

1.

A client has sent an Excel File for you to review. When you open the file, you notice that it has the words Compatibility Mode on the Title Bar beside the filename. What does this mean and what can you do if you are not sending the same file back to the client?

0 / 1 point

The file has been created in an older version of Excel and you should work on it but make sure that you save the file in the original Excel format.

The file has been created in an older version of Excel and you should go to File, Info and choose to convert it to a new Excel format.

Incorrect

Not quite. Try going back to review the **Save and Share a Workbook** item in Lesson 2.

2.

Excel gives you many quick shortcuts for adding data in the worksheet. You typed a date in cell A1, hovered over the square in the bottom right of the cursor and then dragged down. What feature have you used and what will the highlighted icon allow you to?

1 / 1 point

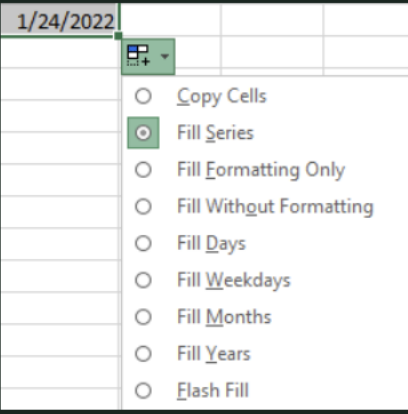
The feature is called Autofill and the highlighted icon will allow you reverse the process.

The feature is called Flash Fill and the highlighted icon will allow you to customize the entries.

The feature is called Autofill and the highlighted icon will allow you to customize the entries.

Correct

Correct! The feature you have used is Autofill which quickly adds a sequence of dates in the cells you have selected underneath the original entry. The highlighted icon will allow you to customize the sequence that Excel has just created.



3.

While you are working with columns in your worksheet which of the following actions can you do? Select all options that apply.

1 / 1 point

Resize a column by manually dragging the right border of the column.

Correct

Correct! When you position the mouse pointer on the border between two column initials at the top of the Excel screen, it will turn into a vertical line with a small arrow on either side. When it is in this shape you can hold down the mouse button and drag to resize the column.

Delete a column.

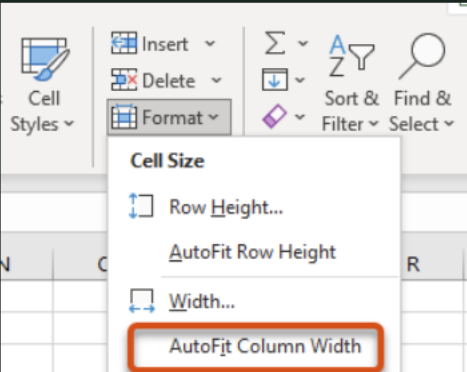
Correct

Correct! If you highlight a column or columns in the spreadsheet, you can then right click and chose to delete. Remember that you are deleting the columns themselves and the contents.

Use the Autofit feature to make the column the width of the longest entry in the column.

Correct

Correct! The Autofit feature can be found on the Format drop-down on the Home Ribbon. The shortcut method is to double click the border between two column initials at the top of the Excel screen.



Hide a column so that other people who open the file will not be able to reveal it.

Hide a column so that it will not appear on a print-out.

Correct

Correct! If you need to exclude a column from the print copy, or you want to make navigating a large worksheet easier, you can hide a column.

4.

You are working on an Excel file that other people in your department also have access to. While checking a worksheet updated by a colleague, you notice that they have manually formatted a heading. You like the changes they have made and would like to format the two new headings you have just typed in your worksheet in a similar way. What would be the quickest way for you to do this?

1 / 1 point


Position the cursor on the heading formatted by your colleague. Click on the Copy option on the Home Ribbon. Move the cursor to the first new heading you have just typed in your worksheet and click on Paste in the Home Ribbon. Move the cursor to the second new heading and click on Paste again.

Position the cursor on the heading formatted by your colleague. Double click on the Format Painter button on the Home Ribbon. Move the mouse pointer to the first of the new headings you have just typed in your worksheet and click the mouse button. Move the mouse pointer to the second heading and click again. Click on the Format Painter button again.

Position the cursor on the heading formatted by your colleague. Click on the Format Painter button on the Home Ribbon. Move the mouse pointer to the first of the two new headings you have just typed in your worksheet and click on Paste in the Home Ribbon.

