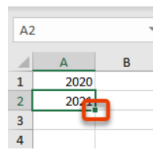**Your grade: 100%**

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

Next item →

1. What will the highlighted area of the cursor allow you to do? **1 / 1 point**

- ○ Move the selected items.
- ● Use the Autofill feature
- ○ Open a Shortcut Menu

⊘ **Correct**
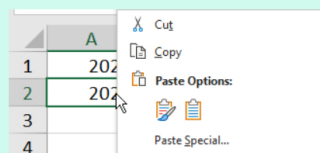Correct! The Autofill feature is a quick way to enter repeated or incremental data.

2. You want to Cut some data from one location in an Excel spreadsheet so that you can Paste it in at a different spot. How can you Cut the data? Select all options that apply. **1 / 1 point**
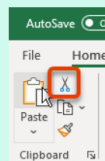
☑ Use the Shortcut Menu

⊘ **Correct**
Correct! The Shortcut Menu in Excel always has a Cut or Copy option on it.

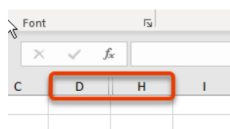☑ Use the Cut command in the Clipboard section of the Home Tab

⊘ **Correct**
Correct! The Clipboard section of the Home Tab has the Cut and Copy commands as well as a range of Paste options.

☐ Use the Ctrl + V option

3. You notice that there is a column initial missing at the top of the Excel Worksheet. What does this tell you about the Worksheet? **1 / 1 point**

- ● That a Column has been hidden
- ○ That a Column has been deleted
- ○ That a Column has been resized

⊘ **Correct**
Correct! Hiding a Column, or Columns, can make it easier to focus on certain information in the Worksheet. It could also be useful if you do not want the data in those Columns to appear on the Printed page.

4. Where would you find the command button to clear content from a Cell or block of Cells in the Worksheet? **1 / 1 point**
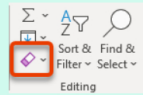
- ○ On the Review Tab
- ● On the Home Tab

○ On the Data Tab

> ⊘ **Correct**
>
> Correct! On the right-hand side of the Home Tab there is an Editing Group. The Clear command is in this group.
>
>

5. You typed a series of headings across a Row in your Worksheet but then decided that it would be better if they were vertically down the Column instead. What feature can you use to change them?   1 / 1 point

   ⦿ The Transpose feature

   ○ The Flash Fill feature

   ○ The Autofill feature

> ⊘ **Correct**
>
> Correct! Transpose is a specific Paste command which allows you to Paste data back into your Worksheet but change the orientation from vertical to horizontal or vice versa.
>
>