← Back Taking Charge of Excel: 1 Graded Quiz • 30 min	Test your skills, Part 1				Due Aug 22, 5:29 AM IST
	Congratulation	ons! You passed! Latest Submission Grade 100%	To pass 80% or higher	Go to next item	Î
	True False Correct	etches across the top of the Excel w	vindow is known as the Excel bar .	1/1 point	
	Yes, your answer is		s toolbar is not referred to as the Excel bar .) on one of the Ribbon Tabs to maximise or re	estore it. 1/1 point	
	CorrectYes, your answer isRibbon Tabs to ma		double-click (single-click for Mac) on one of	the	
	3. Columns are referenced to True • False • Correct Yes, your answer is		umns are not referenced using numbers.	1/1 point	ĺ
	4. Rows are referenced usin True False Correct Yes your appurish	ig letters of the alphabet. correct. The statement is false. Rov	ur are referenced using numbers	1/1 point	
		a standard Excel spreadsheet is kno		1/1 point	
	 Correct Yes, this is the correct referred to as 1A. 	ect answer. The statement is false -	the first cell in a standard Excel spreadsheet i	is not	·
	6. Cell B2 is to the right of c True False Correct			1/1 point	
	7. Cells A1, A2, A3,, A20 a True False	t. The statement is true. Cell B2 is to	the right of cell A2 .	1/1 point	
		The statement is false. Cells A1, A2,	A3,, A20 are not in the same row.		

8.	 The Quick Access toolbar can be customised to show the tools you use most often. True False Correct 	1/1 point	
9.	Yes, you are right. The Quick Access toolbar can be customised to show the tools you use most often. Clicking on cell C3 and clicking Freeze Panes will freeze all rows above C3 and freeze all columns to the left of C3. True False Correct Yes, you are correct! This is a handy feature know. When you select a cell and then click on Freeze Panes, Excel freezes all rows and columns to the left and above the selected cell.	1/1 point	
10	 You can navigate to the right-hand side of your spreadsheet using the scroll bars on the bottom right of the Excel window. True False 	1/1 point	•
	⊙ Correct		•
11	1. You can directly type into a cell by clicking on it and proceeding to type. True False Correct	1/1 point	
	<u> </u>		
12	2. If Excel intelligently suggests what you intend to type, you can ignore this suggestion by pressing the Esc key. True False Correct	1/1 point	
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13	3. You can copy and paste in Excel in a similar way to how you can copy and paste in Microsoft Word. True False Correct Excel and Word have different copy and paste options, but they work in a similar way.	1/1 point	•
14	4. If you want to remove some information from your spreadsheet, you can highlight this information and press Delete. © True False Correct	1/1 point	
15	5. If you want to reverse most previously conducted tasks, you can click the Undo button at the top left of the Excel window. © True False Correct The Undo tool is very useful when you make a mistake and can be used in most situations in Excel.	1/1 point	
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