1. When using **Create from Selection** you should select both data and labels.

- ⦿ TRUE
- ◯ FALSE

> ✓ **Правильно**
> Yes, that is correct. **Create from Selection** uses the labels when it creates names so they should be
> selected along with the data.

2. When using **Define Name** you should select both data and labels.

- ◯ TRUE
- ⦿ FALSE

> ✓ **Правильно**
> Yes, that is correct. When you use **Define Name** you are given the opportunity to enter the name that you
> want. You should only select the data when you use this tool.

3. The worksheet contains the following data:

	A	B
1	**Australian Dollar**	**1.00 AUD**
2	US Dollar	0.759065
3	Euro	0.677428
4	British Pound	0.595064
5	Indian Rupee	48.90373
6	Canadian Dollar	1.005559
7	Singapore Dollar	1.052312

We want to name each of the cells in **column B** using the labels in **column A,** which would be the fastest option?

- ⦿ Create from Selection
- ◯ Name Box
- ◯ Double click each cell in Column B
- ◯ Define Name

> ✓ **Правильно**
> Yes, that is correct.

4. Which shortcut will select a range of cells from the first selected cell to the end of a column (i.e., the first empty cell in that column)?

1/1 бал

- ○ CTRL+SHIFT
- ◉ CTRL+SHIFT+Arrow down
- ○ CTRL+ALT+Arrow down
- ○ CTRL+Arrow down

✓ **Правильно**
  Yes, that is correct.

5. On which **Tab** of the ribbon are the **Name** tools located?

1/1 бал

- ○ Data
- ◉ Formulas
- ○ Insert
- ○ Home

✓ **Правильно**
  Yes, that is correct.

6. A named range, **arrivals**, has been created for cells **N2** to **N82**. No other named ranges have been created. What will the Name Box display when clicking on cell **N3**?

1/1 бал

- ○ arrivals3
- ○ arrivals2
- ○ arrivals
- ◉ N3

✓ **Правильно**
  Yes, that is correct.

7. A named range, **arrivals**, has been created for cells **N2** to **N82**. What does **Scope** mean?

1/1 бал

- ○ How many times the named range can be referred to in the spreadsheet.
- ○ Whether the named range applies to the current Excel file or all Excel files on a computer.
- ◉ Whether the named range applies to a particular sheet or an entire workbook.
- ○ How many sheets can refer to the named range.

✓ **Правильно**
  Yes, that is correct.