

✔ **Congratulations! You passed!**Grade received **100%** To pass 80% or higher[Go to next item](#)

1. Excel is an example of what type of software?

1 / 1 point

- ☒ Spreadsheet Software
- ☐ Presentation Package
- ☐ Word Processor

**Correct**

Yes. Other examples of spreadsheet software are Apple Numbers, Google Sheets and LibreOffice Calc.

2. Which of the following is NOT part of the Ribbon?

1 / 1 point

- ☐ Insert
- ☐ Data
- ☒ Tools
- ☐ Home

**Correct**You spotted it - **Tools** is not a tab of the Ribbon. Well done.

3. My Ribbon has disappeared - how can I get it back??

1 / 1 point

(One or more answers are possible. Partial credit will be awarded)

- ☒ Right-click on one of the tabs and untick **Collapse the Ribbon**.

**Correct**

Nice work - you have been paying attention to Nicky's explanations in the Practice Video.

- ☐ Close Excel and open it again.
- ☒ Double-click on any of the ribbon tabs.

**Correct**

Your answer is spot on. If you are working on a Mac, a single click will have the same effect.

- ☐ Switch to another worksheet.

4. Clicking on the **File** tab takes you to the **Backstage View**. From here you can

1 / 1 point

(One or more answers are possible. Partial credit will be awarded)

- ☒ Open a file.

**Correct**

Yes, you can open a new file from your computer from here - or even open recently used files from a list. Another quick and easy way to do this is to use the keyboard shortcut for opening a file: CTRL/CMD+O while you are in the main window.

- ☒ Set up Excel options.

**Correct**

Yes, that's right. The Backstage is your one-stop shop for settings, your account, file management and printing. To leave the Backstage you can either click the back arrow in the top left corner or simply hit the Escape key.

- ☒ Create a blank workbook.

**Correct**

Yes, you can create a blank workbook from here or choose from a broad range of templates. A quick and easy way to create a blank workbook is to use the keyboard shortcut: CTRL/CMD+N while you are in the main window.

- ☒ Close a file.

**Correct**

Yes, you can close your files from here. Another quick and easy way to do this is to use the keyboard shortcut for closing a file: CTRL/CMD+W while you are in the main window.

5. The tools on the far right of the status bar (at the bottom of the screen) allow you to

1 / 1 point

(One or more answers are possible. Partial credit will be awarded).

☒ Set a specific zoom percentage.

☒ **Correct**

Yes - have you had a play with this tool? You either choose a particular percentage or zoom in on your selection. Super useful!

☒ Toggle between different **View Options**.

☒ **Correct**

Yes, well done. We will learn more about View Options in the next Practice Video.

☐ Access the **Backstage View**.

☒ Use the zoom slider.

☒ **Correct**

Yes, absolutely. The zoom slider is great because you can easily adjust the view of your spreadsheet to your needs.