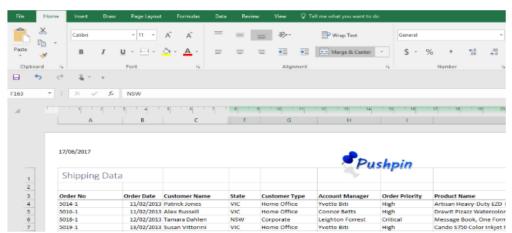
1.	Which view option do you need to select in order to edit the <b>Header</b> or <b>Footer</b> section of your worksheet?	1/1 point
	The Page Break View	
	The Page Layout View	
	○ The Normal View	
	☐ The <b>Print Titles</b> View	
	Correct Yes, nice work. You need to be in the Page Layout View. Access it through the Status bar or through the PAGE LAYOUT tab.	
2.	What is the difference between a page header and a heading on your worksheet? (One or more answers are possible - partial credit will be awarded)	1/1 point
	Page headers provide exact information on what type of data each column contains.	
	☐ They are the same.	
	A page header automatically appears on every single printed page. Excel needs to be setup manually to repeat column headings.	
	Correct Yes, great work. Headers are a great way to add a specific piece of information at the top of every printed page.	
	Page headers allow us to add important meta information in addition to the contents of a worksheet.	
	Correct Yes, spot on. Headers often contain the company name and logo, or the author name to the report as well as the title.	

3. Sean wants to change some details about his Header and he remembers that he needs to make those changes in the **Design** tab. He is looking at his ribbon but can't find the tab. Can you help him? 1/1 point



O He needs to select the **Draw** tab and then click on the Header/Footer Design options

He can stay on the Home tab, click on the Format drop-down menu and select Header/Footer Design options.

He needs to click into the Header row in order to activate the Design tab.

**⊘** Correct

Yes, that one was too easy for you. Are you ready for the next challenge?