Excel Tutorial 2: Formatting Workbook Text and Data

TRUE/FALSE

1. Formatting changes only the appearance of data—it does not affect the data itself.

| | ANS: T | PTS: 1 | REF: EX 70 |
|-----|--|-------------------------|---|
| 2. | Changing the number | r of decimal places di | splayed in a cell does not change the value stored in the cell. |
| | ANS: T | PTS: 1 | REF: EX 84 |
| 3. | After you merge a ra | nge into a single cell, | you cannot realign its content. |
| | ANS: F | PTS: 1 | REF: EX 90 |
| 4. | The Format Painter d data. | loes not copy formatti | ng applied to selected text within a cell, and it does not copy |
| | ANS: T | PTS: 1 | REF: EX 101 |
| 5. | The appearance of no applied to the workbo | | , and effects remains unchanged no matter which theme is |
| | ANS: T | PTS: 1 | REF: EX 106 |
| 6. | Conditional formats | are dynamic, so a cell | 's appearance will change to reflect its current value. |
| | ANS: T | PTS: 1 | REF: EX 108 |
| 7. | A conditional format | can make negative nu | mbers red and positive numbers black. |
| | ANS: T | PTS: 1 | REF: EX 108 |
| 8. | Page Break Preview with a solid blue line | | e breaks with a dotted blue line and automatic page breaks |
| | ANS: F | PTS: 1 | REF: EX 116 |
| 9. | Each header and foot | er has three sections- | -a left section, a center section, and a right section. |
| | ANS: T | PTS: 1 | REF: EX 119 |
| 10. | By default, Excel set bottom margin. | s the page margins to | 0.5 on the left and right margins and 0.75 on the top and |
| | ANS: F | PTS: 1 | REF: EX 121 |
| MOD | IFIED TRUE/FALS | E | |

1. Excel organizes <u>fonts</u> into theme and non-theme fonts.

| | ANS: T | PTS: 1 | REF: EX 71 |
|-----|--|--------------------------------|--|
| 2. | The cell reference for the merged cell is the | e <u>upper-right</u> cell refe | erence |
| | ANS: F, upper-left | | |
| | PTS: 1 REF: EX 90 | | |
| 3. | By default, Excel displays text in a(n) <u>blac</u> | <u>k</u> font color | |
| | ANS: T | PTS: 1 | REF: EX 73 |
| 4. | The <u>background image</u> does not affect any | cell's format or cont | ent |
| | ANS: T | PTS: 1 | REF: EX 77 |
| 5. | Calculated values too large to fit into the c | ell are displayed in so | cientific notation. |
| | ANS: T | PTS: 1 | REF: EX 82 |
| 6. | Text and numbers are displayed <u>vertically</u> | | |
| 0. | | within cens | |
| | ANS: F, horizontally | | |
| | PTS: 1 REF: EX 91 | | |
| 7. | A(n) <u>theme</u> is a collection of formatting op color, fill color, and borders. | | pecified font, font size, font styles, fon |
| | ANS: F, style | | |
| | PTS: 1 REF: EX 99 | | |
| 8. | A(n) <u>conditional format</u> applies formatting | to a cell when its va | lue meets a specified condition. |
| | ANS: T | PTS: 1 | REF: EX 108 |
| 9. | A(n) footer appears at the top of each print | ed page | |
| | ANS: F, header | | |
| | PTS: 1 REF: EX 119 | | |
| 10. | If you want to print only part of a workshe worksheet that is sent to the printer. | | |
| | ANS: T | PTS: 1 | REF: EX 115 |

MATCHING

Match each of the following icons with the description that most closely matches its function.



- 1. Aligns the cell content with the cell's bottom edge
- 2. Increases the size of the indentation used in the cell
- 3. Decreases the size of the indentation used in the cell
- 4. Vertically centers the cell content within the cell
- 5. Aligns the cell content with the cell's top edge
- 6. Decreases the decimal place
- 7. Merges the selected cells into a single cell
- 8. Horizontally centers the cell content within the cell
- 9. Forces the cell text to wrap within the cell borders
- 10. Rotates the cell content to any angle within the cell

| 1. | ANS: | С | PTS: | 1 | REF: | EX 87 |
|-----|------|---|------|---|------|-------|
| 2. | ANS: | F | PTS: | 1 | REF: | EX 87 |
| 3. | ANS: | G | PTS: | 1 | REF: | EX 87 |
| 4. | ANS: | В | PTS: | 1 | REF: | EX 87 |
| 5. | ANS: | А | PTS: | 1 | REF: | EX 87 |
| 6. | ANS: | D | PTS: | 1 | REF: | EX 84 |
| 7. | ANS: | J | PTS: | 1 | REF: | EX 87 |
| 8. | ANS: | E | PTS: | 1 | REF: | EX 87 |
| 9. | ANS: | Ι | PTS: | 1 | REF: | EX 87 |
| 10. | ANS: | Н | PTS: | 1 | REF: | EX 87 |
| | | | | | | |

