

1. Which of the following will Excel recognize as a date? (One or more answers are possible - partial credit will be awarded)

1 / 1 point

☒ 05/09/2016☒ **Correct**

Yes, Excel will automatically convert this into a valid date format.

Remember to check the regional settings on your computer as they affect data entry in Excel - depending on your settings this is either 5 September 2016 or 9 May 2016!

☐ 5 9 2016☒ 05 Sept 16☒ **Correct**

Yes, Excel will automatically convert this into a valid date format.

2. To clear the contents of a cell (without affecting the surrounding cells), single-click on the cell and...

1 / 1 point

(You might want to try this out in Excel. One or more answers are possible. Partial credit will be awarded)

☒ Press **Backspace** then **Enter** on your keyboard (**Delete** and **Return** on Mac).☒ **Correct**

Yes, this will delete the contents of an active cell.

☐ Click **Delete** on the **Home** tab in the Ribbon.☒ Press the **Delete** key on your keyboard (**Fn+Delete** on Mac).☒ **Correct**

Yes, this will delete the contents of an active cell.

☐ Click **No Fill** on the **Home** tab of the Ribbon.

3. Before you can enter data in an empty cell you must double click on the cell.

1 / 1 point

☐ True☒ False☒ **Correct**

You are onto this - well done. A double-click is only necessary when you want to alter existing data in a cell.

4. Which of the statements below are correct regarding Excel's behaviour when you enter data into an empty cell?

1 / 1 point

(One or more answers are possible. Partial credit will be awarded.)

☒ Any number entered is automatically aligned on the right.

☒ Correct

Yes, spot on. Excel aligns numbers automatically on the right.

☐ Numbers and text entered together are automatically aligned on the right.

☒ Any text entered is automatically aligned on the left

☒ Correct

Yes, that's exactly right - did you remember this from the video or did you check it in Excel?

☐ Any number entered is automatically aligned on the left.

Sean used a tool to create the contents of cell **B7**. Which one did he use?

MAX				
	A	B	C	D
1	Expenses	12/04/2017		
2				
3	Item	Cost		
4	Train Ride	12.6		
5	Coffee	3.5		
6	Lunch	12		
7		=SUM(B4:B6)		
8				

☐ 

Is this correct?

☐ \$

Is this correct?

☒ Σ

Is this correct?

☒ Correct

Yes, spot on. The sigma sign stands for AUTOSUM. We are dealing with this in more detail in Week 2. Stay tuned!