

✓ **Congratulations! You passed!**

Grade received 100% To pass 80% or higher

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1. To get a heading sitting exactly in the middle of several columns which tool should we use?

1 / 1 point



☒ Would you choose this tool?



☐ Is this the correct answer?



☐ Is this the right tool?



✓ **Correct**

Yes, well done. You have correctly identified the 'Merge and Centre' button.

2. Which of the alignment options below match the text in this screenshot?

1 / 1 point

Green Fingers - Landscaping Quote

☐ Horizontal alignment: Center; Vertical alignment: Centre

☒ Horizontal alignment: Left; Vertical alignment: Center

☐ Horizontal alignment: Center; Vertical alignment: Top

☐ Horizontal alignment: Left; Vertical alignment: Bottom

✓ **Correct**

Yes, 100%. The alignment tools are super-useful and you are all over them. Well done.

3. The text entered into a cell doesn't fit and part of it is cut off. Which of the following will make all of the text visible without affecting the layout of your report?

1 / 1 point

☒ Click on 'Wrap Text'.

☐ Decrease the font size.

☐ Widen the column.

✓ **Correct**

Yes, this is really your best option. By widening the column or decreasing the font size, you will likely introduce problems with the general layout of your report.