

✓ **Congratulations! You passed!**

Grade received **100%** To pass **80%** or higher

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1. Which of the statements about styles in Excel below are true?

1 / 1 point

*(Multiple answers possible, partial credit awarded)*

- ☐ The same styles can have a different appearance on each worksheet.
- ☒ Styles control different types of format, including number format and protection.

✓ **Correct**

Yes, that's correct. Styles are incredible powerful.

- ☒ Once applied, a style can be changed in one location and will affect all occurrences of that style in other parts of the workbook.

✓ **Correct**

Yes, that's correct. That's a great benefit of using styles and gives our spreadsheets more flexibility.

2. When a new row is added to a table, the formatting from the previous row needs to be re-applied.

1 / 1 point

- ☐ Yes, that statement is true.
- ☒ No, that statement is not true.

✓ **Correct**

You are correct. That statement is not true. One of the great benefits of tables is that all formatting, formulas and data validation will extend automatically as the data in our tables grows.

3. We would like a custom format for our date and have entered the following into the Type field in the Format Cells dialog.

1 / 1 point

d mmmm yy

What will our date output for the ninth of January 2017 look like?

- ☐ 09 January 2017
- ☐ 9 01 17
- ☒ 9 January 17
- ☐ 09 01 2017

✓ **Correct**

Yes, that's right. The **d** means that Excel won't preface single-digit dates with a 0. The four **m**'s mean that Excel will use the long format for the month and the two **y**'s mean that Excel will use the short form of the year.