MULTIPLE CHOICE

- 1. One of the benefits of Live Preview is that it _____.
 - a. lets you see and evaluate different formats as you develop your workbook
 - b. shows you what a document will look like when printed
 - c. applies thematic styles to your document
 - d. allows you to track changes in your document

PTS: 1 ANS: A REF: EX 70 2. When you don't want to associate a font with a particular design, you use a _____ font. a. theme c. sans serif b. serif d. non-theme ANS: D PTS: 1 REF: EX 71 3. Italic, bold, bold italic, and underline are examples of _____ a. font themes c. graphics b. font styles d. character settings ANS: B PTS: 1 REF: EX 71

| | Cut | | Calibri * 11 | - A A = | | 8/- | Wrap Test | 82 | General | ं र | F |
|------|------------------------------|--------|---|----------------------|----|----------------|------------------|----------|---------------|---------|--------------------------|
| Past | = eg copy ∙ ≝ ≪ Format | | Theme Fonts Ø Calibri Light Ø Calibri | (Headings) (Body) | 8. | E E | 🗒 Merge & ent | Center 🔹 | \$ * % Num | 9 10 10 | Conditiona Formatting |
| A1 | | 1 > | All Fonts | | | | | | | | |
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| 3 | | | O ALGERIAN. | | | | | | | | |
| 4 | Author | Sanjit | O Andaha Vo |) ias arM | | | | | | | |
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| 6 | | | • batangune | | | - | | | | | |
| 17 | | | | | | | | | | | |

| 4. | 8 | ne font is Arial Batang |
|----|---|---|
| | ANS: B PTS: 1 REF | EX 72 |
| 5. | 8 | Arial Calibri Light |
| 6. | b. Font size box d | Font color Font graphic |
| | ANS: B PTS: 1 REF | EX 72 |
| 7. | e | s the theme font used for headings. Cambria Calibri Light |
| | ANS: D PTS: 1 REF. | EX 72 |
| 8. | for accents and highlights, and colors are u a. Four, two, six c | ted for text and background, colors are used sed for hyperlinks. Four, six, two Six, four, two |

| | ANS: C | PTS: | 1 | REF: | EX 73 |
|-----|---|---------------------------------------|--|--------------------------|---|
| 9. | To add a to a then click a color. a. fill color b. tab setting | sheet ta | b, right-click a | c. | b, point to Tab Color on the shortcut menu, and format color formatting style |
| | ANS: A | PTS∙ | 1 | | EX 76 |
| 10. | | cel doc | ument, you sho | ould ave dness. c. | bid using text and background together, since black and white red and yellow |
| | ANS: A | PTS ∙ | 1 | | EX 76 |
| 11. | | | | nd gener c. | rally display values exactly as you type them. General number toolbar currency format |
| | ANS: B | PTS: | 1 | REF: | EX 82 |
| 12. | Because Excel stores date and time value. a. numbers b. text | s dates a | and times as | с. | u can apply different formats without affecting the universal numbers Greenwich Mean Time |
| | ANS: A | PTS: | 1 | REF: | EX 86 |
| 13 | In Excel dates are | -al | igned in the cel | l by def | fault, regardless of date format. |
| 15. | a. right | ui | | с. | center |
| | b. left | | | | top |
| | ANS: A | PTS: | 1 | REF: | EX 87 |
| 14. | As a general rule, yo a. center column tit b. center column tit c. right-align colum d. left-align column | tles, left tles, rigl nn titles | -align text, and ht-align text, an , left-align text | d left-a , and rig | lign numbers ght-align numbers |
| | ANS: A | PTS: | 1 | REF: | EX 87 |
| 15. | merges each of a. Merge build b. Merge and Cente ANS: C | | | с. d. | ge across the columns in the range. Merge Across Merge Cells EX 90 |
| 16. | | | B1, C1, D1, an | d E1, _ c. d. | E1 A1-E1 EX 90 |
| | 1110. D | 110. | T | ILLI, | |

