

**CHAPTER**

**10**

**Self-Assessment**

Take a moment to review what you have learned in this chapter. Rank your understanding of the topics below.

- 4** means, "I understand all of this."
- 3** means, "I understand some of this."
- 2** means, "I understand very little of this."
- 1** means, "I don't remember this."

To use a printout of this chart, go to [digicom.glencoe.com](http://digicom.glencoe.com) and click on **Chapter 10 Self-Assessment**.  
**Or:**  
**Ask your teacher for a personal copy.**

**Rank Your Understanding**

Lesson	Topic	4	3	2	1
10.1	• Change the formatting of text and numbers in a cell				
	• Edit cell contents in the cell or Formula bar				
	• Change margins and page orientation				
10.2	• Enter formulas using the Formula bar				
	• When and how to use the AutoSum feature				
10.3	• Add shading and borders to cells				
	• How to use cell alignment				
	• How to use Autoformat				
10.4	• How to use a built-in Excel template				
10.5	• Create a chart using the Chart wizard				
	• Name a worksheet and move between worksheets				
10.6	• Wrap text and merge cells				
	• Insert rows and columns				
	• Fill in a series of numbers				
	• Copy a chart to a Word document				
10.7	• Align title text at an angle				
	• Copy a spreadsheet to a Word document				
	• Add headers and footers to a chart				
	• Change chart scale for printing				
	• Download and use an Excel template				

If you ranked all topics 4—congratulations! Consider doing a quick review.  
 If you ranked yourself 3 or lower in any topic, consider reviewing these topics first.