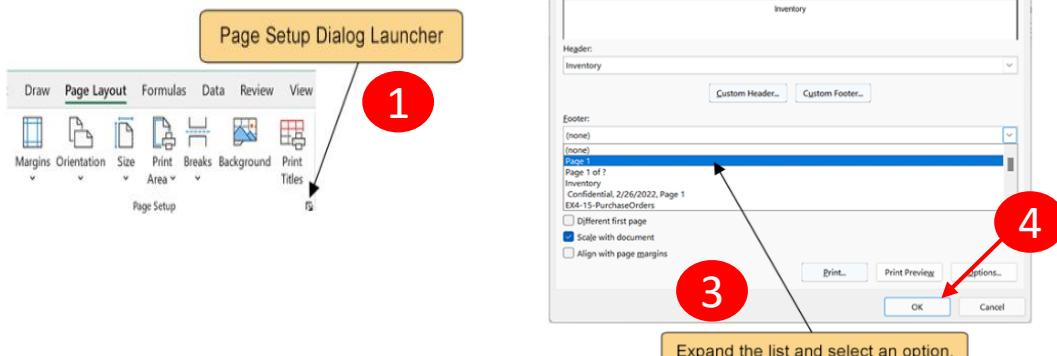


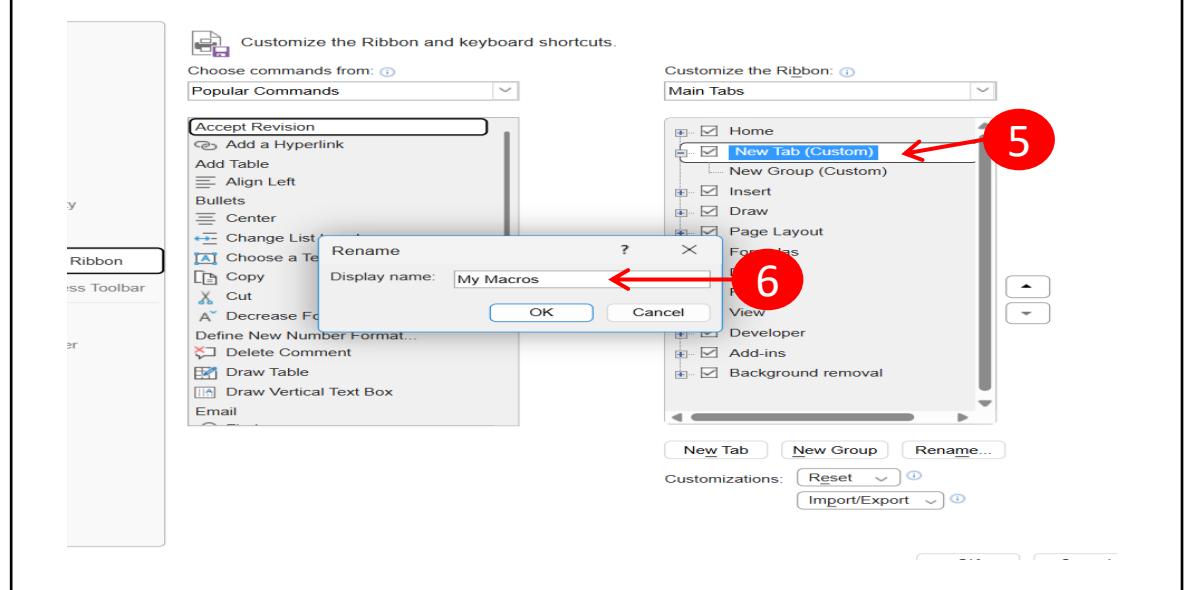
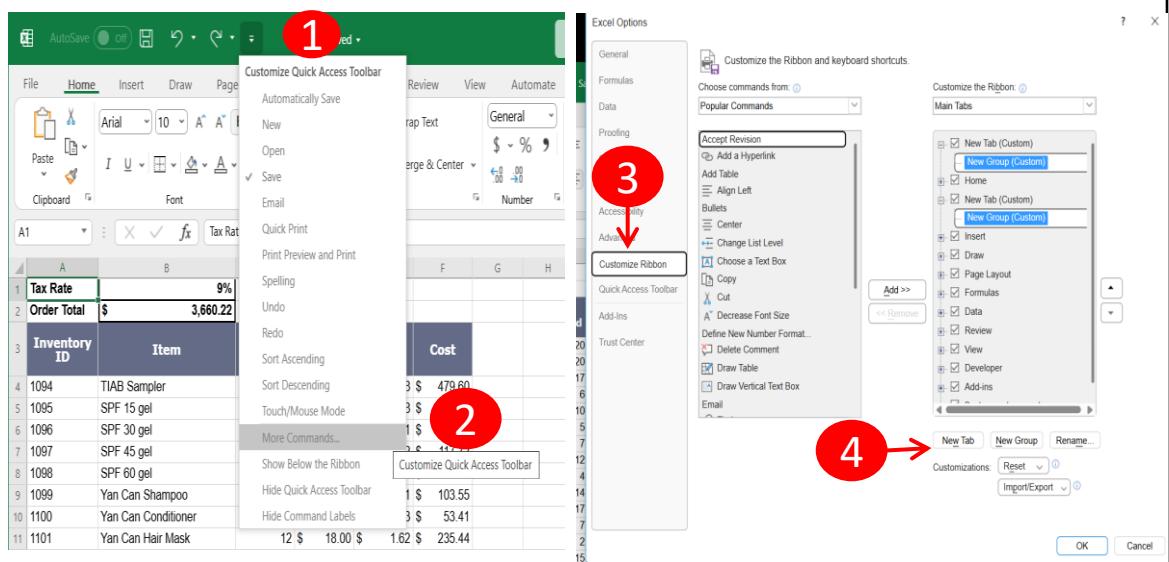
Q

From the Header & Footer tab, switch to the footer.

A**Q**

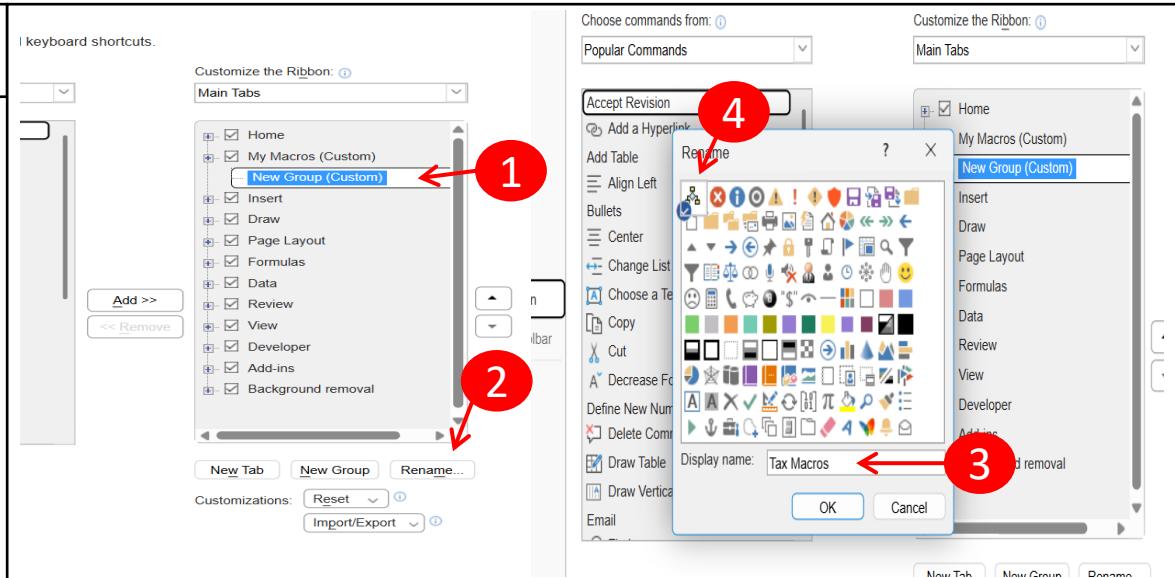
Add a footer that displays the word Page and then the page number in the center section.

A

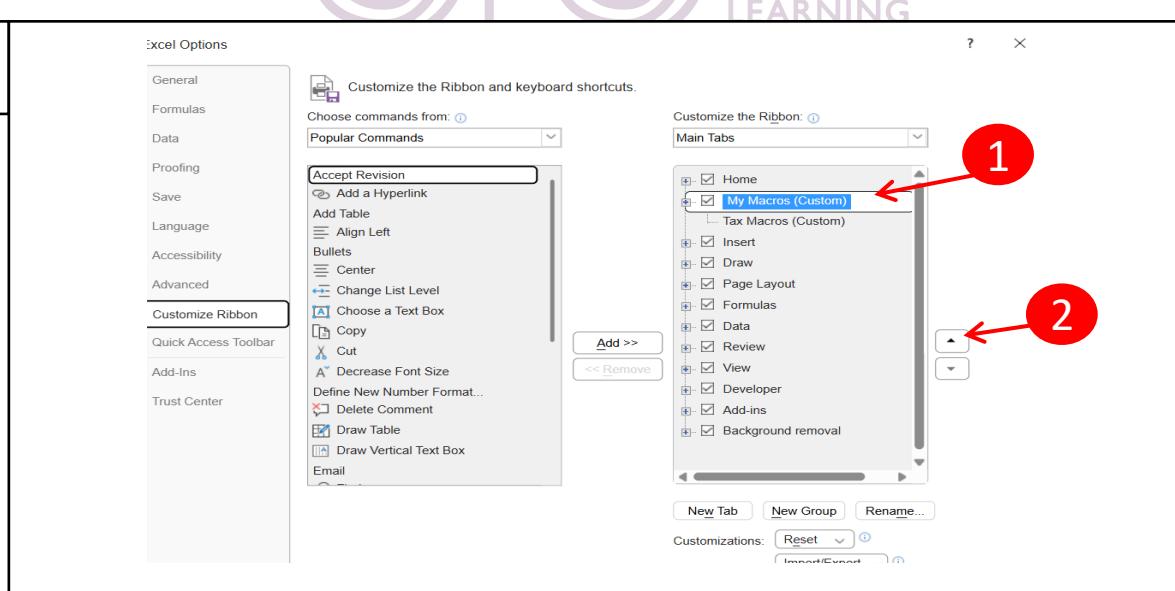
Q**Add a custom tab named My Macros to the Ribbon.****A**

Q

Rename the new group Tax Macros and use the first icon in the list as the group icon.

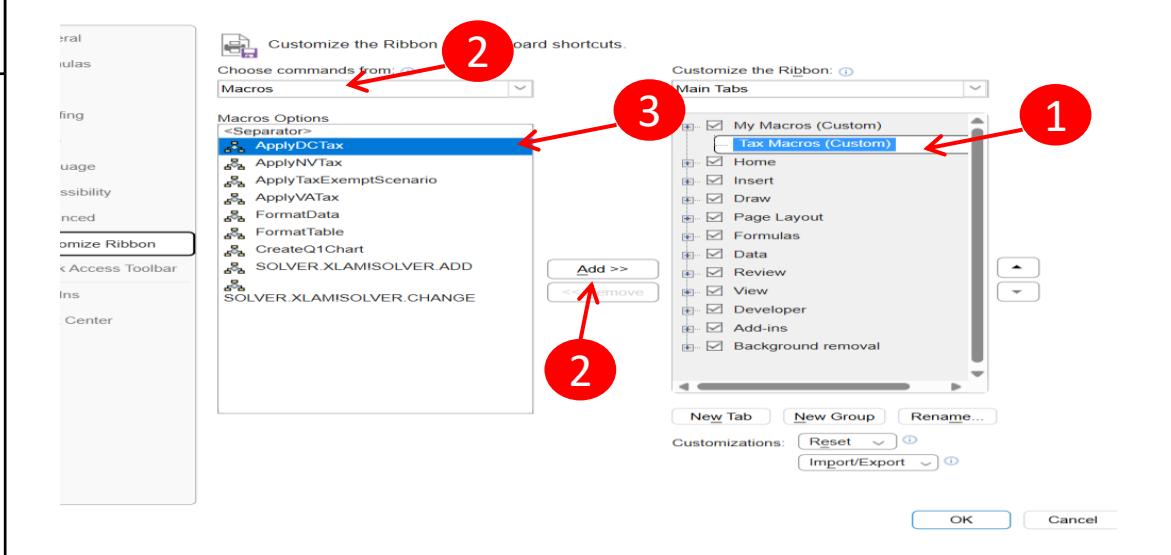
A**Q**

Move the new My Macros tab so it appears first in the list.

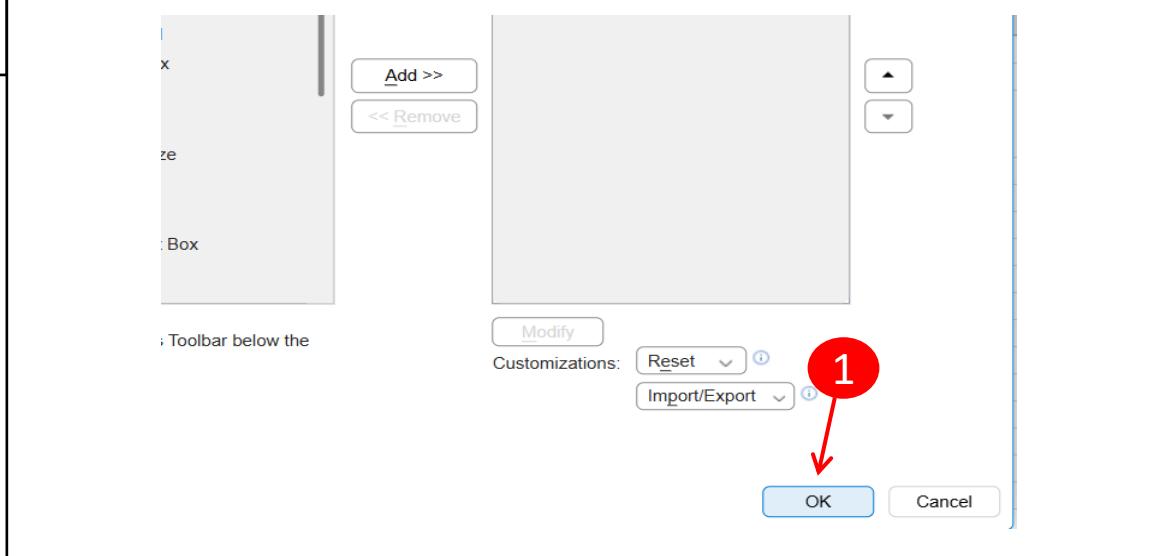
A

Q

Add the macro ApplyDCTax to the Tax Macros group.

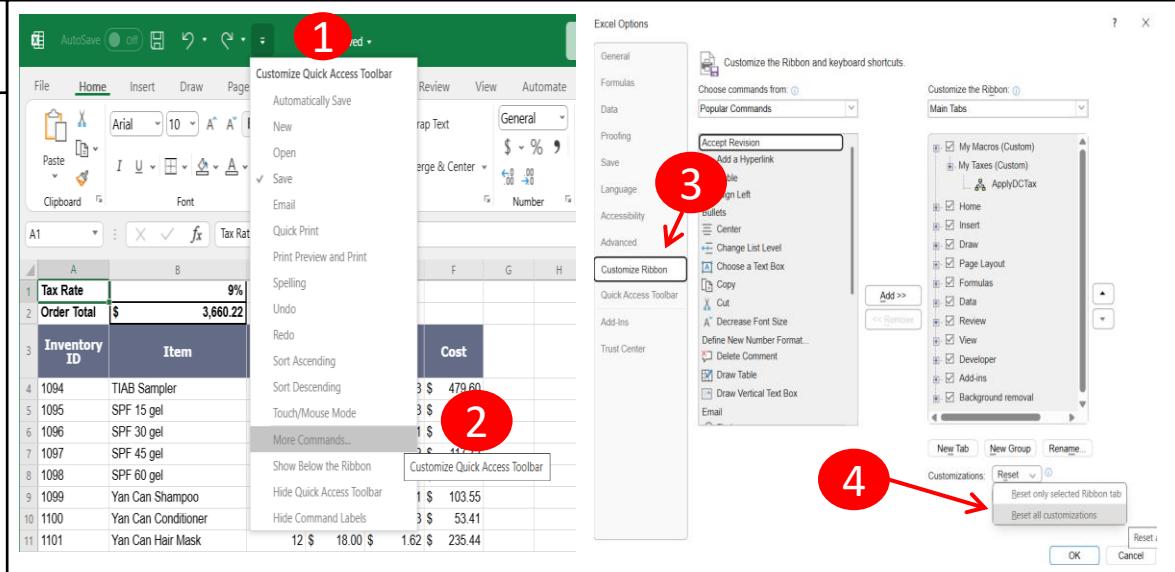
A**Q**

Apply the changes to the Ribbon.

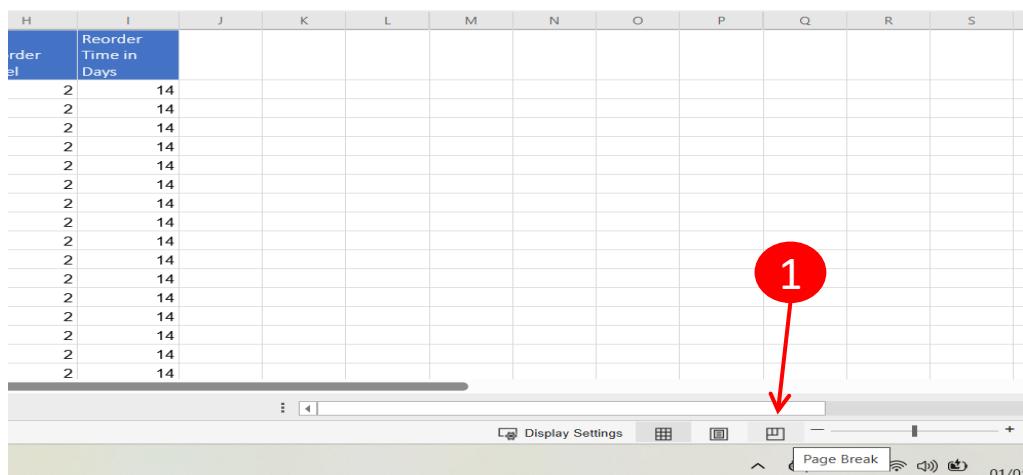
A

Q

Remove all customization and set the Ribbon back to its original state.

A**Q**

Switch to Page Break Preview view.

A

Q

Apply the Freeze Panes command so the top row will remain visible as you scroll down the worksheet.

A

The worksheet has **Freeze Top Row** applied, so the top row is always visible as you scroll down the worksheet.

Q

Split the worksheet into four panes at cell F12.

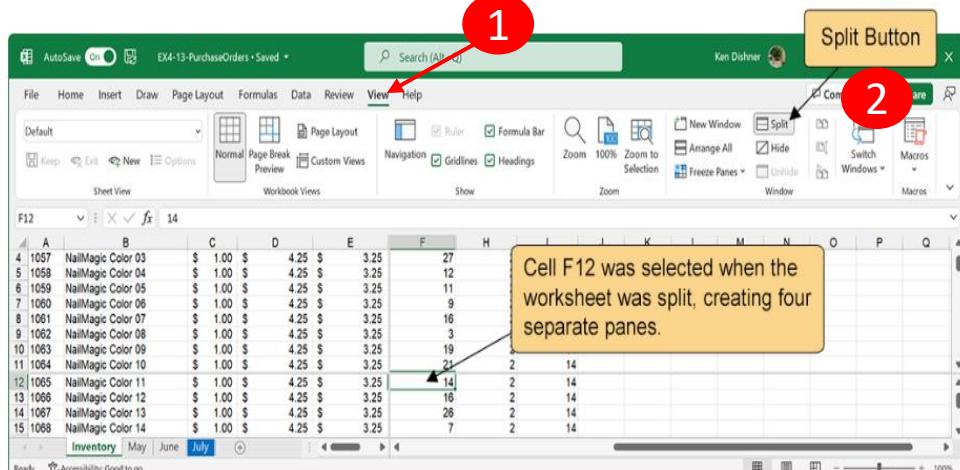
A

Cell F12 was selected when the worksheet was split, creating four separate panes.

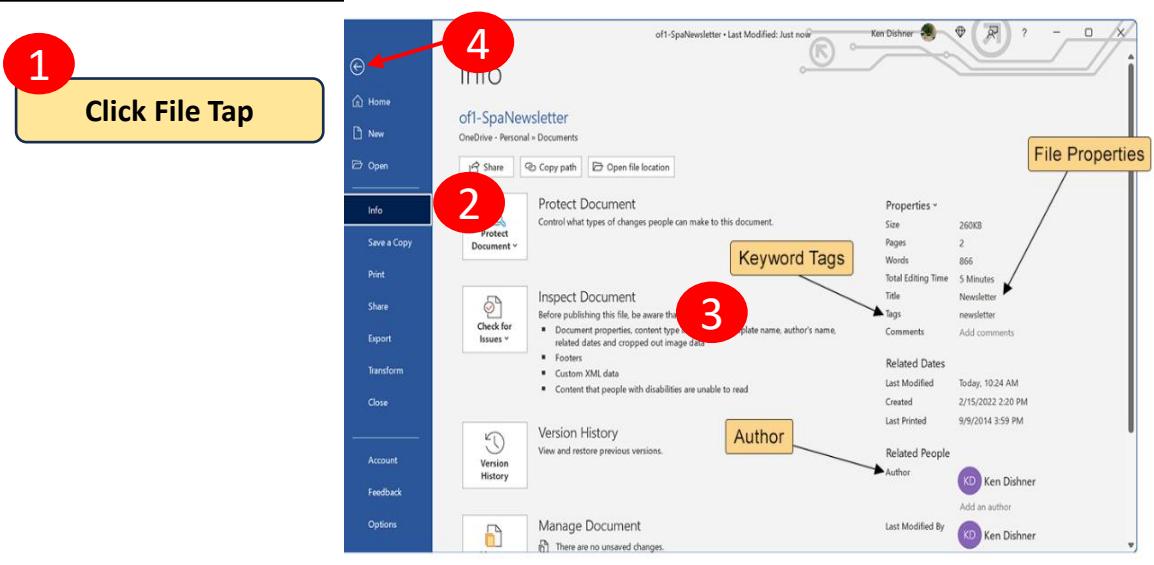


Q

Remove the split and return the worksheet to a single view.

A**Q**

Add a tag to the document that reads newsletter and then exit Backstage view.

A

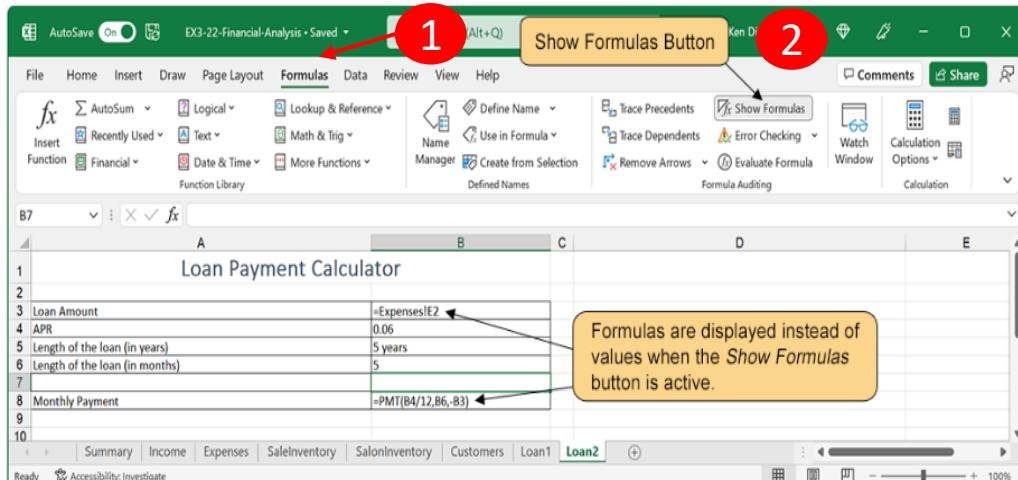
Q**Display the formulas in this worksheet.****A**

The screenshot shows the Microsoft Excel ribbon with the 'Formulas' tab selected. A red circle labeled '1' highlights the 'Show Formulas' button in the 'Formula Auditing' group. Another red circle labeled '2' points to a callout box stating: 'Formulas are displayed instead of values when the Show Formulas button is active.' Below the ribbon, a table titled 'Loan Payment Calculator' is visible, with formulas like =Expenses!E2 and =PMT(B4/12,B6,B3) displayed in the cells.

Q**Preview how the worksheet will look when printed.****A**

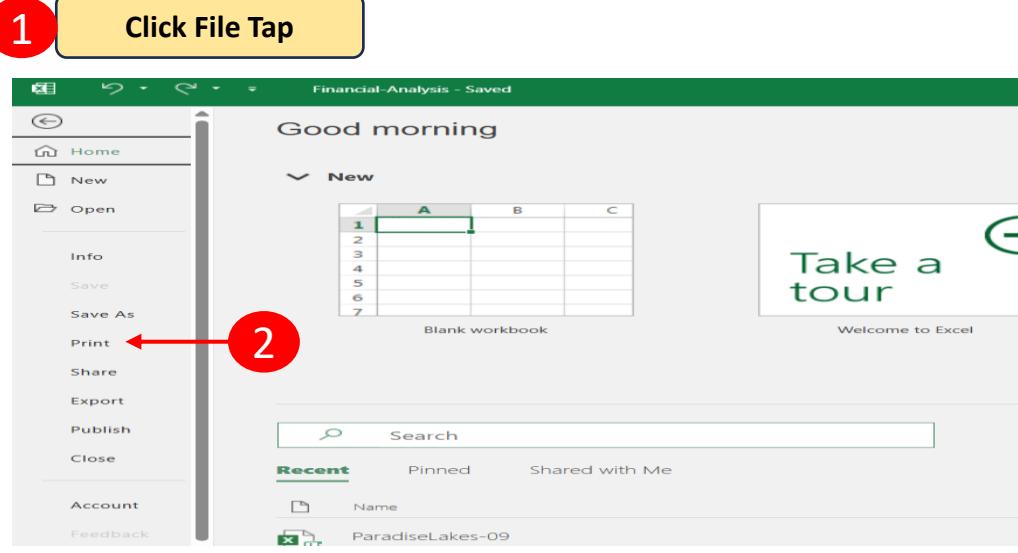
The screenshot shows the Microsoft Excel ribbon with the 'File' tab selected. A red circle labeled '1' highlights the 'File' tab. A red circle labeled '2' points to the 'Print' option in the 'File' menu. The main workspace shows a blank workbook with a 'Good morning' message and a 'Take a tour' button.



