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1. The **Go To Special** command is a useful way of selecting the blank cells in a region, and can be accessed from the **Find & Select** menu. Where in the Ribbon is the **Find & Select** menu located?

1 / 1 point

- ☐ View tab
- ☐ Formulas tab
- ☒ Home tab
- ☐ Insert tab

✔ **Correct**

Yes. The **Find & Select** menu is found under the **Home** tab in the Ribbon.

2. What was the quick method used in the video for making a copy of the existing worksheet?

1 / 1 point

- ☐ Clicking, holding, dragging and releasing the worksheet tab name with the left mouse button.
- ☐ Right-clicking on the worksheet tab name and then selecting **Copy** from the menu that appears.
- ☒ Holding down **Ctrl** and then clicking, holding, dragging and releasing the worksheet tab name with the left mouse button.
- ☐ Ctrl + C, then choosing **Paste worksheet** from the **Paste Special** dialog box.

✔ **Correct**

Yes. This is an efficient method of making an identical copy of a worksheet.

3. Which of these statements describes the behaviour of the **ISBLANK** function?

1 / 1 point

- ☒ Checks whether a reference is to an empty cell, and returns **TRUE** or **FALSE**.
- ☐ Checks whether a value is a number, and returns **TRUE** or **FALSE**.
- ☐ Checks whether a value is text, and returns **TRUE** or **FALSE**.
- ☐ Checks whether a value is not text, and returns **TRUE** or **FALSE**.

✔ **Correct**

Yes. This is the behaviour of the **ISBLANK** function.