

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.)

☒ 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?

☒ Press **Enter**.

☒ **Correct**

Yes! Excellent. Getting into the habit of pressing **Enter** to move into the next cell underneath is great practice!

☐ Press **Tab**.

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

1 / 1 point

- ☐ Split
- ☐ Page Break Preview
- ☐ Headings
- ☒ Freeze Panes

☒ **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?

A

B

C

D

E

1

INVENTORY PICK LIST

2

CLEAR PICK LIST

INVENTORY LIST

3

4

ORDER #	SKU	PICK QTY	QTY AVAILABLE
TP001-1	SP7875	3	20
TP001-1	YB88767	1	40
TP001-1	BM87684	2	10
TP001-1	TS3456	6	15
TP001-1	NK876554	3	10

5

6

7

8

9



Warehouse inventory1
XLSX File

☒ C5

☐ D5

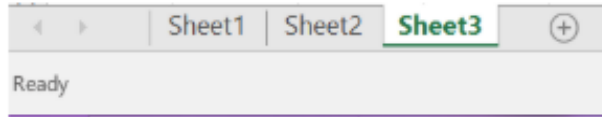
☒ Correct

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



☐ Page Break View

☒ Page Layout View

☐ Print Preview

☒ Correct

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