✓ **Congratulations! You passed!**
TO PASS 80% or higher

[Keep Learning]

GRADE
81.81%

Formatting: Test your skills

LATEST SUBMISSION GRADE

81.81%

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 |

What is most likely happening here?

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

> ✓ **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 is the name of the font used in the heading?

| 1 / 1 point |

W03-Assessment.xlsx

Candara

> ✓ **Correct**
> Yes, that's excellent work.

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

| 1 / 1 point |

- ◯ Wrap Text
- ⦿ Merge and Center
- ◯ Middle Align
- ◯ Increase Indent

> ✓ **Correct**
> Yes, 100%. Well done.

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

| 1 / 1 point |

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

- ☑ Middle Align

> ✓ **Correct**
> Yes, that's correct - you figured this one out pretty quickly!

- ☐ Italics
- ☐ Bold
- ☐ Center

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

| 1 / 1 point |

◯

○ May

◉ June

○ July

○ August

✓ **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**?

0 / 1 point

93%

✗ **Incorrect**

Hm, that doesn't look right, yet. Have another go, be sure to select the correct number format this time.

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.)

0 / 1 point

Top and Double Bottom Border

✗ **Incorrect**

No, that's not correct. Did you enter just the name of the style in the answer box? Take another look at it in Excel and try again.

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

1 / 1 point

○ Double Underline

○ Underline

○ Outside Borders

◉ Thick Bottom Border

✓ **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)

☑ Bold

✓ **Correct**

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

☐ Vertical Text

☑ Center

✓ **Correct**

Nicely done. You got this one exactly right.

☑ Rotate Text Up

✓ **Correct**

Yes, well done. You identified this format correctly.

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

1 / 1 point

○ Merge and Center

○ Middle Align

○ Center

◉ Wrap Text

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