

✔ **Congratulations! You passed!**

Grade received 100% To pass 80% or higher

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1. Which of the following formats does the **Format Painter** copy? (One or more answers are possible - partial credit will be awarded)

1 / 1 point

☒ Font type✔ **Correct**

Yes, the Format Painter can definitely do that.

☒ Cell background fill✔ **Correct**

Yes, the Format Painter can definitely do that.

☒ Text alignment✔ **Correct**

Yes, the Format Painter can definitely do that.

☒ Number format✔ **Correct**

Yes, the Format Painter can definitely do that.

☒ Borders✔ **Correct**

Yes, the Format Painter can definitely do that.

☒ Font size✔ **Correct**

Yes, the Format Painter can definitely do that.

2. Sean has created a great looking table and has decided to format one of his other reports in just the same way. How can he do this?

1 / 1 point

	A	B	C	D
1	Date	Visitors	Ticket Price	Quantity of tickets
2	17-Mar-17	34	\$ 25.00	\$ 850.00
3	18-Mar-17	20	\$ 25.00	\$ 500.00
4	19-Mar-17	37	\$ 25.00	\$ 925.00
5	20-Mar-17	29	\$ 25.00	\$ 725.00
6	21-Mar-17	26	\$ 25.00	\$ 650.00
7	22-Mar-17	31	\$ 25.00	\$ 775.00
8			TOTAL	

If you are not sure, why don't you try it out in Excel? That's the best way to learn. Download the workbook here.

**tickets**

XLSX File

- ☐ He needs to select his entire worksheet, single-click on the **Format Painter** and then click anywhere in the new worksheet to paste all of the different formats.
- ☐ He can use the **Format Painter** but only in stages because of the different formats throughout the data. First he has to do the headings, then the main data and then the totals row.
- ☒ He needs to select his entire worksheet, single-click on the **Format Painter** and then click on cell **A1** or the first cell of his new worksheet.

✓ **Correct**

Spot on. Give yourself a 'high-five'. This was a tricky question but your hard work is clearly paying off.

3. What are banded rows and how can we create them?

1 / 1 point

- ☐ Banded rows alternate in colors to improve readability of spreadsheets. They can only be set up manually by selecting every other row and then changing the background fill. The format painter can then be used to transfer this to other worksheets
- ☐ Banded rows are linked together by their formatting. They can be set up under Borders formatting.
- ☒ Banded rows alternate in colors to improve readability of spreadsheets. They can be set up by manually filling the background of one row and then select that row and the next one with no fill. Now you use the format painter and drag those rows in which you want to see the banded rows.

✓ **Correct**

Yes, well done. You are ready for the next challenge.

4. What happens when you select a section of your spreadsheet, click this drop-down and select the first option?

1 / 1 point



- ☒ It will clear everything from that entire selection.
- ☐ It will undo my last action.
- ☐ It will clear the number formatting from my data.
- ☐ It will put a red highlight on my data.

✓ **Correct**

Yes - that's right. It pays to use this tool with caution!