Q**Hide the formulas and display the values instead.****A**

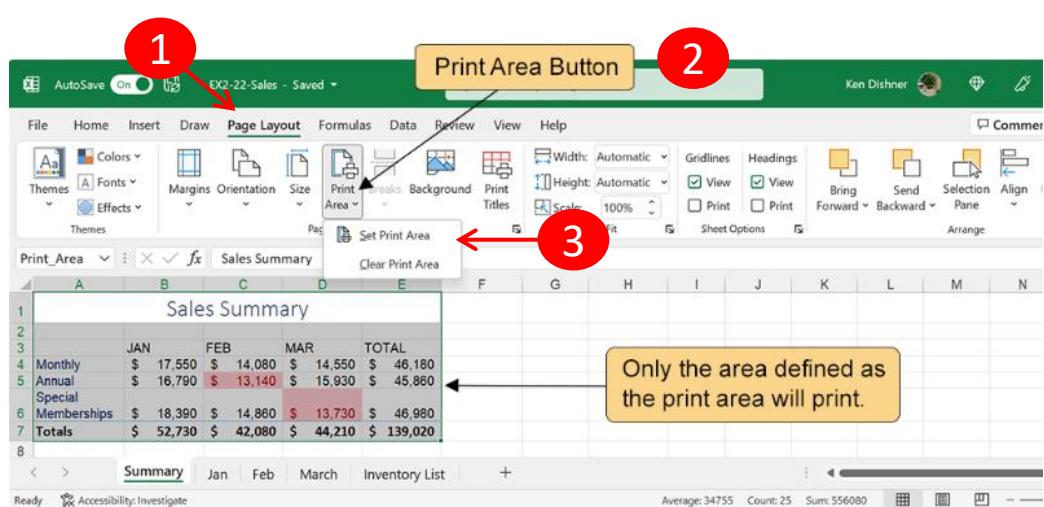
1

2

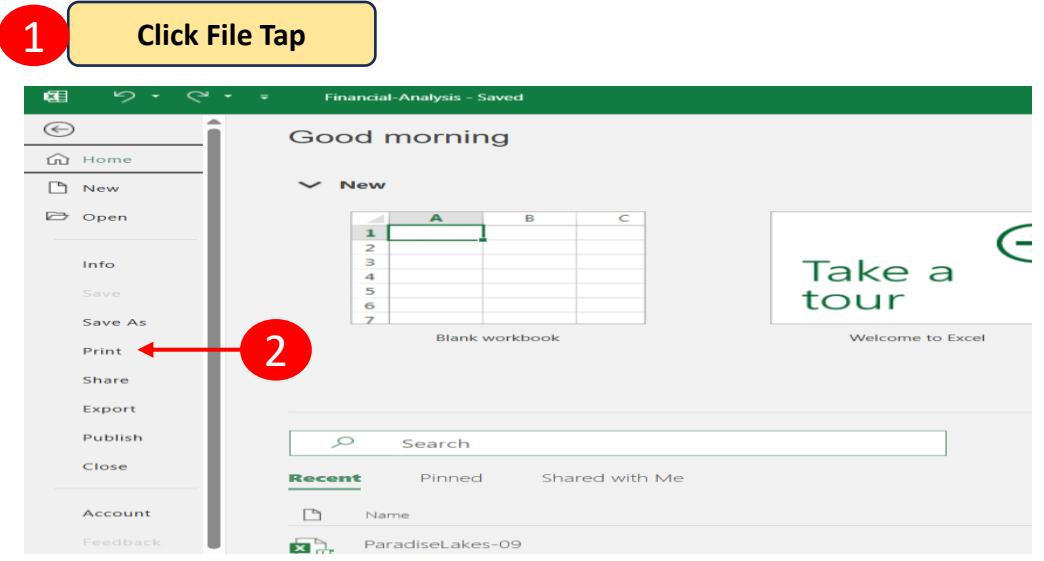
Q**Preview how the worksheet will look when printed without a print area set.****A**

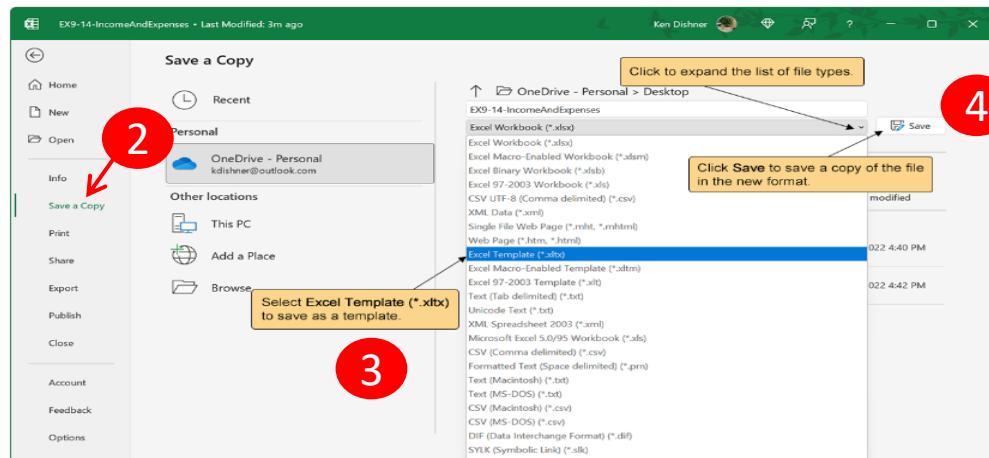
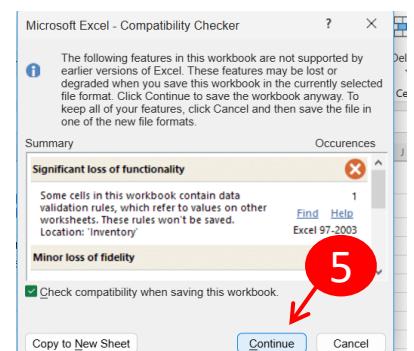
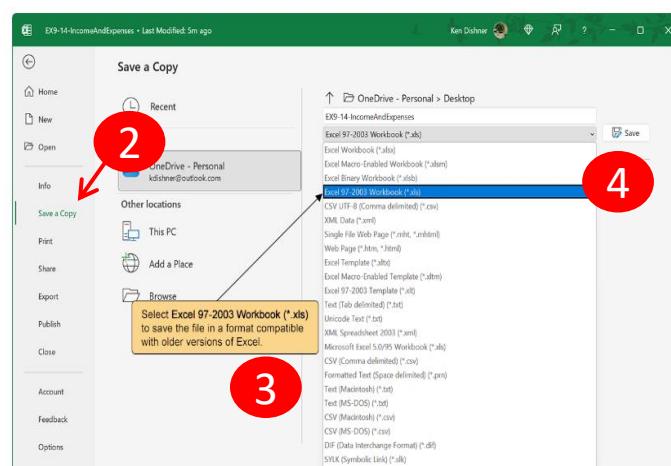
Q

Return to the worksheet and set the print area so only cells A1:E7 will print.

A**Q**

Preview how the worksheet will look when printed after the new print area has been set.

A

Q**Save this workbook as an Excel template.****A****1****Click File Tap****Q****Save the workbook in the format compatible with Excel 97-2003. Allow the file to save with compatibility issues.****A****1****Click File Tap**

Q

Change the worksheet margins to the Narrow option.

A

Select one of the margin options.

Item ID	Item	Wholesale	Retail	Per Unit Margin	Stock	Quantity in Stock	Reorder Level	Reorder Time in Days
1055	NailMagic Color 01	\$ 1.00	\$ 4.25	\$ 3.25	14	3.25	14	14
1056	NailMagic Color 02	\$ 1.00	\$ 4.25	\$ 3.25	3	3.25	3	14
1057	NailMagic Color 03	\$ 1.00	\$ 4.25	\$ 3.25	27	3.25	2	14
1058	NailMagic Color 04	\$ 1.00	\$ 4.25	\$ 3.25	12	3.25	2	14
1059	NailMagic Color 05	\$ 1.00	\$ 4.25	\$ 3.25	11	3.25	2	14
1060	NailMagic Color 06	\$ 1.00	\$ 4.25	\$ 3.25	9	3.25	2	14
1061	NailMagic Color 07	\$ 1.00	\$ 4.25	\$ 3.25	16	3.25	2	14
1062	NailMagic Color 08	\$ 1.00	\$ 4.25	\$ 3.25	3	3.25	2	14
1063	NailMagic Color 09	\$ 1.00	\$ 4.25	\$ 3.25	19	3.25	2	14
1064	NailMagic Color 10	\$ 1.00	\$ 4.25	\$ 3.25	21	3.25	2	14
1065	NailMagic Color 11	\$ 1.00	\$ 4.25	\$ 3.25	14	3.25	2	14

Q

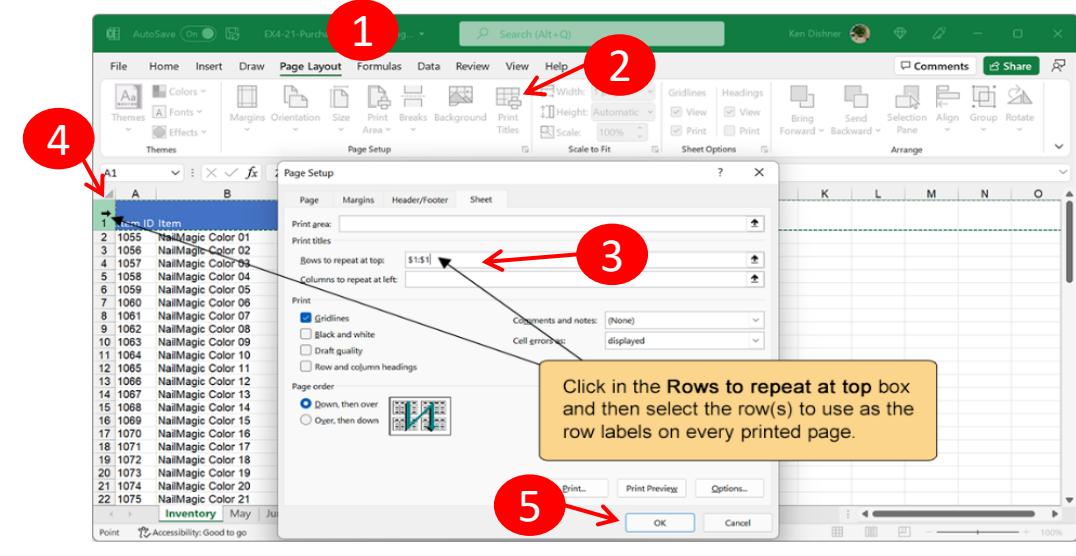
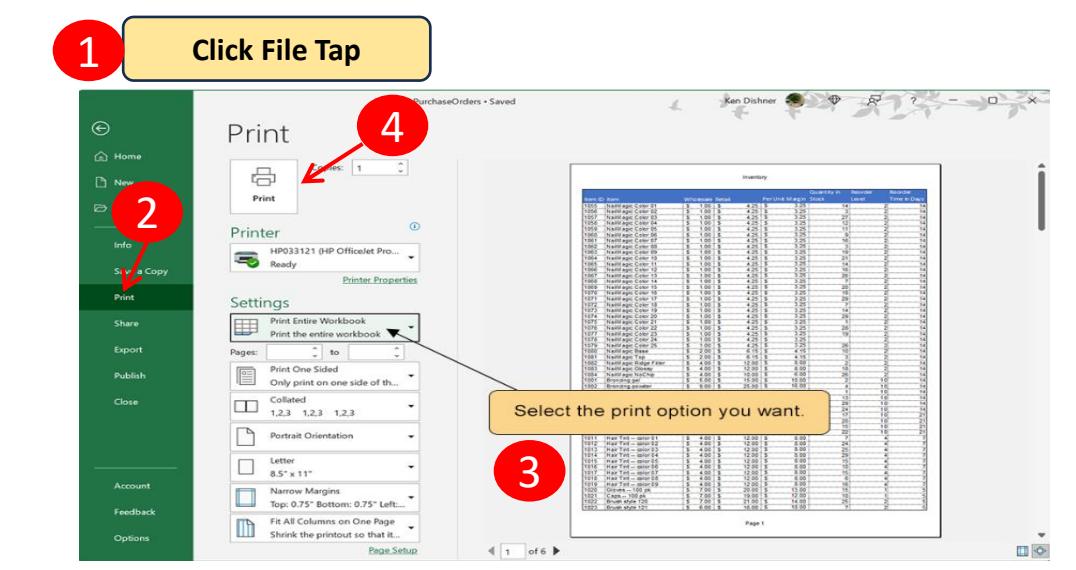
Set the scaling options so all the columns will print on one page across.

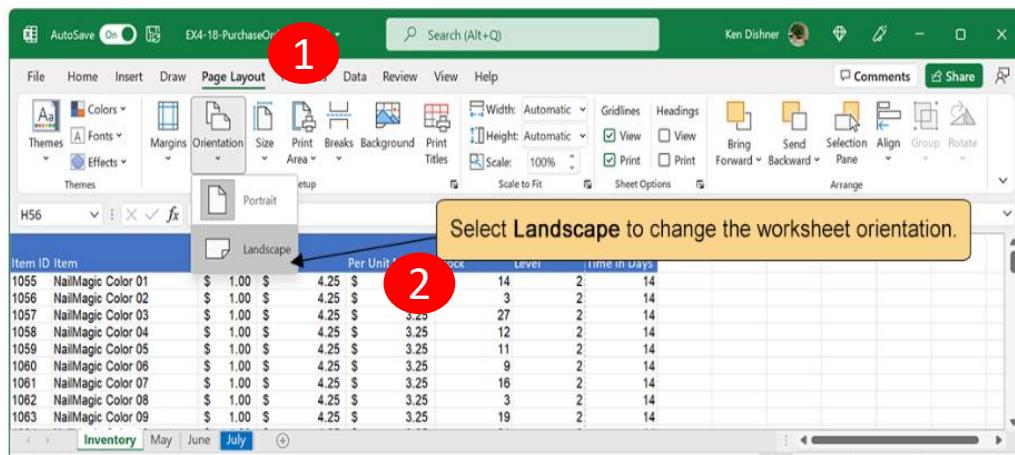
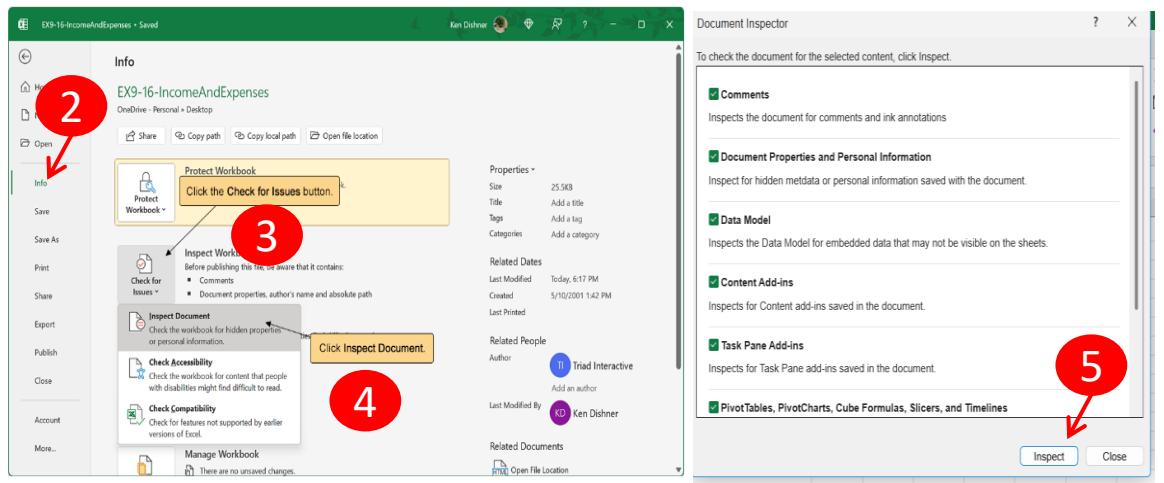
A

When Width is set to 1 page, all the worksheet columns will print on one page.

Item ID	Item	Wholesale	Retail	Per Unit Margin	Stock	Quantity in Stock	Reorder Level	Reorder Time in Days
1055	NailMagic Color 01	\$ 1.00	\$ 4.25	\$ 3.25	14	3.25	14	14
1056	NailMagic Color 02	\$ 1.00	\$ 4.25	\$ 3.25	3	3.25	2	14
1057	NailMagic Color 03	\$ 1.00	\$ 4.25	\$ 3.25	27	3.25	2	14
1058	NailMagic Color 04	\$ 1.00	\$ 4.25	\$ 3.25	12	3.25	2	14
1059	NailMagic Color 05	\$ 1.00	\$ 4.25	\$ 3.25	11	3.25	2	14
1060	NailMagic Color 06	\$ 1.00	\$ 4.25	\$ 3.25	9	3.25	2	14
1061	NailMagic Color 07	\$ 1.00	\$ 4.25	\$ 3.25	16	3.25	2	14
1062	NailMagic Color 08	\$ 1.00	\$ 4.25	\$ 3.25	3	3.25	2	14
1063	NailMagic Color 09	\$ 1.00	\$ 4.25	\$ 3.25	19	3.25	2	14



Q**Set row 1 to print on every page.****A****Q****Print the entire workbook.****A**

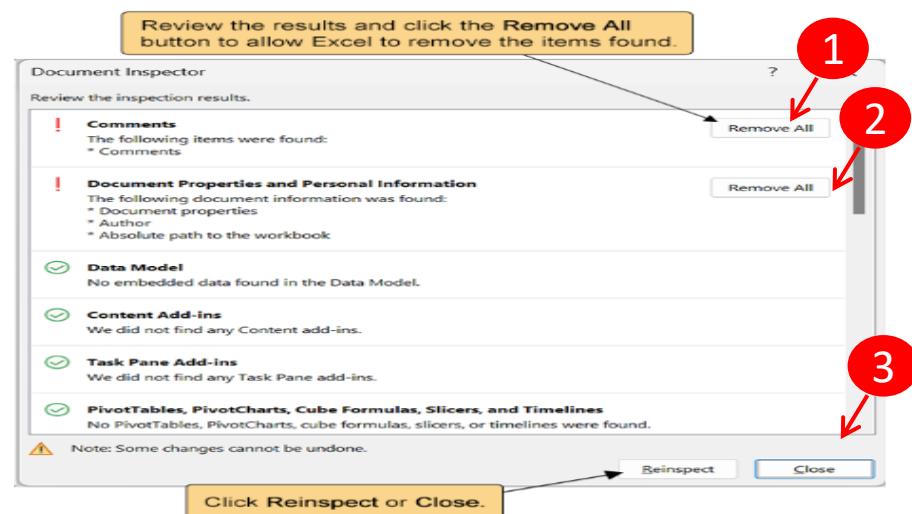
Q**Change the worksheet orientation to Landscape.****A****Q****Run the Document Inspector.****A****1****Click File Tap**

1 2

Q

Remove the Comments and Document Properties and Personal Information identified by the Document Inspector and then close the Document Inspector window.

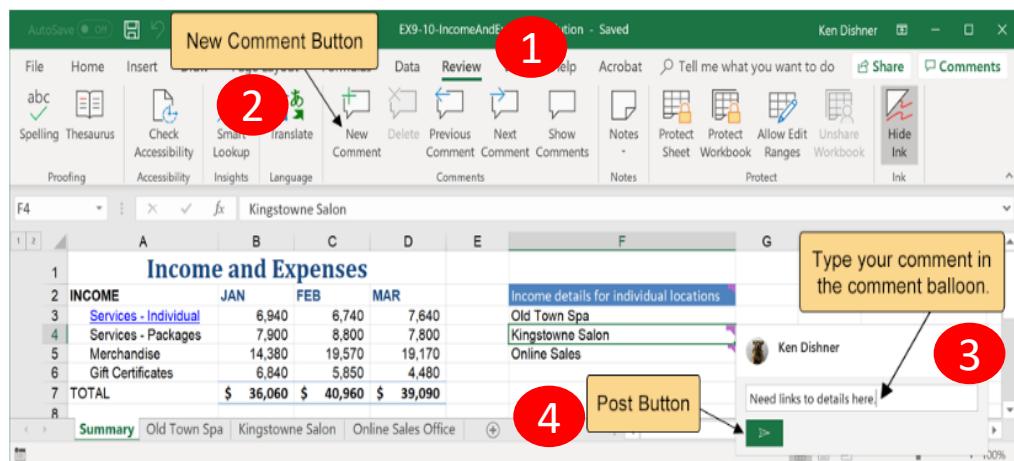
A



Q

Add this comment to cell F4: Need links to details here.

A



Q

Open the Comments task pane to review all the comments in this worksheet

A

IncomeAndExpenses - Saved

Review

1

2

Income and Expenses

	JAN	FEB	MAR
Total	6,940	6,740	7,640
Salaries	7,900	8,800	7,800
Equipment	14,380	19,570	19,170
Utilities	6,840	5,850	4,480
Total	\$ 36,060	\$ 40,960	\$ 39,090

Q

Delete the comment from cell F5.

A

Review

1

2

The purple triangle indicates that this cell has a comment.

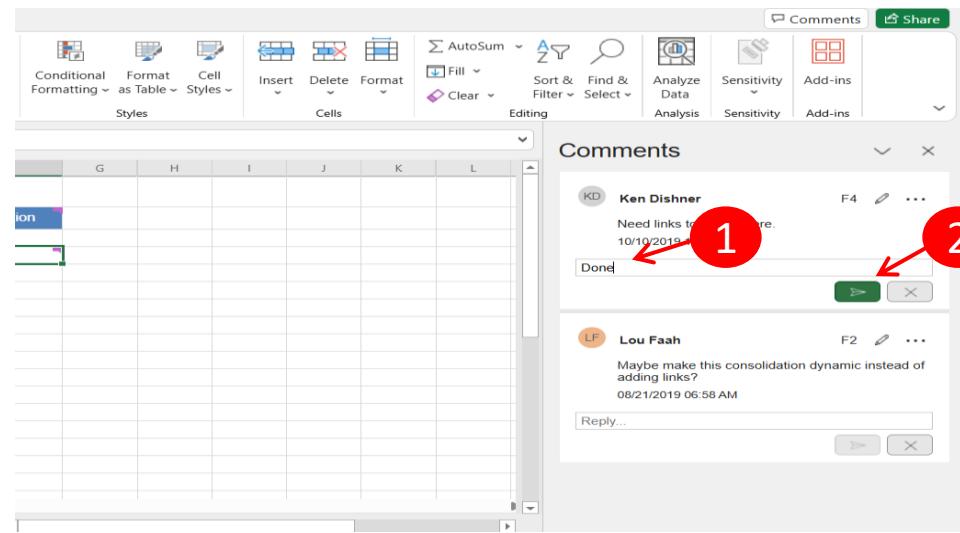
Income and Expenses

	JAN	FEB	MAR
Total	6,940	6,740	7,640
Salaries	7,900	8,800	7,800
Equipment	14,380	19,570	19,170
Utilities	6,840	5,850	4,480
Total	\$ 36,060	\$ 40,960	\$ 39,090



Q

Reply to the comment in cell F4 with the text Done.

A**Q**

In the Summary worksheet, copy cell E6 and paste only the formula to cell E7. Do not paste the original cell formatting.

A

Sales Summary				
	JAN	FEB	MAR	TOTAL
Monthly	\$ 17,550	\$ 14,080	\$ 14,550	\$ 46,180
Annual	\$ 16,790	\$ 13,140	\$ 15,930	\$ 45,860
Special Memberships	\$ 18,390	\$ 14,860	\$ 13,730	\$ 46,980
Totals	\$ 52,730	\$ 42,080	\$ 44,210	

Sales Summary			
	FEB	MAR	TOTAL
17,550	\$ 14,080	\$ 14,550	\$ 46,180
16,790	\$ 13,140	\$ 15,930	\$ 45,860
18,390	\$ 14,860	\$ 13,730	\$ 46,980
52,730	\$ 42,080	\$ 44,210	

Q

Copy cell A7 and paste the cell value and formatting without borders into cell A15.

A

The screenshot shows two instances of an Excel spreadsheet titled "Sales Summary". In the first instance, cell A7 is selected and highlighted in green. A red circle with the number 1 points to the "Copy" button in the ribbon's "Home" tab. A red circle with the number 2 points to the "Paste Options" icon in the ribbon's "Home" tab. In the second instance, cell A15 is selected and highlighted in green. A red circle with the number 3 points to the "Paste Options" icon in the ribbon's "Home" tab. A red circle with the number 4 points to the "No Borders (B)" option in the dropdown menu of the "Paste Options" icon.

Q

Use AutoFill to copy the value in cell B9 to cells C9:G9.

A

The screenshot shows an Excel spreadsheet titled "Income and Expenses". Cell B9 contains the value "9500". A callout bubble with the text "AutoFill used to copy the value from cell B9 to cells C9:G9." has an arrow pointing to the cell B9. Another callout bubble with the text "Fill Handle - the small green square at the lower right corner of the selection." has an arrow pointing to the fill handle of the selected range B9:G9. A red circle with the number 1 points to the fill handle of cell B9. A red circle with the number 2 points to the text "Click + in cell B9 and move with hold to cell G9" which is overlaid on the fill handle area.



Q Use AutoFill to complete the month series through cell G2.

A

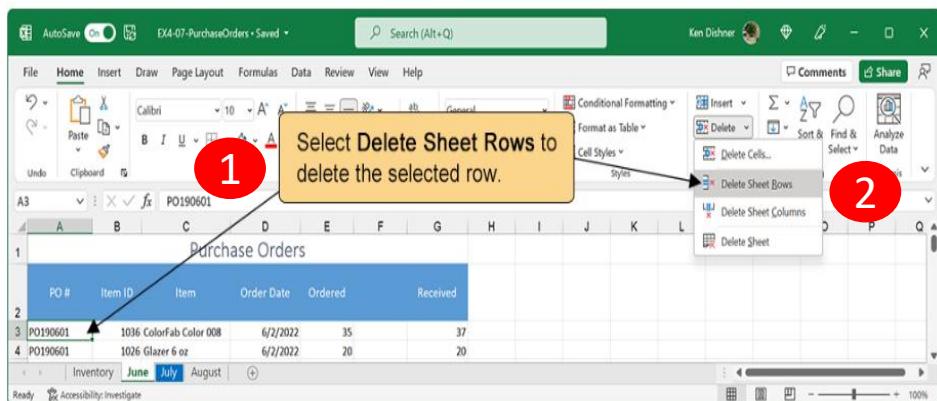
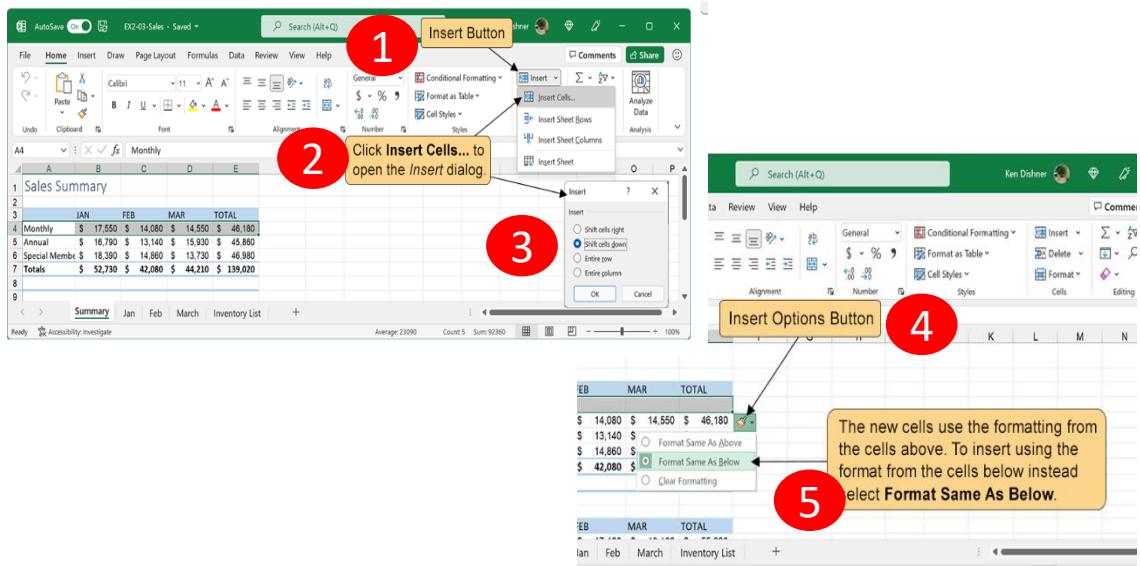
Income and Expenses						
INCOME						
Services	1,500	2,240	2,390	2,420	3,000	12,000
Merchandise Sales	4,480	8,820	6,750	6,700	7,300	30,000
Gift Certificate Sales			930	4,300	4,300	17,500
EXPENSES						
Rent	9500	9500	9500	9500	9500	9500
Payroll	6,000	6,000	6,000	6,000	6,500	6,500
Taxes						
Advertising	1,500	1,200	800	800	750	750
Cost of Goods	400	400	400	400	400	400
Other Expenses	500	300	430	200	700	640

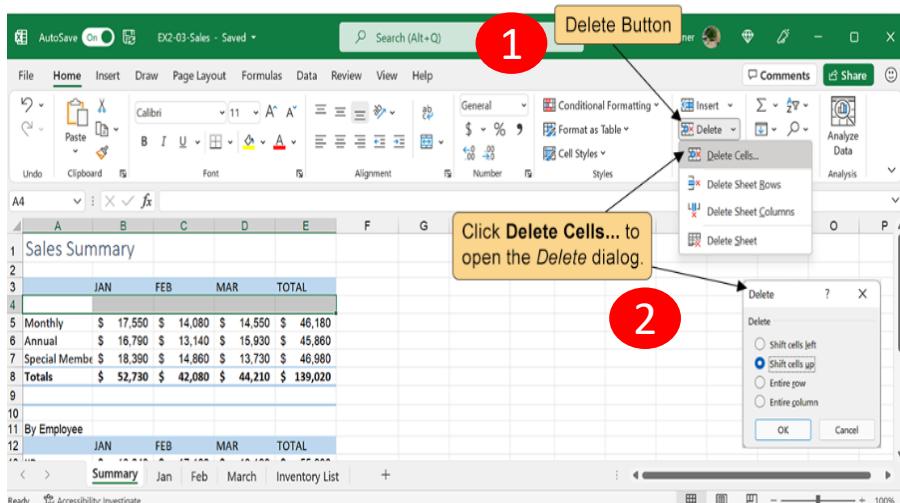
Q Insert a new column to the left of column E.

