

Excellence with Excel - Quiz Questions

Module 4 – Display and Printing

- In the Excel screenshot below, columns D through H have been grouped and hidden and column K has been hidden WITHOUT grouping it first. Once you've selected the area of the entire table and clicked the "Plus" sign shown above column I, what are the correct Excel keyboard shortcuts to ungroup and un-hide all of these columns?

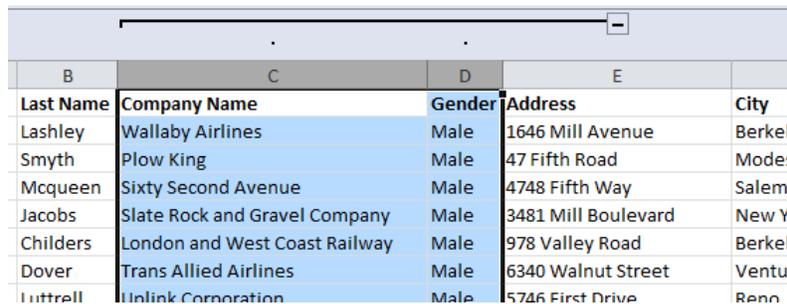
	A	B	C	I	J	L
1						
2						
3		Name	Company Name	Order Dollar Amount	Order Date	Sales Rep
4		Simone Woodard	The New Firm	289,469	9/1/2020	5
5		Noble Gallegos	Roxxon	288,875	11/22/2020	9
6		Lamis Nakamura	Incom Corporation	288,652	12/18/2020	2
7		Keaton Pogue	Vandelay Industries	287,356	12/6/2020	2
8		Ricardo Seeley	Trans Allied Airlines	286,721	10/15/2020	6
9		Amanda Cash	General Products	286,017	6/4/2020	8
10		Agila Yee	Union Aerospace Corporation	285,938	2/15/2020	7
11		Leon Gist	Rossum Corporation	285,239	7/20/2020	3
12		Audry Moss	Kumatsu Motors	284,841	3/28/2020	5
13		Louvenia Harwood	General Forge and Foundry	283,025	8/29/2020	1
14		Tessie Dinkins	Bluth Company	282,312	5/21/2020	5
15		Madra Salerno	Water and Power	281,456	12/1/2020	1
16		Judah Myrick	MARS Industries	280,557	10/23/2020	7
17		Burt Delaney	Minco	280,522	3/2/2020	6
18		Lorna Baughman	Zorg Industries	280,018	4/5/2020	6
19		Markus Winkler	123 Warehousing	278,939	10/14/2020	2
20		Ike Macon	Sample Company	277,060	5/5/2020	3
21		Phillip Stinnett	North Western Railway	276,197	5/19/2020	7
22		Hadar Garris	Western Gas & Electric	276,065	12/14/2020	9
23		Maximillian Taft	ABC Corp	275,932	9/10/2020	2
24		Alma Elam	The Lanford Lunch Box	275,727	11/1/2020	7

- Alt + A + U + U (to ungroup the columns).
- Alt + D + G + U (to ungroup the columns).
- Alt + A + G + G (to ungroup the columns).
- Alt + O + C + U (to un-hide the columns).
- Alt + O + R + U (to un-hide the columns).

2. When and where might you decide to group and hide rows in an Excel model?

- The “Balance Sheet check” at the bottom of the Balance Sheet to ensure that Assets = Liabilities + Shareholder’s Equity.
- To make it easier to sort or filter customer due diligence data sets – you can simply hide the data you don’t need.
- To hide unnecessary metrics in certain rows when you print out your Excel models.
- To show a single line item for Equity on the Balance Sheet, rather than splitting it into items such as Common Stock, APIC, AOCI, Retained Earnings, and so on.

3. In the screenshot below, which shortcuts did you use to group columns C through D?



B	C	D	E	F
Last Name	Company Name	Gender	Address	City
Lashley	Wallaby Airlines	Male	1646 Mill Avenue	Berkeley
Smyth	Plow King	Male	47 Fifth Road	Modesto
Mcqueen	Sixty Second Avenue	Male	4748 Fifth Way	Salem
Jacobs	Slate Rock and Gravel Company	Male	3481 Mill Boulevard	New York
Childers	London and West Coast Railway	Male	978 Valley Road	Berkeley
Dover	Trans Allied Airlines	Male	6340 Walnut Street	Ventura
Luttrell	Unlink Corporation	Male	5746 First Drive	Reynolds

- Alt + D + G + S (or Alt + H + O + U + L).
- Alt + D + G + G (or Alt + A + G + G).
- Shift + Alt + Right Arrow.
- Ctrl + 0.

4. Why would you choose to group columns or rows instead of simply hiding them (assuming you could NOT do both)?

- You should group them when the data is relevant and needs to be referred to often, and you should hide them when the data is completely irrelevant and never needs to be referred to again.
- You should group them when the irrelevant data is in adjacent columns/rows, but hide them when the irrelevant data is in non-adjacent columns/rows.
- Grouping is rarely preferable to hiding because it creates the unnecessary “+” and “-” symbols that clutter your workbook.
- Grouping is almost always preferable to hiding because it allows you and others to easily see that something is hidden.

