

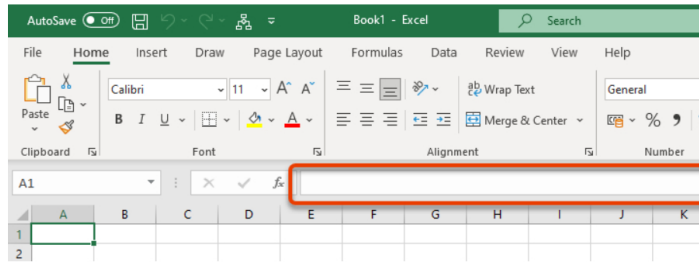
Your grade: 100%

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

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1. What is this highlighted area in the Excel screen called?

1 / 1 point



- ☐ The **Status Bar**
- ☒ The **Formula Bar**
- ☐ The **Quick Access Toolbar**

✓ **Correct**

Correct! The Formula Bar is where you will see the real content of a cell. You can type directly in here as well as in the worksheet. If the cursor is on a Cell that contains a Calculation, you will see the Formula here and the result in the Worksheet area.

2. If you wish to save your Excel file, what method can you use? Select all options that apply.

1 / 1 point

☒ **File, Save**

✓ **Correct**

Correct! If you have not already saved the file, choosing File, Save will bring up the Save As dialog, which allows you to choose a name for the file and a storage location. If you have already done this, File, Save will save the changes to the document.

☐ **F1**

☒ **Ctrl + S**

✓ **Correct**

Correct! Ctrl + S is the quick keyboard shortcut to save changes to a file. If you have not already named the file, it would bring up a dialog box where you could do this.

☒ **F12**

✓ **Correct**

Correct! F12 will save the changes to a file or bring up the Save As dialog if you have previously saved it.

3. When you open an Excel File you see that it has opened in Compatibility Mode. You can see this from the Excel Title Bar. As you will be the only person working on this file, you want to convert this file to the Excel Office 365 format. Where can you find the Convert button?

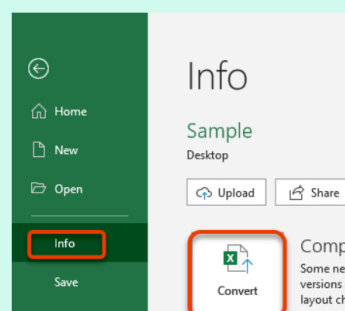
1 / 1 point



- ☒ **File, Info**
- ☐ **File, Options**
- ☐ **File, Export**

✓ **Correct**

Correct! The File Info area shows information about the file in the Document Properties section. It also has several useful options such as Password Protection and checking for Compatibility or Accessibility issues. If the file has opened in Compatibility mode, there will be a Convert button on this screen also.



4. What types of data can you type into an **Excel Cell**? Select all options that apply.

1 / 1 point

☒ Text

☒ **Correct**

Correct! The text that you add into a cell will automatically line up to the left of the cell showing that Excel has recognized it as text.

☒ Numbers

☒ **Correct**

Correct! The numbers that you add into a cell will automatically line up to the right of the cell showing that Excel has recognized them as numbers.

☒ Date and time entries

☒ **Correct**

Correct! Excel can recognize both Date and Time entries, if they are entered in the correct way. The Date components need to be separated by a forward slash and the Time components by a colon. They will both be recognized as numbers and line up to the right.

☒ Text and numbers together

☒ **Correct**

Correct! It is possible to enter a combination of text and numbers into a cell. It will be recognized as text and lined up to the left of the cell.

5. New features are often added to Office 365. Where can you go to find out what is new in Excel?

1 / 1 point

☐ The **File, Options** area

☒ The **Help Tab**

☐ The **Help Pane**

☒ **Correct**

Correct! The Help Tab on the right-hand side of the Ribbon Area, has a What's New button on it This opens the What's New Pane on the right-hand side of the screen.