A

Purchase Orders						
PO #	Item ID	Item	Order Date	Ordered	Received	
3 PO190601	1036 ColorFab Color 008		6/2/2022	35	37	
4 PO190601	1026 Glazer 6 oz		6/2/2022	20	20	



Q**Delete row 3.****A****Q****Insert cells so the remaining cells shift down and the inserted cells are formatted the same as those below.****A**

Q**Delete cells A4:E4, shifting the remaining cells up.****A****Q****Copy row 3 and insert a copy above row 11.****A**

1 Copy

2 Insert Copied Cells

Row 3 has been copied and will be inserted as a new row without overwriting the existing content in row 11.

3 Insert Copied Cells



Q

Using the RANDBETWEEN function, generate a raffle prize winner in cell D2 that is between staff IDs 230010 and 230025.

A

The screenshot shows the Microsoft Excel interface with the following steps highlighted:

- Step 1: The "Formulas" tab is selected in the ribbon.
- Step 2: The "Functions" icon in the ribbon is selected, opening the Function Library.
- Step 3: In the Function Library, the "RANDBETWEEN" function is selected from the "Math & Trig" category.
- Step 4: The "Function Arguments" dialog box is open, showing the formula `=RANDBETWEEN(A2,A17)`. It includes two callout boxes: one pointing to the "Bottom" argument with the text "The Bottom argument is the lowest number that can be returned." and another pointing to the "Top" argument with the text "The Top argument is the highest number that can be returned."
- Step 5: The "OK" button in the dialog box is highlighted.

Q

Starting in cell A2, create a sequential list of dates that begins with today's date, with each subsequent value increasing by one day. The data should have 10 rows and 1 column.

A

The screenshot shows the Microsoft Excel interface with the following steps highlighted:

- Step 1: The "Formulas" tab is selected in the ribbon.
- Step 2: The "Functions" icon in the ribbon is selected, opening the Function Library.
- Step 3: In the Function Library, the "SEQUENCE" function is selected from the "Math & Trig" category.
- Step 4: The "Function Arguments" dialog box is open, showing the formula `=SEQUENCE(10, TODAY(), 1)`. The "Columns" argument is highlighted with a red arrow.
- Step 5: The "OK" button in the dialog box is highlighted.



Q

Merge the cells so the text appears centered across the merged cells.

A

The screenshot shows a Microsoft Excel spreadsheet titled "EX2-07-Sales - Saved". The "Home" tab is selected. In the top right corner, the "Merge & Center" button is highlighted with a red circle labeled "2". A callout box points to this button with the text "Merge & Center Button". Below the button, another callout box points to the merged cells A1:E1 with the text "Text centered across merged cells A1:E1." Cell A1 contains the text "Sales Summary". The range A1:E1 is merged. The "Font" group on the ribbon shows "Calibri Light" and "18". The "Alignment" group shows "Merge & Center" and "Center". The "Number" group shows "General". The data in the spreadsheet includes monthly and annual sales figures for categories like Memberships and Totals across January, February, and March.

Q

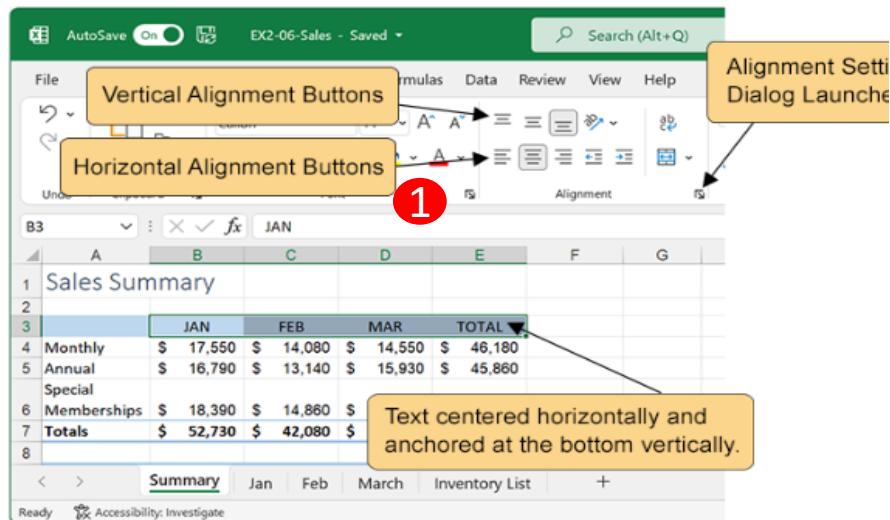
Unmerge the selected cells.

A

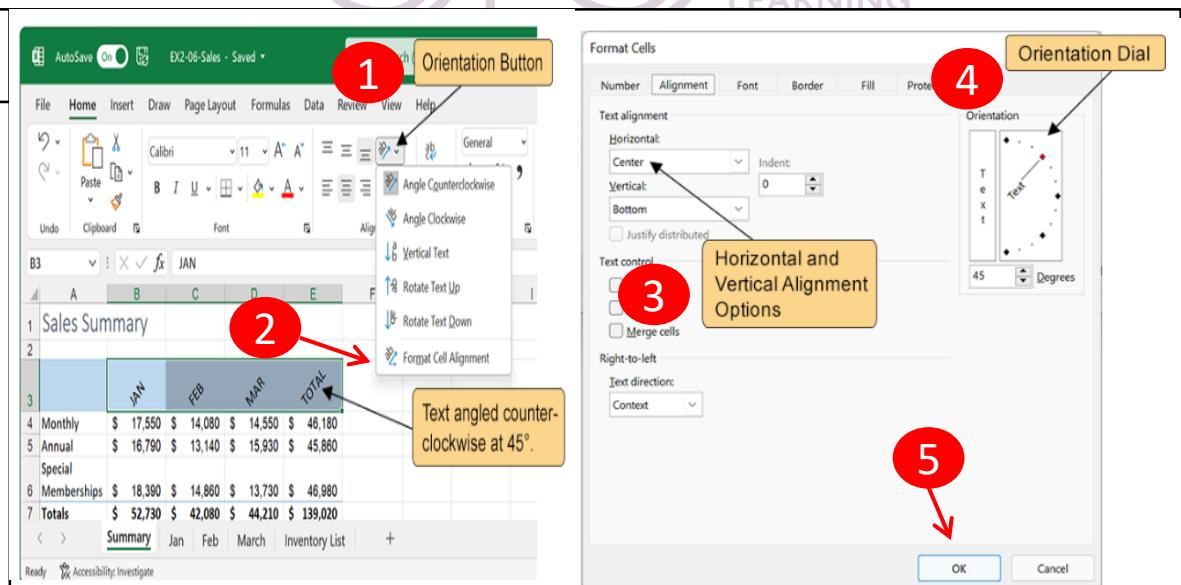
The screenshot shows a Microsoft Excel spreadsheet titled "New Membership Sales". The "Home" tab is selected. In the top right corner, the "Merge & Center" button is highlighted with a red circle labeled "1". A callout box points to the "Merge & Center" dropdown menu with the text "Merge & Center". Another callout box points to the "Unmerge Cells" option in the same menu with the text "Unmerge Cells". The "Font" group on the ribbon shows "Calibri" and "11". The "Alignment" group shows "Merge & Center" and "Unmerge Cells". The "Number" group shows "General". The data in the spreadsheet includes membership sales for January from 1-Jan to 16-Jan.

Q

Center the content in the selected cells horizontally.

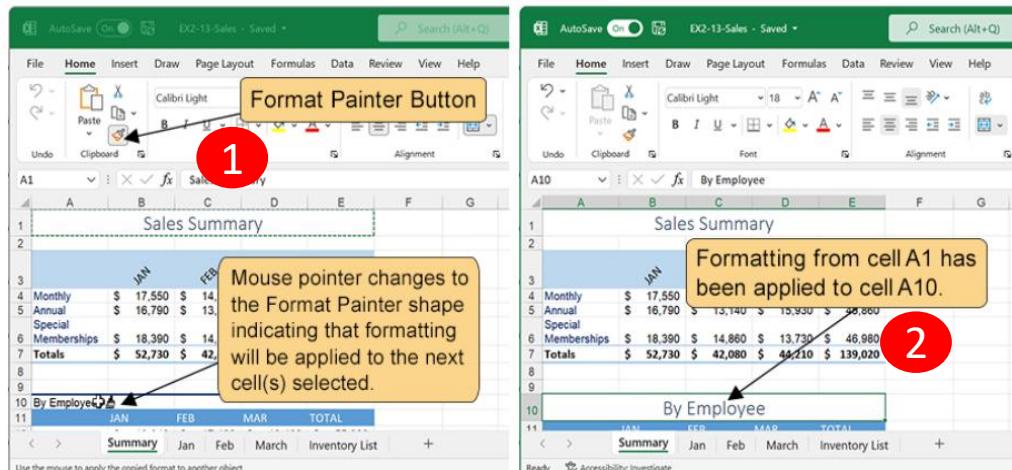
A**Q**

Change the angle of rotation for these cells to counterclockwise at 45°.

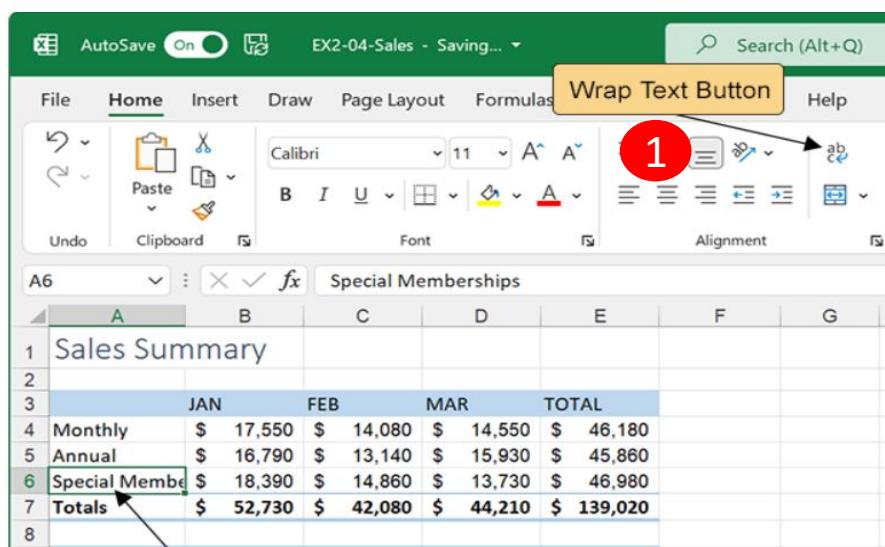
A

Q

Use Format Painter to copy the formatting from the selected cell A1 and apply it to cell A10.

A**Q**

Activate text wrapping for cell A6.

A

Q

Apply the Accounting Number Format to the selected cells.

A

Income and Expenses							
INCOME		JULY					
Services		1,870	2,240	2,390	2,420	3,000	12,000
Merchandise Sales		4,480	8,820	6,750	6,700	7,300	30,000
Gift Certificate Sales		5,590	5,000	3,030	4,300	4,300	17,500
EXPENSES							
Rent		9500					
Payroll		6,000	6,000	6,000	6,000	6,500	6,500
Taxes							
Advertising		1,500	1,200	800	800	750	750
Cost of Goods		400	400	400	400	400	400
Other Expenses		500	300	430	200	700	640

Q

Modify the number format so no decimal places are visible after the decimal point.

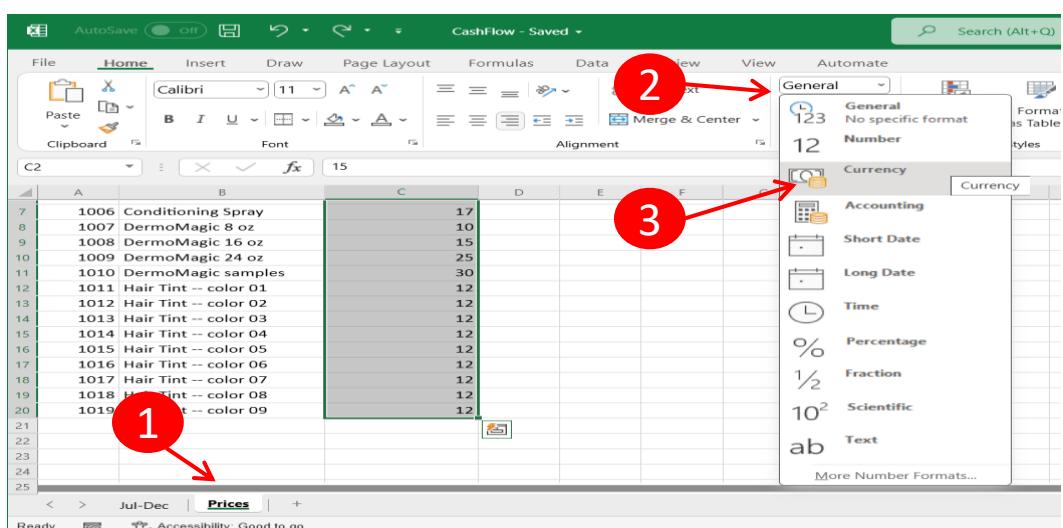
A

Income and Expenses							
		JULY					
Sales		\$ 1,870.00	\$ 2,240.00	\$ 2,390.00	\$ 2,420.00	\$ 3,000.00	\$ 12,000.00
> Sales		\$ 4,480.00	\$ 8,820.00	\$ 6,750.00	\$ 6,700.00	\$ 7,300.00	\$ 30,000.00
		\$ 5,590.00	\$ 5,000.00	\$ 3,030.00	\$ 4,300.00	\$ 4,300.00	\$ 17,500.00
EXPENSES							
Rent		9500					
Payroll		6,000	6,000	6,000	6,000	6,500	6,500
Taxes							
Advertising		1,500	1,200	800	800	750	750
Cost of Goods		400	400	400	400	400	400
Other Expenses		500	300	430	200	700	640

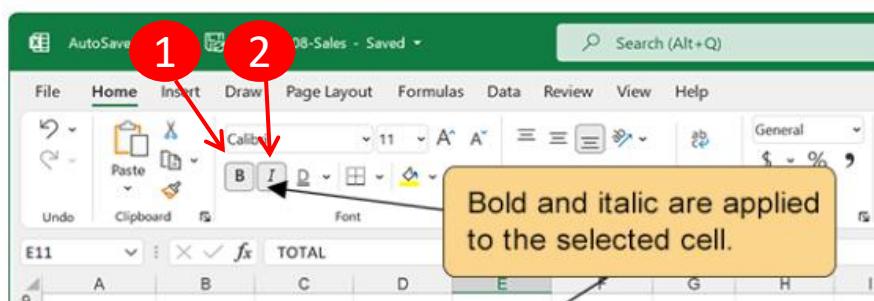


Q

On the Prices worksheet, apply the Currency number format to the selected cells.

A**Q**

Apply bold and italic formatting to the selected cell.

A

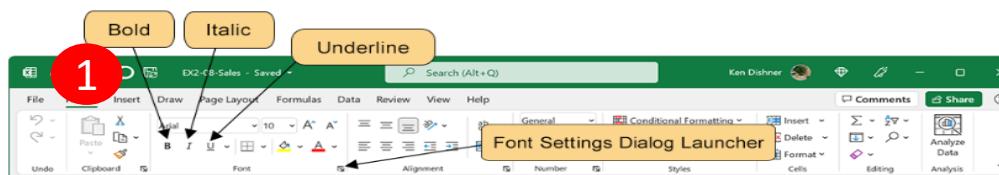
Q**Remove just the bold formatting.****A**

FIGURE EX 2.1

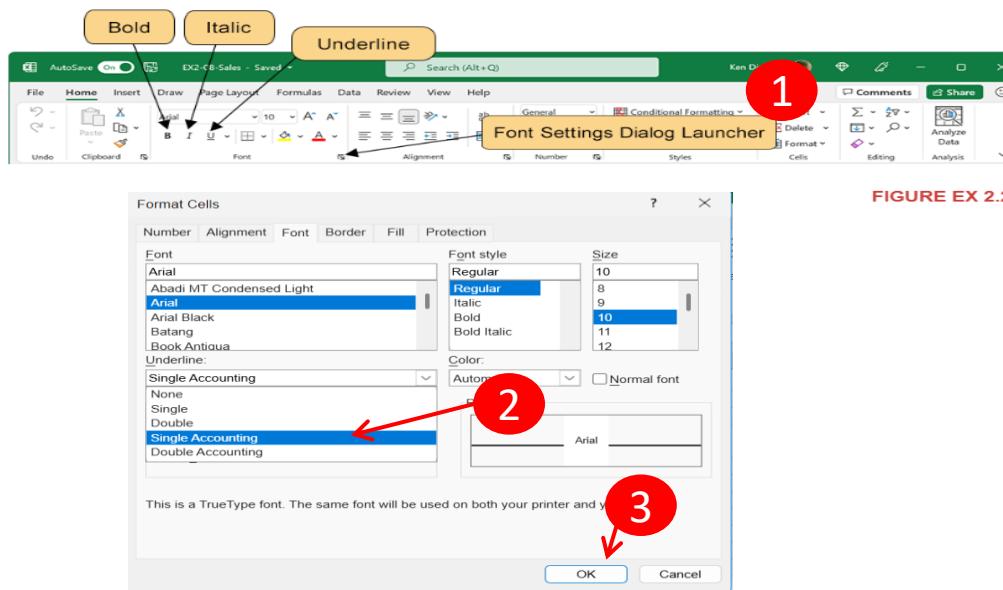
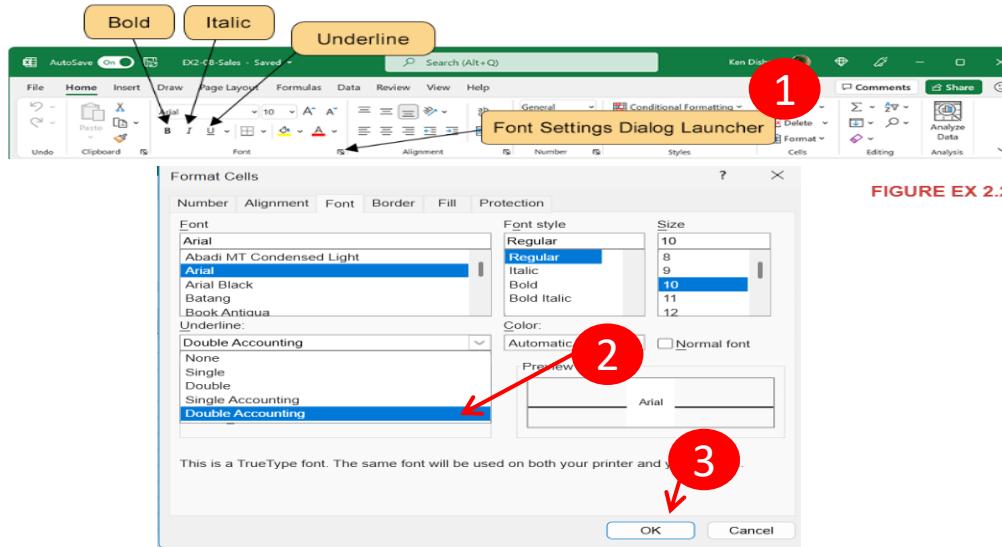
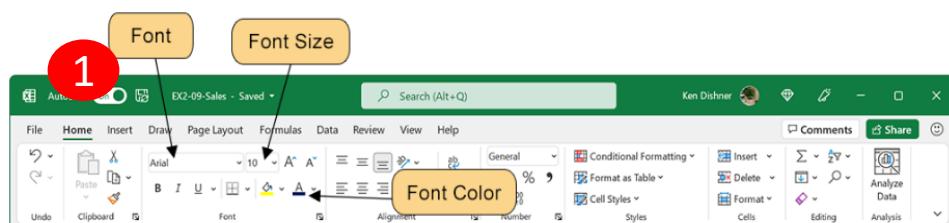
Q**Apply the Single Accounting underline format.****A**

FIGURE EX 2.1

Q**Apply the Double Accounting underline format.****A****Q****Change the font to Arial.****A**

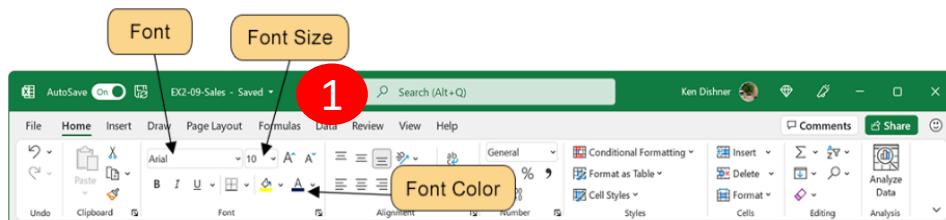
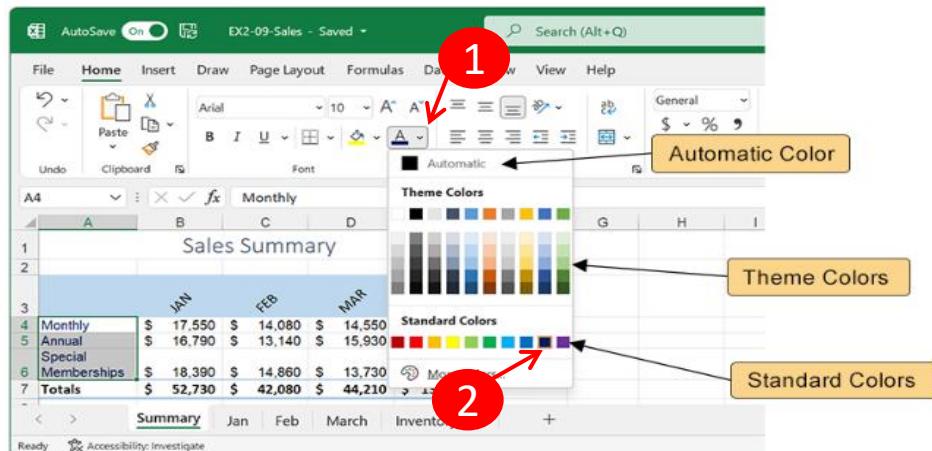
Q**Change the font size to 10.****A**

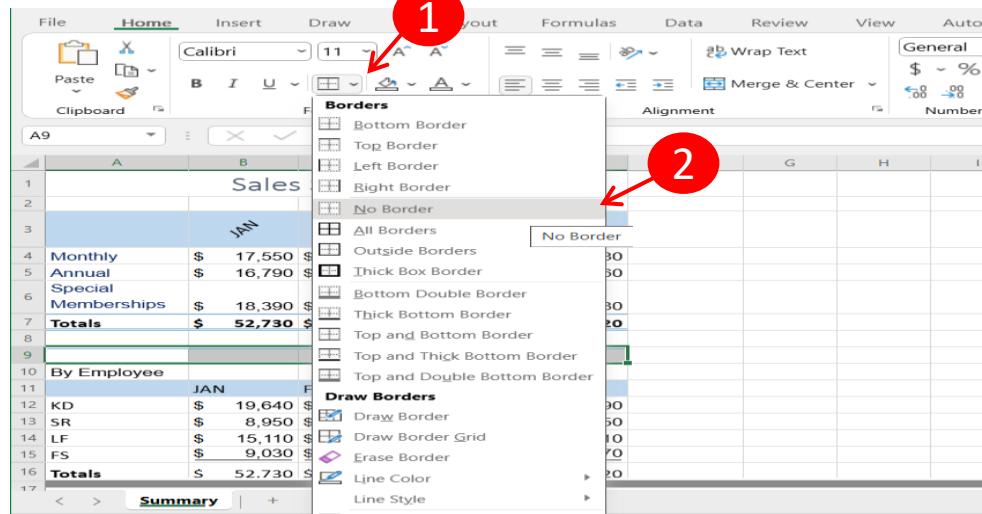
FIGURE EX 2.27

Q**Change the font color to Dark Blue (in the row of standard colors, the second color from the right).****A**

Q

With a single command, remove all the borders from the selected cells.

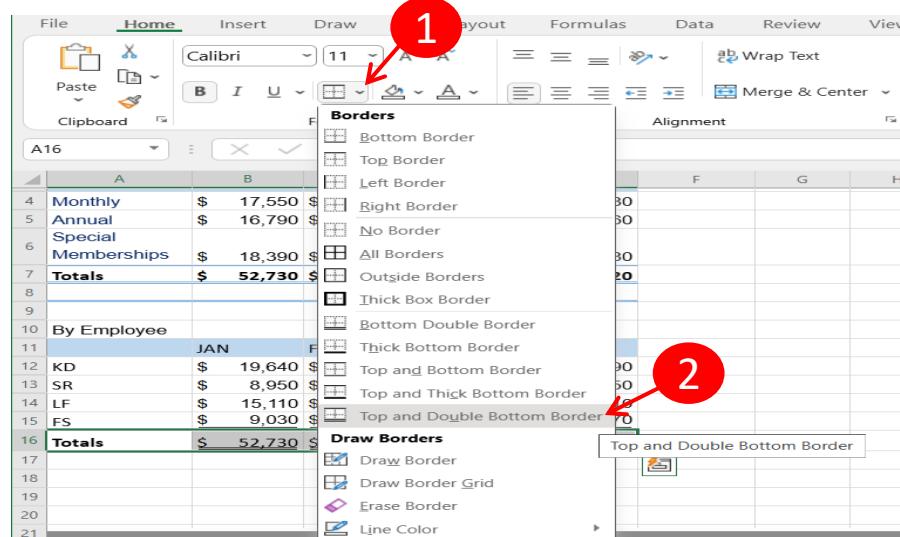
A



Q

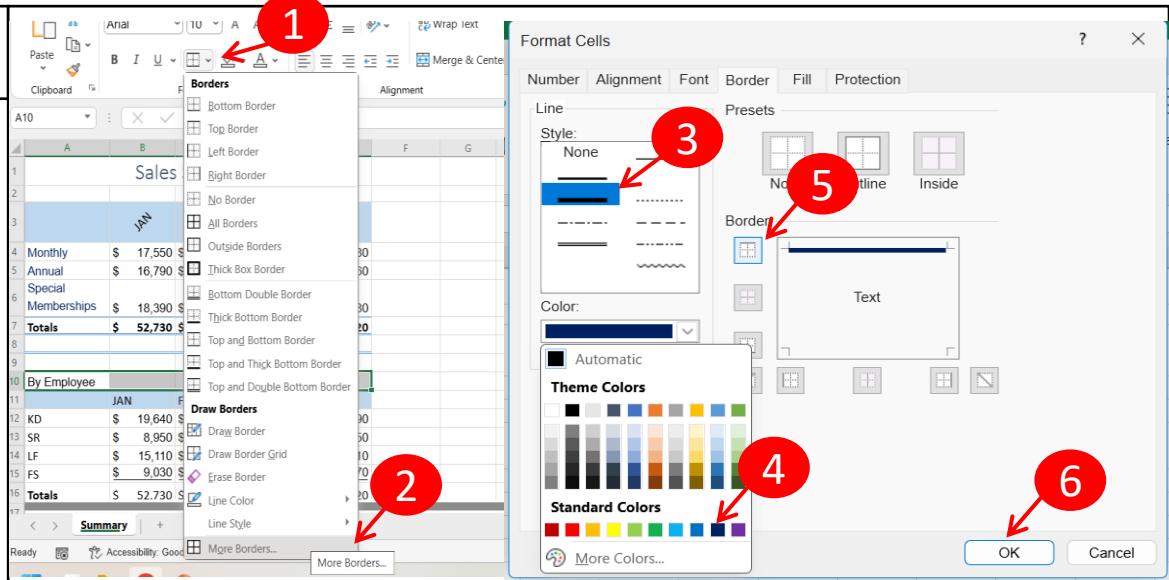
Apply the Top and Double Bottom borders to the selected cells.

A

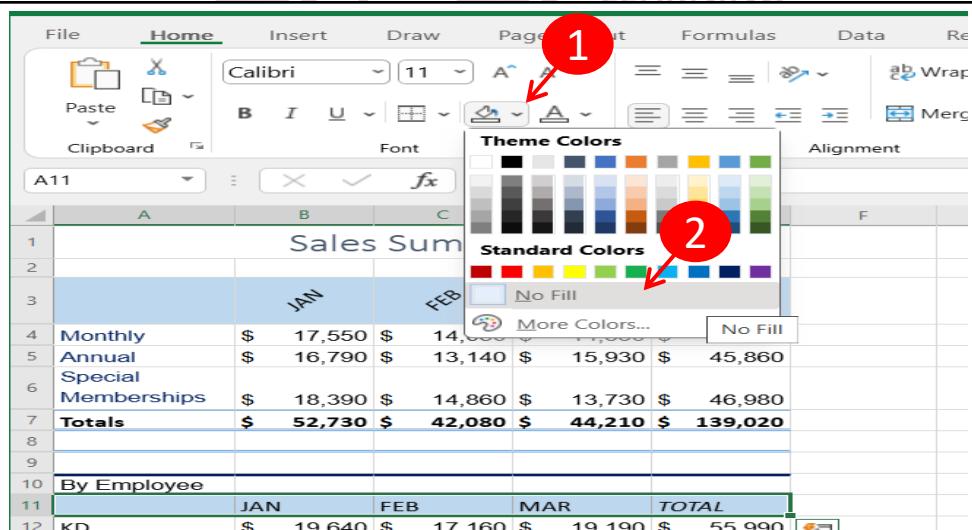


Q

Add a Dark Blue top border to the selected cells. It is in the row of standard colors, the second color from the right. Use the thickest single line style available.

