✓ **Congratulations! You passed!**

Grade received 100%   To pass 80% or higher

Go to next item

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1. When you link to a cell in a different workbook, your reference will contain several components. What will the reference look like when you link to a cell such as **R28** on the worksheet, **Expenses**, in a file named **Facility-expenses2017.xlsx**?   `1 / 1 point`
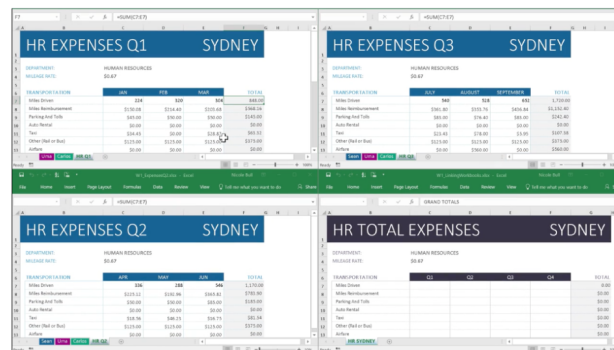
   ○ '[Facility-expenses2017]Expenses';$R$28

   ○ '[Expenses!]Facility-expenses2017'$R$28

   ○ '(Facility-expenses2017)Expenses'!$R$28

   ● '[Facility-expenses2017]Expenses'!$R$28

   ✓ **Correct**
   Yes, spot on - well done. The first part is the file name and it appears in square brackets, the second part is the sheet name followed by an exclamation mark, the third part is the cell reference. By default, Excel creates the cell reference as an absolute reference.

2. What tool did we use to display these four workbooks on the screen?   `1 / 1 point`

   ○ Select the **View** tab, click on **Arrange All**, select **Horizontal**.

   ○ Select the **View** tab, click on **Arrange All**, select **Vertical**.

   ○ Select the **View** tab, click on **Arrange All**, select **Cascade**.

   ● Select the **View** tab, click on **Arrange All**, select **Tiled**.

   ✓ **Correct**
   Yes, that's correct. It also helps to minimise the ribbon as was done in the scenario here

3. Why would we link workbooks?   `1 / 1 point`

   ○ To push data from one workbook into one or more other workbooks.

   ○ To make the same change in all linked workbooks at the same time.

   ● To pull values from one or more workbooks and work with them in one of these workbooks, or work with them in a separate workbook.

   ✓ **Correct**
   Yes, that's right. Linking workbooks allows us to create formulas that draw on values contained in other workbooks.

4. Once you have created links between workbooks, they will remain intact and continue to work even if you move the location of any of your files.

○ True

⦿ False

✓ **Correct**
You are onto us. Once you have linked workbooks, you need to ensure that they stay in their original location otherwise the links will not be able to update. If the files do move, then you can update the links to the new location.

1 / 1 point