

Your grade: 100%

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

Next item →

1. When you are naming Sheets, which of the following rules do you need to observe? Select all options that apply.

1 / 1 point

- ☐ You must avoid all punctuation marks.
- ☒ The name cannot exceed 31 characters.

Correct
 Correct! You can include up to 31 characters in the Worksheet name which can be text, numbers, or spaces.

- ☒ The name can contain spaces.

Correct
 Correct! Unlike other named elements in an Excel workbook, you can type spaces in Worksheet names.

2. You would like to copy a sheet from one workbook to another. What guidelines do you need to keep in mind? Select all options that apply.

1 / 1 point

- ☒ You must tick the "Create a Copy" checkbox.

Correct
 Correct! When the Move or Copy dialog is open, the default setting is to move the worksheet. If you wish to copy the worksheet you must remember to tick the Create a Copy checkbox.

- ☒ The two workbooks must be open.

Correct
 Correct! To copy or move a worksheet from one workbook to another both files must be open.

- ☐ The two workbooks must be saved in the same area.

3. In this worksheet, if you use the Freeze Panes choice while the cursor is in the cell shaded yellow, what areas of the worksheet will stay static?

1 / 1 point

	A	B	C	D
1	Product	0	Product Name	Supplier
2	47	17/11/2021	Sample1	Specialty Biscuits
3	48	02/12/2021	Sample2	Specialty Biscuits
4	10	01/02/2016	Sample 3	New England Seafood Cannery

- ☒ Row 1 and Columns A and B
- ☐ Only Columns A and B
- ☐ Only Row 1

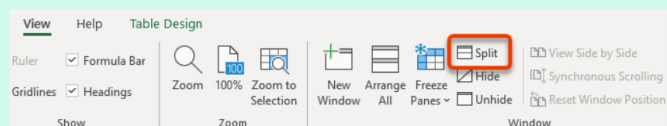
Correct
 Correct! The exact position of the cursor is important when you use the Freeze Panes option. Excel will freeze everything to the left of the cursor and everything above the cursor so in this example, columns A and B and Row 1 would stay static.

4. Where will you find the command to Split the work window so that you can see different areas of the worksheet?

1 / 1 point

- ☐ On the Home Ribbon
- ☐ On the Data Ribbon
- ☒ On the View Ribbon

Correct
 Correct! Because the Split screen feature gives you a different way to view the worksheet you are working on, the command to split the screen is on this ribbon in the Windows section.



5. If the Title Bar of the Excel screen shows the following, what does it mean?

1 / 1 point



- ☐ That the Split feature has been used to split the screen
- ☒ That the file called Sample is open in more than one Excel window
- ☐ That the number 1 is part of the filename



Correct

Correct! The -1 indicates that the file is also open in at least one other Excel window.