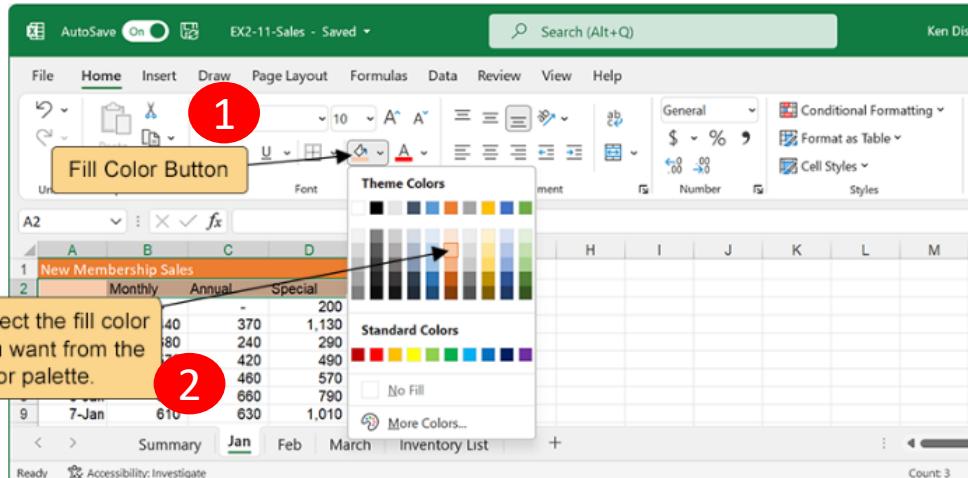
A**Q**

Remove the fill color from the selected cells.

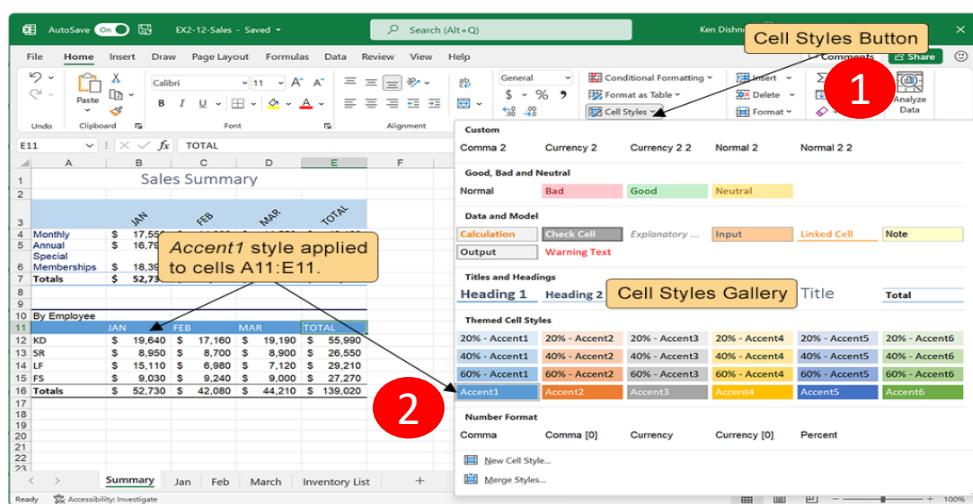
A

Q

Apply the Orange, Accent 2, Lighter 60% fill color to the selected cells (in the third row of theme colors, the fifth color from the right).

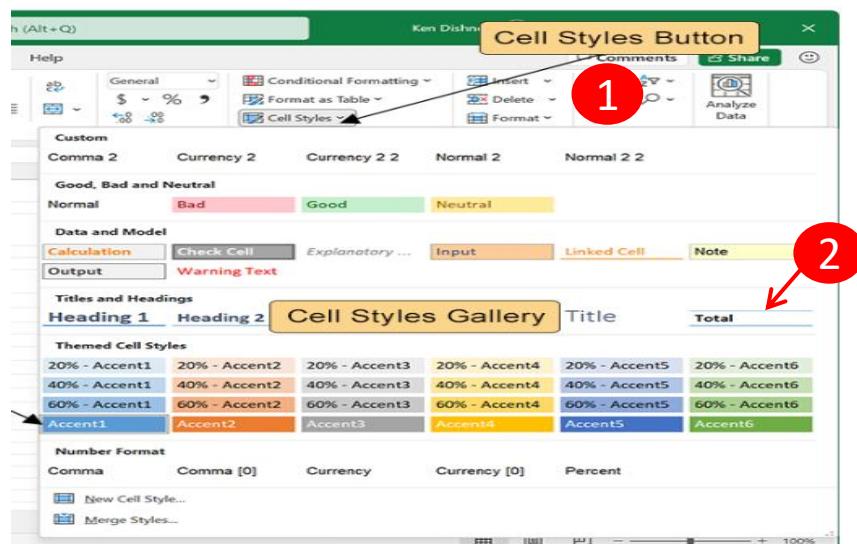
A**Q**

Apply the Accent 1 cell style to the selected cells.

A

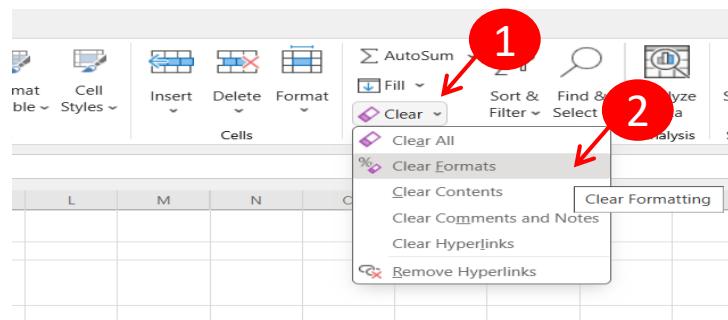
Q Apply the Total cell style to the selected cells.

A



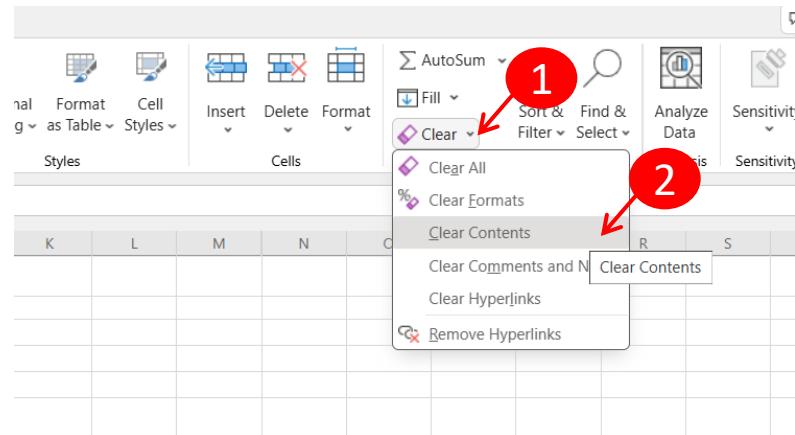
Q Clear the formatting from the selected cells only (leaving the content).

A

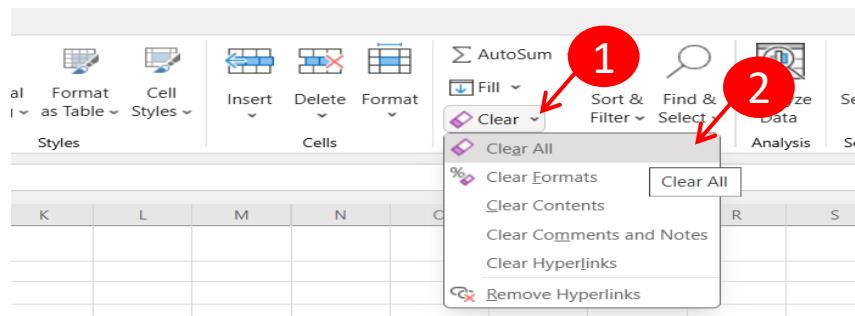


Q

Clear only the content from the selected cell (leaving the formatting).

A**Q**

Use a single command to clear everything from the selected cell (content and formatting).

A

Q**Group sheets June and July.****A**

1 Press Shift + click July

10	PO190603	1009	DermoMagic 24 oz	6/16/2022	15
11	PO190603	1010	DermoMagic samples	6/16/2022	10
12	PO190604	1038	ColorFab Color 010	6/23/2022	35
13	PO190604	1039	ColorFab Color 011	6/23/2022	35
14	PO190604	1040	ColorFab Color 012	6/23/2022	35
			ColorFab Color 013	6/23/2022	35
			ColorFab Color 014	6/23/2022	35

17 < > June July August +

Ready Accessibility: Good to go

Q**Change the text in cell E2 to: Ordered****A**

Type Ordered

	A	B	C	D	E	F
1						
2	PO #	Item ID	Item	Order Date	Ordered	Received
3	PO190601	1036	ColorFab Color 008	6/2/2022	35	37
4	PO190601	1026	Glazer 6 oz	6/2/2022	20	20
5	PO190601	1027	Glazer 8oz	6/2/2022	20	20
6	PO190601	1028	Glazer 20 oz	6/2/2022	20	20
7	PO190602	1089	Tea in a Bottle Shampoo	6/2/2022	20	20
8	PO190602	1090	Tea in a Bottle Conditioner	6/2/2022	20	22
9	PO190603	1008	DermoMagic 16 oz	6/16/2022	15	15
10	PO190603	1009	DermoMagic 24 oz	6/16/2022	15	15
11	PO190603	1010	DermoMagic samples	6/16/2022	10	7
12	PO190604	1038	ColorFab Color 010	6/23/2022	35	35
13	PO190604	1039	ColorFab Color 011	6/23/2022	35	35
14	PO190604	1040	ColorFab Color 012	6/23/2022	35	35
15	PO190604	1041	ColorFab Color 013	6/23/2022	35	35
16	PO190604	1042	ColorFab Color 014	6/23/2022	35	35



1

2

Q**Ungroup the grouped sheets.****A**

	PURCHASE ORDERS					
2	PO #	Item ID	Item	Order Date	Ordered	Received
3	PO190601	1036	ColorFab Color 008	6/2/2022	35	3:
4	PO190601	1026	Glazer 6 oz	6/2/2022	20	2:
5	PO190601	1027	Glazer 8oz	6/2/2022	20	2:
6	PO190601	1028	Glazer 20 oz	6/2/2022	20	2:
7	PO190602	1089	Tea in a Bottle Shampoo	6/2/2022	20	2:
8	PO190602	1090	Tea in a Bottle Conditioner	6/2/2022	20	2:
9	PO190603	1008	DermoMagic 16 oz	6/16/2022	15	1:
10	PO190603	1009	DermoMagic 24 oz	6/16/2022	15	1:
11	PO190603	1010	DermoMagic samples	6/16/2022	10	1:
12	PO190604	1038	ColorFab Color 010	6/23/2022	35	3:
13	PO190604	1039	ColorFab Color 011	6/23/2022	35	3:
14	PO190604	1040	ColorFab Color 012	6/23/2022	35	3:
15	PO190604	1041	ColorFab Color 013	6/23/2022	35	3:
16	PO190604	1042	ColorFab Color 014	6/23/2022	35	3:
17						

< > June July August +

Q**On the Summary sheet, in cell B3, enter a formula to display the value of cell E8 from the Expenses worksheet.****A**

SUM		SUM	
		X	✓
1	Current date:	5/1/2025	=
2	Current date and time:	5/1/2025 16:14	
3	Total expenses	<input style="border: 1px solid green; width: 100px; height: 20px;" type="text" value="="/>	
4	Income after expenses		
5			
6			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
	Summary	Income	Expenses

Enter =

Click on E8 Then Press Enter

EXPENSES	JAN	FEB	MAR	TOTAL
Rent	10,000	10,000	10,000	30,000
Advertising	1,500	1,200	800	3,500
Supplies	400	400	400	1,200
Cost of Goods	400	400	400	1,200
Payroll	6,500	6,500	6,500	19,500
Misc	500	300	430	1,230
TOTAL	\$ 9,300 \$	8,800 \$	18,530 \$	56,630



Q

On the Summary sheet, in cell B4, enter a formula to calculate the value of cell B1 from the Income worksheet minus cell E8 from the Expenses worksheet

A

1 Enter =

2 Click on B1 then - and Move Expenses Sheet

3 Click on E8 then Enter

4

Q

Edit the Inventory name so it refers to cells A5:F20 on the SalonInventory worksheet. Close the Name Manager when you are finished.

A

1

2

3 Select the name.

4 Edit the cell references here.
=SalonInventory!\$A\$5:\$F\$20

5

6

Enter 20 in the last



Q

In the SaleInventory worksheet, in cell E4, enter a formula to calculate the total stock value. Use the SUM function and use the range name StockValue as the function argument

A

1 Type =SUM(StockValue)

2 Double-click the name to add it to the formula. The final formula will look like this: =SUM(StockValue)

1 2

Q

Insert column Sparklines in cells E3:E5.

A

1

2

3

Sparklines are mini charts placed in single cells.



Q

Clear the Sparklines from this worksheet.

A

Sales Summary			
	MAR	APR	MAY
Monthly	\$ 48,051	\$ 20,769	\$ 44,190
Annual	\$ 12,712	\$ 34,331	\$ 48,741
Special	\$ 24,358	\$ 25,552	\$ 41,094
Totals	\$ 85,121	\$ 80,652	\$ 134,025

Q

Apply the Data Bars conditional formatting option to the selected cells from the Quick Analysis tool.

A

Item	Unit Price	Quantity in Stock	Reorder Level	Reorder Time in Days
Bronzing gel	\$ 15.00	2	10	14
Bronzing powder	\$ 25.00	4	10	14
Bronzing blush	\$ 14.00	1	10	14
Cuticle remover	\$ 10.00	13	10	14
Cuticle conditioner	\$ 13.00	29	10	14
Conditioning spray	\$ 17.00	24	10	14
DermoMagic 8 oz	\$ 10.00	17	10	21
DermoMagic 16 oz	\$ 15.00	20	1	21
DermoMagic 24 oz	\$ 25.00	15	10	21
DermoMagic samples	\$ 30.00	22	10	21

Q

Apply conditional formatting to the selected cells using the orange gradient fill data bar.

A

1

2

3

	New Membership Sales	Monthly	Annual	Special
1-Jan	-	-	200	
2-Jan	440	370	1,130	
3-Jan	680	240	290	
4-Jan	570	420	490	
5-Jan	680	460	570	
6-Jan	890	660	790	
7-Jan	610	630	1,010	
8-Jan	710	710	570	
9-Jan	770	860	890	
10-Jan	690	680	890	
11-Jan	580	550	920	
12-Jan	770	500	510	

Q

Apply conditional formatting to the selected cells using the Red-White-Blue color scale.

A

1

2

3

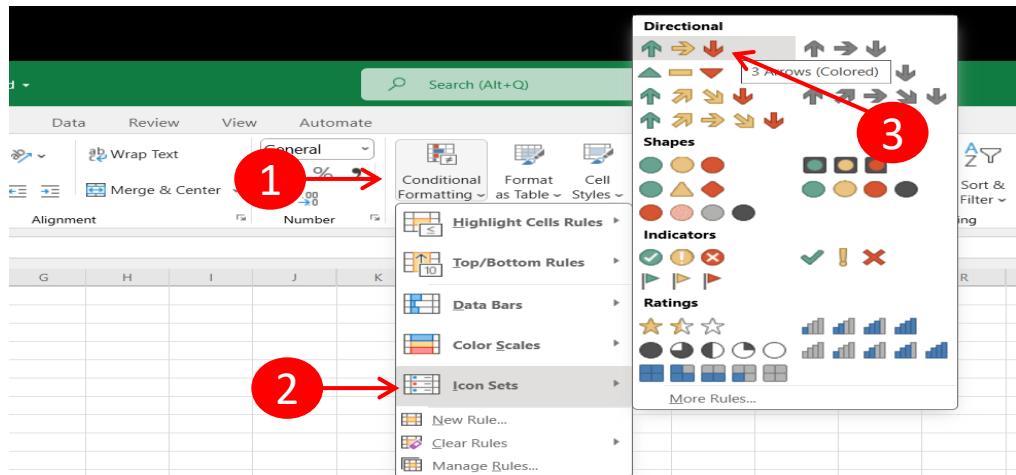
	New Membership Sales	Monthly	Annual	Special
1-Feb	640	760	400	
2-Feb	60	440	700	
3-Feb	430	370	630	
4-Feb	340	610	590	
5-Feb	490	200	690	
6-Feb	480	670	580	
7-Feb	490	210	340	
8-Feb	330	710	620	
9-Feb	570	450	600	
10-Feb	360	470	430	
11-Feb	570	390	690	



Q

Apply conditional formatting to the selected cells using the 3 Arrows (Colored) icon set (the first icon set in the Directional section).

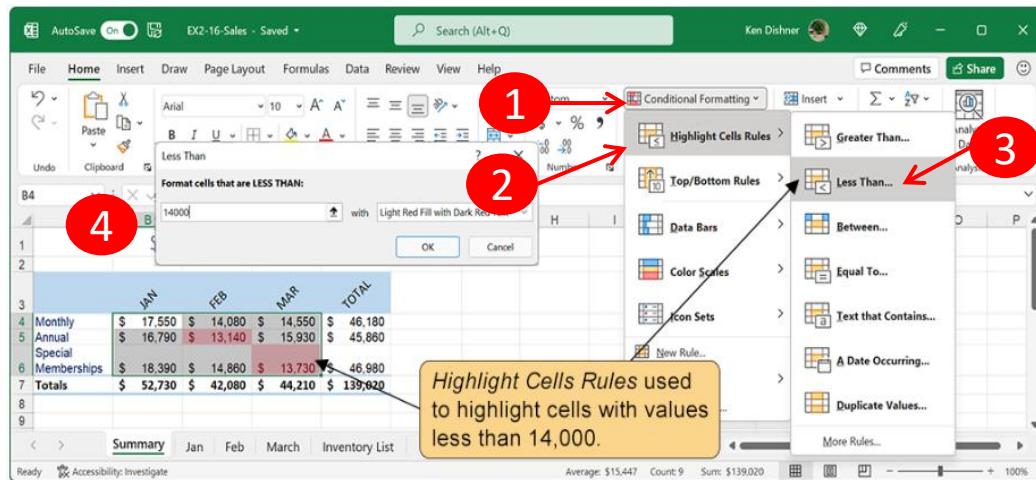
A



Q

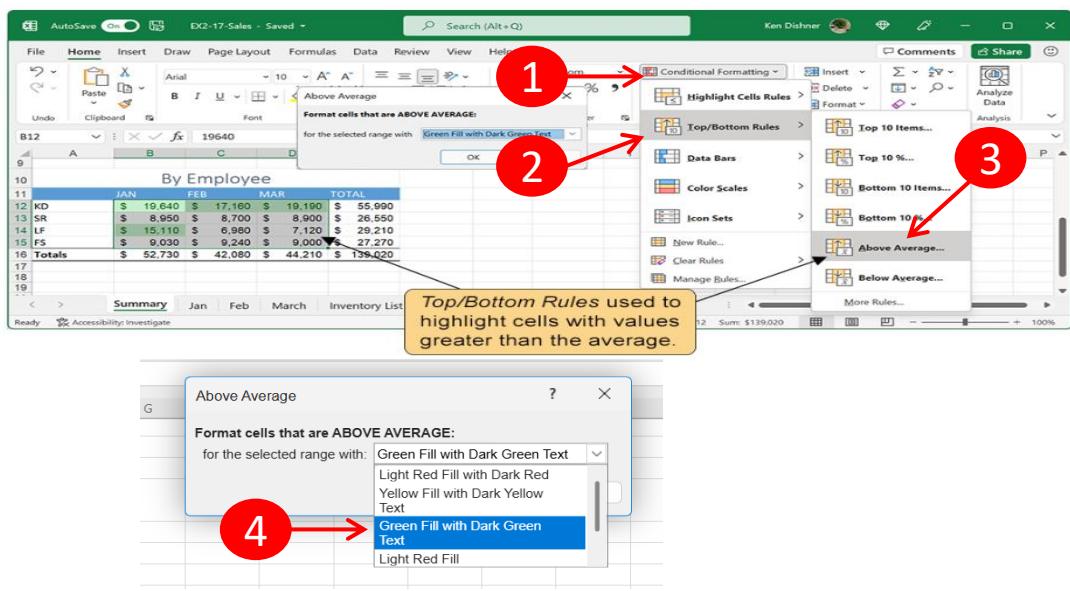
Apply conditional formatting so cells with a value less than 14,000 are formatted using a light red fill with dark red text.

A

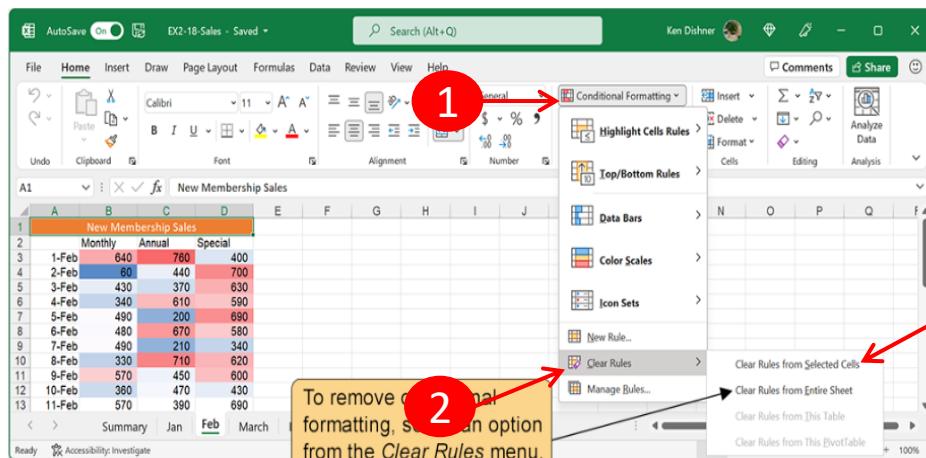


Q

Apply conditional formatting so cells with a value greater than the average are formatted using a green fill with dark green text.

A**Q**

Clear the conditional formatting rules from this worksheet.

A

Q

Convert the cell range to a table using table style Green, Table Style Light 14. The data range contains a header row.

A

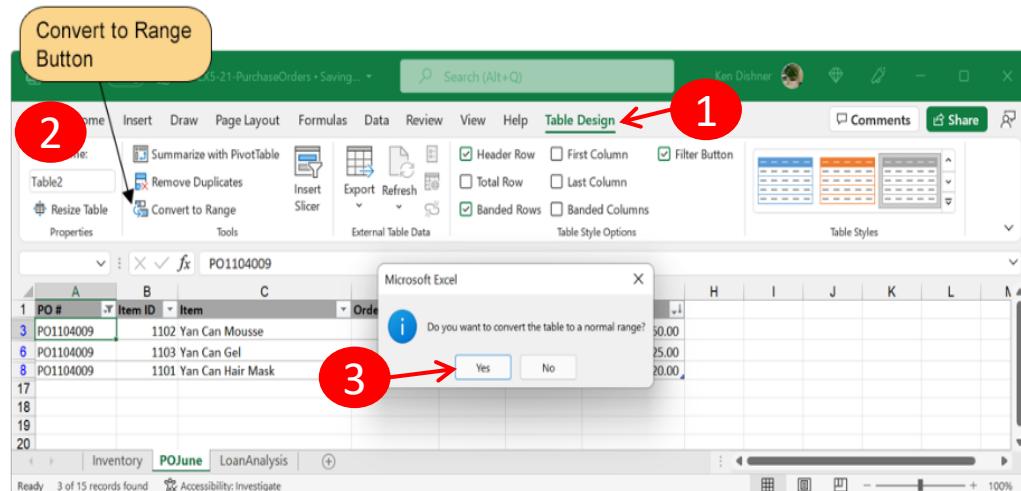
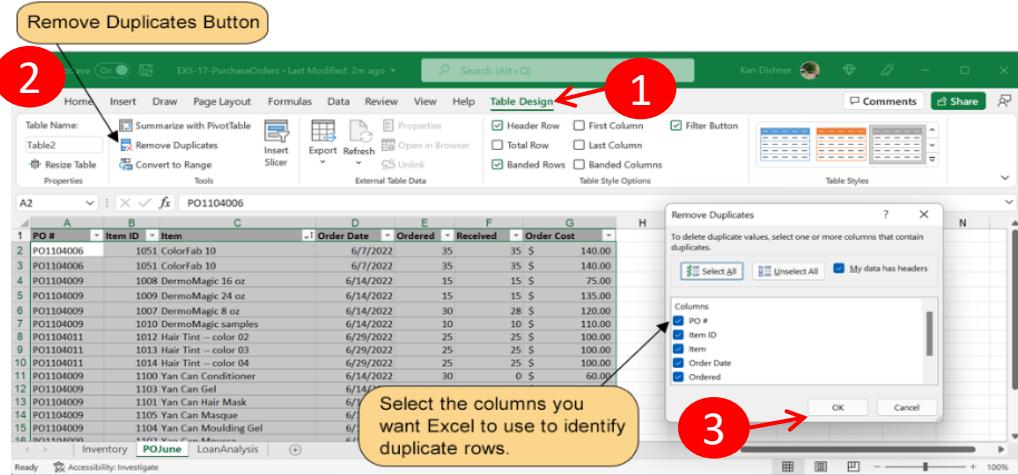
The screenshot shows a Microsoft Excel spreadsheet with data in columns C through H. The first row contains headers: Wholesale, Retail, Quantity in Stock, and Stock Value. The data below consists of 15 rows of values. The 'Table Tools' ribbon tab is active, specifically the 'Design' tab under 'Table Tools'. A red circle labeled '1' highlights the 'Format as Table' button in the 'Table Styles' group. Another red circle labeled '2' highlights the 'Green, Table Style Light 14' option in the 'Light' section of the styles gallery.

Q

Apply the Blue, Table Style Medium 2 Quick Style.

A

The screenshot shows a Microsoft Word document with a table selected. The 'Table Design' ribbon tab is active. A red circle labeled '1' points to the 'Table Style Options' button. A red circle labeled '2' points to the 'Table Styles' gallery. A red circle labeled '3' points to the 'Blue, Table Style Medium 2' option in the 'Medium' section of the gallery. The table in the document has four columns labeled G, H, I, and J.

Q**Convert the table to a normal range.****A****Q****Remove duplicate rows where data in all the columns are identical.****A**

Q**Turn off the banding style in the table.****A**

Table Design Tab

1

2

Uncheck to remove banding from table.

A1	A	B	C	D	E
Item ID	Item	Wholesale	Retail	Quantity in Stock	
1007	DermoMagic 8 oz	\$ 4	\$ 10	17	170
1008	DermoMagic 16 oz	\$ 5	\$ 15	20	300
1009	DermoMagic 24 oz	\$ 9	\$ 25	15	375
1010	DermoMagic samples	\$ 11	\$ 30	22	660
1011	Hair Tint – color 01	\$ 4	\$ 12	7	84
1012	Hair Tint – color 02	\$ 4	\$ 12	24	288
1013	Hair Tint – color 03	\$ 4	\$ 12	25	300
1014	Hair Tint – color 04	\$ 4	\$ 12	29	348
1015	Hair Tint – color 05	\$ 4	\$ 12	15	180

Q**Turn off the filters at the top of each column in the table.****A**

Table Design

1

2

Wholesale	Retail	Quantity in Stock	Stock Value
-----------	--------	-------------------	-------------

1

2

Q**Add a Total row to the table.****A**

PurchaseOrders - Saved ▾

Search (Alt+Q)

ut Formulas Data Review View Automate **Table Design**

Header Row First Column Filter Button

Total Row Last Column

Banded Rows Banded Columns

Table Style Options

D E F G H I J K L M N

Q**In the Total row, display the average value for the Wholesale column (column C).****A**

		C	D	E	F	G
1099	Yan Can Shampoo	\$ 7	\$ 19	\$ 2	\$ 38	
1100	Yah Can Conditioner	\$ 2	\$ 7	28	\$ 196	
1101	Yan Can Hair Mask	\$ 6	\$ 18	4	\$ 72	
1102	Yan Can Mousse	\$ 6	\$ 1	\$	-	
1103	Yan Can Gel	\$ 5	\$ 1	1	\$ 15	
1104	Yan Can Mouldin	\$ 9	\$ 2	12	\$ 300	
1105	Yan Can Masque	\$ 7	\$ 20	1	\$ -	
1051	ColorFab 10	\$ 4	\$ 11	8	\$ 88	
Total					\$ 3,414	



Q

In the Total row, display the maximum value for the Quantity in Stock column (column E).

