

- c. click the Format arrow in the Cells group, then Rename Sheet.
 - d. b & c
10. When you use the Freeze command,
- a. data cannot be entered in the worksheet.
 - b. you cannot scroll through the worksheet.
 - c. you cannot change the worksheet view.
 - d. the column and/or row headings remain visible as you scroll through the worksheet card.

Competency Assessment



Project 6-1: School of Fine Arts Enrollments

In this exercise, you will move and copy worksheets, rename worksheets, change the tab color, and rearrange worksheets within a workbook.

GET READY. LAUNCH Excel if it is not already running.

1. **OPEN** the *SFA Enrollments* data file for this lesson.
2. With the Advertising tab active, click **Ctrl+A**. This selects the entire worksheet.
3. Click **Format** in the Cells group on the Home tab. Click **Move or Copy Sheet**.
4. In the Move or Copy dialog box, click the **Create a copy** box and click **OK**.
5. On the Advertising (2) worksheet, select A2 and key **Foundational Studies**. Press **Enter**.
6. Select **A6:C20** and press **Delete**.
7. Click **Format**, click **Rename Sheet**, and key **Foundations**. Press **Enter**.
8. Click **Format**, click **Tab Color**, and click **Dark Red**.
9. Click **Format** and click **Move or Copy Sheet**. In the Before sheet box, click (move to end) and click **OK**.
10. **SAVE** the workbook as *SFA Enrollments 6-1* and then **CLOSE** the file.

LEAVE Excel open for the next project.

Project 6-2: Renaming and Repositioning Worksheets

For this project, you will rename worksheets, reposition worksheets, and insert and delete worksheets from a workbook.

GET READY. LAUNCH Excel if not already running.

1. **OPEN** the *Training Expenditures* data file for this lesson.
2. Right-click **Sheet1**. Click **Rename** and key **Budget**. Press **Enter**.
3. Double-click the **Sheet2** tab. Key **January**. Press **Enter**.
4. Rename **Sheet3** **March** and press **Enter**.
5. Rename **Sheet4** **April**.

@ The *SFA Enrollments* file for this lesson is available on the book companion website or in WileyPLUS.

@ The *Training Expenditures* document file for this lesson is available on the book companion website or in WileyPLUS.

6. Click the bottom-right cropping handle and drag up until the sidewalk is outside the selection area and release the mouse button to crop out the sidewalk.
 7. On the Format tab, in the Picture Styles group, click the **More** button.
 8. Click **Center Shadow Rectangle** in the gallery.
 9. On the Format menu, in the Adjust group, click the **Color** button.
 10. In the Recolor section, click **Septa**.
 11. **SAVE** the document as *house_flyer* in your USB flash drive in the lesson folder and **CLOSE** the file.
- PAUSE.** LEAVE Word open for the next project.

Project 7-2: Student Leadership Association Fundraiser

The Student Leadership Association is having a garage sale to raise money for scholarships. Your task is to complete the flyer by inserting and resizing the clip art on items that will be sold.

GET READY. LAUNCH Word if not already running.

1. **OPEN** the *garage sale* file from the lesson folder.
 2. Change the orientation to landscape.
 3. Select *Garage Sale* and make the text **bold, center, 72 pts.** Change the font color to **Red, Accent 2, Darker 50%.**
 4. Select *7 a.m. to 3 p.m.,* and make the text **bold, center, 48 pts.** Change the font color to **Dark Blue, Text 2.**
 5. Select *11441 George Dieter St.,* and make the text **bold, center, 48 pts.** Change the font color to **Orange, Accent 6, Darker 25%.**
 6. Select *Directions: Exit I-10on the left side,* and make the text **center, 28 pts. Bold** only "Directions:"
 7. Click the **Insert** tab and in the Illustrations group, click **Clip Art.**
 8. In the Search For box, key **garage sales.**
 9. Place the insertion point in front of *G* in *Garage.* In the second column, second row, select **Household items in garage sale.** Size the height of clip art to **1.89"** and width to **2.11"**.
 10. Place the insertion point after *e* in *Sale.* In the second column, fifth row, select **People standing in the yard at a garage sale.** Size the height of clip art to **1.89"** and width to **2.11"**.
 11. **SAVE** the document as *garage sale flyer* in your USB flash drive in the lesson folder.
- LEAVE** Word open for the next project.

