



# Appendix A

To complete this course, you will need to:

- have Windows and Excel 2000 installed on your system
- have to hand a copy of the course exercise files

## Installing Excel 2000

The **Tools, Options** command in Excel can be used to customise the way Excel looks and operates. This course has been written with the assumption that most of these options have not been changed since the initial installation.

## Installing the Exercise Files

The exercise files you need to complete the course are held in a folder called **Excel 2000 Intro Exercises**. This folder may have been supplied to you on floppy disk or may already be set up on your computer. See your courseware supplier for more information.

If you have been given these files on floppy disk and wish to copy them to your hard disk, follow the instructions below.

### To Copy the Exercise Files to Your Hard Disk

1. Switch on your computer system so that the Windows desktop is displayed.
2. Insert the disk containing the exercise files.
3. Open **Explorer** then click on **3½ Floppy (A:)** in the left pane.
4. Click on the **Excel 2000 Intro Exercises** folder in the right pane then drag it onto **C:** in the left and release the mouse button.

The folder and its contents will be copied to the hard disk.





# Appendix B

## Section 1 Answers

1. Point to a toolbar and click the right mouse button to display the toolbars shortcut menu.
2. A ToolTip is a description of a button. A ToolTip will be displayed when you point to a button and pause for a moment.
3. **F4**
4. Press [**CTRL**] [**HOME**]
5. Double click on the right edge of the column heading.
6. Click and drag over the first range, then holding down the [**CTRL**] key, click and drag over the next.
7. The **Edit, Undo** command.

## Section 2 Answers

1. **Left** or **Up**
2. The **AutoSum** button is used to total row(s) and/or column(s) of values.
3. **Edit, Copy** and **Edit, Paste**
4. Double click on the worksheet tab, enter the new name and press [**ENTER**].
5. Select the **View, Toolbars, Clipboard** command or right click on a toolbar and choose **Clipboard** from the shortcut menu.
6. Right click on the cell that has the comment attached and choose **Delete Comment** from the shortcut menu. Alternatively, choose the **Edit, Clear, Comments** menu options.

## Section 3 Answers

1. **=D12\*56%** and **=(F22^3)/10** are valid formulas.
2. The results of the formulas are:

<b>=5*(9/3)</b>	<b>15</b>
<b>=(10/5)^3</b>	<b>8</b>
<b>=(4+6)*80%</b>	<b>8</b>
<b>=((12-6)/2*3</b>	<b>9</b>
3. The **column** reference.
4. [**F4**]
5. **=NOW()**
6. Extra **=** and missing **,** (**comma**). The formula should read: **=ROUND(SUM(A1:A5),2)**
7. The number of non-blank cells within in the selected range.



# Appendix B

## Section 4 Answers

1. The **Alignment** property sheet tab.
2. From the **Format Cells** dialogue box, choose the **Number** tab and select the **Date Category**. You can then select the date style **14-Mar-98**.
3. Double click on the Format Painter button so you can apply the formatting to multiple headings.
4. **View, Toolbars, Customize**. Alternatively, right click on a toolbar and choose Customize from the shortcut menu.
5. Select the cell that is formatted as you like, then click in the Style box. Type in the name of the new style and press **[ENTER]**.
6. The **Format, Style** command will display the style dialogue box and from there you click on the **Merge** button.
7. Select the **Format, Style** command, select the style name from this dialogue box and then click on the **Delete** button.

## Section 5 Answers

1. The **Window, Freeze Panes** command.
2. **Yes**
3. **[PGUP]** to view next page and **[PGDN]** to view previous page
4. The **Print Area** box available from the **Sheet** tab.
5. You can prevent worksheet gridlines from printing by deselecting the **Gridlines** check box on the **Sheet** tab within the **Page Setup** dialogue box.
6. This button adds the name of the worksheet tab.



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## Section 6 Answers

1. A Pie chart.
2. The **Y** axis.
3. To identify the series on the chart.
4. No
5. Data labels are labels that can be attached to the data series to show its value, the percentage it represents, or its description.
6. If an embedded chart is not active before you add objects, the objects will not be moved, copied or resized as part of the chart.
7. Pictures can be inserted using the **Edit, Copy** and **Edit, Paste** commands, or the **Insert, Picture** command.

## Section 7 Answers

1. The **[CTRL]** key.
2. The updates should always be made in the source worksheet, i.e. the worksheet containing the values, not the linked formulae.
3. The **Edit, Paste Special** command.
4. The **Create links to source data** check box.
5. The **Left column** check box.

## Section 8 Answers

1. 20
2. 0
3. **TRUE**  
**FALSE**
4. **=PMT(7%/4,12,20000)**



# Appendix B

## Section 9 Answers

1. The **Window, Remove Split** command.
2. **Yes**
3. A Web page is a document that can be viewed through a Web browser programme such as Microsoft Internet Explorer or Netscape Navigator.
4. The **File, Save as Web Page** command.
5. It means that the person viewing the Web page can work with the information. For example they can sort information as well as perform calculations etc.
6. The **File, Send To, Routing Recipient** option.