Chapter 1

Excel Tour

# Chapter 1 Questions

1. New features in the 2010 version of Excel include a completely redesigned user interface, conditional formatting, and a new file format.
2. You can use conditional formatting to visually annotate your data for both analytical and presentation purposes.
3. A worksheet is a grid of rows and columns into which you enter data. A workbook on the other hand is an Excel document or file that contains as many worksheets or charts as you wish.
4. The Microsoft Office Button is gone. This of course is a trick question. The file menu has returned. The Backstage view is where you manage your files and the data about them — creating, saving, inspecting for hidden metadata or personal information, and setting options.
5. At the top of the Excel window is the Quick Access Toolbar designed to give you an easy way to execute commands used most often.
6. There are three basic components of the Ribbon. Tabs - There are seven of them across the top. Each represents core tasks you do in Excel.
7. Click the Office Button, and then right-click Open. Click Add to Quick Access Toolbar.
8. In Page Layout view there are page margins at the top, sides, and bottom of the worksheet, and a bit of blue space between worksheets. Rulers at the top and side help you adjust margins.
9. Press the F1 function key or click the blue and white question mark on the Tab bar.
10. This text will focus on building worksheets using formulas, functions, and features available in Excel to create and analyze financial statements, calculate depreciation and create depreciation schedules, create loan and bond amortization schedules, and create cash flow budgets.