



✓ **Congratulations! You passed!**

TO PASS 80% or higher

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GRADE
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Taking Charge of Excel: Test your skills, Part 1

LATEST SUBMISSION GRADE

93.33%

1. The large toolbar that stretches across the top of the Excel window is known as the **Excel bar**.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**

Yes, your answer is correct. The statement is false. This toolbar is not referred to as the **Excel bar**.

2. The Excel Ribbon can be minimised or collapsed by double-clicking (single-clicking for Mac) on one of the Ribbon Tabs.

1 / 1 point

- ☒ True
- ☐ False

✓ **Correct**

Yes, your answer is correct. The Excel Ribbon can be minimised or collapsed by double-clicking (single-clicking for Mac) on one of the Ribbon Tabs.

3. Columns are referenced using numbers.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**

Yes, your answer is correct. The statement is false. Columns are not referenced using numbers.

4. Rows are referenced using numbers.

1 / 1 point

- ☒ True
- ☐ False

✓ **Correct**

Yes, your answer is correct. The statement is true. Rows are referenced using numbers.

5. The first cell (top-left) in a standard Excel spreadsheet is known as **1A**.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**

Yes, this is the correct answer. The statement is false - the first cell in a standard Excel spreadsheet is not referred to as 1A.

6. Cell **A2** is to the left of cell **A3**.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**

Yes, you are right. The statement is false. Cell **A2** is not to the left of cell **A3**.

7. Cells **A1**, **A2**, **A3**, ..., **A20** are all in the same row.

1 / 1 point

- ☐ True
- ☒ False

✓ Correct

Yes, you are right. The statement is false. Cells **A1, A2, A3, ..., A20** are not in the same row.

8. The Quick Access Toolbar can be shown above or below the ribbon.

0 / 1 point

**PC-specific*

- ☐ True
- ☒ False

! Incorrect

No, this is not the correct answer. The statement is true. It is possible to configure the Quick Access Toolbar to be shown above or below the ribbon.

9. Clicking on cell **C3** and clicking **Freeze Panes** will freeze the top 3 rows and the first 3 columns.

1 / 1 point

- ☐ True
- ☒ False

✓ Correct

10. You can navigate to the bottom of your spreadsheet using the scroll bars on the right-hand side of the Excel window.

1 / 1 point

- ☒ True
- ☐ False

✓ Correct

11. If you notice an error in a cell, you can edit the contents of the cell in the formula bar.

1 / 1 point

- ☒ True
- ☐ False

✓ Correct

12. If Excel intelligently suggests what you intend to type, you can ignore this suggestion by continuing to type.

1 / 1 point

- ☒ True
- ☐ False

✓ Correct

13. You can copy and paste in Excel in a similar way to how you can copy and paste in Microsoft Word.

1 / 1 point

- ☒ True
- ☐ False

✓ Correct

Excel and Word have different copy and paste options, but they work in a similar way.

14. If you want to remove some information from your spreadsheet, you can highlight this information and press **Delete**.

1 / 1 point

- ☒ True
- ☐ False

✓ Correct

15. If you want to reverse most previously conducted tasks, you can click the **Undo** button at the top left of the Excel window.

1 / 1 point

13. If you want to reverse most previously conducted tasks, you can click the **Undo** button at the top left of the Excel window.

17 / 1 point

- ☒ True
- ☐ False

✓ Correct

The **Undo** tool is very useful when you make a mistake and can be used in most situations in Excel.