Quiz 2.1.1: Working with Multiple Worksheets

Date: 09/11/25

1. Which of the following options allow us to move a worksheet in a workbook?

   0.8 / 1 point

   (One or more answers are possible - partial credit will be awarded)

   ☑ In the **Home** tab, select **Format** > **Move or Copy Sheet...**

   > ⊘ **Correct**
   > Yes, that's right. Worksheet tools can be accessed from the **Format** button on the **Home** tab.

   ☐ While pressing Ctrl, left-click to drag the worksheet tab to the desired position.

   ☑ Right-click the worksheet tab and select **Move** or **Copy**

   > ⊘ **Correct**
   > Yes, you can use the right-click context menu to move the worksheet.

   ☐ Left-click to drag and drop the worksheet tab to the desired position

   > You didn't select all the correct answers

2. If you delete a sheet by mistake, you can click **Undo** or press Ctrl+Z to undo the operation.
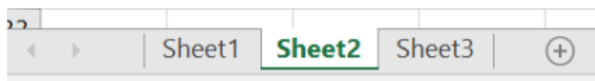
   1 / 1 point

   ○ True

   ◉ False

   > ⊘ **Correct**
   > Spot on. However, before deleting a worksheet, Excel will give you a warning that you are about to do something that cannot be undone.

3. When you click on the **+** button, what will happen next?

   1 / 1 point

   ◉ A new worksheet will be added to the right of **Sheet2**.

   ○ A new worksheet will be added to the right of **Sheet3**.

   ○ A new worksheet will be added to the right of **Sheet1**.

   > ⊘ **Correct**
   > Yes, that's right. Excel will add a new sheet to the right of the sheet that is active at the time.

4. How do you make a copy of an existing worksheet?

   1 / 1 point

   ○ Left-click, drag and release.

   ◉ Press **Ctrl** (**Alt** on Mac), left-click, drag and release.

   ○ Press **Shift**, left-click, drag and release.

   > ⊘ **Correct**
   > Yes, that's right. When you press **Ctrl**, left-click on a sheet tab you will notice a small plus sign appear in the tab icon.

5. Which of the following is true of the scenario shown below:

| Sheet1 | Sheet2 | Sheet3 | Sheet4 | Sheet5 |

○ If I change something on **Sheet2**, the same change will be applied to **Sheet4**.

⦿ If I change something on **Sheet1**, the same change will be applied to **Sheet3** and **Sheet5**.

○ **Sheet1**, **Sheet3** and **Sheet5** have been grouped using the Shift key.

⊘ **Correct**

Yes, that's correct. Once you select more than one sheet, changes that you make on that sheet, will also be applied to the other selected sheets.