

Test33 Covers pages 156-159.

These activities test your ability to insert and delete cells, hide gridlines, and add borders and shading

1. Open Test27 workbook
2. Save workbook with name Test33
3. Insert new row and column to duplicate worksheet below
4. Enter data for new column D.
5. Make other changes to match figure. (*Hint: Increase column and row sizes*)

	A	B	C	D	E	F	G	H
1	Cost of Supplies Purchased							
2								
3	Nails	0.43	0.2	0.33	0.14	0.08		
4	Paint	0.75	0.5	0.65	0.6	0.8		
5	2x4	0.25	0.48	0.55	0.75	0.67		
6	Plywood	0.68	1.13	0.98	0.64	0.89		
7	Rope	0.91	0.26	0.25	0.09	0.11		
8								
9								

6. Save workbook
7. Turn off display of gridlines, then add formatting, borders, and shading to duplicate worksheet below

	A	B	C	D	E	F	G
1							
2	Cost of Supplies Purchased						
3							
4	Nails	0.43	0.2	0.33	0.14	0.08	
5	Paint	0.75	0.5	0.65	0.6	0.8	
6	2x4	0.25	0.48	0.55	0.75	0.67	
7	Plywood	0.68	1.13	0.98	0.64	0.89	
8	Rope	0.91	0.26	0.25	0.09	0.11	
9							

8. Save and close workbook

Sample Test 33

	A	B	C	D	E	F	G
1							
2	Cost of Supplies Purchased						
3							
4	Nails	0.43	0.2	0.33	0.14	0.08	
5	Paint	0.75	0.5	0.65	0.6	0.8	
6	2x4	0.25	0.48	0.55	0.75	0.67	
7	Plywood	0.68	1.13	0.98	0.64	0.89	
8	Rope	0.91	0.26	0.25	0.09	0.11	
9							
10							
11							
12							
13	<ol style="list-style-type: none"> 1 Insert a row above "Cost of Supplies Purchased" 2 Insert a column to the left of "0.14" - see above 3 Enter new data into new column D 4 Change the font of "Cost of Supplies.." to size 12 5 Merge cells A2:D2 as shown above 6 To turn off the display of the gridlines, go to Excel Menu, choose Preferences and deselect "Gridlines" on the View tab 8 Increases the column width of columns A-F to 12 points 9 Increase the row height of rows 1-8 to size 15 points 10 Add borders as shown around A4:F8 and deselect "Gridlines" on the View tab 						
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

notice A2 is merged with column B, C, and D

Insert new column and new data

Sample Test 33

	H
1	
2	
3	
4	
5	
6	
7	
8	
9	
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11	
12	
13	
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