

1. Where do you find the tool that lets you insert a Page Break?

1 / 1 point

- ☐ Navigate to the DATA tab and click on Breaks
- ☐ Navigate to the INSERT tab and click on Breaks
- ☒ Navigate to the PAGE LAYOUT tab and click on Breaks

✓ Correct

Yes, that's correct. This is the correct way to insert page breaks. Make sure you have selected the cell where you want to insert the break beforehand.

2. Observe the active cell (selected cell) in the screen shot below is **D5**. What will result if we click **Breaks** and then select **Insert Page Break**?

1 / 1 point

| | A | B | C | D | E | F | G |
|----|-------------------------------|------------|----------|-------------|------------|-------|-----------|
| 1 | ENG002 Student Marks - Term 1 | | | | | | |
| 2 | | | | | | | |
| 3 | Student ID | First Name | Surname | Teacher | Class Test | Essay | Practical |
| 4 | 925085/15 | Benjamin | ABBOT | Dr Maletti | 9 | 10 | 29 |
| 5 | 989717/16 | Raghav | Abla | Dr Maletti | 4 | 4 | 11 |
| 6 | 242324/17 | Cecille | Abouzeid | Ms Sekibo | 8 | 6 | 28 |
| 7 | 609507/15 | Tani | Afiif | Mr Chang | 10 | 10 | 30 |
| 8 | 017774/16 | Jo | Ahmed | Mrs Johnson | 7 | 5 | 23 |
| 9 | 621228/16 | Hongyu | Ahn | Mr Chang | 5 | 6 | 11 |
| 10 | 059981/15 | JACK | ASHWORTH | Dr Maletti | 6 | 4 | 20 |

- ☒ A vertical page break will be inserted to the left of column D and a horizontal page break will be inserted above row 5.
- ☐ A vertical page break will be inserted to the right of column D.
- ☐ A horizontal page break will be inserted below row 5.

✓ Correct

Yes, well done. If you select a cell in the top row you will only get a vertical page break and if you select a cell in the first column you only get a horizontal page break, but anywhere else and you will get one above the selection and one to the left.

3. What can Excel do when you manually adjust a page break? (One or more answers are possible - partial credit will be awarded)

1 / 1 point

- ☒ It can change the appearance of the page break.

✓ Correct

Yes, you got that one right. In Windows Excel changes the dotted blue line to a solid line, in Mac it changes it to a slightly different dotted line. This makes it easier for you to tell manual and automatic page breaks apart.

- ☒ It can change the scale of that page.

✓ Correct

Yes, that's spot on. Excel automatically adjusts the scale of a page in order to accommodate the new layout.

- ☒ It can change the number of columns on that page.

✓ Correct

Yes, depending on how you adjust the page break, Excel may change the number of columns on a page.

- ☐ It can display an error message if there are too many columns on that new page.