Microsoft

MOS-E2K

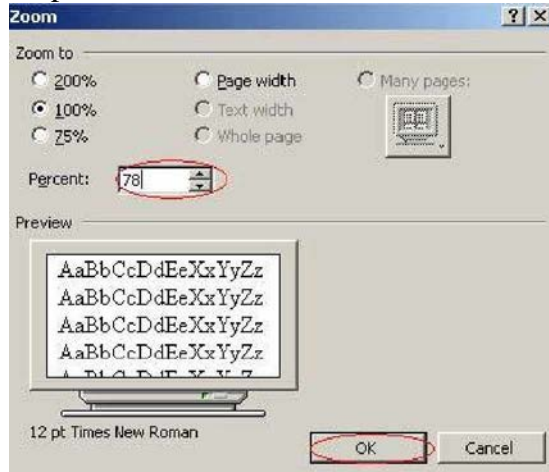*Microsoft Excel 2000 CORE*

Answer:
Step 1: Select the View menu.
Step 2: Select the Zoom command.
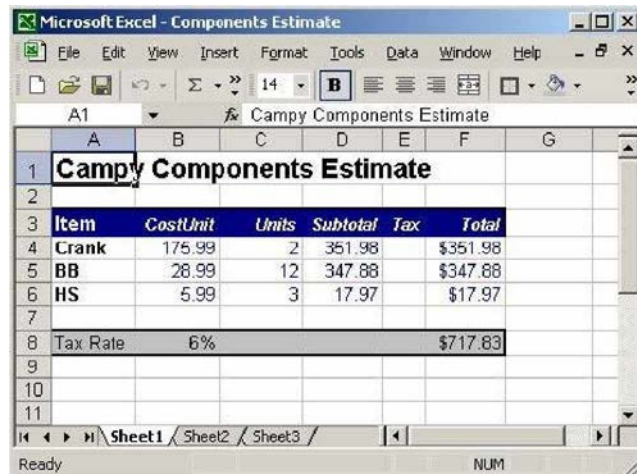Step 3: Select 78 Percent.

Step 4: Click OK.

QUESTION: 34
Complete the following tasks:
(1) Enter a formula in cell E4 that multiplies the Subtotal in D4 by the Tax rate in B8.
(2) Then, reference cell B8, with an absolute cell address in the formula so that it will not change if cell E4 is copied to another location.
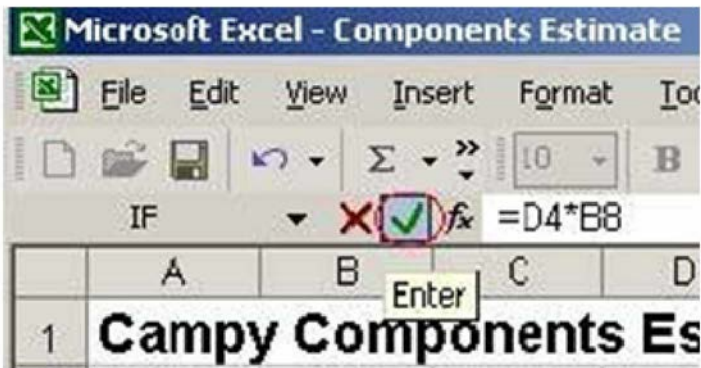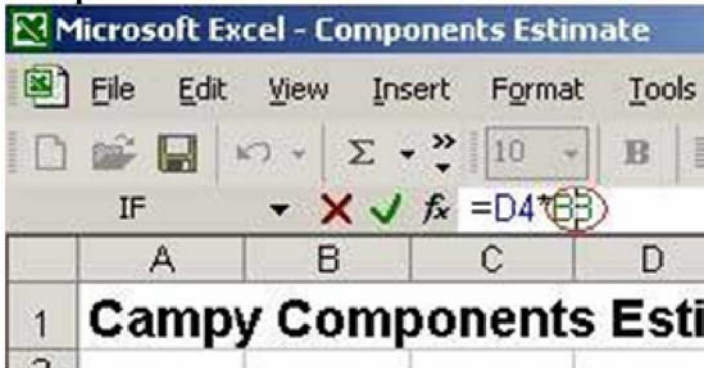

Answer:
Step 1: Click cell E4.

Step 2: Enter the following formula: =D4*B8
Step 3: Enter the formula with the green Enter button.

Step 4: Click the cell reference B8 in the formula bar.

Note: The formula changes to =D4*B8, locking the cell reference B8.
Step 5: Press the Enter button.

QUESTION: 35
Adjust the width of columns C through G to 12.00. Then, change the row height of rows 8 through 21 to 15.00.

Answer:

Step 1: Click in the C column.

Step 2: Press the Shift key and click in the G column.

Step 3: Select the Format menu.

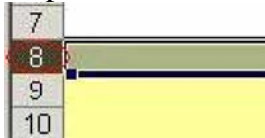Step 4: Select the Column command.

Step 5: Select Width.

Step 6: Enter the Column Width 12.

Step 7: Click OK.

Step 8: Click in the column for row 8.

Step 9: Scroll down until you see row 21.

Step 10: Press the Shift key and click in the column for row 21.

Step 11: Select the Format menu.
Step 12: Select the Row command.
Step 13: Select Width.
Step 14: Enter the Column Width 15.

Step 15: Click OK.

QUESTION: 36
Clear all formats from the cell range A6:G17.

Answer:
Step 1: Click in cell A6.
Step 2: Press Shift key and click in cell G17.
Note: You can manually select the A6:G17 range by dragging the mouse as well.
Step 3: Select the Edit menu.
Step 4: Select the Clear command.
Step 5: Select Formats.

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