Each of the following statements is either true or false. Indicate your choices by circling T or F.

T F 1. Use text and background with sharply contrasting colors to improve the readability of a text box.

T F 2. The AutoFormat command is located on the Tools menu and enables you to apply one of sixteen predefined formats to list and cell ranges.

T F 3. You can’t copy styles from one worksheet to another.

T F 4. When you unlock a cell or object, you remove the default locked setting that prevents change when worksheet protection is active.

T F 5. A password for a worksheet can only contain letters and numbers.

T F 6. Before you can record a macro, you need to decide what to name the macro and where to store it.

T F 7. If you open a workbook containing macros when the macro security level is set to High, all macros in the workbook are automatically disabled.

T F 8. Excel provides two levels of macro security: low and high.

T F 9. A built-in template is a template provided by Excel that contains content and formulas designed to meet a common business need.

T F 10. A custom template is a workbook that you create and save with your preferred content and/or formatting in one or more worksheets.

T F 11. A default worksheet template doesn’t exist in Microsoft Excel.

T F 12. A style is a means of combining more than one format into a single definition that can be applied to only one cell at a time.

T F 13. If a comment has been attached, you see the comment indicator which is a small red triangle in the cell’s upper-right corner.

T F 14. A range name is a name applied to a rows or columns.

T F 15. An array range is a rectangular area of cells that share a common formula.

T F 16. Excel provides a COUNTIF function that you can use to count the number of cells within a range that meet your specified criteria.
Write the Answer in the space provided.

1. Write the command path to apply AutoFormat.

2. Write the command to protect a cell and objects.

3. Write the command path to set a password for a worksheet range.

4. You can play a Macro by doing what steps:

5. Describe how you would use the VLOOKUO function to convert numeric data to text.

6. What is the FREQUENCY function?
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Write the Answer in the space provided.

7. What key combination is used to generate a frequency distribution?

8. Write the path to rotate the text in a cell.

9. Write the command path to create a custom format.

10. How do you copy cells that aren’t adjacent to each other?