 The *garage sale* document file for this lesson is available on the book companion website or in WileyPLUS.

Proficiency Assessment

Project 7-3: House for Sale Flyer

You need to make some additions and changes to the flyer completed in Project 7-1.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *house_flyer* you completed for Project 7-1.
2. Convert the picture to a SmartArt graphic and select **Titled Picture Placeholder**.

2-1
CONT.

@ The *Bourne* file is available on the book companion website or in WileyPLUS.

3. In the Click to Add Title placeholder box, type **Citywide Business Alliance**.
 4. In the Click to Add Subtitle placeholder box, type **Guest Speaker: Stephanie Bourne**.
 5. On the Home tab, click the arrow below the New Slide button to open its menu, and then click **Reuse Slides**.
 6. In the Reuse Slides task pane, click the **Browse** button, and then click **Browse File**.
 7. Navigate to the location where the sample files for this lesson are stored and open the *Bourne.pptx* presentation file.
 8. In the Reuse Slides task pane, click **slide 1**. The slide is added to your new presentation. Close the task pane.
 9. Click the **File**, and then click **Print**. The Print controls appear in Backstage view.
 10. Click the **Color** button, and on the menu that appears, click **Grayscale**.
 11. Click the **Full Page Slides** button, and on the menu that appears, click **2 Slides**.
 12. Click **Print** to print the handout in grayscale mode.
 13. Click the **File** tab and click **Save As**.
 14. Open the Save as type drop-down list and click **PowerPoint 97-2003 Presentation**.
 15. Navigate to the folder where you want to save the presentation.
 16. Select the text in the File name box, press **Delete**, and then type **Speaker**.
 17. Click **Save**. If the Compatibility Checker task pane appears, click **Continue**.
 18. **CLOSE** the file.
- LEAVE** PowerPoint open for use in the next project.

✓ Project 2-2: Advertise with Us

BLANK DOC.

As an account manager for The Phone Company, you are always trying to convince potential customers of the benefits of advertising in the local phone directory. A PowerPoint presentation can help you make your case. You need to create a presentation from a Word document that lists some reasons why businesses should purchase ad space in your directory.

GET READY. LAUNCH PowerPoint if it is not already running.

1. If you start PowerPoint, a new blank presentation appears automatically. If PowerPoint was already running and there is not a new blank presentation open, press **Ctrl+N** to start a new blank presentation.
 2. Click in the slide's title placeholder, and then type **Why Advertise with Us?**.
 3. Click in the subtitle placeholder, and then type **The Phone Company**.
 4. Click outside the text placeholder to clear its border.
 5. On the Ribbon's Home tab, click the **New Slide drop-down arrow**. At the bottom of the gallery of slide layouts, click **Slides from Outline**.
 6. In the Insert Outline dialog box, locate and select the Microsoft Word document named *Ad Benefits*. Click **Insert**. PowerPoint inserts five new slides using content from the outline.
 7. Switch to Slide Sorter view. Drag slide 5 to a new position between slides 1 and 2.
 8. Click **slide 6**, and then press **Delete** to remove the slide from the presentation.
 9. Switch to Notes Page view, and then go to slide 1.
 10. Click in the text box below the slide, and then type **Give the client a copy of the directory**.
 11. Switch to Normal view.
 12. On the Quick Access Toolbar, click **Save**. The Save As dialog box opens.
 13. Navigate to the folder where you want to save the presentation.
 14. Replace the default name in the File name box with **Benefits**.
 15. Click **Save**. **CLOSE** the file.
- LEAVE** PowerPoint open for use in the next project.

@ The *Ad Benefits* file is available on the book companion website or in WileyPLUS.