- 17. Options to rotate cells in Excel are available using the _____ button in the Alignment group on the Home tab.
 - a. Format
 - b. Orientation

- c. Sorter
- d. Alignment

| | HOME INSERT | DATE UN | OUT FOR | VIULAS DATA | REVIEW VIEW | | ales Report - Exce | els: | |
|--|---|---|--|--|---|--------------|--------------------|---|-------------|
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| Paste Pa | opy + | | | | Statute (Statute) | 1 | A AND AND AND | 6.0 00 | Conditional |
| Fable 💞 Fe | ormat Painter B Z | | | | 🐖 🐖 🔛 Merge | e& Center ≖ | 3-%, | .00 .00 | Formatting |
| Clipbo | sard r _a | For | nt | <u>s</u> | Alignment | Fa | Number | Ξ. | |
| | 8 1 × V | f. | | | | | | | |
| 1 | A | 8 | | C | D | E | F | | G |
| 1 Big Re | ed Wraps | | | | | | | | |
| | avor, Small Price | | | | | <u> </u> | | | |
| 3 | | | | | | | | | |
| 4 | Sales Stat | tistics | | | | | | | |
| 5 | Category | | | 2015 | 2014 | Net Chang | te % Char | nge | |
| 6 | Gross Sal | es | | \$ 9,514,000 | \$ 8,424,000 | \$ 1,090,00 | 00 12 | 2.94% | |
| 3 | Cost o | of Sales | | 3,374,000 | 2,784,000 | 590,00 | 21 | L .19 % | |
| Ľ | | ting Exp | enses | 5,032,000 | 4,376,000 | 656,00 | 00 14 | 4.99% | |
| 9 | Net Profi | t/Loss | | 1,108,000 | 1,264,000 | (156,00 | -12 | 2.34% | |
| 10 | Units Sole | | | 4 344 000 | 1 101 000 | 240.00 | 10 24 | 7.497 | |
| | Custome | | · · · · · · · · · · · · · · · · · · · | 1,344,000 155,400 | 1,104,000 129,600 | 240,00 25,80 | | 1.74% 9.91% | |
| 13 | · · · · · · · · · · · · · · · · · · · | | | | The second and the first station of | | ourne - const | | |
| a. align | companying fig ment buttons | gure, tł | ne number | r 4 displays | | | | 1 () () () () () () () () () (| |
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| 22. | In the Format Cells of places, comma separ a. Number b. Font | | ar number disp c. | vs you to format currency by choosing decimal blays. Alignment Fill |
|-----|--|---|--|--|
| | ANS: A | PTS: 1 | REF: | EX 92 |
| 23. | You can open the Format a. Format b. Cells | | c. | -clicking a cell or selected range, and then clicking Format Cells Cells Style |
| | ANS: C | PTS: 1 | REF: | EX 93 |
| 24. | When using the Form multiple times and c a. turn it on b. turn it off ANS: B | | Painter again t c. d. | ormat Painter button to paste the same format o copy formatting paste formatting EX 101 |
| 25. | function.1. Select and copy a | range. atton arrow in the hat you want to al to open the dia | e Clipboard gr paste. alog box. o paste the Cli c. | ou would perform them to use the Paste Special oup on the HOME Tab. pboard contents. 1, 5, 2, 4, 3 1, 5, 2, 3, 4 |
| | ANS: C | PTS: 1 | REF: | EX 104 |
| 26. | are an examp a. Data bars b. Quick Analysis ANS: A | | c. d. | cel. Font sets Percentages EX 109 |
| 27. | A is the space a. margin b. border | e between the pa | ge content and c. d. | the edges of the page. frame ruler |
| | ANS: A | PTS: 1 | REF: | EX 121 |
| 28. | One way to ensure the Format a. Master b. Gallery ANS: D | hat you are using PTS: 1 | c. d. | rmats is to copy and paste your formats using the Palette Painter EX 101 |
| • | | | | |
| 29. | In conditional forma a. A Date Occurrin | | | at contain a specific date, select the rule Text That Contains |