A

A	B	C	D	E	F	G	H
1008	DermoMagic 16 oz	\$ 5	\$ 15	20	\$ 300		
1009	DermoMagic 24 oz	\$ 9	\$ 25	15	\$ 375		
1010	DermoMagic samples	\$ 11	\$ 30	22	\$ 660		
1011	Hair Tint -- color 01	\$ 4	\$ 12	7	\$ 84		
1012	Hair Tint -- color 02	\$ 4	\$ 12	24	\$ 288		
1013	Hair Tint -- color 03	\$ 4	\$ 12	25	\$ 300		
1014	Hair Tint -- color 04	\$ 4	\$ 12	29	\$ 348		
1015	Hair Tint -- color 05	\$ 4	\$ 12	15	\$ 180		
1099	Yan Can Shampoo	\$ 7	\$ 19	2	\$ -		
1100	Yah Can Conditioner	\$ 2	\$ 7	Max	\$ -		
1101	Yan Can Hair Mask	\$ 6	\$ 18	Min	\$ 4		
1102	Yan Can Mousse	\$ 6	\$ 18	Sum	\$ -		
1103	Yan Can Gel	\$ 5	\$ 15	StdDev	\$ 15		
1104	Yan Can Moulding Gel	\$ 9	\$ 25	Var	\$ 300		
1105	Yan Can Masque	\$ 7	\$ 20	More Functions...	\$ -		
1051	ColorFab 10	\$ 11			\$ 88		
Total					3,414		

Q

Enable filtering for the data in this worksheet.

A

A	B	C	D	E	F
1	Item ID	Item	Wholesale	Retail	Quantity in Stock
2	1051	ColorFab 10			Stock Value



Q

Filter the Quantity in Stock column so only rows with the blanks are shown. Hint Scroll to the bottom of the filter list to find the (Blanks) option.

A

The screenshot shows a Microsoft Excel spreadsheet with data in columns A through F. The 'Quantity in Stock' column (F) contains numerical values and some blank cells. A filter dropdown menu is open over the 'Quantity in Stock' column header. The menu includes options like 'Sort Smallest to Largest', 'Sort Largest to Smallest', 'Sort by Color', 'Clear Filter from "Quantity in Stock"', 'Filter by Color', and 'Number Filters'. In the 'Number Filters' section, there is a checkbox labeled '(Blanks)' which is checked. Red numbered callouts point to the filter icon (1), the '(Blanks)' checkbox (2), and the 'OK' button (3). A yellow box highlights the '(Blanks)' checkbox. The data in the 'Quantity in Stock' column shows several blank entries.

Q

Clear the filter from the Quantity in Stock column.

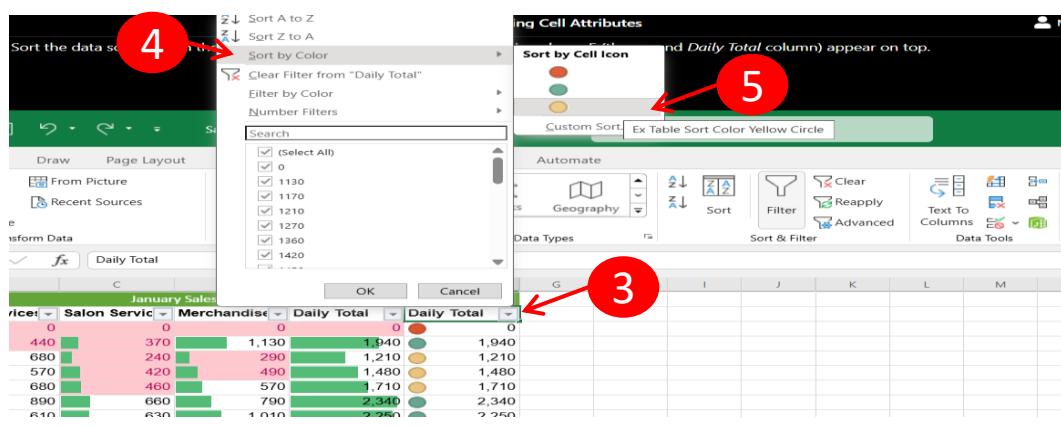
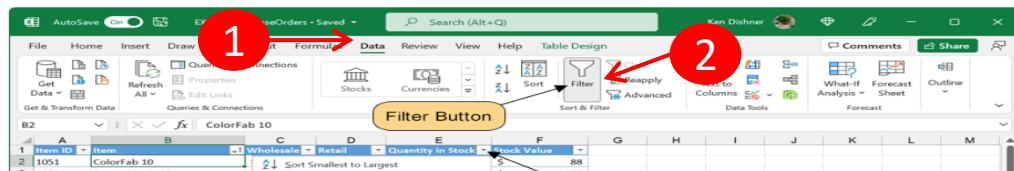
A

The screenshot shows the same Microsoft Excel spreadsheet with the 'Quantity in Stock' column (F) now cleared of filters. The filter dropdown menu is still open over the 'Quantity in Stock' column header, but the '(Blanks)' checkbox is no longer checked. Red numbered callouts point to the filter icon (1) and the 'Clear' button (2) in the filter menu. The data in the 'Quantity in Stock' column now includes all previous values, including the previously filtered blank cells.

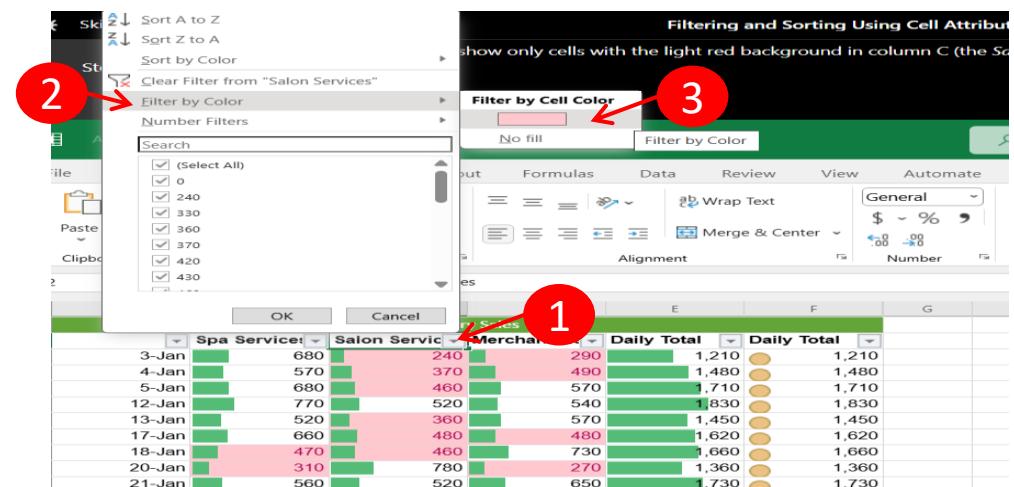


Q

Sort the data so cells with the yellow circle icon (the last icon in the list) in column F (the second Daily Total column) appear on top.

A**Q**

Now filter the data to show only cells with the light red background in column C (the Salon Services column).

A

Q

Use a custom date filter to show only rows where the appointment date (Appt Date column) is after 1/10/2023

A

The screenshot shows the 'SalesOrders - Saved' Excel sheet. The 'Data' tab is selected, and the 'Filter' button is highlighted (1). The 'Appt Date' column header is selected (2). A context menu is open, and the 'Date Filters' option is highlighted (3). The 'Date Filters' dialog box is open, showing a list of dates from 1/10/2023 to 1/23/2023 (4). The 'After...' option is selected (5). The 'Custom AutoFilter' dialog box is open, showing the condition 'Appt Date is after 1/10/2023' (6). The 'OK' button is highlighted (7).

Item ID	Item Name	Category	Quantity in Stock	Stock Value
1051	ColorFab 10	Wholesale - Retail	88	\$ 95
1052	ColorFab 10	Wholesale - Retail	88	\$ 95
1053	ColorFab 10	Wholesale - Retail	88	\$ 95

Q

The previous filter has been cleared for you. Use a custom text filter to show only rows where the customer last name (Last Name column) begins with the letter C.

A

The screenshot shows the 'Sales by Customer' Excel sheet. The 'Last Name' column header is selected (1). A context menu is open, and the 'Text Filters' option is highlighted (2). The 'Text Filters' dialog box is open, showing the 'Begins With...' option selected (3). The 'Custom AutoFilter' dialog box is open, showing the condition 'Last Name begins with C' (4). The 'OK' button is highlighted (5).

Customer ID	Last Name	First Name	Service Name
1	Beach	Felix	Hair Salon, Cut, Short
2	Clauson	Kat	Facial, Detox
3	Smith	Hope	Facial, Detox
4	Suarez	Felix	Manicure, Spa
5		Kat	Facial, Deep Cleansing
6		Hope	Facial Detox
7			Facial, Deluxe
8			Anti-Aging
9			Therapy, Level I
10			Facial, Deep
11			Cleansing
12			Pedicure Spa Packa
13			alon, Deep Conditioning
14			Facial, Relaxing
15			Facial, Deep Cleansing
16			Hair Salon, Cut, Short

Q

The previous filter has been cleared for you. Use a custom number filter to show only rows where the service price (Price column) is greater than or equal to 90.

A

The screenshot shows a Microsoft Excel spreadsheet with data in columns A through H. The 'Service Name' column contains various services like 'Facial', 'Manicure', etc. The 'Price' column contains numerical values such as 45, 60, 95, etc. A filter is applied to the 'Price' column, specifically a 'Greater Than Or Equal To' filter set to 90. The 'OK' button in the filter dialog is highlighted with a red circle labeled '5'.

Q

A criteria range has been set up for you in cells A1:H2. Enter criteria in the criteria range to show only rows where the Last Name is Smith and the Price is greater than 75 and then click any cell in the list range.

A

The screenshot shows a Microsoft Excel spreadsheet with data in columns A through H. A criteria range is defined in cells A1:H2, containing the values 'Smith' in C2 and '>75' in F2. Below this, a filtered table is shown where only rows for 'Smith' in the 'Last Name' column and with a 'Price' greater than 75 are displayed. A callout box with 'Enter Smith in C2' points to cell C2, another points to cell F2 with 'Enter > 75 in F2', and a third points to the table area with 'Click any where in table'.



Q

Filter the data in place using the list range A4:H36. The criteria range is A1:H2.

A

1

2

3

4

Appt Date	Appt Time	Last Name	First Name	Service Name
1/2/2023	10:00 AM	Smith	Felix	Hair Salon, Cut, Short
1/2/2023	1:00 PM	Clauson	Kat	Facial, Deep Cleansing
1/2/2023	2:00 PM	Smith	Hope	Facial Detox
1/2/2023	11:45 AM	Clauson	Felix	Pedicure, Deluxe
1/2/2023	4:45 PM	Suarez	Patricia	Facial, Anti-Aging
1/2/2023	1:00 PM	Suarez	Patricia	Hydrotherapy, Level I
1/3/2023	1:00 PM	Beach	Sandor	Facial, Detox

1

2

Q

Sort the Item column in alphabetical order from A to Z.

A

1

2

Item	Wholesale	Retail	Quantity in Stock	Stock Value
c 8 oz	\$ 4	\$ 10	17	\$ 170
c 16 oz	\$ 5	\$ 15	20	\$ 300
c 24 oz	\$ 9	\$ 25	15	\$ 375
c samples	\$ 11	\$ 30	22	\$ 660
color 01	\$ 4	\$ 12	7	\$ 84
color 02	\$ 4	\$ 12	24	\$ 288
color 03	\$ 4	\$ 12	25	\$ 300
color 04	\$ 4	\$ 12	29	\$ 348
color 05	\$ 4	\$ 12	15	\$ 180



Q

Sort the Order Cost column so the largest numbers are listed first.

A

Chose Order Cost

Chose Largest to Smallest

Item	Order Date	Order Cost
Jan Can Shampoo	6/15/23	60
Jan Can Mousse	6/15/23	60
ColorFab 10	6/8/23	60
DermoMagic samples	6/15/23	60
Jan Can Hair Mask	6/15/23	60
Jan Can Masque	6/15/23	60
Hair Tint -- color 02	6/30/23	60
Hair Tint -- color 03	6/30/23	25
Hair Tint -- color 04	6/30/23	25
Jan Can Moulding Gel	6/15/23	10
DermoMagic 10 oz	6/15/23	10

Q

Sort the data first alphabetically by the values in the Top Seller column and then by the dates in the Date column with the oldest dates first.

A

Chose Top Seller

Chose Date

Chose Oldest to Newest

Sales (Total)	Top Seller	Date
550	260	SR
40	36	36
530	350	KD
330	200	KD
300	280	KD
310	440	KD
190	400	KD
340	290	KD
...



Q

Enter a formula in cell B19 to display the value of cell B15 (the total expenses for January).

A

The screenshot shows a Microsoft Excel spreadsheet with a budget for January. The formula bar at the top shows '=B15'. The cell B19, located in the row labeled 'Expenses', contains the formula '=B15'. A red circle with the number '1' is overlaid on the formula bar.

	A	B	C	D	E	F	G
12	Advertising	\$ 1,500	\$ 1,200	\$ 800	\$ 800	\$ 750	\$ 750
13	Cost of Goods	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
14	Other Expenses	\$ 500	\$ 300	\$ 430	\$ 200	\$ 700	\$ 640
15		\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785
16							
17	Cash on Hand (beginning of month)	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -
18	Income	\$ 7,000	\$ 31,000	\$ 12,250	\$ 13,700	\$ 20,000	\$ 22,000
19	Expenses						
20	Total Cash Available						
21							
22							
23							
24							
25							
26							
27							

Q

In cell B20, enter a formula to calculate the cash balance for the month: the cash available at the beginning of the month (cell B17) + income for the month (cell B18) – expenses for the month (cell B19).

A

The screenshot shows a Microsoft Excel spreadsheet with a budget for January. The formula bar at the top shows '=B17 + B18 - B19'. The cell B20, located in the row labeled 'Total Cash Available', contains the formula '=B17 + B18 - B19'. A red circle with the number '1' is overlaid on the formula bar.

	A	B	C	D	E	F	G
1							
2							
3	Cost of Goods	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 40
4	Other Expenses	\$ 500	\$ 300	\$ 430	\$ 200	\$ 700	\$ 64
5		\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,78
6							
7	Cash on Hand (beginning of month)	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -
8	Income	\$ 7,000	\$ 31,000	\$ 12,250	\$ 13,700	\$ 20,000	\$ 22,00
9	Expenses	\$ 17,538					
10	Total Cash Available						
11							
12							
13							
14							
15							
16							
17							
18							
19							
20	Investor Payout						
21							
22							
23							
24							
25							
26							
27							



Q

On the Jul-Dec worksheet, enter a formula in cell B11 to calculate taxes by multiplying merchandise sales (cell B4) by 5.5%.

A

Income and Expenses

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
INCOME						
Services	\$ 1,870	\$ 2,240	\$ 2,390	\$ 2,420	\$ 3,000	\$ 12,000
Merchandise Sales	\$ 4,480	\$ 8,820	\$ 6,750	\$ 6,700	\$ 7,300	\$ 30,000
Gift Certificate Sales	\$ 5,590	\$ 5,000	\$ 3,030	\$ 4,300	\$ 4,300	\$ 17,500
EXPENSES						
Rent	9500	9500	9500	9500	9500	9500
Payroll	6,000	6,000	6,000	6,000	6,500	6,500
Taxes	=B4 * 5.5%	1,500	1,200	800	800	750
Advertising	400	400	400	400	400	400
Cost of Goods	400	400	400	400	400	400
Other Expenses	430	200	700	700	700	640

Q

Observe the formula in cell B19 and note the relative reference to cell B 75. Use AutoFill to copy to formula to cells C19:G19.

A

CashFlow - Saved

	B	C	D	E	F	G	H
Advertising	\$ 1,500	\$ 1,200	\$ 800	\$ 800	\$ 750	\$ 750	
Cost of Goods	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	
Other Expenses	\$ 500	\$ 300	\$ 430	\$ 200	\$ 700	\$ 640	
	\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785	
Cash on Hand (beginning of month)	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Income	\$ 7,000	\$ 31,000	\$ 12,250	\$ 13,700	\$ 20,000	\$ 22,000	
Expenses	\$ 17,538						
Total Cash Available							
Investor Payout							



Q

Enter a formula in the cell B21 to calculate the investor payout for the month: the cash balance (cell B20) multiplied by the investor percentage (cell J21). Be sure to use an absolute reference for cell J21.

A

	A	B	C	D	E	F	G	H
14	Other Expenses	\$ 500	\$ 300	\$ 430	\$ 200	\$ 700	\$ 640	
15		\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785	
16								
17	Cash on Hand (beginning of month)	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	
18	Income	\$ 7,000	\$ 31,000	\$ 12,250	\$ 13,700	\$ 20,000	\$ 22,000	
19	Expenses	\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785	
20	Total Cash Available	\$ 124,463	\$ 131,679	\$ 120,344	\$ 111,258	\$ 107,933	\$ 106,751	
21	Investor Payout	=B20 * \$J\$21						
22								
23								

Q

Use AutoFill to copy the formula in cell B21 to cells C21:G21.

A

	A	B	C	D	E	F	G	H
14	Other Expenses	\$ 500	\$ 300	\$ 430	\$ 200	\$ 700	\$ 640	
15		\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785	
16								
17	Cash on Hand (beginning of month)	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	
18	Income	\$ 7,000	\$ 31,000	\$ 12,250	\$ 13,700	\$ 20,000	\$ 22,000	
19	Expenses	\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785	
20	Total Cash Available	\$ 124,463	\$ 131,679	\$ 120,344	\$ 111,258	\$ 107,933	\$ 106,751	
21	Investor Payout	\$6,223.13						
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								



Q

Click cell G21 to observe the copied formula with the absolute reference to cell 21.

A

B19 fx =B15

A	B	C	D	E	F	G	H
12 Advertising	\$ 1,500	\$ 1,200	\$ 800	\$ 800	\$ 750	\$ 750	
13 Cost of Goods	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	
14 Other Expenses	\$ 500	\$ 300	\$ 430	\$ 200	\$ 700	\$ 640	
15	\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785	
16							
17 Cash on Hand (beginning of month)	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	
18 Income	\$ 7,000	\$ 31,000	\$ 12,250	\$ 13,700	\$ 20,000	\$ 22,000	
19 Expenses	\$ 17,538	\$ 17,560	\$ 17,001	\$ 16,769	\$ 17,763	\$ 17,785	
20 Total Cash Available	\$ 124,463	\$ 131,679	\$ 120,344	\$ 111,258	\$ 107,933	\$ 106,751	
21 Investor Payout	\$6,223.13	\$6,583.97	\$6,017.21	\$5,562.92	\$5,396.65	\$5,337.57	
22							
23							
24							

1

Click cell G21

Q

Enter a formula in the selected cell using the SUM function to calculate the total of cells B3 through B5.

A

FUNCTION LIBRARY
SUM fx =SUM(B3:B5)

A	B	C	D	E
1 Income				
2 INCOME				
3 Services	\$ 1,870	\$ 2,240	\$ 2,390	\$
4 Merchandise Sales	\$ 4,480	\$ 8,820	\$ 6,750	\$
5 Gift Certificate Sales	\$ 5,590	\$ 5,000	\$ 3,030	\$
6	=SUM(B3:B5)			
7				
8 EXPENSES				
9 Rent	9500	9500	9500	
10 Payroll	6,000	6,000	6,000	
11 Taxes	\$ 246	\$ 485	\$ 371	\$
12 Advertising	1,500	1,200	800	
13 Cost of Goods	400	400	400	
14	

1

Type =SUM(B3:B5)



Q

On the SaleInventory worksheet, cells F7:F20 are selected. Name them as follows: StockValue

A

1

Type the name in the Name box and press Enter.

SaleID	Item	OriginalRetail	SaleRetail	QuantityInStock	StockValue
1090	Yan Can in a Bottle Conditioner	\$ 11.00	\$ 4.00	14	\$ 16.00
1089	Tea in a Bottle Shampoo	\$ 20.00	\$ 7.00	14	\$ 14.00
1010	DermoMagic samples	\$ 30.00	\$ 11.00	3	-
1087	NoTan Bronzer	\$ 19.00	\$ 7.00	2	\$ 14.00
1086	NoTan Moisturizer	\$ 9.00	\$ 3.00	2	\$ -
1088	NoTan Tanning Gel	\$ 24.00	\$ 8.00	28	\$ 224.00
1085	NoTan Tanning Spray	\$ 10.00	\$ 4.00	30	\$ 120.00
1100	Yan Can Conditioner	\$ 7.00	\$ 2.00	28	\$ 56.00
1103	Yan Can Gel	\$ 15.00	\$ 5.00	4	\$ -
1101	Yan Can Hair Mask	\$ 18.00	\$ 6.00	8	\$ 24.00
1105	Yan Can Masque	\$ 20.00	\$ 7.00	8	\$ 56.00
1104	Yan Can Moulding Gel	\$ 25.00	\$ 9.00	12	\$ 108.00
1102	Yan Can Mousse	\$ 18.00	\$ 6.00	15	\$ 90.00
1099	Yan Can Shampoo	\$ 19.00	\$ 7.00	2	\$ 14.00

Q

On the SalonInventory worksheet cells A4:E20 are selected for you. Use the Create from Selection command to create named ranges for the data table A5:E20 using the labels in row 4 as the basis for the names.

A

1

2

3

4

The labels in the top row of the selection will be used as names.

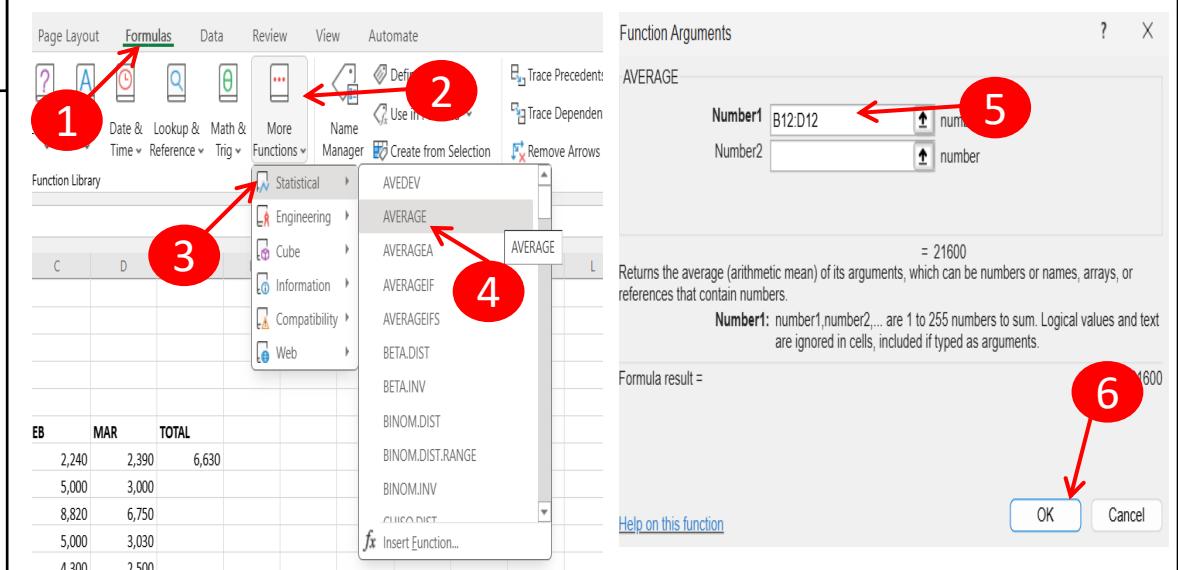
ItemID	Item	Wholesale	QuantityInStock	ReorderLevel
1051	ColorFab 10	\$ 4.00	8	10
1052	ColorFab 20	\$ 4.00	14	20
1053	ColorFab 30	\$ 4.00	5	20
1054	ColorFab 40	\$ 4.00	16	20
1050	ColorFab Booster	\$ 4.00	18	20
1029	ColorFab Color 001	\$ 2.00	27	20
111030	ColorFab Color 002	\$ 2.00	17	20
121031	ColorFab Color 003	\$ 2.00	10	20
131032	ColorFab Color 004	\$ 2.00	5	20
141033	ColorFab Color 005	\$ 2.00	16	20
151034	ColorFab Color 006	\$ 2.00	10	20
161035	ColorFab Color 007	\$ 2.00	5	20
171036	ColorFab Color 008	\$ 2.00	16	20
181037	ColorFab Color 009	\$ 2.00	30	20
191038	ColorFab Color 010	\$ 2.00	22	20
201049	ColorFab Drabber	\$ 3.00	16	10



Q

Enter a formula in cell B2 to calculate the average value of cells B12:D12. Be sure to use a cell range and not individual cell references.

A



Q

In cell B3, enter a formula to find the highest (maximum) monthly income total (cells B12:D12). Be sure to use a cell range and not individual cell references.

A

1 =MAX(B12:D12) displays the largest value in the cell range.

2 =MIN(B12:D12) displays the smallest value in the cell range.

	B	C	D	E	K	L	M	N	O
1	Total Income	\$ 64,800							
2	Average Monthly Income	\$ 21,600							
3	Highest Monthly Income	\$ 25,360							
4	Lowest Monthly Income	\$ 17,670							
5									
6	INCOME	JAN	FEB	MAR	TOTAL				
7	Services - Individual	2,000	2,240	2,390	6,630				
8	Services - Packages	4,100	5,000	3,000					
9	Merchandise	4,480	8,820	6,750					
10	Gift Certificates	5,590	5,000	3,030					
11	Misc	5,600	4,300	2,500					
12	TOTAL	\$ 21,770	\$ 25,360	\$ 17,670	64,800				
13									



Q

In cell B4, enter a formula to find the lowest (minimum) monthly income total (cells B12:D12). Be sure to use a cell range and not individual cell references.

A

	B4	C	D	E	K	L	M	N	O
1	Total Income	\$ 64,800							
2	Average Monthly Income	\$ 21,600							
3	Highest Monthly Income	\$ 25,360							
4	Lowest Monthly Income	\$ 17,670							
5									
6	INCOME	JAN	FEB	MAR	APR	MAJ	JUN	JUL	SEP
7	Services - Individual	2,000	2,240	2,390					
8	Services - Packages	4,100	5,000	3,000					
9	Merchandise	4,480	8,820	6,750					
10	Gift Certificates	5,590	5,000	3,030					
11	Misc	5,600	4,300	2,500					
12	TOTAL	\$ 21,770	\$ 25,360	\$ 17,670	\$ 64,800				
13									

Summary Income Expenses SaleInventory SalonInventory Customers Loan1 Loan2

Q

On the Jul-Dec worksheet, select cell C6.

