✅ **Congratulations! You passed!**

Grade received 100%   To pass 80% or higher

Go to next item

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1. Which of the following icons will take you to the Page Layout View?

1 / 1 point

○ Do you need to press on this?

○ Is this the right one?

○ Is this the correct icon?

◉ Should you press on this icon?

✓ **Correct**
Yes, you got this one right. There are four different views to choose from in the Workbook views section on the VIEW tab. This is the correct one that will take you to Page Layout.

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2. Which view option is Sean using in the screenshot below?

1 / 1 point

Add header

Sales Summary 2016					
Acct Managers	**Qtr1**	**Qtr2**	**Qtr3**	**Qtr4**	**Total**
Aanya Zhang	$ 5,187.90	$ 7,627.17	$ 28,867.26	$ 742.53	$ 42,424.86
Charlie Bui	$ 24,271.31	$ 130.78	$ 116.61	$ 355.15	$ 24,873.85
Connor Betts	$ 854.08	$ 20,123.65	$ 3,050.18	$ 4,373.98	$ 28,401.89
Leighton Forrest	$ 815.58	$ 1,129.69	$ 327.02	$ 16,169.12	$ 18,441.41
Mihael Khan	$ 425.78	$ 981.27	$ 596.70	$ 470.74	$ 2,474.49
Natasha Song	$ 5,080.74	$ 6,259.31	$ 4,265.86	$ 4,956.43	$ 20,562.34
Nicholas Fernandes	$ 21,787.86	$ 1,533.62	$ 2,191.42	$ 2,384.04	$ 27,896.94
Phoebe Gour	$ 5,117.84	$ 12,156.60	$ 351.06	$ 15,653.93	$ 33,279.43
Preston Senome	$ 1,326.07	$ 1,415.98	$ 2,314.11	$ 2,817.60	$ 7,873.76
Radhya Staples	$ -	$ 3.32	$ 10,373.59	$ 206.16	$ 10,583.07
Samantha Chairs	$ 2,233.62	$ 2,005.70	$ 1,542.68	$ 4,921.92	$ 10,703.92
Stevie Bacata	$ -	$ 91.10	$ -	$ -	$ 91.10
Tina Carlton	$ 17,247.36	$ 2,512.24	$ 7,003.82	$ 2,952.73	$ 29,716.15
Yvette Biti	$ 2,252.16	$ 1,476.92	$ 3,293.39	$ 7,731.78	$ 14,754.25
Total	$ 86,600.30	$ 57,447.35	$ 64,293.70	$ 63,736.11	$ 272,077.46

Commission Rate:	5%
Last Updated:	3/03/2017

○ The Normal View

◉ The Page Layout View

○ The Page Break View

✓ **Correct**
  Yes - that was too easy. Now that you are warmed up - head straight to the next question.

3. What is the purpose of the Page Layout view?   `1 / 1 point`

◉ It shows us how the data will look on a printed page.

○ It is a 'view only' option to check the page layout. No further change can happen here.

○ It is an alternative way to navigate to the Page Layout tools.

✓ **Correct**
  Yes, that's exactly right. The Normal View really can't help us with that. We activate the Page Layout view in order to make adjustments to what our page will look like on a page.

4. How can you center the print selection horizontally on your page for printing?   `1 / 1 point`

○ Go to the VIEW tab on the ribbon, the click on

◉ Go to the PAGE LAYOUT tab, click on the icon below and then center your data on the page through the option Custom Margins.

○ Use the keyboard shortcut CTRL+A and click on

✓ **Correct**
  Fantastic detective work. This feature is quite well-hidden but super-useful.