

**Your grade: 98%**

Your latest: **98%** • Your highest: **98%** • To pass you need at least 80%. We keep your highest score.

Next item →

1. One of the tasks that you are responsible for in your department is tracking how individuals in the department are performing in terms of meeting targets. As it is the end of a financial period, you have created a summary in Excel giving the results and visualizing them as charts. Your manager asks you to circulate the report to the whole organization. You are aware that a colleague has a visual disability, so you run the Accessibility Checker in Excel. What will this check for? (Select all that apply.)

0.8 / 1 point

- ☐ Text in merged cells that won't be read correctly.
- ☐ Hyperlinks that do not have screen tips.
- ☒ \*A: That all the charts have alternative text added.

✓ **Correct**

Correct! Alternative text is text that describes an image you've inserted in a spreadsheet. This helps visually impaired users as the Alternative Text will be read out by screen reading software.

- ☒ \*B: Awkward Table formatting.

✓ **Correct**

Correct! A Table without header rows will be more difficult for a person using a screen reader to understand and navigate. The Accessibility Checker will flag any occurrence of this.

- ☒ Hard to read color combinations.

✓ **Correct**

Correct! People who are partially sighted may have difficulty with certain color combinations and the checker will flag these.

You didn't select all the correct answers

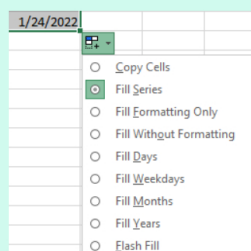
2. Excel gives you many quick shortcuts for adding data in the worksheet. You typed a date in cell A1, hovered over the square in the bottom right of the cursor and then dragged down. What feature have you used and what will the highlighted icon allow you to?

1 / 1 point

- ☐ The feature is called Autofill and the highlighted icon will allow you reverse the process.
- ☒ The feature is called Autofill and the highlighted icon will allow you to customize the entries.
- ☐ The feature is called Flash Fill and the highlighted icon will allow you to customize the entries.

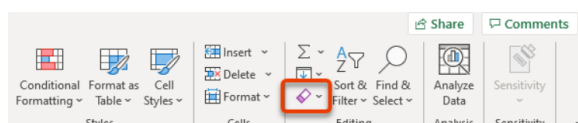
✓ **Correct**

Correct! The feature you have used is Autofill which quickly adds a sequence of dates in the cells you have selected underneath the original entry. The highlighted icon will allow you to customize the sequence that Excel has just created.



3. You are having a conversation with a colleague who is more experienced with Excel. You mention that you sometimes find it difficult to completely empty a cell and that you will often use the delete option on the right click menu option as a quick solution. Your colleague reminds you that if you use the delete on the right click menu you are shifting cells on the worksheet and there is always a possibility that figures would then line up under the wrong heading. They recommend using the Clear button on the Home Ribbon instead. What can you delete using this button? (Select all that apply.)

1 / 1 point



- ☒ Clear only the comments or notes on a cell.

✓ **Correct**

Correct! The Clear Comments and Notes choice on this drop-down menu will leave the cell content and formatting intact but remove any comments or notes. This is a useful choice if you are tidying up a file ready for circulation.

- ☒ Clear the content but leave the formatting and comments in place.

✔ Correct

Correct! The Clear Contents choice on this drop-down menu will clear only the content in the cell. This would be whatever is visible in the Formula Bar.

✔ Clear all contents, comments, and formats.

✔ Correct

Correct! The Clear All option on the drop-down menu, removes everything from the cell. It effectively "resets" the cell to how it was when the file was first created.

✔ Clear the formatting only.

✔ Correct

Correct! The Clear Formats option on the drop-down menu removes all manual formatting from the cell and resets it to the default settings. Keep in mind that it will also remove any conditional format rules on the cell. These are rules set up to "trigger" a color change based on certain criteria.

☐ Clear the entire row or the entire column that the cursor is in.

4. You are working on an Excel file that other people in your department also have access to. While checking a worksheet updated by a colleague, you notice that they have manually formatted a heading. You like the changes they have made and would like to format the two new headings you have just typed in your worksheet in a similar way. What would be the quickest way for you to do this?

1 / 1 point

- ☐ Position the cursor on the heading formatted by your colleague. Click on the Copy option on the Home Ribbon. Move the cursor to the first new heading you have just typed in your worksheet and click on Paste in the Home Ribbon. Move the cursor to the second new heading and click on Paste again.
- ☐ Position the cursor on the heading formatted by your colleague. Click on the Format Painter button on the Home Ribbon. Move the mouse pointer to the first of the two new headings you have just typed in your worksheet and click on Paste in the Home Ribbon.
- ☒ \*C: Position the cursor on the heading formatted by your colleague. Double click on the Format Painter button on the Home Ribbon. Move the mouse pointer to the first of the new headings you have just typed in your worksheet and click the mouse button. Move the mouse pointer to the second heading and click again. Click on the Format Painter button again.

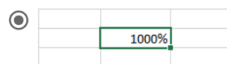
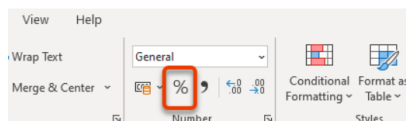
✔ Correct

Correct! The Format Painter button is the quickest way to copy formatting from one cell to another. By using this feature, you can be confident that you are not replacing content but simply applying the formatting. Double clicking on the Format Painter button allows you to then "paint" multiple cells until you switch it off.



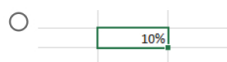
5. You are preparing a spreadsheet which contains information on all the orders a customer has placed with your company over the last month. Because of the volume of orders, the customer is entitled to a 10 percent discount on the total. You type in 10 into a cell and then click on the percentage format button. What would you expect to see in the cell?