a. A Date Occurringb. Duplicate Valuesc. Text That Containsd. Equal To

| | ANS: A | PTS: | 1 | REF: | EX 109 |
|-----|--|-------------------------------|---|-----------------------------------|--|
| 30. | Fonts, colors, and cel a. theme and non-th | eme | are organized i | c. | color and black and white |
| | b. numbers and text | | | d. | form and function |
| | ANS: A | PTS: | 1 | REF: | EX 106 |
| 31. | Setting the to A | A1:L10 | will print only | data in | those cells. |
| | a. Page Format | | | | Page Break |
| | b. Print Area | | | d. | |
| | ANS: B | PTS: | 1 | REF: | EX 115 |
| 32. | | orkshe | et in awkward | places, | you can insert a to specify a specific |
| | breaking point. a. page insert | | | с. | print area |
| | b. manual page brea | ık | | d. | - |
| | ANS: B | PTS: | 1 | REF: | EX 116 |
| 33. | To set a page break in a. first cell below th b. first cell above th c. row above where d. row below where | ie row w e row w you wa | where you want where you want ant to insert a p | t to inse t to inse age bre | ert a page break ak |
| | ANS: A | PTS: | 1 | REF: | EX 116 |
| 34. | A indicates a r a. dashed blue line b. solid blue line | nanual | page break. | с. d. | |
| | ANS: B | PTS: | 1 | REF: | EX 116 |
| | | | | | |
| 35. | a. print setup | ts on ea | ch page, like a | - | ny name or logo, may be set as a text header |
| | b. copied text | | | | print title |
| | ANS: D | PTS: | 1 | REF: | EX 117 |
| 36. | The code will | disnlav | the filename o | f the cu | rrent workbook |
| 50. | a. &name | uispiuy | the menune o | c. | |
| | b. &[File] | | | d. | +[File] |
| | ANS: B | PTS: | 1 | REF: | EX 120 |
| 37. | The header and foote | r sectio | ns include a | • | |
| | a. left and right sect | | | | top and bottom section |
| | b. center section on | • | | | left, right, and center section |
| | ANS: D | PTS: | 1 | REF: | EX 119 |
| 38. | Header and footer ele a. descriptive b. dynamic | ements s | such as worksh | c. | ne, current date, and time are elements. impact required |

ANS: B PTS: 1 REF: EX 119

39. The Format Cells dialog box tab that provides options for locking or hiding cells to prevent other users from modifying their contents is _____.
a. Alignment c. Protection
b. Font d. Security

ANS: C PTS: 1 REF: EX 93

40. The _____ command searches through the current worksheet or workbook for the content or formatting you want to locate.

| | Seek Find | | | | Locate Search |
|----|--------------|------|---|------|------------------|
| AN | IS: B | PTS: | 1 | REF: | EX 104 |

Case Based Critical-Thinking Questions

Case 2-1

Harold has been working as a real estate agent. He has a lot of housing data to report and needs help organizing his data sheet for an effective presentation.

41. Harold has chosen green as the background color for his workbook. He should not use _____ for any of the font or highlight colors.

| a. redb. white | - | c. black d. gray | |
|---|--------|---------------------|------------------------|
| ANS: A | PTS: 1 | REF: EX 76 | TOP: Critical Thinking |

42. In one of Harold's columns there are too many numbers after the decimal place. Harold does not need this level of detail. It is distracting from the data and he really only needs two numbers after the decimal. How could Harold make the data appear cleaner in the most efficient way?

- a. reenter all numbers and only enter two decimal places
- b. decrease the column width
- c. decrease the font size
- d. use the Number group to decrease number of digits displayed

ANS: D PTS: 1 REF: EX 85 TOP: Critical Thinking

43. Harold cannot increase the width of his worksheet because, if he does, he will not be able to print it on one sheet. However, his columns are truncating his content. What solution would be the best for Harold to use to make all his text visible without losing data?a. abbreviate all textc. choose Wrap text for the columns

| b. change the font style | | | delete one | . | |
|--------------------------|--------|------|------------|----------|-------------------|
| ANS: C | PTS: 1 | REF: | EX 87 | TOP: | Critical Thinking |

- 44. Harold would like to center a title across the top of his data. His data runs across five columns, from column A to column E. One way he could accomplish this is to _____.
 - a. type the data in A1 and Merge cells A1:A5
 - b. type the data in A1 and Merge cells A1:E1
 - c. type the data in C1
 - d. type the data in any column in row 1 and then choose Center from the Format menu

