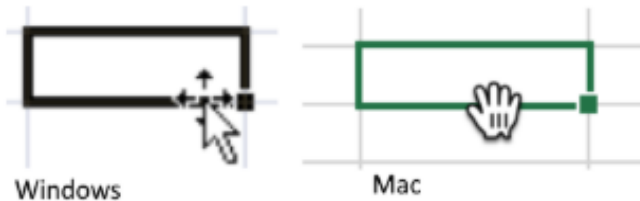1. In Excel, the following mouse pointer will allow us to   1 / 1 point

Windows   Mac

○ Delete data

○ Select data

○ Copy data

◉ Move data

✓ **Correct**
Yes, exactly right. With this mouse pointer you can conveniently move data from one location to another.

2. In the following graphic, which is the **Active Cell**?   1 / 1 point

	A	B	C
1	Sales		
2	$25.99		
3			

○ A1

○ A2

◉ B1

○ C2

✓ **Correct**
Yes, spot on! An active cell is easy to spot by looking for the green border and the little solid square in the bottom right-hand corner. This is called the fill handle and we will look at this in one of the videos this week.

3. To select the whole of column **B**, we ...

1 / 1 point

◉ Click on **B**

◯ Click **File**, Select **Column**

◯ Click and drag from **B1** down to **B1000**

◯ Double-click on the cell **B1**

> ⊘ **Correct**
> Yes, that's a super-easy way of selecting an entire column.

4. What is the shortcut key to select all the data in a data block?

1 / 1 point

◯ Ctrl+O

◯ Ctrl+F

◯ Ctrl+Home

◉ Ctrl+A

> ⊘ **Correct**
> Yes, that's correct. A good way to remember is that A stands for All.

5. How do we select two blocks of data that are not next to each other (non-contiguous)?

1 / 1 point

◯ Hold down the **Ctrl** key (**Cmd** on Mac), select the first block, and then still holding **Ctrl**, select the second block.

◯ Select the first block, hold down the **Shift** key and select the second block.

◉ Select the first block, hold down the **Ctrl** key (**Cmd** on Mac) and select the second block.

◯ Hold down the **Shift** key, select the first block, and then still holding **Shift**, select the second block.

> ⊘ **Correct**
> Yes, that's correct. The **Ctrl** key helps you to select non-contiguous data.