

1. What does this tool do?

1 / 1 point



- ☐ 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.

2. Before you can format specific cells you must first select them

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- ☒ True
- ☐ False

✔ **Correct**

Yes, you need to let Excel know which cells you want to apply your formatting to.

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)

1 / 1 point

- ☐ 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.

✔ **Correct**

Yes, absolutely.

4. What do you need to do first in order to change the font of your entire spreadsheet?

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- ☒ Select all the data in your worksheet.
- ☐ Double-click in the first cell of the worksheet
- ☐ Select an appropriate font.

✓ Correct

Yes, that's correct. Before you can make any changes to your font, you need to select your data.

5. You haven't been given any directions by your boss regarding formatting. Which of the following options are likely appropriate to use for a business report? (One or more answers are possible - partial credit will be awarded)

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✓ Arial:

3	Ship Mode	Ship Date	Cost Price
4	Regular Air	2013-05-06	\$1.87
5	Regular Air	2013-05-06	\$3.47

✓ Correct

Arial is a sans-serif font and has long been an industry standard due to its clean shapes. It is a very appropriate choice.

✓ Times New Roman:

3	Ship Mode	Ship Date	Cost Price
4	Regular Air	2013-05-06	\$1.87
5	Regular Air	2013-05-06	\$3.47

✓ Correct

Times New Roman has long been an industry standard for reports in a wide range of sectors. It is a very good choice.

☐ Apple Chancery:

3	<i>Ship Mode</i>	<i>Ship Date</i>	<i>Cost Price</i>
4	<i>Regular Air</i>	2013-05-06	\$1.87
5	<i>Regular Air</i>	2013-05-06	\$3.47