

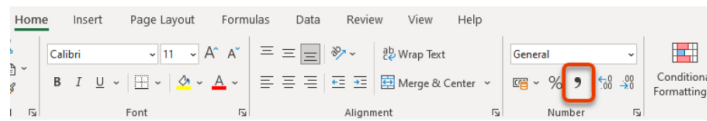
Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

1. What kind of Format would the highlighted command on the Home Tab apply to numbers?

1 / 1 point



- ☒ Applies a Format that has two decimal places and a character separating the 100s and 1000s
- ☐ Applies a Format that has two decimal places and a currency symbol
- ☐ Only sets two decimal places

Correct

Correct! This command applies the Comma Style Format. If you manually type a comma, Excel treats the numbers as text. This Format will make numbers easy to read and understand but will not make Excel misinterpret the numbers.

2. You type some numbers into the Worksheet and see the following symbols appear in a cell. Why have they appeared?

1 / 1 point

C	D	E
	1,389.00	
	1,125.00	
	#####	

- ☐ The data entered is not recognized.
- ☐ The number Format is incorrect.
- ☒ The Column is too narrow.

Correct

Correct! Excel will never obscure part of a number. If the Column is not wide enough to display a number completely, then Excel will display these characters instead. You will need to widen the Column to see the numbers clearly.

 3. You type the heading *Customer Name* into a cell. Part of the heading is hidden because of the Column width. You would like the word *Name* to appear under the word *Customer*. How can you do this?

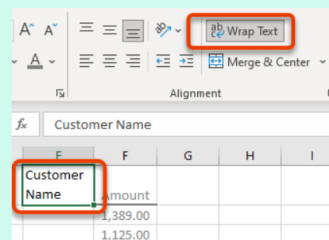
1 / 1 point

	D	E	F	G
		Customer	Amount	
			1,389.00	
			1,125.00	

- ☐ Use the Top Align command in the Alignment group on the Home Tab.
- ☐ Type the word *Name* in the cell underneath.
- ☒ Use the Wrap Text command in the Alignment group on the Home Tab.

Correct

Correct! This command will position the two words of the heading so that one is under the other. To accommodate this, the row will become deeper.



4. You want to apply a Range Name to a block of cells. Which of the following statements are true? Select all options that apply.

1 / 1 point

- ☒ The Name cannot contain spaces.

✔ **Correct**

Correct! Excel will not accept spaces in Names. However, you can create the illusion of a space by using the underscore character.

☐ The Name will be case-sensitive.

✔ The Name must be unique.

✔ **Correct**

Correct! Excel will not allow you to give two areas of the Worksheet the same Name. The Name must be unique to enable Excel to identify the correct cell or block of cells.

✔ The Name can contain a mixture of text and numbers.

✔ **Correct**

Correct! You can mix text and numbers in a Name, but the text characters must come first. You need to be careful not to use a combination which is also a Cell Reference.

5. You are using the Find and Replace feature to locate some pieces of text in your Excel file that you need to replace. Which of the following can you do to customize the search? Select all options that apply.

1 / 1 point

✔ Make the search case-sensitive.

✔ **Correct**

Correct! A search in Excel is not normally case-sensitive. In the Options box on the Find dialog, you can tick a box to make the search Match Case. This would speed up the search.

✔ Search the whole workbook.

✔ **Correct**

Correct! By default, Excel will only run a search in the current worksheet. A drop-down in the Options box on the Find dialog will allow you to adjust the search so that Excel is search the whole workbook.

☐ Search for text entered after a certain date.