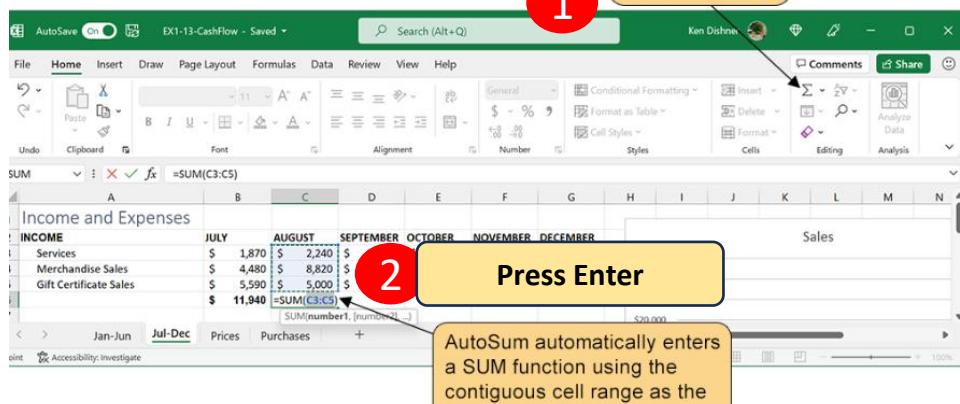
A

	B7	C	D	E	F	G
1	Income and Expenses					
2	INCOME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
3	Services	\$ 1,870	\$ 2,240	\$ 2,390	\$ 2,420	\$ 3,000
4	Merchandise Sales	\$ 4,480	\$ 8,820	\$ 6,750	\$ 6,700	\$ 7,300
5	Gift Certificate Sales	\$ 5,590	\$ 5,000	\$ 3,030	\$ 4,300	\$ 4,300
6		\$ 11,940				
7						
8	EXPENSES					
9	Rent			9500	9500	9500
10	Payroll			6,000	6,000	6,500
11	Taxes			371	\$ 369	\$ 402
12	Advertising	1,500	1,200	800	800	750
13	Cost of Goods	400	400	400	400	400
14	Other Expenses	500	300	430	200	700
15						
16						
17						
18						



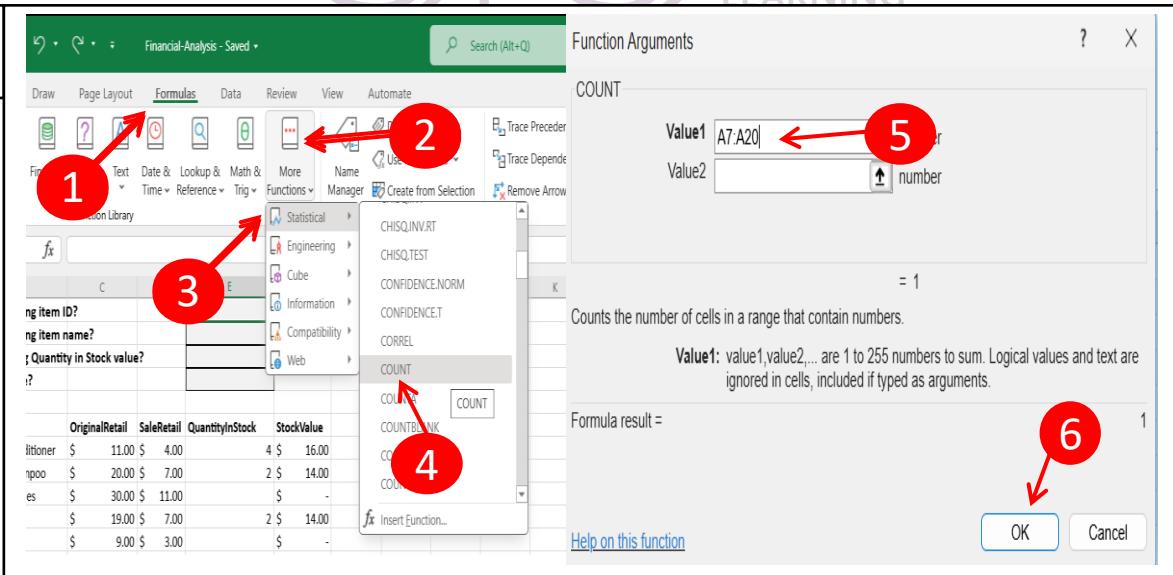
Q Use AutoSum to enter a formula to calculate the total of cells C3:C5.

A



Q In cell E1, enter a formula using a counting function to count the number of items on sale. Count the numerical values in the ItemID column (cells A7:A20).

A



Q

In cell E2, enter a formula using a counting function to count the number of items on sale. Count the values in the Item column (cells B7:B20)

A

The screenshot shows the Microsoft Excel interface with the following steps highlighted:

- Click on the **Formulas** tab.
- Click on the **More Functions** button.
- Click on the **Statistical** category.
- Click on the **COUNTA** function.
- Enter the range **B7:B20** into the **Value1** field.
- Click the **OK** button to close the dialog.

The formula bar shows the formula =COUNTA(B7:B20) and the result is 1. The table below shows the data for the Item column.

Item ID?	Item Name?	Quantity in Stock value?
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10

Q

In cell E3, enter a formula using a counting function to count the number of blank cells in the QuantityInStock column (cells E7:E20).

A

The screenshot shows the Microsoft Excel interface with the following steps highlighted:

- Click on the **Formulas** tab.
- Click on the **More Functions** button.
- Click on the **Statistical** category.
- Click on the **COUNTBLANK** function.
- Enter the range **E7:E20** into the **Range** field.
- Click the **OK** button to close the dialog.

The formula bar shows the formula =COUNTBLANK(E7:E20) and the result is 0. The table below shows the data for the QuantityInStock column.

OriginalRetail	SaleRetail	QuantityInStock	StockValue
\$ 11.00	\$ 4.00	4	\$ 16.00
\$ 20.00	\$ 7.00	2	\$ 14.00
\$ 30.00	\$ 11.00		-
\$ 19.00	\$ 7.00	2	\$ 14.00
\$ 20.00	\$ 7.00		-
\$ 20.00	\$ 7.00		-
\$ 20.00	\$ 7.00		-



Q

Enter a formula in cell F5 using the logical function IF to display do not order if the quantity in stock (cell D5) is greater than the reorder level (cell E5) and order if it is not.

A

1. Formulas tab selected.
 2. IF function selected.
 3. Formula in cell F5: $=IF(D5 > E5, "do not order", "order")$.

4. Function Arguments dialog box:
 Logical test: D5 > E5
 Value_if_true: "do not order"
 Value_if_false: "order"
 5. OK button.

Q

Enter a formula in cell D4 to find the item number by extracting the last four letters of the inventory ID in cell C4. Use cell references where appropriate.

A

1. Formulas tab selected.
 2. Text dropdown open.
 3. RIGHT function selected.

4. Function Arguments dialog box:
 Text: C4
 Num_chars: 4
 5. OK button.

Q

Enter a formula in cell E4 to find the vendor ID by extracting the first two digits of the inventory ID in cell C4. Use cell references where appropriate.

A

The screenshot shows the Excel ribbon with the 'Formulas' tab selected. In the formula bar, cell E4 is active. The 'Function Arguments' dialog box is open for the 'LEFT' function. The 'Text' argument is set to 'C4' (cell reference), and the 'Num_chars' argument is set to '2'. The formula result is displayed as '=LEFT(C4, 2)'. Red numbered callouts indicate: 1. The 'Formulas' tab in the ribbon; 2. The 'Insert Function' icon in the formula bar; 3. The 'C4' cell reference in the formula bar; 4. The 'Num_chars' argument in the 'Function Arguments' dialog; 5. The 'OK' button in the 'Function Arguments' dialog.

Q

Enter a formula in cell B4 to extract the two digit month number from the PO# in cell A4. The month number begins with the seventh character in the text string. Use cell references where appropriate.

A

The screenshot shows the Excel ribbon with the 'Formulas' tab selected. In the formula bar, cell B4 is active. The 'Function Arguments' dialog box is open for the 'MID' function. The 'Text' argument is set to 'A4' (cell reference), the 'Start_num' argument is set to '7', and the 'Num_chars' argument is set to '2'. The formula result is displayed as '=MID(A4, 7, 2)'. Red numbered callouts indicate: 1. The 'Formulas' tab in the ribbon; 2. The 'Insert Function' icon in the formula bar; 3. The 'A4' cell reference in the formula bar; 4. The 'Num_chars' argument in the 'Function Arguments' dialog; 5. The 'OK' button in the 'Function Arguments' dialog.

Q

Enter a formula in cell D3 to display the text from cell D2 so the first letter in each word is capitalized.

A

Function Arguments

PROPER

Text: D2

Converts a text string to proper case; the first letter in each word in uppercase, and all other letters to lowercase.

Text: is text enclosed in quotation marks, a formula that returns text, or a reference to a cell containing text to partially capitalize.

Formula result =

Help on this function

OK Cancel

Q

Enter a formula in cell F3 to display the text from cell F2 so all the letters display in uppercase.

A

Function Arguments

UPPER

Text: F2

Converts a text string to all uppercase letters.

Text: is the text you want converted to uppercase, a reference or a text string.

Formula result =

Help on this function

OK Cancel

Q

Enter a formula in cell H3 to display the text from cell H2 so all the letters display in lowercase.

A

File Home Insert Draw Page Layout Formulas Data Review

fx \sum AutoSum Recently Used Logical Functions

H3 \times fx

A	B	C	D
1 Title	First	Last	Address
2 Mr.	Maxwell	Arch	1100 holly n
3			Holly N
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Text **LOWER**

Text: H2

Help on this function

OK Cancel

Q

Enter a formula in cell I2 to display the length of the text in cell H2.

A

File Home Insert Draw Page Layout Formulas Data Review

fx \sum AutoSum Recently Used Logical Functions

I2 \times fx

A	B	C	D
1 Title	First	Last	Address
2 Mr.	Maxwell	Arch	1100
3			1100
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Text **LEN**

Text: H2

Help on this function

OK Cancel



Q

Enter a formula in cell B3 to combine the text from cells B2 and C2 to display the customer name in the format Maxwell Arch. Don't forget the argument for the space.

A

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. A function dialog box is open, displaying the 'Function Arguments' for the 'CONCAT' function. The 'Text1' argument is set to 'B2', 'Text2' is empty, and 'Text3' is set to 'C2'. The formula result is shown as '= CONCAT(B2, "", C2)'. Red numbered callouts indicate the following steps:

- Step 1: Click on the 'Text' icon in the ribbon under the 'Formulas' tab.
- Step 2: Click on the 'Insert Function' button.
- Step 3: Select the 'CONCAT' function from the list.
- Step 4: Set the arguments 'Text1' to 'B2', 'Text2' to an empty string, and 'Text3' to 'C2'.
- Step 5: Click 'OK' to close the dialog.

Q

In cell B4, enter a formula using TEXTJOIN to combine the text from cells A2:Q to display the customer name in the format Mr. Maxwell Arch. Use a space as the delimiter. Ignore blank cells. Use a cell range as the Text1 argument.

A

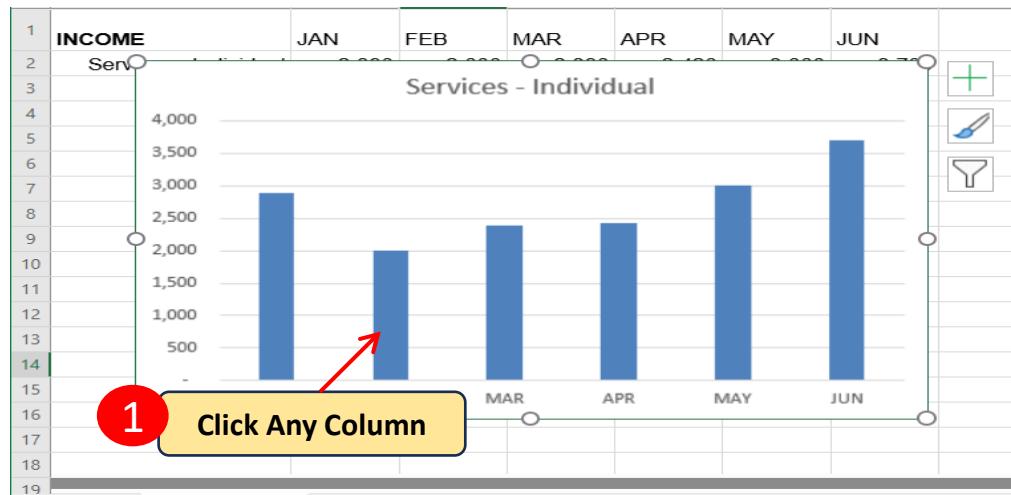
The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. A function dialog box is open, displaying the 'Function Arguments' for the 'TEXTJOIN' function. The 'Text1' argument is set to 'A2:C2', 'Text2' is empty, and 'Delimiter' is set to a single quote character. The formula result is shown as '= TEXTJOIN("", TRUE, A2:C2)'. Red numbered callouts indicate the following steps:

- Step 1: Click on the 'Text' icon in the ribbon under the 'Formulas' tab.
- Step 2: Click on the 'Insert Function' button.
- Step 3: Select the 'TEXTJOIN' function from the list.
- Step 4: Set the arguments 'Text1' to 'A2:C2', 'Text2' to an empty string, and 'Delimiter' to a single quote character.
- Step 5: Click 'OK' to close the dialog.

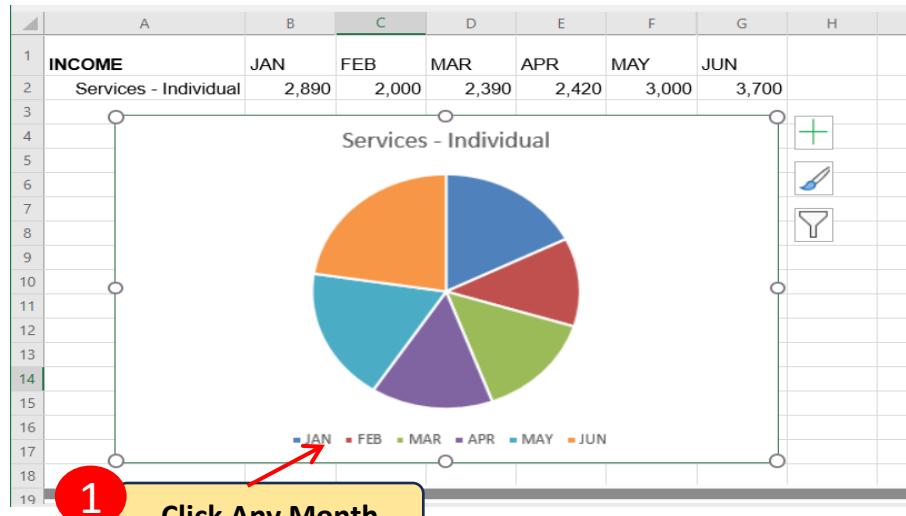


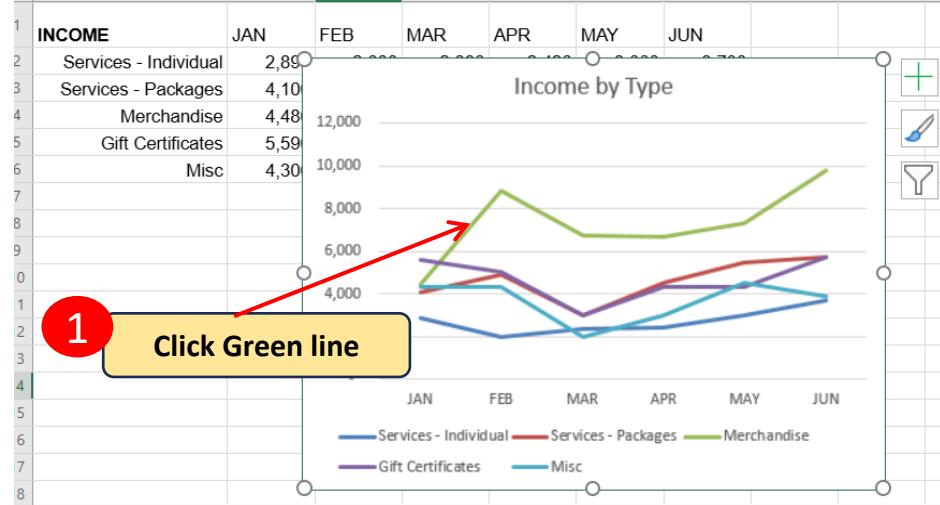
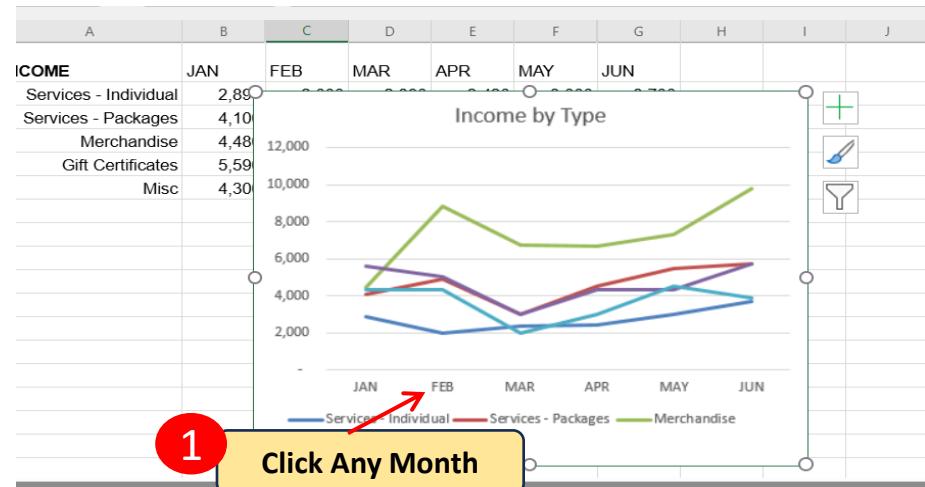
Q

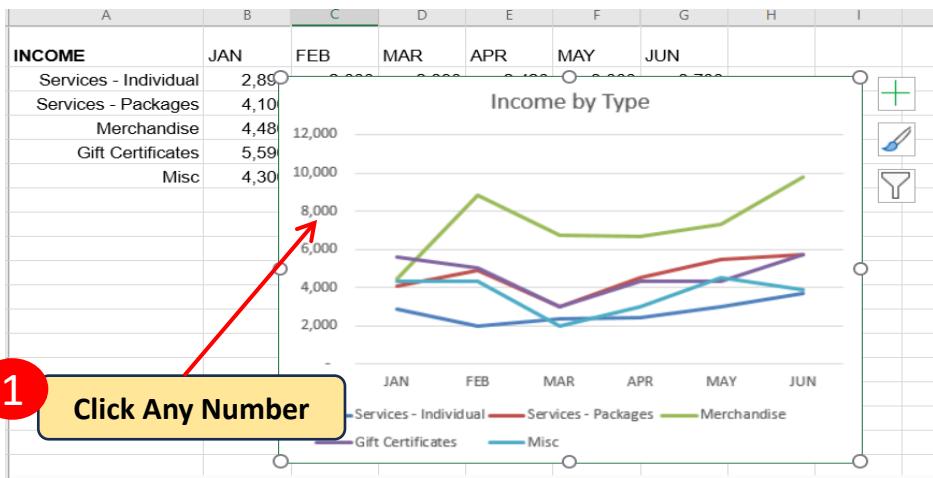
Click any of the data markers to select the entire data series.

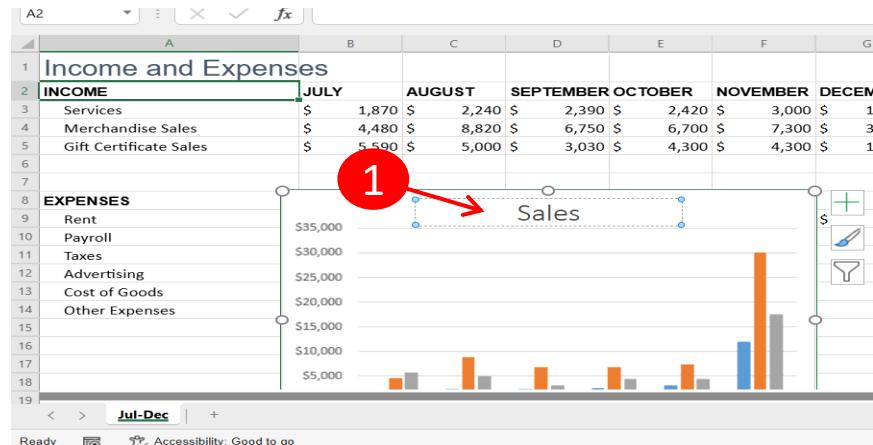
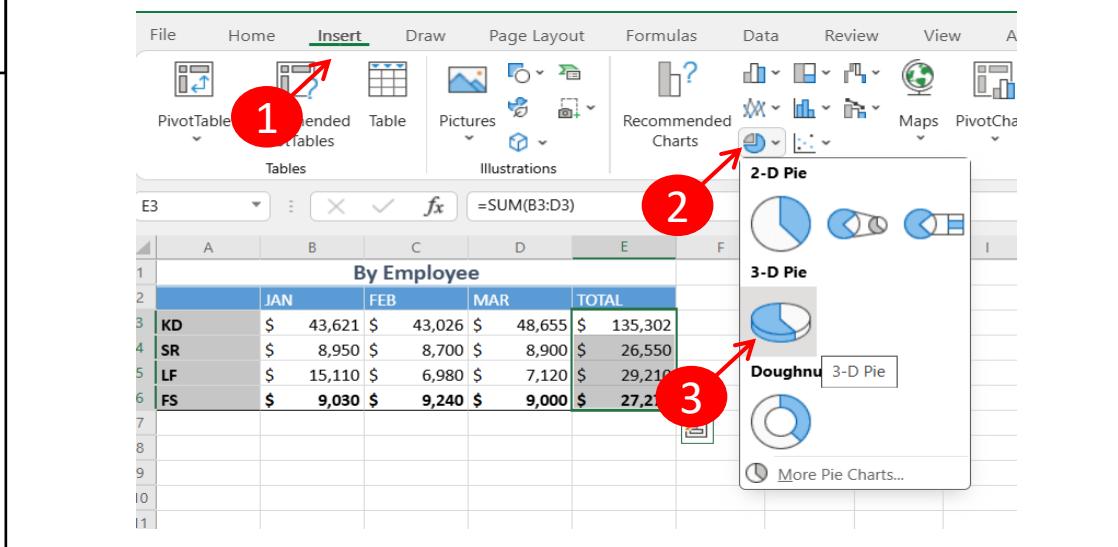
A**Q**

Click the chart legend.

A

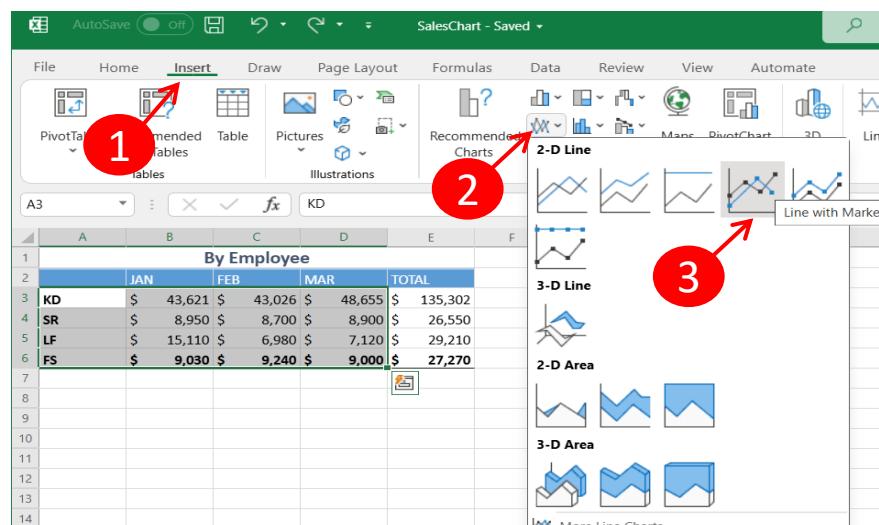
Q**Click the line representing the Merchandise data series.****A****Q****Click the x axis.****A**

Q**Click the y axis.****A****Q****Insert a Clustered Column chart based on the first recommended chart type.****A**

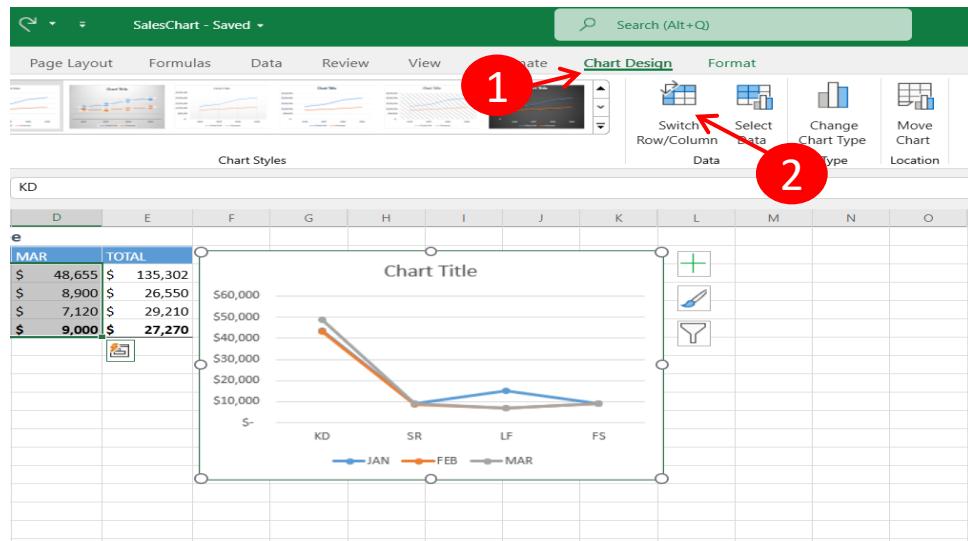
Q**Change the chart title to: Sales****A****Q****Insert a 3-D Pie chart.****A**

Q

Insert a Line with Markers chart (the fourth chart type in the Insert Line Chart menu).

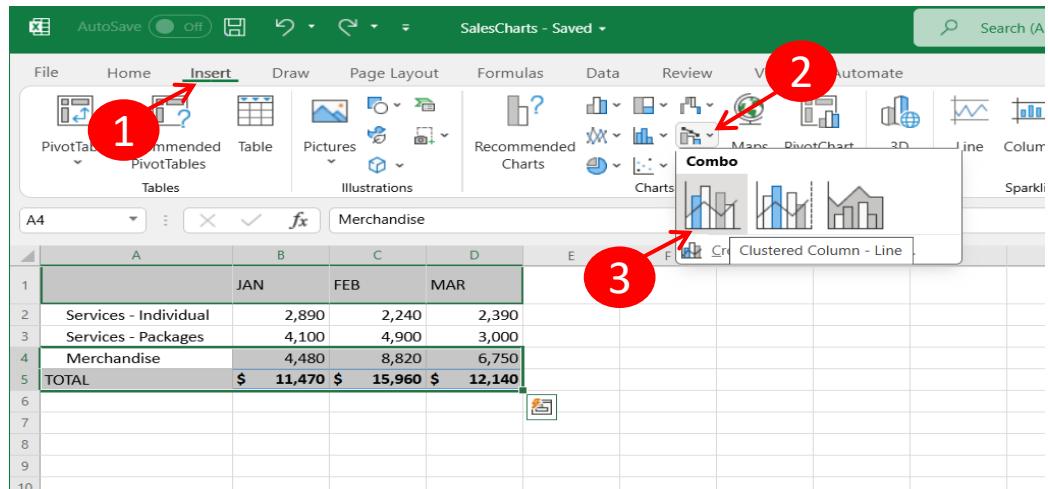
A**Q**

Switch the rows and columns in the chart, so the months are listed along the x axis.

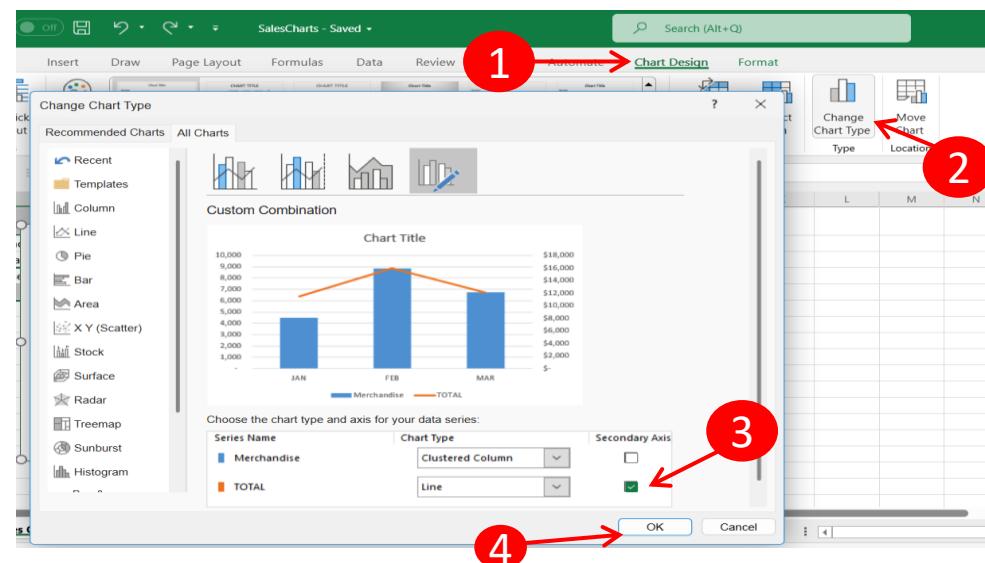
A

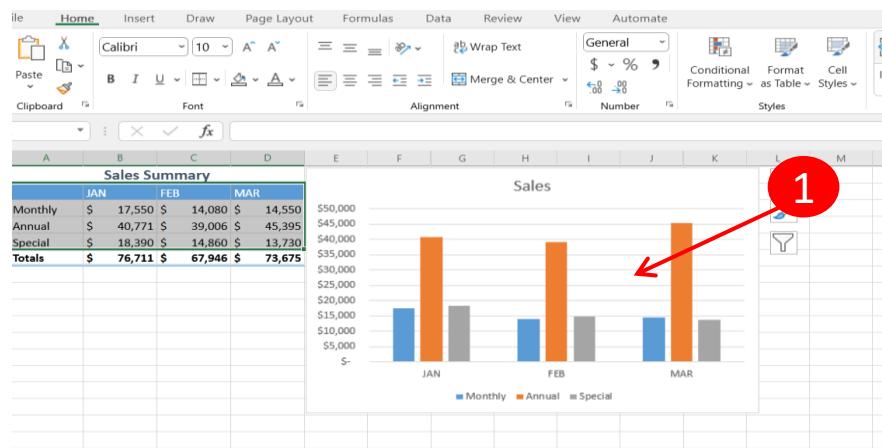
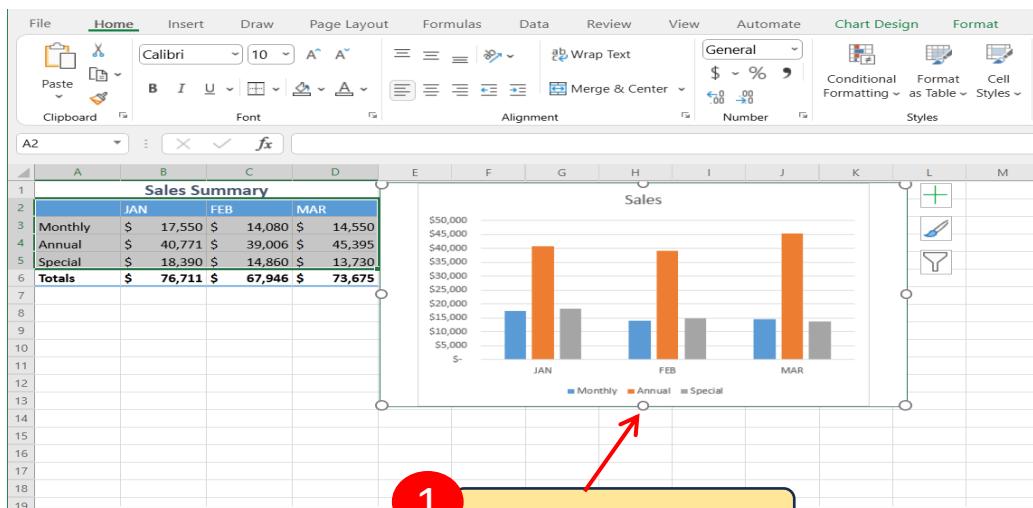
Q

Insert a clustered column-line combination chart based on the selected data. The line chart should represent the Totals data series. Both data series should be on the primary axis. This is the first chart type in the Combo Chart gallery.