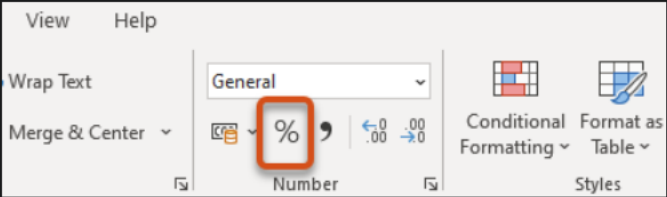
Correct

Correct! The Format Painter button is the quickest way to copy formatting from one cell to another. By using this feature, you can be confident that you are not replacing content but simply applying the formatting. Double clicking on the Format Painter button allows you to then “paint” multiple cells until you switch it off.



5. You are preparing a spreadsheet which contains information on all the orders a customer has placed with your company over the last month. Because of the volume of orders, the customer is entitled to a 10 percent discount on the total. You type in 10 into a cell and then click on the percentage format button. What would you expect to see in the cell?

1 / 1 point



- ☒ 1000%
- ☐ 10 percent
- ☐ 10%

**Correct**  
Correct! The % format button should only be used to format the results of certain calculations. It is the only formatting button in this group which also performs a mathematical action which is that it multiplies by 100.

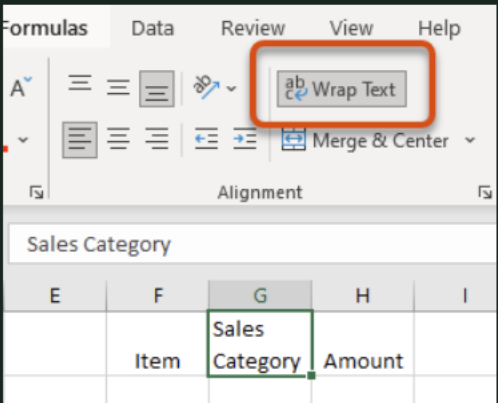
6. You are creating a spreadsheet to track new stock. Each product that you are listing will be assigned a category code which will simply be two letters. You can see that Column G is not wide enough to fully display the heading Sales Category. As the entries underneath the heading will only ever be two letters, you do not want to widen the column. How can you format the heading so that both words will be visible?

1 / 1 point

Sales Category				
E	F	G	H	I
	Item	Sales Cate	Amount	

- ☐ Use the Center button in the Alignment group on the Home Ribbon.
- ☒ Use the Wrap Text feature.
- ☐ Use the Merge Cells Feature.

**Correct**  
Correct! Clicking Wrap Text with cell G1 selected will adjust the row height to position the word Sales above the word Category. Wrap Text can be removed by clicking Wrap Text again. When you use wrap text on a cell it makes the whole row deeper.

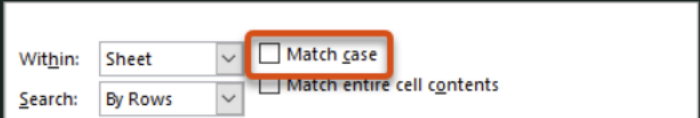


7. You have created a workbook containing several sheets of information for a client. You would like to change some information, and you decide that a Search and Replace would be the quickest way to do this. When you go to Home, Find and Select and then click on Find what options are you given in the Find dialog that can make your search quicker and more efficient? Select all options that apply.

0.6 / 1 point

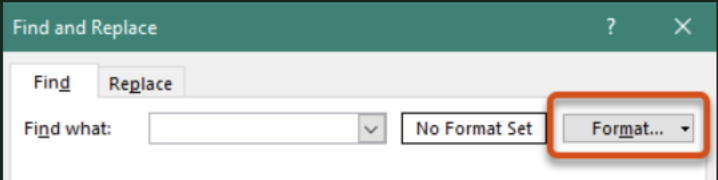
- ☐ You can limit the search to any notes or comments that might have been added.
- ☒ You can ask Excel to match the case if you are searching for text.

**Correct**  
Correct! By default, the Excel search is not case sensitive. However, you can tick a checkbox to make it case sensitive.



