Make text all capital letters  Increase/decrease the font size of the selected cell by a small amount  Increase all fonts to one size or decrease all fonts to one size  Correct  Yes, that's exactly right. It is a convenient way to increase any text or numbers in your worksheet consistently.  Before you can format specific cells you must first select them  True  False  Correct  Yes, you need to let Excel know which cells you want to apply your formatting to.  When you choose which font you are going to use for a business report, which of the following should you consider? (One or more answers are possible − partial credit will be awarded)  Whether the font is freely available or not.  Readability  Correct  This is an important and sometimes overlooked factor.  Your personal preferences.  Your company's preferred font.								
<ul> <li>Make text all capital letters</li> <li>Increase/decrease the font size of the selected cell by a small amount</li> <li>Increase all fonts to one size or decrease all fonts to one size</li> <li>Correct         Yes, that's exactly right. It is a convenient way to increase any text or numbers in your worksheet consistently.</li> <li>Before you can format specific cells you must first select them         <ul> <li>True</li> <li>False</li> </ul> </li> <li>Correct         Yes, you need to let Excel know which cells you want to apply your formatting to.</li> <li>When you choose which font you are going to use for a business report, which of the following should you consider? (One or more answers are possible - partial credit will be awarded)         <ul> <li>Whether the font is freely available or not.</li> <li>Readability</li> <li>Correct</li></ul></li></ul>	1.	What does this tool do?	1/1 point					
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<ul> <li>○ correct         Yes, that's exactly right. It is a convenient way to increase any text or numbers in your worksheet consistently.     </li> <li>2. Before you can format specific cells you must first select them         <ul> <li>1/1p</li> </ul> </li> <li>② True</li> <li>○ False</li> <li>② Correct         Yes, you need to let Excel know which cells you want to apply your formatting to.</li> <li>3. When you choose which font you are going to use for a business report, which of the following should you consider? (One or more answers are possible - partial credit will be awarded)         <ul> <li>□ Whether the font is freely available or not.</li> <li>☑ Readability</li> <li>② Correct</li></ul></li></ul>		Make text all capital letters						
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✓ Your company's preferred font.								
		Your personal preferences.						
		✓ Your company's preferred font.						
✓ Correct  Yes, absolutely.								

. Wha							
	at do y	you need to do first i	n order to change the for	nt of your entire s	preadsheet?		1/1 point
•	<ul> <li>Select all the data in your worksheet.</li> </ul>						
0	O Double-click in the first cell of the worksheet						
Select an appropriate font.							
⊙ Correct							
	Yes	, that's correct. Befo	re you can make any cha	nges to your font	, you need to select your o	lata.	
. You	have	n't been given any d	irections by your boss res	arding formattin	g. Which of the following	options are	1/1 point
likely appropriate to use for a business report? (One or more answers are possible - partial credit will be							1/1/201110
awa	arded)	)					
<b>✓</b>	Arial						
	3	Ship Mode	Ship Date	Cost Price			
	4	Regular Air	2013-05-06	\$1.	87		
	5	Regular Air	2013-05-06	\$3.	47		
0			and has long been an inc	dustry standard d	ue to its clean shapes. It is	s a very	
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