

1. To add borders to a large block of data just select one cell in the data set.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**

You spotted it - this statement is not correct. In order to apply borders (or any other formatting) you need to select those cells that you want to apply that formatting to.

2. Which Border option should we use to get the following result:

1 / 1 point



- ☒ Top and Double Bottom Border
- ☐ Top and Bottom Border
- ☐ Top and Thick Bottom Border
- ☐ All Borders

✓ **Correct**

Yes, spot on. The screenshot shows the preset border 'Top and Double Bottom Border'.

3. How do you remove borders while minimizing changes to the data? (If you are unsure - head on over to Excel and experiment before you answer the question)

1 / 1 point

- ☐ Click on the cell(s) and press delete.
- ☐ Click on the cell(s), go to Clear, choose clear all formats.
- ☒ Click on the cell(s), go to borders and choose No Borders.
- ☐ Click on the cell(s) and press backspace.

✓ **Correct**

Yes, that's spot on. Well done. Your hard work is paying off!