

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

1 / 1 point

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

What is most likely happening here?

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

✓ **Correct**

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

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

1 / 1 point



W03-Assessment
XLSX File

36

✓ **Correct**

Yes, that's excellent work.

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

1 / 1 point

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

✓ **Correct**

Yes, 100%. Well done.

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

1 / 1 point

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

☒ Bold

✓ **Correct**

Indeed, the font appears now in Bold

☒ Middle Align

✓ **Correct**

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

☐ Center

☒ Italics

✓ **Correct**

Yes, Italics has been applied to the font.

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

1 / 1 point

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☒ Saturday
- ☐ Sunday

✔ **Correct**

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

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

1 / 1 point

60%

✔ **Correct**

Nice work, you really know your number formats now.

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

1 / 1 point

Total

✔ **Correct**

Yes, 100%. Cell styles are a really usual formatting tool to keep in mind.

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

1 / 1 point

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

✔ **Correct**

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

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

1 / 1 point

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

☒ Center

✔ **Correct**

Nicely done. You got this one exactly right.

☒ Rotate Text Up

✔ **Correct**

Yes, well done. You identified this format correctly.

☒ Bold

✔ **Correct**

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

☐ Vertical Text

10. Which alignment option has been applied to cell **U31**?

1 / 1 point

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

✓ **Correct**

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

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

1 / 1 point

30.867

✓ **Correct**

Nicely done. You got this answer exactly right.