5. What shortcut did you most likely use to go from the “Before” screenshot to the “After” screenshot?

BEFORE:

	A	B	C	D
1	First Name	Last Name	Company Name	Gender
2	Gondoline	Lashley	Wallaby Airlines	Male
3	Cirila	Smyth	Plow King	Male
4	Arne	Mcqueen	Sixty Second Avenue	Male
5	Amyntas	Jacobs	Slate Rock and Gravel Company	Male
6	Aliya	Childers	London and West Coast Railway	Male

AFTER:

	A	B	C	D
1	First Name	Last Name	Company Name	Gender
2	Gondoline	Lashley	Wallaby Airlines	Male
3	Cirila	Smyth	Plow King	Male
4	Arne	Mcqueen	Sixty Second Avenue	Male
5	Amyntas	Jacobs	Slate Rock and Gravel Company	Male
6	Aliya	Childers	London and West Coast Railway	Male

- a. Alt + W + F + F.
 - b. Alt + W + F + R.
 - c. Alt + W + F + C.
6. What's the most efficient way to zoom in and zoom out rapidly in an Excel worksheet if SPEED is the most important factor?
- a. Ctrl + Mouse Scroll Wheel (PC) or Ctrl + CMD + Mouse Scroll Wheel on the Mac.
 - b. Alt + V + Z.
 - c. Alt + W + Q.
 - d. Alt + Z + V.
7. What is the MOST likely reason why you would set up a Freeze Pane in a financial model?
- a. To make it easier to set the print range in your models.
 - b. If you need to balance the Balance Sheet and track down an error.
 - c. To make quarters / months / years and labels for each line item easier to see as you're scrolling through models that extend far to the right or very far down.
 - d. It makes it easier to export tables and graphs in your Excel model to PowerPoint.

8. In the Excel screenshot below, what keyboard shortcut can you use to automatically set the print range to exactly the area highlighted below?

1	+						
2							
	A	B	G	H	I	J	K
1							
2		Name	Sales Rep ID	Hire Date	Base Salary	Commission Rate	
3		Abbigail Sparrow	1	1/1/2011	\$ 50,000	10%	
4		Cletus Richie	2	1/1/2011	50,000	10%	
5		Miles Ponce	3	1/1/2011	50,000	10%	
6		Sanford Ireland	4	1/1/2013	50,000	10%	
7		Quinton Goulet	5	1/1/2013	50,000	10%	
8		Sylvia Marin	6	1/1/2015	50,000	10%	
9		Alvis Mcbee	7	1/1/2015	50,000	10%	
10		Aubrie Elrod	8	1/1/2016	50,000	10%	
11		Hamza Vigil	9	1/1/2018	50,000	10%	
12							

- a. Ctrl + F2.
 - b. Alt + P + S + P.
 - c. Alt + P + R + S.
 - d. Alt + P.
9. How can you adjust page breaks if you open an Excel file and find that there are too many page breaks throughout and you need to eliminate or consolidate some of them?
- a. 'Alt + W + I' to go to Page Break View and use the mouse to drag the page breaks.
 - b. 'Alt + W + I' to go to Page Break View and press the 'Alt + P + D' shortcut to delete page breaks – it's more efficient than using the mouse.
 - c. 'Alt + W + L' to go to Page Break View and use the mouse to drag the page breaks.
 - d. 'Alt + W + VG' to go to Page Break View and use the mouse to drag the page breaks.
 - e. 'Alt + W + VH' to go to Page Break View and use the mouse to drag the page breaks.

10. You would like to print the three worksheets listed in the tabs below. What is the best sequence of shortcuts to accomplish this?



- a. Shift + Ctrl + PgDn then Ctrl + P (or Shift + Ctrl + Fn + Down, then CMD + P on the Mac).
- b. Shift + Ctrl + PgDn + PgDn then Ctrl + P (or Shift + Ctrl + Fn + Down + Down, then CMD + P on the Mac).
- c. Shift + Ctrl + PgUp + PgUp then Ctrl + P (or Shift + Ctrl + Fn + Up + Up, then CMD + P on the Mac).
- d. Ctrl + A then Ctrl + P (or CMD + A then CMD + P on the Mac).

11. You would like to print a large spreadsheet that will fill several pages. The first row of your spreadsheet contains the title for each column. What is the BEST way to ensure that these titles are printed at the top of each page?

- a. Create a header in the Page Setup dialog that will be printed on each page.
- b. Use the Page Setup dialog to fit your data so that it will all print on one page.
- c. Select View, and then Page Break Preview to see where new pages will start. Then, copy and insert the first row of your spreadsheet in each place where a new page starts.
- d. Use the Page Setup dialog to repeat the first row at the top of each page.

12. You have finished working on a spreadsheet and would like to print it. However, the Print Preview dialog shows that some of your data will print on a second page. What is the BEST way to fix this and print all of your data on one page?

- a. Delete or hide the less relevant data to make room for the important data.
- b. Use the "Legal Paper" setting to fit everything on one page.
- c. Use Excel's "Zoom Out" function to make the data smaller.
- d. Select "Fit Sheet on One Page" in the Print Dialog.
- e. Decrease the font size of the data until it fits on one page.
- f. Decrease the size of your sheet's rows and columns.