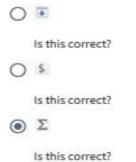
1.	 Which of the following will Excel recognize as a date? (One or more answers are possible - partial credit will be awarded) 					
	✓ 05/09/2016					
	 Correct Yes, Excel will automatically convert this into a valid date format. 					
	Remember to check the regional settings on your computer as they affect data entry in Excel - depending on your settings this is either 5 September 2016 or 9 May 2016!					
	592016					
	✓ 05 Sept 16					
	 Correct Yes, Excel will automatically convert this into a valid date format. 					
2.	To clear the contents of a cell (without affecting the surrounding cells), single-click on the cell and	1/1 point				
	(You might want to try this out in Excel. One or more answers are possible. Partial credit will be awarded)					
	Press Backspace then Enter on your keyboard (Delete and Return on Mac).					
	Correct Yes, this will delete the contents of an active cell.					
	Click Delete on the Home tab in the Ribbon.					
	Press the Delete key on your keyboard (Fn+Delete on Mac).					
	Correct Yes, this will delete the contents of an active cell.					
	Click No Fill on the Home tab of the Ribbon.					
3.	Before you can enter data in an empty cell you must double click on the cell.	1/1 point				
	○ True					
	False					
	Correct You are onto this - well done. A double-click is only necessary when you want to alter existing data in a cell.					
4.	Which of the statements below are correct regarding Excel's behaviour when you enter data into an empty cell?	1/1 point				
	(One or more answers are possible. Partial credit will be awarded.)					
	Any number entered is automatically aligned on the right.					

0	Correct Yes, spot on. Excel aligns numbers automatically on the right.	
_	numbers and text entered together are automatically aligned on the right.	
0	Correct Yes, that's exactly right - did you remember this from the video or did you check it in Excel?	

Sean used a tool to create the contents of cell B7. Which one did he use?

Any number entered is automatically aligned on the left.

MAX	- 1	× ✓ fir =SUM(E	14:86)	
1	Α	В	С	D
1	Expenses	12/04/2017		
2				
3	Item	Cost		
4	Train Ride	12.6		
5	Coffee	3.5		
6	Lunch	12		
7		=SUM(B4:B6)		
8		SUM(number1, [number2	l)	
_				



Correct

Yes, spot on. The sigma sign stands for AUTOSUM. We are dealing with this in more detail in Week 2. Stay tuned!