**Answers to Critical Thinking Questions: Module 1**

Student answers could vary from those presented in this document.

**Apply Your Knowledge: Assignment Instruction**

7. Besides the styles used in the worksheet, what other changes could you make to enhance the

worksheet?

**Apply Your Knowledge: Possible Answer**

*7. (p. EX 1-30-45)*

* Change the column widths
* Bold the row titles
* Use additional colors
* Use a different chart style
* Add a legend to the chart

**Extend Your Knowledge: Assignment Instruction**

**7.** What other styles would you create to improve the worksheet’s appearance?

**Extend Your Knowledge: Possible Answer**

7. (p. EX 1-38-42)

* Styles for worksheet title
* Styles for worksheet subtitle
* Styles for totals
* Styles for monthly sales data for each category

**Expand Your World: Assignment Instruction**

4. Which template would you use if you wanted to plan and keep track of a budget for a wedding?

**Expand Your World: Possible Answer**

4.

* Wedding budget template
* Wedding budget

**In The Lab: Assignment Instruction**

* Instructions Part 2. You made several decisions while creating the worksheet in this assignment: how to organize the data, how to display the text, which calculations to use, and which chart to use. What was your rationale behind each of these decisions?

**In The Lab: Possible Answer**

* Instructions Part 2. (p. EX 1-12 - 50) Data should be organized in a logical fashion, perhaps with each laptop listed in a row and the costs and formulas depicted in columns. Worksheet should be formatted so that title and subtitle stand out, as well as row and column headings and formula results. AVERAGE function should be used to calculate average values. A bar chart or column chart might be the best chart types for this data, as they make it easy to compare prices from one laptop to the next.