

✔ **Congratulations! You passed!**Grade received **100%** To pass 80% or higher[Go to next item](#)

1. After entering data into a cell, which option(s) will move your cursor into the next cell underneath your active cell?

1 / 1 point

(One or more answers are possible. Partial credit will be awarded.)

☐ Press **Tab**.☒ Press **Enter**.✔ **Correct**Yes! Excellent. Getting into the habit of pressing **Enter** to move into the next cell underneath is great practice!☒ Click the mouse pointer into the cell underneath.✔ **Correct**

Yes, that's correct - you can use the mouse. However, this can be a bit slow and requires you to take your hand off the keyboard and disrupt your workflow. What else could you do instead?

2. Which tool should we use to help keep headings visible when we scroll through a large workbook?

1 / 1 point

☒ Freeze Panes☐ Split☐ Headings☐ Page Break Preview✔ **Correct**

Yes, well done. You are ready for the next challenge. Don't wait, get into it.

3. You are going to use the **Freeze Pane** function.

2 / 2 points



Take a look at the screenshot below. Which cell do you need to click in order to freeze columns **A** and **B** as well as rows **1-4**? If you are finding this tricky - why don't you download the workbook and have a play?

1

2

3

4

5

6

7

8

9

A

B

C

D

E

INVENTORY PICK LIST

CLEAR PICK LIST

INVENTORY LIST

ORDER #	SKU	PICK QTY	QTY AVAILABLE
TP001-1	SP7875	3	20
TP001-1	YE98767	1	40
TP001-1	BM87684	2	10
TP001-1	TS3456	6	15
TP001-1	MK676554	3	10

- ☐ B5
- ☒ C5
- ☐ D5

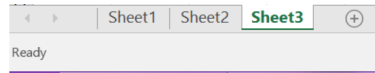
✓ **Correct**

Everyone say WOW - this was a tricky question. You have been working hard at this. Well done.

4. How do you switch between different workbooks inside Excel?

1 / 1 point

- ☐ Click on the tab that you want to navigate to.



- ☒ Click on the **View** tab and select this tool:



- ☐ Use the **View Options** in the **Status Bar**.



✓ **Correct**

Yes, that's spot on. You have been paying close attention to the Practice Videos. Keep up the good work.

5. Which tool was used here to produce the view below?

1 / 1 point

Shipping Data				Add header			
Order No.	Order Date	Customer Name	Address	City	State	Customer Type	Account Manager
10201-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10202-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10203-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10204-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10205-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10206-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10207-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10208-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10209-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10210-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10211-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10212-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10213-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10214-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10215-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10216-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10217-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10218-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10219-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith
10220-S	6/10/2013	Aaron Bergman	10000 N. Highway 101, Suite 100	Spokane	WA	Corporate	Andrew Smith

- ☒ Page Layout View
- ☐ Print Preview
- ☐ Page Break View

✓ **Correct**

Yes, well done. You are ready for the next challenge!