

Bài tập theo Objective 1

Bài 1

► Start Excel and then do the following:

☐ From the Start screen, create a new workbook based on the built-in *Blank workbook* template. Save the document in the practice file folder as *MyBlank.xlsx*.

☐ In the open workbook, display the New page of the Backstage view.

Locate the online template for a mortgage refinance calculator. Create a workbook based on this template. Save the workbook in the practice file folder as *MyCalc.docx*.

► Open the *Excel_1-1* workbook and do the following:

☐ Move the Source Data worksheet so it is the last worksheet in the workbook.

☐ Add a copy of the Source Data worksheet to the open *MyBlank* workbook as the first worksheet in the workbook.

► Save the *Excel_1-1* and *MyBlank* workbooks.

► Close the open workbooks.

Bài 2

► Open the *Excel_1-2* workbook and do the following:

☐ Search the workbook for all instances of the word garden. Confirm that the search returns results from both worksheets.

☐ Search the workbook for text that is formatted with a White font color. Change the font color to Orange to show that you found it.

► Display the Product List worksheet and do the following:

☐ Move to the first cell that contains a comment.

☐ Move to the cell range named *berry_bushes*.

☐ Move to cell F13.

☐ Create a hyperlink from cell F13 to the *berry_bushes* cell range.

☐ Move to the cell at the intersection of the last active row and column in the worksheet.

► Display the Employees worksheet and do the following:

☐ In cell C12, enter a hyperlink to the website located at www.adventure-works.com.

☐ Edit the hyperlink so that the cell displays Please visit our website instead of the URL.

► Save the *Excel_1-2* workbook.

► Close the open workbooks.

Bài 3

► Open the *Excel_1-3* workbook and do the following:

☐ Change each of the worksheet tabs to a different color from the theme color palette.

☐ Apply the *Retrospect* theme to the workbook. Verify that the worksheet tab colors change.

- ☐ Change the worksheet names from JanFeb, MarApr, MayJun, JulAug, SepOct, and NovDec to Period1, Period2, Period3, Period4, Period5, and Period6.
- Display the *Period1* worksheet and do the following:
 - ☐ Delete column A (Day) and row 2 (Hour).
 - ☐ Configure the worksheet to print at a Landscape orientation. Display the print preview of the worksheet to verify the settings.
 - ☐ Create a header that will print on all the pages of the worksheet. In the left header section, enter the Current Date property; in the center section, enter the File Name property; and in the right section, enter the Page Number property.
 - ☐ Change the center section of the header to display the name of the worksheet instead of the workbook.
- Display the *Period2* worksheet and do the following:
 - ☐ Resize columns D:O to fit their content.
 - ☐ Check the width of column D, and then set column C to the same width.
- Save the Excel_1-3 workbook.

Bài 4

- Open the Excel_1-4 workbook, display the Inventory List worksheet, and do the following:
 - ☐ Hide column A (the Inventory ID) and row 3 (the data sources)..
 - ☐ Add the Calculator button (which is not available on any ribbon tab) to the Quick Access Toolbar. Make it the leftmost button, and insert a separator between it and the other buttons.
 - ☐ Create a Quick Access Toolbar for only the current workbook. Add the Insert Combo Chart, Insert Picture, and Insert Table buttons (all available on the Insert tab). Then display the Quick Access Toolbar below the ribbon.
 - ☐ Hide the By Product-Customer Filtered worksheet.
- Display the My Monthly Budget worksheet and do the following:
 - ☐ Freeze rows 1 through 9 so that when you scroll the rest of the worksheet, those rows are always visible.
 - ☐ Split the worksheet so that you can display rows 1 through 9 in the top window and scroll the budget data in the bottom window.
 - ☐ Attach the keywords (tags) *spending* and *saving* to the workbook.
 - ☐ Display the My Monthly Budget worksheet in Page Layout view.
 - ☐ Select the *Projected Monthly Income* section of the worksheet, and zoom in to display only the selected cells.

Bài 5

- Open the Excel_1-5a workbook and do the following:
 - ☐ On the Sales by Category worksheet, set the print area so that only cells A1:C42 print.
 - ☐ Configure the page setup options to print the worksheet gridlines.
 - ☐ Display the print preview of the worksheet to check your settings.
- Save the workbook. From the Excel_1-5_Results folder, open the Excel_1-5_results workbook. Compare the two workbooks to check your work. Then close the workbooks.
- Open the Excel_1-5b macro-enabled workbook and do the following:
 - ☐ Enable macros.
 - ☐ Save a copy of the workbook with the file name MOS-Compatible in a file format that can be viewed and worked on by a colleague who is using Excel 2003. Notice the features that aren't compatible with the new file format.
 - ☐ Save a copy of the *MOS-Compatible* workbook with the file name MOS-Template in a file format that supports macros and can be used as the basis for other similar workbooks in the future.