

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

1. Which of the following options allow us to move a worksheet in a workbook?

1 / 1 point

(One or more answers are possible - partial credit will be awarded)

☒ Right-click the worksheet tab and select **Move** or **Copy**✔ **Correct**

Yes, you can use the right-click context menu to move the worksheet.

☒ Left-click to drag and drop the worksheet tab to the desired position✔ **Correct**

Yes, that's exactly right. This will move your worksheet.

☐ While pressing Ctrl, left-click to drag the worksheet tab to the desired position.☒ In the **Home** tab, select **Format > Move or Copy Sheet...**✔ **Correct**Yes, that's right. Worksheet tools can be accessed from the **Format** button on the **Home** tab.2. If you delete a sheet by mistake, you can click **Undo** or press Ctrl+Z to undo the operation.

1 / 1 point

☐ True☒ False✔ **Correct**

Spot on. However, before deleting a worksheet, Excel will give you a warning that you are about to do something that cannot be undone.

3. When you click on the + button, what will happen next?

1 / 1 point

☐ A new worksheet will be added to the right of **Sheet3**.☐ A new worksheet will be added to the right of **Sheet1**.☒ A new worksheet will be added to the right of **Sheet2**.✔ **Correct**

Yes, that's right. Excel will add a new sheet to the right of the sheet that is active at the time.

4. How do you make a copy of an existing worksheet?

1 / 1 point

☒ Press **Ctrl (Alt on Mac)**, left-click, drag and release.☐ Press **Shift**, left-click, drag and release.☐ Left-click, drag and release.✔ **Correct**Yes, that's right. When you press **Ctrl**, left-click on a sheet tab you will notice a small plus sign appear in the tab icon.

5. Which of the following is true of the scenario shown below:

1 / 1 point



- ☐ If I change something on **Sheet2**, the same change will be applied to **Sheet4**.
- ☐ **Sheet1**, **Sheet3** and **Sheet5** have been grouped using the Shift key.
- ☒ If I change something on **Sheet1**, the same change will be applied to **Sheet3** and **Sheet5**.

✓ **Correct**

Yes, that's correct. Once you select more than one sheet, changes that you make on that sheet, will also be applied to the other selected sheets.