1 / 1 point



\*

C:



✔ Correct

Correct! The % format button should only be used to format the results of certain calculations. It is the only formatting button in this group which also performs a mathematical action which is that it multiplies by 100.

6. You are creating a spreadsheet to track new stock. Each product that you are listing will be assigned a category code which will simply be two letters. You can see that Column G is not wide enough to fully display the heading Sales Category. As the entries underneath the heading will only ever be two letters, you do not want to widen the column. How can you format the heading so that both words will be visible?

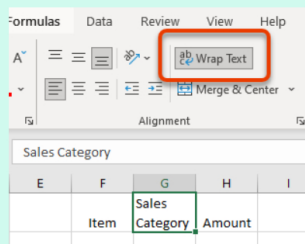
1 / 1 point

Sales Category				
E	F	G	H	I
	Item	Sales Cate	Amount	

- ☐ Use the Center button in the Alignment group on the Home Ribbon.
- ☐ Use the Merge Cells Feature.
- ☒ Use the Wrap Text feature.

✓ Correct

Correct! Clicking Wrap Text with cell G1 selected will adjust the row height to position the word Sales above the word Category. Wrap Text can be removed by clicking Wrap Text again. When you use wrap text on a cell it makes the whole row deeper.



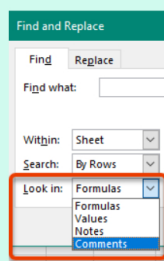
7. You have created a workbook containing several sheets of information for a client. You would like to change some information, and you decide that a Search and Replace would be the quickest way to do this. When you go to Home, Find and Select and then click on Find what options are you given in the Find dialog that can make your search quicker and more efficient? (Select all that apply.)

1 / 1 point

- ☐ You can specify worksheet names to limit the search to a subset of the worksheets in the file.
- ☒ You can limit the search to any notes or comments that might have been added.

✓ Correct

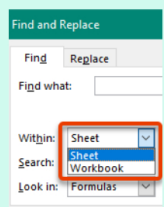
Correct! The Look In drop-down menu contains a choice to limit the search to only notes or comments in the Workbook.



- ☒ You can perform a search that looks through the whole workbook

✓ Correct

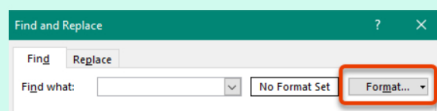
Correct! By default, Excel will only search the active worksheet, but you can customize the Find options to extend the search to the whole Workbook.



- ☒ \*A: You can search for entries formatted in a particular way.

✓ Correct

Correct! You can use the Excel find feature to find specific formats. If you combine this with the Replace feature it is one way to locate older formats in the worksheet or workbook and replace them with newer ones.



- ☒ You can ask Excel to match the case if you are searching for text.

Feedback. Correct! By default, the Excel search is not case sensitive. However, you can tick a checkbox to make it case sensitive.

Within: Sheet ☐ Match case  
Search: By Rows ☐ Match entire cell contents

☒ Correct

8. You have created a worksheet which contains many technical terms, and you decide to run the spellcheck feature to make sure that everything is spelled correctly. When the spellchecker begins, you realize that it is checking in the wrong language. How can you quickly change this?

1 / 1 point

- ☒ \*A: In the Spellchecker dialog, click on the Dictionary Language drop down and change to the correct dictionary.
- ☐ Click on the Options button and change the dictionary there.
- ☐ Click on the Add Dictionary button in the Spelling dialog.

☒ Correct

Correct! The Spellchecker dialog contains a drop-down list of available Dictionaries that you can use. By default, Excel will use the dictionary appropriate for the country you are in. However, by using this drop-down you can change the dictionary choice at any time.

Spelling: English (United States) ? X

Not in Dictionary: mistake

Ignore Once  
Ignore All  
Add to Dictionary

Suggestions: mistake  
stake  
mistaken  
mistakes

Change  
Change All  
AutoCorrect

Dictionary language: English (United States)

9. You are updating a worksheet and the cursor is currently on D3. If you go to the Page Layout ribbon, and use the Breaks command to add a manual page break, how many pages would you have in the worksheet?

1 / 1 point

	A	B	C	D	E	F
1	Weekly Sales & Bonus Payout					
2						
3						
4	Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal
5	1	Jackie	Williamson	Jackie_Williamson	\$16,785.14	\$15,000.00
6	1	Lucas	Bressan	Lucas_Bressan	\$14,687.50	\$15,000.00
7	1	Stanley	Prestwick	Stanley_Prestwick	\$13,478.96	\$15,000.00
8	1	Jerry	Harrison	Jerry_Harrison	\$21,689.47	\$15,000.00
9	1	Leah	Thompson	Leah_Thompson	\$25,478.45	\$15,000.00

- ☐ Two
- ☐ One
- ☒ Four

☒ Correct

Correct! The position of the cursor is important when adding manual page breaks in Excel. Vertical page breaks are inserted to the left of the cursor and horizontal breaks above the cursor. With the cursor on D3 Excel would add in a vertical and a horizontal page break, resulting in four pages.

10. You have headings on the first row of your spreadsheet, and you would like them to repeat on every page when the spreadsheet is printed. In the Print Setup options which setting do you need to adjust?

1 / 1 point

- ☒ Change the Rows to Repeat at top setting.
- ☐ Change the Print Order setting.
- ☐ Change the Print Area setting.

☒ Correct

Correct! This setting allows you to identify a row or several rows that you want to have repeated on every page of the printout. You can also have column information repeat at the left of every printed page.

Page Setup ? X

Page Margins Header/Footer Sheet

Print area:

Print titles:

Rows to repeat at top:

Columns to repeat at left:

Print

☐ Gridlines

Comments and notes: (None)