A**Q**

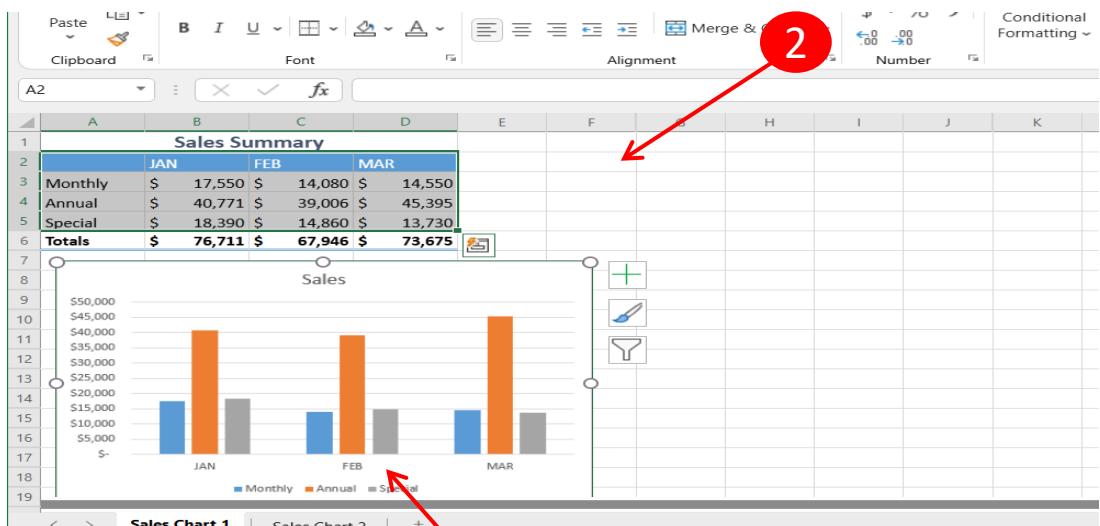
Modify the chart so the TOTAL data series is plotted along the secondary axis.

A

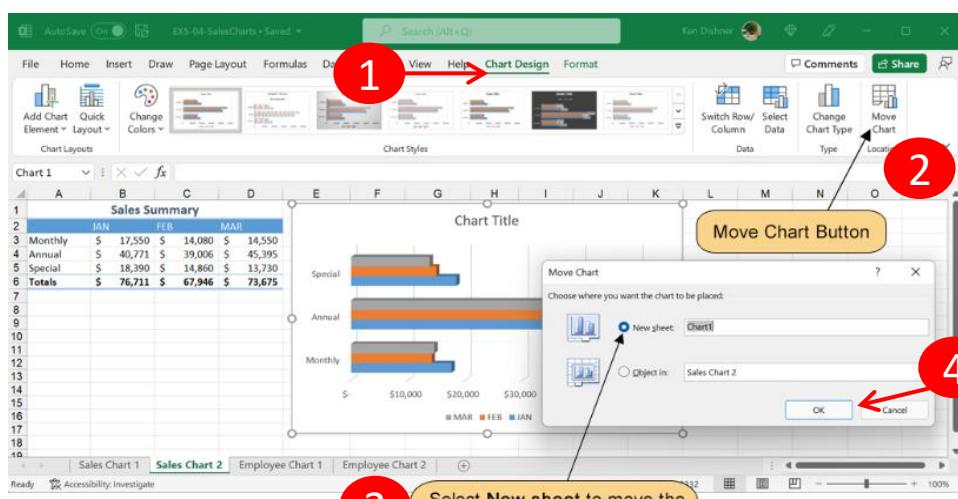
Q**Select the chart.****A****Q****Resize the selected chart so it is approximately 13 rows tall.****A**

Q

Move the selected chart to the empty area of the worksheet to the right of the data.

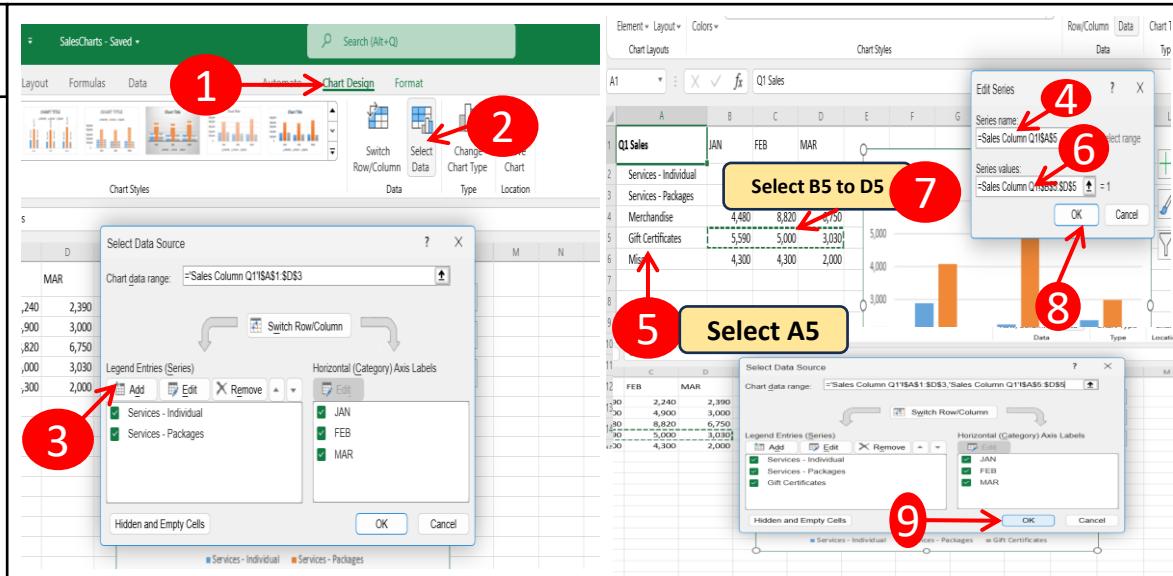
A**Q**

Move the selected chart to a new chart sheet.

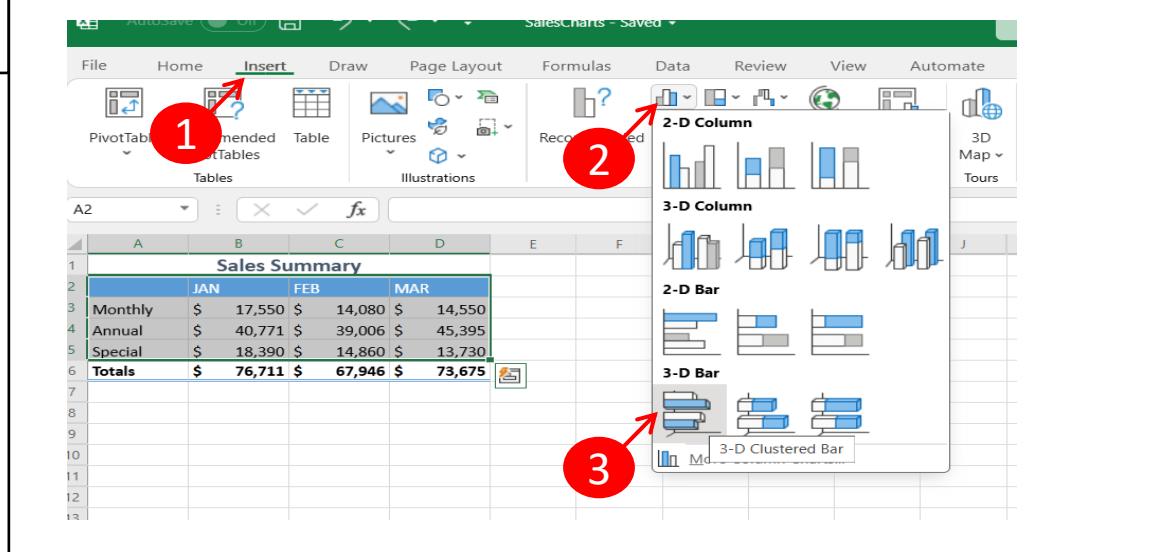
A

Q

Add another data series to the chart. Use cell A5 as the series name and cells B5:D5 as the series values.

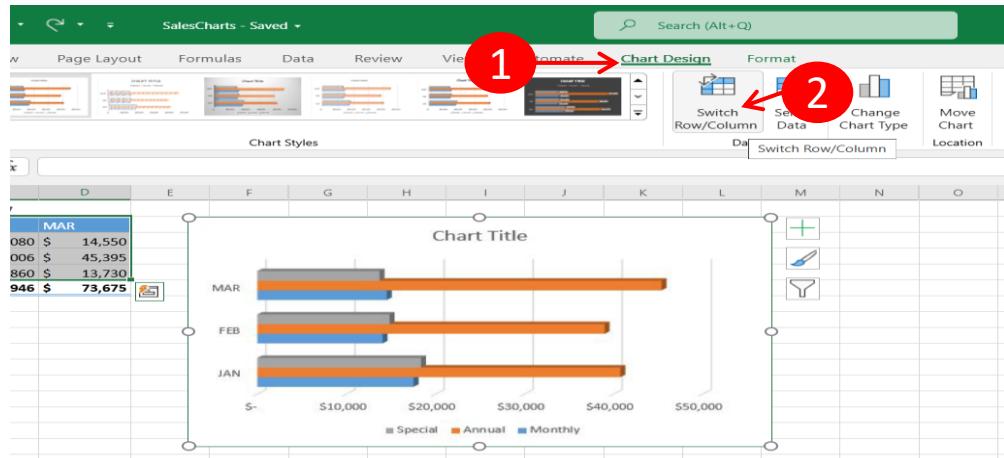
A**Q**

Insert a 3-D Clustered Bar chart (the first chart type in the 3-D Bar section of the Insert Column or Bar Chart menu).

A

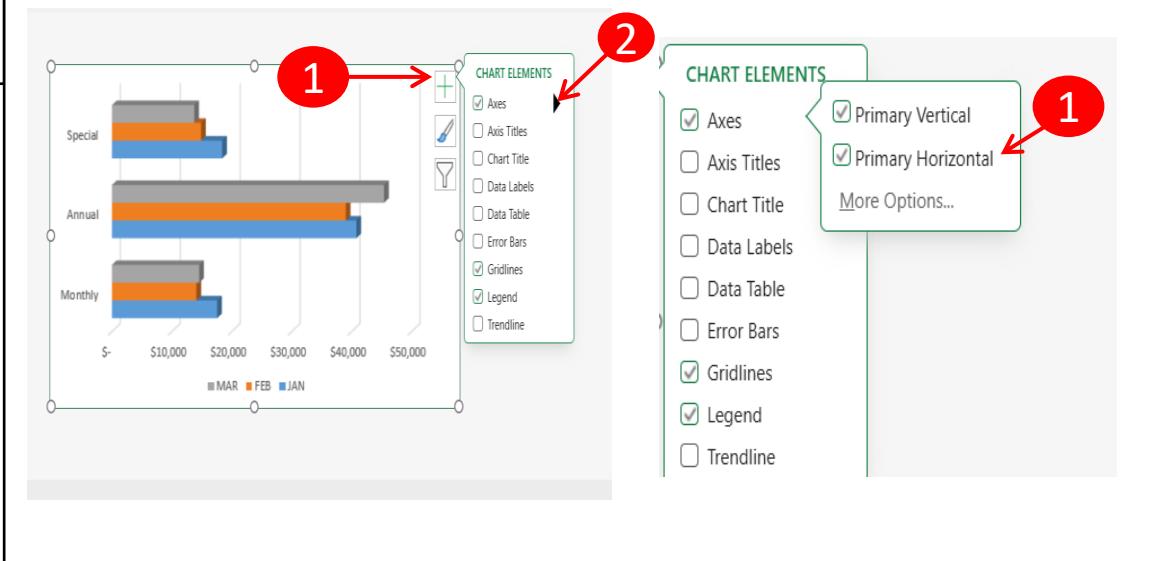
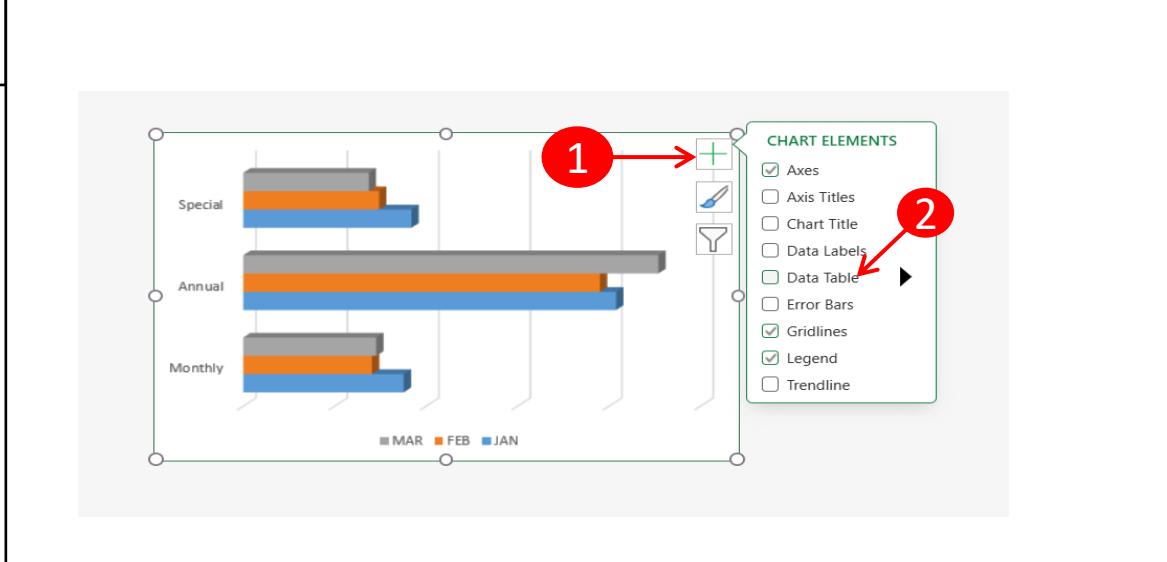
Q

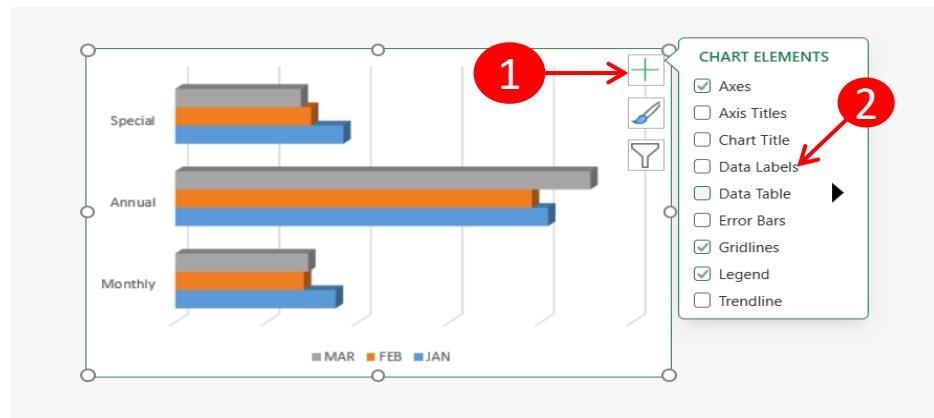
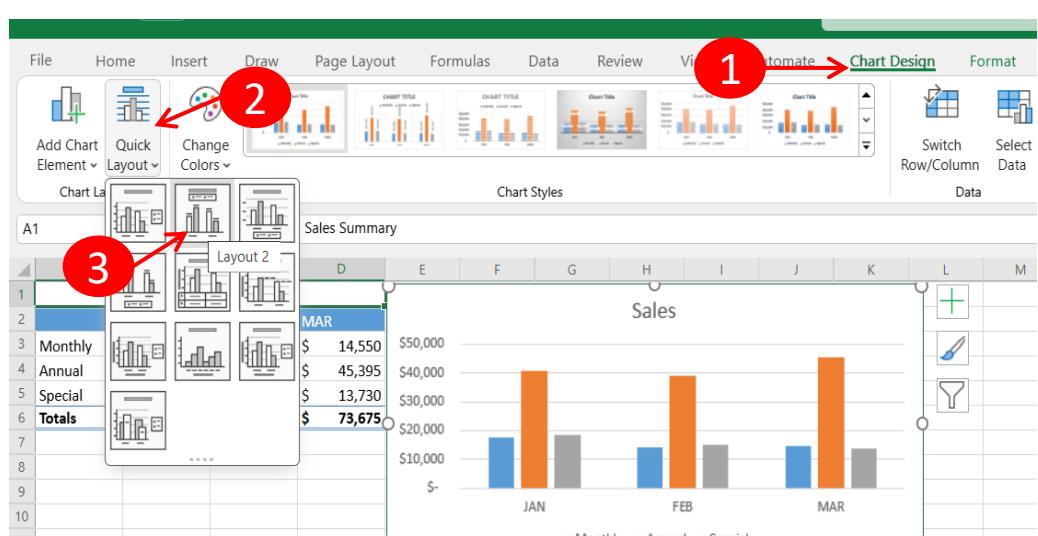
Switch the rows and columns in the chart, so the data points are grouped into data series by column.

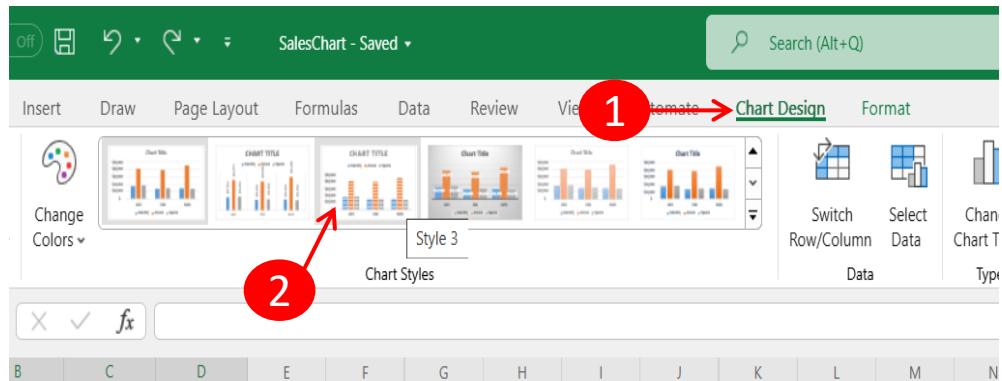
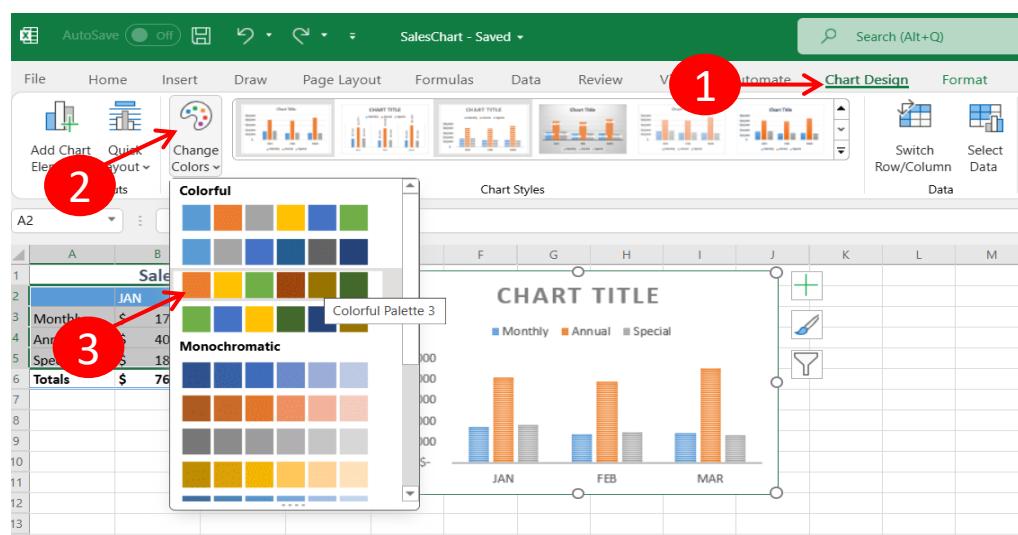
A**Q**

Hide the chart title.

A

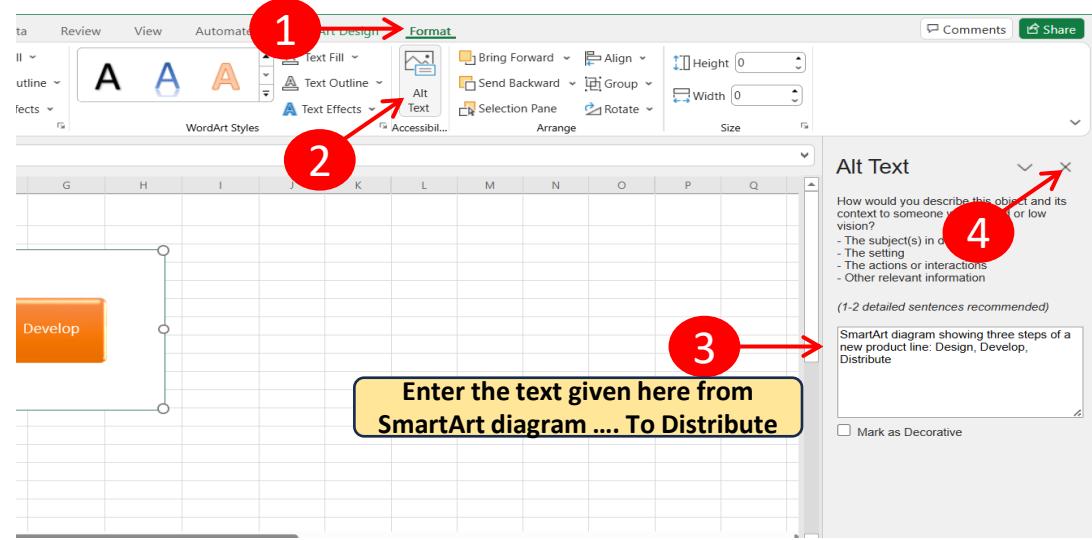
Q**Hide the primary horizontal axis.****A****Q****Display the data table.****A**

Q**Display the data labels.****A****Q****Apply the Layout 2 Quick Layout to the chart.****A**

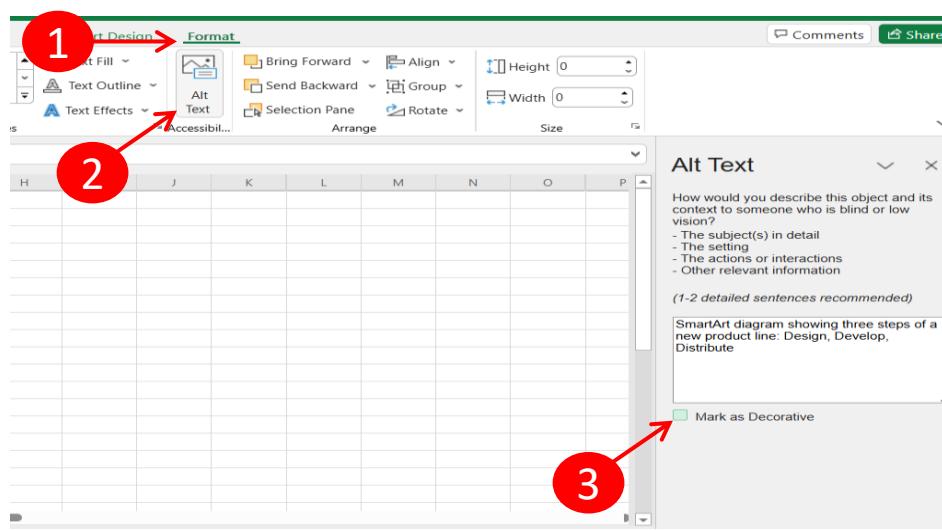
Q**Apply the Style 3 Quick Style.****A****Q****Apply the Colorful Palette 3 color scheme from the Colorful section.****A**

Q

Add the following alt text to the SmartArt diagram: SmartArt diagram showing three steps of a new product line: Design, Develop, Distribute. Close the Alt Text pane when you are finished.

A**Q**

Modify this picture so a screen reader will recognize it as a design element.

A

Extra Exercises

Q Click any cell in column D.

A

١. اضغط على أي خلية في العمود D
٢. تأكد أن الخلية تم تحديدها

Q Wrap the text in the selected cell

A

١. انتقل إلى التبويب Home
٢. في مجموعة Alignment، اضغط على أيقونة Wrap Text

Q Apply the Long Date format to the selected cells

A

١. انتقل إلى التبويب Home
٢. في مجموعة Number، اضغط على الأسهم الموجودة بجانب مربع التنسيق
٣. اختر Long Date من القائمة



Q	Cut cell B7 and paste it to cell E12
----------	---

A	<ol style="list-style-type: none"> ١. اضغط بزر الفارة الأيمن على الخلية B7 ٢. اختر Cut ٣. انتقل إلى الخلية E12 ٤. اضغط بزر الفارة الأيمن واختر Paste
----------	--

Q	Use AutoSum to enter a formula in the selected cell to calculate the total of all the contiguous cells above
----------	---

A	<ol style="list-style-type: none"> ١. حدد الخلية التي تريده إدخال الصيغة فيها ٢. انتقل إلى التبويب Formulas ٣. اضغط على AutoSum ٤. اضغط Enter
----------	---

Q	Reverse the last instance of the Undo command
----------	--

A	<ol style="list-style-type: none"> ١. اضغط على التبويب Quick Access Toolbar ٢. اضغط على السهم الموجود بجانب زر Undo ٣. اختر Redo
----------	---



Q

Change the font color of the selected cells to the Blue standard color (it is the third option from the right in the row of standard colors).

A

١. حدد الخلايا المطلوبة
٢. انتقل إلى التبويب Home
٣. في مجموعة Font، اضغط على الأسهم بجانب زر Font Color
٤. اختر اللون الأزرق القياسي (ثالث خيار من اليمين في صف الألوان القياسية)

Q

Clear only the formatting from the selected cell (leaving the content).

A

١. حدد الخلية المطلوبة
٢. انتقل إلى التبويب Home
٣. في مجموعة Editing، اضغط على Clear
٤. اختر Clear Formats

Q

Create a new file based on the Inventory List template.

