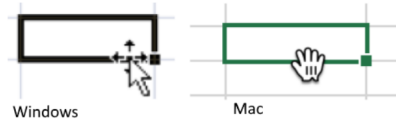✓ **Congratulations! You passed!**

Grade received 100%   To pass 80% or higher

[**Go to next item**]

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1. In Excel, the following mouse pointer will allow us to

Windows   Mac

○ Delete data
○ Copy data
○ Select data
◉ Move data

✓ **Correct**
Yes, exactly right. With this mouse pointer you can conveniently move data from one location to another.

1 / 1 point

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2. In the following graphic, which is the **Active Cell**?

○ A1
○ A2
○ C2
◉ B1

✓ **Correct**
Yes, spot on! An active cell is easy to spot by looking for the green border and the little solid square in the bottom right-hand corner. This is called the fill handle and we will look at this in one of the videos this week.

1 / 1 point

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3. To select the whole of column **B**, we ...

○ Click and drag from **B1** down to **B1000**
○ Click **File**, Select **Column**
○ Double-click on the cell **B1**
◉ Click on **B**

✓ **Correct**
Yes, that's a super-easy way of selecting an entire column.

1 / 1 point

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4. What is the shortcut key to select all the data in a data block?

○ Ctrl+F
◉ Ctrl+A
○ Ctrl+Home
○ Ctrl+O

✓ **Correct**
Yes, that's correct. A good way to remember is that A stands for All.

1 / 1 point

5. How do we select two blocks of data that are not next to each other (non-contiguous)?

1 / 1 point

- ◯ Select the first block, hold down the **Shift** key and select the second block.
- ◯ Hold down the **Shift** key, select the first block, and then still holding **Shift**, select the second block.
- ⦿ Select the first block, hold down the **Ctrl** key (**Cmd** on Mac) and select the second block.
- ◯ Hold down the **Ctrl** key (**Cmd** on Mac), select the first block, and then still holding **Ctrl**, select the second block.

✓ **Correct**
Yes, that's correct. The **Ctrl** key helps you to select non-contiguous data.