

🎉 **Congratulations! You passed!**

Grade received 100% To pass 80% or higher

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1. In order to protect a worksheet, you need to assign a password.

1 / 1 point

- ☐ True
☒ False

✔ **Correct**

Yes, that's right - the statement is not true. It is possible to add protection without adding a password. There are advantages and disadvantages to this. Remember that this is not the same as protecting a workbook/Excel file.

2. What is the purpose of protecting a worksheet?

1 / 1 point

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

- ☐ To prevent unauthorised users from opening an Excel file.
☒ To allow a team of users to work on a worksheet without accidentally making changes key elements of the worksheet.

✔ **Correct**

Yes, that's correct. You can lock important sections and features of your worksheet(s) in order to protect the structure of your worksheets. When several people work on the same worksheet, adding protection is really helpful.

- ☒ To protect the structure of one of your worksheets.

✔ **Correct**

Yes, that's correct. You can lock important sections and features of your worksheet(s) in order to protect the structure of your worksheets.

- ☐ To prevent unauthorised users from sharing an Excel file with others.

3. These days we have to remember many different passwords. Fortunately, there is a fail-safe built into Excel. In the event that you forget the password you used to encrypt your workbook, Excel can retrieve it.

1 / 1 point

- ☐ True
☒ False

✔ **Correct**

You are spot on. This statement is not true. If you encrypt your file with a password and forget it - it cannot be unlocked. Microsoft cannot retrieve or reset this password.