



Question: 1

You are updating the sales spreadsheet for an online clothing store.
On the "Quote" worksheet move the cells E8:F32 up to correct the alignment by deleting cells E7:F7.

Answer: Select and press delete on the home tab.

Question: 2

On the "Prices" worksheet, apply the Title style to cell A1.

Answer: Home Tab/ Styles group/ cell styles

Question: 3

On the "Orders" worksheet, filter the table data to display only the orders from "Alpine SKI House."

Answer: On the data tab, click filter. Display only alpine.

Question: 4

On the "Prices" worksheet, in the "Tax column, enter a formula that multiplies the value in the "Unit Price" column by cell L2.

Answer:

= *_

Question: 5

On the "Prices" worksheet, in the "inventory Notice" column, use a function to display "Low" if the "

inventory Level % is below 15%. Otherwise, leave the "Inventory Notice" blank.

Answer: =IF(inventory level<15%), "low", ""). Select and drag to apply to other rows