1. The large toolbar that stretches across the top of the Excel window is known as the **Excel bar**.   1 / 1 point

    ○ True

    ◉ False

    > ⊘ **Correct**
    > Yes, your answer is correct. The statement is false. This toolbar is not referred to as the **Excel bar**.

2. The Excel Ribbon can be minimised or collapsed by double-clicking (single-clicking for Mac) on one of the   1 / 1 point
    Ribbon Tabs.

    ◉ True

    ○ False

    > ⊘ **Correct**
    > Yes, your answer is correct. The Excel Ribbon can be minimised or collapsed by double-clicking
    > (single-clicking for Mac) on one of the Ribbon Tabs.

3. Columns are referenced using letters of the alphabet.   1 / 1 point

    ◉ True

    ○ False

    > ⊘ **Correct**
    > Yes, your answer is correct. Columns are referenced using letters of the alphabet.

4. Rows are referenced using numbers.   1 / 1 point

    ◉ True

    ○ False

    > ⊘ **Correct**
    > Yes, your answer is correct. The statement is true. Rows are referenced using numbers.

5. The first cell (top-left) in a standard Excel spreadsheet is known as **1A**.   1 / 1 point

    ○ True

    ◉ False

    > ⊘ **Correct**
    > Yes, this is the correct answer. The statement is false - the first cell in a standard Excel spreadsheet is
    > not referred to as 1A.

6. Cell **A2** is above cell **A3**.

1 / 1 point

- ⦿ True
- ○ False

  ⊘ **Correct**
  Yes, you are right. Cell **A2** is above cell **A3**.

7. Cells **A1**, **A2**, **A3**, ..., **A20** are all in the same row.

1 / 1 point

- ○ True
- ⦿ False

  ⊘ **Correct**
  Yes, you are right. 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.

1 / 1 point

- ⦿ True
- ○ False

  ⊘ **Correct**
  Yes, you are right. The Quick Access toolbar can be customised to show the tools you use most often.

9. Clicking on cell **C3** and clicking **Freeze Panes** will freeze all rows above **C3** and freeze all columns to the left of **C3**.

1 / 1 point

- ⦿ 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.

10. You can navigate to the right of your spreadsheet by scrolling the scroll wheel of your mouse.

1 / 1 point

- ○ True
- ⦿ False

  ⊘ **Correct**

11. If you notice an error in a cell, you can correct it by typing over the error.　　　　　1 / 1 point

- ◉ True
- ○ False

> ⊘ **Correct**

12. If Excel intelligently suggests what you intend to type, you can accept this suggestion by pressing **Enter** or **Tab**.　　　　　1 / 1 point

- ◉ True
- ○ False

> ⊘ **Correct**

13. You cannot copy and paste text into Excel from another Office software such as Microsoft Word.　　　　　1 / 1 point

- ○ True
- ◉ False

> ⊘ **Correct**

14. If you want to remove some information from your spreadsheet, you can highlight this information and press **Delete**.　　　　　1 point

- ○ True
- ◉ False

> ⊗ **Incorrect**

15. It is impossible to reverse more than one task at a time in Excel using the **Undo** tool.　　　　　1 / 1 point

- ○ True
- ◉ False

> ⊘ **Correct**
> Well done. The **Undo** tool has a drop-down arrow next to it that will allow you to undo multiple steps at once.