# Competency Assessments

## Project 3-1: Search and Use a Template

In this project, you find a template for movies and add your own movie.

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

**1.** From Backstage view, click **New** and search for the movie list template.

**2.** Click the **Create** button.

**3.** Add an additional movie to the list.

**4.** SAVE the workbook as ***03 My Movies Solution*** and then close the file.

**LEAVE Excel open for the next project.**

## Project 3-2: Print a Specific Area or Worksheet

You print a selected area in the worksheet and a specific worksheet.

**GET READY. OPEN the file from the Lesson 3 folder titled *03 My Movies Solution*.**

**1.** Select the range **D5:L9**.

**2.** OPEN Backstage view.

**3.** Click **Print** in the Backstage view navigation pane.

**4.** In the Settings section of the Print window, click the **Print Active Sheets** drop-down arrow, and click the **Print Selection** option in the drop-down menu.

**5.** Click the **Print** button to print the selected area of the worksheet.

**6.** From Backstage view, click lick the **Print** tab to return to the Settings options, open the **Print Selection drop-down menu**, and click **Print Active Sheets**.

**7.** Click the **Print** button to print the active worksheet.

**8.** CLOSE the workbook.

**LEAVE Excel open for the next project.**

# Proficiency Assessments

## Project 3-3: Change the Quick Access Toolbar

You customize the Quick Access Toolbar to add commands for users who are not familiar with Excel and the ribbon.

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

**1.** Open Backstage view. Click the **Options** tab.

**2.** In the left pane of the Excel Options dialog box, click **Quick Access Toolbar**.

**3.** In the Popular Commands list, add the **Center** button to the Quick Access Toolbar.

**4.** Repeating these steps as necessary, using the appropriate categories, add the following commands to the toolbar: **Borders**, **Increase Indent**, **Copy**, **Cut**, and **Paste**. Click **OK**. Note the changes to the toolbar in the upper-left portion of the screen.

**LEAVE Excel open for the next project.**

## Project 3-4: Access a Template

You are in need of an invoice template for a client.

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

**1.** Click **FILE** to access Backstage view.

**2.** Click **New**.

**3.** On the Suggested searches row, click **Invoice**. If you are without an Internet connection, this process will not work.

**4.** Browse the results for invoices in the New window.

**5.** Click a template to preview it and read the description. Click the **Create** button.

**6.** After the download is complete, Excel automatically opens the template for you. Make note of what features the invoice you chose has to offer. Make changes to the template to see changes and actions.

**7.** SAVE the invoice as ***03 My Invoice Solution***.

**LEAVE Excel open for the next project.**

# Mastery Assessments

## Project 3-5: Manage a Custom Ribbon

In order for your client to use and maintain the invoice you downloaded in the previous exercise, he has requested that you customize several tabs on the ribbon to make the worksheet easier to manage and edit.

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

**1.** OPEN ***03 My Invoice Solution*** from the Lesson 3 folder, if necessary.

**2.** OPEN Backstage view, and click **Options**.

**3.** In the Excel Options dialog box, click the **Customize Ribbon** tab.

**4.** Click the **Reset** button at the bottom right of the window and click **Reset all customizations**. When prompted to delete all customizations, click **Yes**.

**5.** Create a new tab named **Invoice Edits**.

**6.** Rename the new command group in Invoice Edits to **Invoice Tools**.

**7.** Select five commands to add to the Invoice Tools command group.

**8.** Create another new tab named **My Edits**.

**9.** Rename the new command group in My Edits to **My Tools**.

**10.** Add five commands to the My Tools command group.

**11.** Click **OK**.

**12.** Examine your changes to the ribbon.

**13.** Open Backstage view and click **Options**. Undo all the changes you just made to the ribbon. When prompted to delete all customizations, click **Yes**.

LEAVE Excel open for the next project.

## Project 3-6: Create a List of the Five Templates You Most Likely Will Use

Because templates can make you look good in your current or a potential job, it’s a good idea to explore them in more depth here and figure out which ones you will mostly likely use.

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

**1.** In a blank workbook, in cell A1, type **Potential Templates**.

**2.** In A2, type **Template**.

**3.** In B2, type **Location**.

**4.** In C2, type **Priority (1=High, 5=Low)**.

**5.** Click the **FILE** tab and click the **New** tab. Navigate through the list of templates on the screen, the menu for the suggested templates, and the search box to select five templates.

**6.** Fill out rows 3 through 7 with templates you plan on using later.

**7.** Format the worksheet so you can read all text. An example of what your workbook should look like is shown in Figure 3-36. Do not use the same examples.

**8.** SAVE the workbook as ***03 My Favorite Templates Solution***.

**CLOSE Excel.**