ANS: B PTS: 1 REF: EX 90 TOP: Critical Thinking

| 45. | 5. Harold needs to format several cells with 11pt Calibri font, two decimal places, right-aligned, and a blue font color. The most efficient way to accomplish this would be to a. use Format Painter b. format each element using the Toolbar c. select all cells and use the Formatting dialog box d. apply a table style | | | | | | | | | | |
|-----|---|-----------|------------------|-----------------|---------------------------------|----------|--|--|--|--|--|
| | ANS: A | PTS: | 1 | REF: | EX 101 | TOP: | Critical Thinking | | | | |
| 46. | ranges. a. selective | t ranges | E6:F12 and E | c. | consecutive | et. Thes | e are referred to as cell | | | | |
| | b. nonadjacent | | | | specific | | | | | | |
| | ANS: B | PTS: | 1 | REF: | EX 115 | TOP: | Critical Thinking | | | | |
| | Case Based Critical Thinking Questions | | | | | | | | | | |
| | | ent reter | ntion project an | | | | les with Microsoft Excel. She eet that can alert faculty of | | | | |
| 47. | Antoinette wants all applied to create a sp a. theme b. template | | | ntoinet c. | - | | colors, and graphical effects | | | | |
| | ANS: A | PTS: | 1 | REF: | EX 70 | TOP: | Critical Thinking | | | | |
| 48. | Each worksheet will determine the curren a. SUM b. AVERAGE | | - | nette wo c. | - | | the entire term. In order to function. | | | | |
| | ANS: B | PTS: | 1 | REF: | EX 98 | TOP: | Critical Thinking | | | | |
| 49. | Antoinette's workbook has all the data entered and students' current grades displayed. She would like the current grade cells to display the value in red if it is less than 60. Antoinette needs to add to the cell. a. cell formatting c. highlighting b. conditional formatting d. fill color | | | | | | | | | | |
| | ANS: B | PTS: | 1 | REF: | EX 108 | TOP: | Critical Thinking | | | | |
| 50. | When Antoinette sha why certain cells are a. journal b. documentation s | highlig | | nplish tł c. | - | eate a | to ensure that everyone knows | | | | |
| | ANS: C | PTS: | 1 | REF: | EX 112 | TOP: | Critical Thinking | | | | |
| 51. | Antoinette wants to l highlight cells rule _ a. Equal to | | | | s not contain a Duplicate Va | | icates. She will use the | | | | |
| | b. Between | | | | A Date Occur | | | | | | |

| 52. | Because Antoinette is familiar with conditional formatting, she can use the, which providesaccess to the most common tools for data analysis and formatting.a. QuickTool Barb. Quick Analysis Toolc. Quick Formatting Bard. Conditional Analysis Tool | | | | | | | | | |
|-----|---|-----------------------------------|----------|-----------------------------|--------------------------------|--------------------------------|--------------------------|-------------------------|-------------------------|-----|
| | b. Quick Analysis Tool | | | | d. | Conditiona | | | | |
| | ANS: | В | PTS: | 1 | REF: | EX 110 | TOP: | Critical T | Thinking | |
| СОМ | PLETI | ION | | | | | | | | |
| 1. | is the process of changing a workbook's appearance by defining the fonts, styles, colors, and decorative features. | | | | | | | | | |
| | • | Formatting | | | | | | | | |
| | PTS: | 1 | REF: | EX 70 | | | | | | |
| 2. | A(n) _ graphi | ical effects use | d throug | is a coll ghout the w | ection of for vorkbook. | matting that | specifies | the fonts, | colors, and | |
| | ANS: | theme | | | | | | | | |
| | PTS: | 1 | REF: | EX 70 | | | | | | |
| 3. | Ten blue, o | dark blue, and | purple- | _ colors— –are alway | dark red, red s available 1 | l, orange, ye regardless of | llow, light the workt | green, gr oook's the | een, light blue, me. | |
| | ANS: | standard | | | | | | | | |
| | PTS: | 1 | REF: | EX 73 | | | | | | |
| 4. | | ne indention used | | | n in the Alig | gnment grou | p on the H | lome tab to | o increase the size | • |
| | ANS: | Increase Inde | nt | | | | | | | |
| | PTS: | 1 | REF: | EX 87 | | | | | | |
| 5. | | vay to align tex nto one cell. | t over s | everal colu | imns or row | s is to | | , | or combine, sever | ral |
| | ANS: | merge | | | | | | | | |
| | PTS: | 1 | REF: | EX 90 | | | | | | |
| 6. | The and ap | oplying backgr | ound co | _ tab in the lors and pa | e Format Ce atterns to cel | lls dialog bo ls. | x in Excel | provides | options for creatin | ng |
| | ANS: | Fill | | | | | | | | |

