Latest Version: 6

Question: 1

Insert a row. Directly below current row 1.

Answer:

Step 1: Open the correct worksheet (Section 3 Worksheet)

Step 2: Click on a cell in row 2.

Step 3: Right-click in the cell, and select Insert from the context menu.

Step 4: In the Insert Dialog box select Entire row, and click OK.

 Shift cells right Shift cells <u>d</u>own Entire row Entire <u>c</u>olumn 	Insert	
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	OK	Cancel

Question: 2

Apply a cell style Cell range A2:S2 Style 40% - Accent3

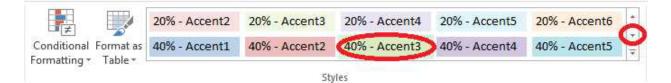
Answer:

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.



Question: 3

Modify the cell format to date. Cell range C2:S2 Type: 14-Mar Locale (location): English (United States)

Answer:

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, choose Format Cells.

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6	Lock Cell	
162	Format Cells	

Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.

Number	Alignment	Font	Border	Fill	Protection	
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Question: 4

Add a header and the date for each of the columns (assignments) in the range. Cell B2. Text "Date". Cell Range C2: S2 Text: "22-Aug, 29-Aug,...12-Dec"

Answer:

Step 1: Click Cell B2. Type the text: Date Step 2: Click cell C2. Type the text: 22-Aug Step 3: Click cell D2. Type the text: 29-Aug Step 3: Click cell C2, then shift-click cell D2.

	Α	В	С	D	E
1					
2		Date	22-Aug	29-Au	
3					5
4					

Step 4: Copy until cell S2 (by dragging from cell D2 to cell S2).

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3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	
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