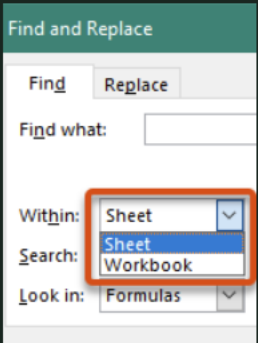
- ☒ You can search for entries formatted in a particular way.

**Correct**  
Correct! You can use the Excel find feature to find specific formats. If you combine this with the Replace feature it is one way to locate older formats in the worksheet or workbook and replace them with newer ones.



- ☒ You can perform a search that looks through the whole workbook.

**Correct**  
Correct! By default, Excel will only search the active worksheet, but you can customize the Find options to extend the search to the whole Workbook.



☒ You can specify worksheet names to limit the search to a subset of the worksheets in the file.

☒ This should not be selected

Not quite. Try going back to review the *Search for and replace data* item in Lesson 4.

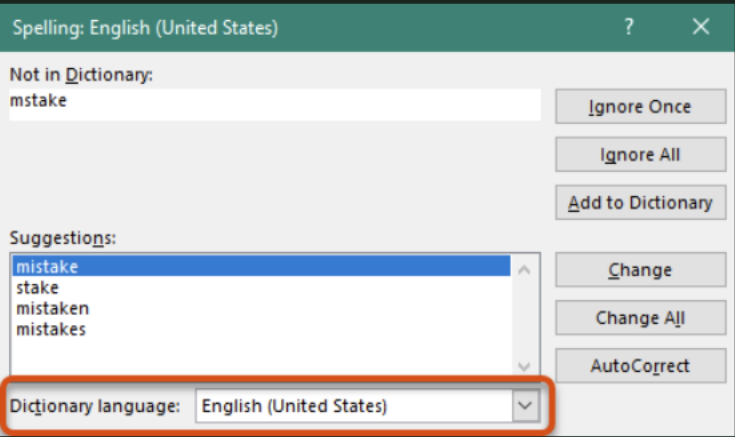
8. You have created a worksheet which contains many technical terms, and you decide to run the spellcheck feature to make sure that everything is spelled correctly. When the spellchecker begins, you realize that it is checking in the wrong language. How can you quickly change this?

1 / 1 point

- ☐ Click on the Add Dictionary button in the Spelling dialog.
- ☒ In the Spellchecker dialog, click on the Dictionary Language drop down and change to the correct dictionary.
- ☐ Click on the Options button and change the dictionary there.

☒ Correct

Correct! The Spellchecker dialog contains a drop-down list of available Dictionaries that you can use. By default, Excel will use the dictionary appropriate for the country you are in. However, by using this drop-down you can change the dictionary choice at any time.



9. You are updating a worksheet and the cursor is currently on D3.The data in the sheet ends in columnEand in row 8. This is the only content in the spreadsheet.If you go to the Page Layout ribbon, and use the Breaks command to add a manual page break, how many pages would you have in the worksheet?

1 / 1 point

	A	B	C	D	E	F
1	Weekly Sales & Bonus Payout					
2						
3						
4	Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal
5	1	Jackie	Williamson	Jackie_Williamson	\$16,785.14	\$15,000.00
6	1	Lucas	Bressan	Lucas_Bressan	\$14,687.50	\$15,000.00
7	1	Stanley	Prestwick	Stanley_Prestwick	\$13,478.96	\$15,000.00
8	1	Jerry	Harrison	Jerry_Harrison	\$21,689.47	\$15,000.00
9	1	Leah	Thompson	Leah_Thompson	\$25,478.45	\$15,000.00

- ☐ One
- ☒ Four
- ☐ Two

☒ Correct

Correct! The position of the cursor is important when adding manual page breaks in Excel. Vertical page breaks are inserted to the left of the cursor and horizontal breaks above the cursor. With the cursor on D3 Excel would add in a vertical and a horizontal page break, resulting in four pages.

10. You have a worksheet which contains a detailed breakdown of figures. At the top of the worksheet is a summary. In the Print Setup options dialog which setting should you adjust to print only the summary?

1 / 1 point

- ☐ Change the Print Order setting.
- ☒ Change the Print Area setting.
- ☐ Change the Rows to Repeat at top setting.

☒ Correct

Correct! By specifying a range of cells in the Print Area box, you can limit the printout to just the area of the spreadsheet defined.