PTS: 1 REF: EX 93

7. The _______ tab in the Format Cells dialog box in Excel provides options for how data is aligned within a cell.

ANS: Alignment

PTS: 1 REF: EX 92

8. The ______ copies the formatting from one cell or range to another cell or range without duplicating any of the data.

ANS: Format Painter

PTS: 1 REF: EX 101

9. A(n) ______ is a selection of formatting options using a specific font and color from the current theme.

ANS: style

PTS: 1 REF: EX 99

10. One of the benefits of conditional ______ is that it helps you analyze data by highlighting significant trends in data.

ANS: formatting

PTS: 1 REF: EX 109

11. To remove conditional formatting in Excel, click _______ after clicking the Conditional Formatting button.

ANS: Clear Rules

PTS: 1 REF: EX 112

- 12. A(n) ______ is a key that shows each color used in the worksheet and what it means.
 - ANS: legend

PTS: 1 REF: EX 112

13. The region that is sent to the printer from the active sheet is known as the ______

ANS: print area

PTS: 1 REF: EX 115

- 14. A(n) _______ is text printed in the top margin of each page.
 - ANS: header
 - PTS: 1 REF: EX 119

15. When you specify a print area for a nonadjacent range, you are also inserting a(n) _____ page break.

ANS: manual PTS: 1 REF: EX 116

ESSAY

1. Explain why it is important to use proper formatting, citing at least three benefits of a well-formatted workbook.

ANS:

Proper formatting is a balance between too little and too much formatting, both of which can make data hard to understand. A well-formatted workbook helps accentuate important trends and relationships in data. A well-formatted workbook can (1) be easier to read, (2) establish a sense of professionalism, (3) help draw attention to the points you want to make, and (4) provide continuity between worksheets.

PTS: 1 REF: EX 70 TOP: Critical Thinking

2. Color allows you to effectively enhance a workbook, but could you ever use too much or "bad" color? Explain how or when color might detract from a workbook. Give at least four tips for effective color use.

ANS:

When used wisely, color can enhance any workbook. However, when used improperly, color can distract the user, making the workbook more difficult to read. As you format a workbook, keep in mind the following tips:

Students should note at least four of the following tips:

• Use colors from the same theme to maintain a consistent look and feel across the worksheets. If the built-in themes do not fit your needs, you can create a custom theme.

• Use colors to differentiate types of cell content and to direct users where to enter data. For example, format a worksheet so that formula results appear in cells without a fill color and users enter data in cells with a light gray fill color.

• Avoid color combinations that are difficult to read.

• Print the workbook on both color and black-and-white printers to ensure that the printed copy is readable in both versions.

• Understand your printer's limitations and features. Colors that look good on your monitor might not look as good when printed.

• Be sensitive to your audience. About 8 percent of all men and 0.5 percent of all women have some type of color blindness and might not be able to see the text when certain color combinations are used. Red-green color blindness is the most common, so avoid using red text on a green background or green text on a red background.

PTS: 1 REF: EX 76 TOP: Critical Thinking

3. What is conditional formatting and why would you apply it? Give two examples of conditional formats, and explain a method for applying conditional formatting.

ANS:

Conditional formatting applies formatting only when a cell's value meets a specified condition. A conditional format could make negative numbers red and positive numbers black.

Excel has four conditional formats-data bars, highlighting, color scales, and icon sets.

Students should explain one of the following two methods for applying conditional formatting.

• Select the range or ranges to which you want to add data bars.

• In the Styles group on the Home tab, click the Conditional Formatting button, point to Data Bars, and then click a data bar color.

or

• Select the range in which you want to highlight cells that match a specified rule.

• In the Styles group, click the Conditional Formatting button, point to Highlight Cells Rules or

Top/Bottom Rules, and then click the appropriate rule.

• Select the appropriate options in the dialog box, and then click the OK button.

PTS: 1 REF: EX 108 TOP: Critical Thinking