A

١. افتح برنامج Excel
٢. انتقل إلى التبويب File
٣. اختر New
٤. في مربع البحث، اكتب "Inventory List"
٥. اختر قالب Inventory List من النتائج
٦. اضغط على Create على



Q	Select row 5
----------	--------------

A	<p>١. انقر على الرقم 5 في جانب ورقة العمل لتمييز الصف الخامس.</p>
----------	---

Q	Click the Profit Projection worksheet tab
----------	---

A	<p>١. انقر على تبويب ورقة العمل "Profit Projection" أسفل نافذة Excel.</p>
----------	---

Q	Select cells A5:D8.
----------	---------------------

A	<p>١. حدد الخلايا A5 إلى D8.</p>
----------	----------------------------------



Q Use the spelling checker to find and change all instances of any misspelled words.

A

١. انتقل إلى التبويب "Review".
٢. في مجموعة "Proofing", اضغط على "Spelling".
٣. اتبع الإرشادات لتغيير جميع الكلمات المُتَعَدِّدة التي تحتوي على أخطاء إملائية.

Q Use the Quick Analysis tool to calculate totals for the selected cells.
Insert the totals in the empty row below the cell range

A

١. حدد الخلايا التي تريده حساب الإجماليات لها.
٢. اضغط على أيقونة "Quick Analysis" التي تظهر بجانب التحديد.
٣. اختر تبويب "Totals".
٤. اختر "Sum" لإدراج إجمالي الحساب في الصف الفارغ أسفل النطاق المحدد.

Q Click any cell in row 12

A

١. انقر على أي خلية في الصف 12.



Q	Copy cell F3, and paste to cell F2
----------	---

A	<ol style="list-style-type: none"> ١. انسخ الخلية F3. ٢. الصقها في الخلية F2.
----------	---

Q	Set the print area so only the selected cells will print.
----------	--

A	<ol style="list-style-type: none"> ١. انتقل إلى التبويب Page Layout. ٢. في مجموعة Page Setup، اضغط على Print Area. ٣. اختر Set Print Area.
----------	---

Q	Click cell B6.
----------	-----------------------

A	<ol style="list-style-type: none"> ١. اضغط على الخلية B6.
----------	--



Q Enter a formula in the selected cell to display the owner's draw percentage (cell B6).

A

١. اكتب الصيغة التالية في الخلية B6:

$$= (B6 / B5) * 100$$
٢. اضغط على Enter.

Q Filter the chart so the lines for Dr. Patella and John Patterson are hidden.

A

١. حدد الرسم البياني.
٢. انقل إلى تبويب "Chart Tools" في الشريط العلوي.
٣. اضغط على "Filter" في مجموعة Data.
٤. في نافذة "Chart Filters"، قم بإلغاء تحديد "Dr. Patella" و "John Patterson".
٥. اضغط "Apply" لإخفاء الخطوط الخاصة بهما في الرسم البياني

Q Delete the Sheet2 worksheet.

A

١. انقر بزر الفأرة الأيمن على تبويب "Sheet2" في أسفل الشاشة.
٢. اختر "Delete" من القائمة المنبثقة.
٣. تأكّد من رغبتك في حذف الورقة ثم اضغط "OK".



Q

Switch to the view that shows all the worksheet elements as they will print, including headers and footers.

A

١. اذهب إلى التبويب "View" في الشريط العلوي.
٢. في مجموعة "Workbook Views" ، اختر "Page Layout".

Q

Modify the worksheet so the first row is always visible when you scroll the worksheet down.

A

١. حدد الصف الأول في الورقة.
٢. اذهب إلى التبويب "View" في الشريط العلوي.
٣. في مجموعة "Window" ، اضغط على "Freeze Panes".
٤. اختر "Freeze Top Row".

Q

Autofit column D to best fit the data

A

١. حدد العمود D.
٢. اذهب إلى التبويب "Home" في الشريط العلوي.
٣. في مجموعة "Cells" ، اضغط على السهم بجانب "Format".
٤. اختر "AutoFit Column Width".



Q

Sort this data alphabetically from A to Z by values in the Category column.

A

١. حدد أي خلية في عمود "Category".
٢. اذهب إلى التبويب "Data" في الشريط العلوى.
٣. في مجموعة "Sort & Filter" ، اضغط على "Sort A to Z".

Q

Copy the Salaries worksheet to a new workbook.

A

١. حدد ورقة العمل "Salaries".
٢. انقر بزر الماوس الأيمن على اسم ورقة العمل في أسفل الشاشة.
٣. اختر "Move or Copy".
٤. في النافذة المنبثقة، اختر "New Workbook" من قائمة "To book".
٥. حدد خانة "Create a copy" واضغط "OK".

Q

Apply the Ion theme to the workbook

A

١. انتقل إلى علامة التبويب "Page Layout".
٢. في مجموعة "Themes" ، انقر على السهم المنسدل بجانب "Themes".
٣. اختر "Ion" من القائمة المنبثقة.



Q Clear the filter from the Category column

A

١. انقر على السهم الموجود في رأس عمود "Category".
٢. اختر "Clear Filter from 'Category'" من القائمة المنسدلة.

Q Convert the cell range to a table using table style Table Style Light 8 (the first style in the second row under the Light styles). The table should include headers.

A

١. حدد نطاق الخلايا الذي ترغب في تحويله إلى جدول
٢. من التبويب **Home**
٣. اضغط على **Format as Table**
٤. اختر **Table Style Light 8** أول نمط في الصف الثاني تحت أنماط الـ (Light)
٥. في النافذة المنسدلة، تأكيد من تحديد الخيار **My table has headers**
٦. اضغط **OK**

Q Switch the rows and columns in the chart, so the data points are grouped into data series by year

A

١. حدد الرسم البياني الذي تريد تعديل بيئاته.
٢. انتقل إلى التبويب **"Chart Design"**.
٣. في مجموعة **"Data"**، انقر على **"Switch Row/Column"**.



Q Change the chart type to the first stacked bar option (the second option along the top of the right pane).

A

١. انتقل إلى التبويب "Chart Design".
٢. في مجموعة "Type", انقر على "Change Chart Type".
٣. في النافذة المنسدلة، اختر "Stacked Bar" من الخيارات المعروضة.
٤. اختر الخيار الثاني في الجزء العلوي من اللوحة اليمنى.
٥. اضغط على "OK" لتطبيق التغيير.

Q Select the y axis

A

١. انتقل إلى التبويب "Chart Design".
٢. في مجموعة "Select Data", اختر "Data".
٣. في النافذة المنسدلة، اختر "Edit" تحت "Horizontal (Category) Axis Labels".

Q Insert a Line with Markers chart based on the selected cells.

A

١. انتقل إلى التبويب "Insert".
٢. في مجموعة "Charts", اضغط على "Insert Line or Area Chart".
٣. اختر "Line with Markers".



Q	Delete row 5
----------	--------------

A	<ol style="list-style-type: none"> ١. انتقل إلى التبويب "Home". ٢. في مجموعة "Cells", اضغط على "Delete". ٣. اختر "Delete Sheet Rows".
----------	--

Q	Move the selected chart to a new chart sheet
----------	--

A	<ol style="list-style-type: none"> ١. انقر على الرسم البياني لتحديد. ٢. انتقل إلى التبويب "Chart Tools Design". ٣. في مجموعة "Move Chart", اختر "Location". ٤. في النافذة المنسدلة، اختر "New Sheet". ٥. اضغط على "OK".
----------	--

Q	Remove duplicate rows where data in all the columns are identical.
----------	--

A	<ol style="list-style-type: none"> ١. انتقل إلى التبويب "Data". ٢. في مجموعة "Data Tools", انقر على "Remove Duplicates". ٣. في نافذة "Remove Duplicates", تأكد من تحديد جميع الأعمدة التي تحتوي على البيانات. ٤. اضغط على "OK".
----------	---



Q Sort the Date column so the oldest dates are listed first

A

١. انتقل إلى التبويب "Data".
٢. في مجموعة "Sort & Filter", انقر على "Sort Oldest to Newest".
٣. سيتم ترتيب عمود التاريخ بحيث تظهر أقدم التواريخ أولاً.

Q This worksheet has been split into four panes. Return the worksheet to a single view

A

١. انتقل إلى التبويب "View".
٢. في مجموعة "Window", اضغط على "Remove Split".
٣. سيتم إرجاع ورقة العمل إلى العرض الواحد.

Q Enter the number 530 in cell C7.

A

١. اضغط على الخلية C7.
٢. اكتب 530.
٣. اضغط Enter.



Q

Change the number format for the selected cell to the Currency number format

A

١. انتقل إلى التبويب Home
٢. في مجموعة Number، اضغط على السهم بجانب مربع تنسيق الأرقام
٣. اختر من القائمة Currency

Q

Apply the date number format to the selected cells to display dates in the format similar to 14-Mar

A

١. انتقل إلى التبويب Home
٢. في مجموعة Number، اضغط على السهم بجانب مربع تنسيق الأرقام
٣. اختر من القائمة Short Date
٤. إذا لم يظهر التنسيق المطلوب، اضغط More Number Formats
٥. من القائمة Type، اختر التنسيق Mar-14
٦. اضغط OK

Q

Use AutoFill to copy the formula and formatting in cell E2 to cells E3:E6

A

١. اسحب مقبض التعبئة الموجود في الزاوية السفلية اليمنى للخلية E2
٢. اسحب لأسفل حتى تصل إلى الخلية E6
٣. اترك زر الماوس ليتم نسخ الصيغة والتنسيق إلى الخلايا E3 إلى E6



Q Enter a formula in the selected cell to calculate the profit projection for 2017: total sales (cell F4) minus the cost of goods sold (cell F5).

A

١. اكتب علامة يساوي =
٢. اكتب F4-F5
٣. اضغط Enter

Q Edit the formula in cell D2 so the references to cell C2 will update when the formula is copied, and the reference to cell B9 will remain constant. Use AutoFill to copy the formula to cells D3:D6.

A

١. اضغط على الخلية D2
٢. في شريط الصيغة، غير المرجع C2 ليبقى مرجع نسبي كما هو
٣. أضف رمز الدولار \$ إلى المرجع B9 ليصبح B\$9\$
٤. اضغط Enter
٥. استخدم أداة التعبئة التلقائية AutoFill لسحب الصيغة من الخلية D2 إلى الخلايا D3 حتى D6

Q Enter a formula in the selected cell using the SUM function to calculate the total of cells B2 through B6.

A

١. اكتب الصيغة التالية في الخلية المحددة:
 $=SUM(B2:B6)$
٢. اضغط Enter



Q

Insert blank cells above the selected cell range, so the remaining cells shift down and the inserted cells are formatted the same as those below

A

١. من علامة التبويب Home
٢. اضغط على السهم بجانب Insert في مجموعة Cells
٣. اختر Insert Cells
٤. في مربع الحوار، اختر Shift cells down
٥. اضغط OK

Q

Undo the last action taken in Excel.

A

١. من علامة التبويب Home
٢. اضغط على زر Undo في الزاوية العلوية اليسرى من الشريط (رمزه سهم منحني لليسار)

Q

Apply the Top and Bottom Border to the selected cells with a single command.

A

١. من علامة التبويب Home
٢. في مجموعة Font، اضغط على السهم بجانب زر Borders
٣. اختر Top and Bottom Border من القائمة المنسدلة



Q**Add a Green, Accent 6 fill color to the selected cells.****A**

١. من علامة التبويب Home
٢. في مجموعة Font، اضغط على السهم بجانب زر Fill Color
٣. اختر Green, Accent 6 من قائمة الألوان

Q**Hide the column showing 2016 data and the bonus rate.****A**

١. حدد العمود الذي يحتوي على بيانات 2016 ومعدل المكافأة
٢. انقر بزر الفأرة الأيمن على رأس العمود
٣. اختر خيار Hide من القائمة المنبثقة

Q**Add a new worksheet to the left of the Dec 18****A**

١. انقر بزر الفأرة الأيمن على تبويب ورقة العمل Dec 18
٢. اختر خيار Insert من القائمة المنبثقة
٣. اختر Worksheet ثم انقر OK
٤. سيتم إضافة ورقة جديدة إلى اليسار من ورقة Dec 18



Q	Rename Sheet1: Dec 26
----------	------------------------------

A	<p>١. انقر بزر الفارة الأيمن على تبويب ورقة العمل Sheet1</p> <p>٢. اختر خيار Rename من القائمة المنبثقة</p> <p>٣. اكتب "Dec 26" ثم اضغط Enter</p>
----------	---

Q	Move the Salaries worksheet so it is positioned before the working data worksheet
----------	--

A	<p>١. انقر بزر الفارة الأيمن على تبويب ورقة العمل Salaries</p> <p>٢. اختر خيار Move or Copy من القائمة المنبثقة</p> <p>٣. في نافذة الحوار، اختر ورقة العمل "working data" من القائمة المنسدلة</p> <p>٤. تأكيد من تحديد الخيار "Before sheet"</p> <p>٥. انقر على زر OK</p>
----------	---

Q	Delete the Timesheets worksheet
----------	--

A	<p>١. انقر بزر الفارة الأيمن على تبويب ورقة العمل Timesheets</p> <p>٢. اختر خيار Delete من القائمة المنبثقة</p> <p>٣. في نافذة التأكيد، انقر على زر Delete للتأكيد</p>
----------	--



Q Insert a column to the left of the selected cell

A

١. اذهب إلى علامة التبويب **Home**
٢. في مجموعة **Cells**، انقر على السهم بجانب **Insert**
٣. اختر **Insert Sheet Columns**

Q Click any of the data markers to select the entire Gross Profit data series.

A

Gross Profit Data Marker 2019

Q Insert a Line chart based on the first recommended chart type

A

١. انتقل إلى علامة التبويب **Insert**
٢. في مجموعة **Charts**، اختر **Recommended Charts**
٣. اختر **Line** من الخيارات الممتاحة
٤. اضغط على **OK** لإدراج الرسم البياني



Q

Move the selected chart to the empty area of the worksheet below the data.

A

١. حدد الرسم البياني المطلوب نقله
٢. قم بتحريك الماوس إلى حدود الرسم البياني حتى يظهر المؤشر على شكل يد
٣. اضغط باستمرار على زر الفأرة الأيسر
٤. اسحب الرسم البياني إلى المنطقة الفارغة أسفل البيانات
٥. حرر زر الفأرة لوضع الرسم البياني في المكان الجديد

Q

Display the data labels on this chart above the data markers

A

١. اضغط على رمز Chart Elements الذي يظهر بجانب الرسم البياني (علامة الزائد)
٢. من القائمة، فعّل خيار Data Labels
٣. اضغط على السهم بجانب Data Labels
٤. اختر الخيار Above من القائمة المصغّرة (Mini Toolbar))

Q

Apply the Monochromatic Palette 1 color scheme (the first option in the Monochromatic section) to the chart.

A

١. اضغط على الرسم البياني لتحديد
٢. من علامة التبويب Chart Design
٣. اضغط على Change Colors
٤. من قسم Monochromatic
٥. اختر الخيار الأول Monochromatic Palette 1



Q Filter the Category column so only rows with Coffee are shown

A

١. اضغط على السهم بجانب عنوان عمود Category
٢. أزل تحديد الكل
٣. فعّل فقط الخيار Coffee
٤. اضغط OK

Q Add markers for just the highest values in this Sparkline group

A

١. من التبويب Sparkline
٢. اضغط على Marker
٣. فعّل الخيار High Point

Q Add slicers to filter the data in this table by Date

A

١. من التبويب Table Design
٢. اضغط على Insert Slicer
٣. فعّل الخيار Date
٤. اضغط OK



Q Apply the Layout 5 Quick Layout to the chart

A

١. اضغط على المخطط لتحديد Chart Design
٢. من التبويب Quick Layout
٣. اضغط على Layout 5
٤. اختر

Q The Anne Cole data point has been selected for you

A

١. من التبويب Format
٢. اضغط على Current Selection
٣. اختر Format Selection
٤. في جزء التنسيق، اكتب 50 في خانة Point Explosion
٥. اضغط Enter

Q Add a linear trendline to this chart

A

١. اضغط على المخطط لتحديد
٢. اختر النقطة أو السلسلة التي تريد إضافة خط الاتجاه إليها
٣. من الـ Mini Toolbar، اختر Trendline
٤. اختر Linear



Q Complete the two-variable data

A

١. من التبويب Data
٢. اختر Forecast
٣. اضغط على What-If Analysis
٤. اختر Data Table
٥. في خانة Row Input Cell B3، اختر الخلية B3
٦. في خانة Column Input Cell B4، اختر الخلية B4
٧. اضغط OK

Q Set the last data point (September Net Income) as a total

A

١. اضغط مرتين على المخطط لتحديد Set as Total
٢. اختر الخيار Set as Total

Q Sort this data by values in the Cost column so the most expensive items are listed first

A

١. من التبويب Data
٢. اختر Sort & Filter
٣. اضغط على Sort
٤. في النافذة التي تظهر، اختر Column: Cost
٥. في خانة Order، اختر Largest to Smallest
٦. اضغط OK



Q Add the Profit-Sharing field to the PivotTable

A

١. افتح نافذة PivotTable Fields
٢. ابحث عن الحقل Profit-Sharing
٣. اسحب الحقل Profit-Sharing إلى منطقة Values أو حسب Columns أو Rows أو حسب احتياجك
٤. سيتم إضافة الحقل إلى PivotTable

Q Add column Sparklines to cells F2:F11 to represent the values in B2:E11

A

١. حدد الخلايا من F2 إلى F11
٢. من التبويب Insert
٣. اختر Sparklines
٤. في النافذة التي تظهر، اختر Column
٥. في خانة Data Range، حدد النطاق B2:E11
٦. اضغط OK

Q Add a total row to this table and display the average for the Cost column

A

١. من التبويب Design
٢. في قسم Table Styles Options، فعّل خيار Total Row
٣. في صف الإجمالي، اضغط على السهم المنسدل بجانب Total Cost
٤. اختر Average



Q Use a slicer to filter the data in this table to show only rows where the Category value is Coffee or Meals

A

١. حدد الجدول
٢. من التبويب Table Design
٣. اضغط على Insert Slicer
٤. اختر Category
٥. اضغط OK
٦. في السليسر الذي يظهر، اختر Coffee و Meals

Q Convert the cell range to table using table style Table Style Light 8.

A

١. حدد النطاق الذي ترغب في تحويله إلى جدول
٢. من التبويب Home
٣. اختر Format as Table
٤. اختر Table Style Light 8
٥. في النافذة التي تظهر، تأكّد من تحديد الخيار My table has headers
٦. اضغط OK

Q Insert a Waterfall chart based on cells A1:B10

A

١. حدد الخلايا من A1 إلى B10
٢. من التبويب Insert
٣. في قسم Charts، اختر Waterfall Chart
٤. سيتم إدراج الرسم البياني من النوع Waterfall بناءً على البيانات المحددة



Q Use a slicer to filter the data in this table to show only rows where the Category value is Coffee

A

١. حدد الجدول
٢. من التبويب Table Design
٣. اضغط على Insert Slicer
٤. اختر Category
٥. اضغط OK
٦. في السليسر الذي يظهر، اختر Coffee

Q

Hide the primary vertical axis

A

١. اضغط على المخطط لتحديد Axes
٢. من الـ Mini Toolbar، اختر Primary Vertical
٣. اختر إظهار أو إخفاء المحور الرأسى الأساسى حسب الخيار الذى تختاره

Q

The Anne Cole data point has been selected for you. Rotate the pie chart exactly 200 so this data point appears at the left side of the chart near the legend

A

١. اضغط على المخطط الدائري لتحديد Format Data Series
٢. اضغط بزر الفأرة الأيمن على المخطط
٣. اختر Series Options
٤. في الجزء الجانبي، اختر Angle of First Slice
٥. ضمن خيار Angle of First Slice، أدخل القيمة 200
٦. اضغط Enter



Q Add a total row to this table

A

١. حدد الجدول الذي ترغب في إضافة صف الإجمالي إليه
٢. من التبويب Table Design
٣. في قسم Total Row، فقل خيار Table Styles Options

Q Display the data table, including the legend keys

A

١. اضغط على المخطط لتحديد
٢. من الـ Mini Toolbar، اختر Select Data
٣. اختر Show Data Table with Legend Keys

Q Modify the Bonus field to use the MAX function instead of the SUM function

A

١. حدد الخلية في حقل Bonus داخل PivotTable
٢. من التبويب PivotTable Analyze
٣. اختر Active Field
٤. اختر Field Settings
٥. في النافذة التي تظهر، اختر MAX
٦. اضغط OK



Q Insert a recommended PivotTable using the Sum of Bonus by Employee option

A

١. حدد البيانات التي ترغب في إدراج **PivotTable** لها
٢. من التبويب **Insert**
٣. اضغط على **Recommended PivotTables**
٤. في النافذة التي تظهر، اختر خيار **Sum of Bonus by Employee**
٥. اضغط **OK**

Q Modify the chart so the Owner Draw data series plotted along the secondary axis

A

١. اضغط على المخطط لتحديد
٢. اضغط بزر الفأرة الأيمن على سلسلة البيانات **Owner Draw**
٣. اختر **Format Data Series**
٤. في الجزء الجانبي، اختر خيار **Plot Series On Secondary Axis** تحت خيار **Secondary Axis**

Q Enable filtering

A

١. من التبويب **Data**
٢. في مجموعة **Sort & Filter**
٣. اضغط على **Filter**



Q The chart area is selected. Apply the Linear Down gradient

A

١. من التبويب Format
٢. في مجموعة Shape Styles
٣. اضغط على Shape Fill
٤. اختر Gradient
٥. اختر Linear Down

Q In the Range argument box, type Juneltems. Press Enter to submit your answer.

A

١. في مربع Range
٢. اكتب Juneltems
٣. اضغط Enter

Q Select cell B8 and show the precedent arrows.

A

١. حدد الخلية B8
٢. من تبويب Formulas
٣. في مجموعة Formula Auditing
٤. اضغط على Trace Precedents



Q	<p>This workbook will be used by people with Excel 2003 only. Save it in the best format for those users. Allow compatibility issues.</p>
A	<p>١. من تبويب File Save As ٢. اضغط على Save As ٣. في نافذة Save as، اختر Excel 97-2003 Workbook من القائمة المنسدلة type ٤. اختر الموقع الذي ترغب في حفظ الملف فيه ٥. اضغط على Save ٦. في نافذة Compatibility Checker، اضغط على Continue لحفظ الملف مع السماح بمشاكل التوافق</p>
Q	<p>Change the Sparkline color for the selected Sparkline to Blue-Gray. Text 2 (the fourth color from the left in the top row of theme colors). The Sparkline has already been ungrouped.</p>
A	<p>١. حدد الـ Sparkline التي ترغب في تعديل لونها ٢. من التبويب Sparkline ٣. في قسم Style، اضغط على السهم المنسدل لتحديد اللون ٤. اختر اللون (Blue-Gray, Text 2) الرابع من اليسار في الصف العلوي من ألوان الثيم ٥. سيتم تغيير لون الـ Sparkline إلى اللون الذي اخترته</p>
Q	<p>Enter a formula in cell D5 to calculate B5/B4 rounded to 4 decimal places.</p>
A	<p>١. حدد الخلية D5 التي تحتوي على الصيغة = B5/B4 ٢. من التبويب Home ٣. في قسم Number Format، اضغط على السهم الصغير بجانب Number ٤. اختر Number ٥. تحت خيارات Decimal places، حدد الرقم 4</p>



Q Add a hyperlink from the selected cell to link to cell B4 in the Social Media worksheet. Don't forget to use B4 as the cell reference.

A

١. حدد الخلية التي تريده إضافة الرابط إليها
٢. اضغط بزر الفأرة الأيمن واختر **Hyperlink**
٣. في النافذة التي تظهر، اختر **Place in This Document**
٤. في الحقل **B4**، اكتب **Type cell reference**
٥. في الحقل **Social Media**، اختر **Or select a place in this document** من قائمة الأوراق
٦. اضغط **OK**

Q Use AutoFill to copy the formula and formatting in cell E2 to cells E3:E6.

A

١. حدد الخلية **E2**
٢. امسك المربع الصغير في الزاوية السفلية اليمنى للخلية (المؤشر سيتغير إلى علامة +)
٣. اسحب المربع لأسفل إلى الخلايا **E3:E6**

Q Apply the preset margin option that will add the least amount of white space around the edges of the printed page.

A

١. من التبويب **Page Layout**
٢. اضغط على **Margins**
٣. اختر الخيار **Narrow**



Q

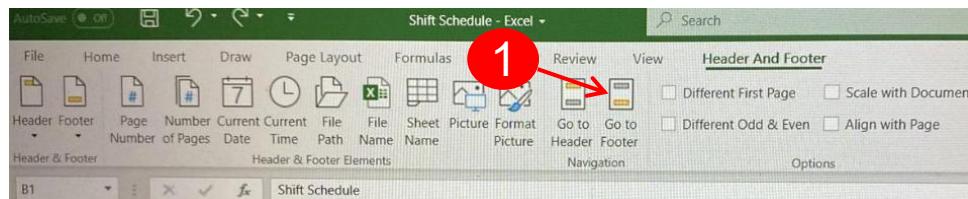
Edit the formula in cell D2 so the references to cell C2 will update when the formula is copied, and the reference to cell B9 will remain constant. Use AutoFill to copy the formula to cells D3:D6.

A

١. حدد الخلية D2
٢. عدل الصيغة لنكون $=C2*$B9
٣. اضغط Enter
٤. اسحب المربع الصغير في الزاوية السفلية اليمنى للخلية D2 إلى الخلية D6

Q

Switch to the footer.

A**Q**

In cell D16, enter a formula using a counting function to count the number of blank cells in the Billable? Column (cells D2:D14).

A

١. حدد الخلية D16
٢. أدخل الصيغة التالية:
 $COUNTBLANK(D2:D14)=$
٣. اضغط Enter



Q

Change the number format for the selected cell to the Currency number format.

A

١. من التبويب Home
٢. في مجموعة Number، اضغط على السهم بجانب قائمة التنسيقات
٣. اختر Currency

Q

In cell E15, enter a formula using a counting function to count the numbers in the Cost column (cells E2:E14).

A

١. حدد الخلية E15
٢. أدخل الصيغة التالية:
 $COUNT(E2:E14)=$
٣. اضغط Enter

Q

Change font size for the selected cells to 18.

A

١. من التبويب Home
٢. في مجموعة Font، اضغط على مربع حجم الخط
٣. اختر 18 من القائمة



Q

Apply conditional formatting to the selected cells so cells with the 10 lowest values are formatted with green fill and dark green text.

A

١. من التبويب Home
٢. اضغط على Conditional Formatting
٣. اختر Top/Bottom Rules
٤. اختر Bottom 10 Items
٥. في النافذة التي تظهر، تأكد أن العدد هو 10
٦. من القائمة المنسدلة للتنسيق، اختر Green Fill with Dark Green Text
٧. اضغط OK

Q

Create a scenario summary report. Accept the recommended results cells.

A

١. من التبويب Data
٢. اضغط على What-If Analysis
٣. اختر Scenario Manager
٤. في نافذة Scenario Manager، اضغط على Summary
٥. في النافذة التي تظهر، اختر Scenario summary
٦. في قسم Result cells، سيتم اختيار الخلايا الموصى بها تلقائياً
٧. اضغط OK

Q

Use the Quick Analysis tool to apply the Data Bars conditional formatting option to the selected cells.

A

١. حدد الخلايا التي ترغب في تطبيق تنسيق الشرائط البيانية عليها
٢. ستظهر الأداة Quick Analysis في أسفل الزاوية اليمنى من الخلايا المحددة، اضغط عليها
٣. اختر Formatting
٤. من الخيارات المعروضة، اختر Data Bars



Q Show the tracer arrows from cell C2 to the cells that are dependent on it (cells containing formulas that reference the value or formula in cell C2)

A

١. حدد الخلية C2
٢. من التبويب **Formulas**
٣. في مجموعة **Trace Dependents**, اضغط على **Formula Auditing**

Q Apply conditional formatting to the selected cells so cells with the 10 lowest values are formatted with green fill and dark green text.

A

١. حدد الخلايا التي ترغب في تطبيق التنسيق عليها
٢. ستظهر الأداة **Quick Analysis** في أسفل الزاوية اليمنى من الخلايا المحددة، اضغط عليها
٣. اختر **Formatting**
٤. اختر **Data Bars**
٥. من الخيارات، اختر **More Rules**
٦. في النافذة التي تظهر، اختر **Format cells with the 10 lowest values**
٧. اختر **Green fill with dark green text**
٨. اضغط **OK**

Q On the Year1 sheet, in cell B8, enter a formula to display the value of cell B7 from the Salaries sheet.

A

١. حدد الخلية B8 في ورقة Year1
٢. اكتب =
٣. اذهب إلى ورقة Salaries
٤. حدد الخلية B7
٥. اضغط Enter

