

✔ Congratulations! You passed!

Grade  
received 93.33%

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To pass 80% or  
higher

Go to next item

You reached new skill level: Intermediate

**Spreadsheet Software** Your score: 163 (↑15) Intermediate  
Well done! At an intermediate level, you have a solid understanding of the material and are able to pass intermediate content. You can apply key concepts on most tasks.

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

1 / 1 point

- ☒ True  
☐ False

✔ Correct

Yes, your answer is correct. This toolbar is referred to as the **Ribbon**.

2. If the Ribbon is not visible, double-click (single-click for Mac) on one of the Ribbon Tabs to maximise or restore it.

1 / 1 point

- ☒ True  
☐ False

✔ Correct

Yes, your answer is correct. If the Ribbon is not visible, double-click (single-click for Mac) on one of the Ribbon Tabs to maximise or restore it.

3. Columns are referenced using letters of the alphabet.

1 / 1 point

- ☒ True  
☐ False

✔ Correct

Yes, your answer is correct. Columns are referenced using letters of the alphabet.

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**.

0 / 1 point

- ☒ True  
☐ False

✘ Incorrect

No, this is not the right answer. The statement is false. Cell **A2** is not to the left of cell **A3**.

7. Cells **D1**, **D2**, **D3**, ..., **D20** are all in the same column.

1 / 1 point

- ☒ True  
☐ False

✔ Correct

Yes, you are correct. The statement is true. Cells **D1**, **D2**, **D3**, ..., **D20** are in the same column.

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

1 / 1 point

\*PC-specific

- ☒ True

☐ False

 **Correct**

Yes, you are right. Well done. 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 all rows above **C3** and freeze all columns to the left of **C3**.

1 / 1 point

☒ True

☐ False

 **Correct**

Yes, you are correct! This is a handy feature know. When you select a cell and then click on Freeze Panes, Excel freezes all rows and columns to the left and above the selected cell.

10. You can navigate to the right-hand side of your spreadsheet using the arrow keys of the keyboard.

1 / 1 point

☒ True

☐ False

 **Correct**

11. If you notice an error in a cell, you can correct it by typing over the error.

1 / 1 point

☒ True

☐ False

 **Correct**

12. If Excel intelligently suggests what you intend to type, you can ignore this suggestion by pressing the **Esc** key.

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

☒ True

☐ False

 **Correct**

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