Excel Module 5 Quick Check Answers

Session 5.1 Quick Check

1. Press and hold CTRL as you click each sheet tab that you want to add to the worksheet group.
2. No; a single workbook can have multiple workbook windows.
3. Click the sheet tab of any worksheet in the group.
4. Monday!C20
5. Monday!$C$20
6. Monday:Friday!C20
7. =MAX(Monday:Friday!C20)

Session 5.2 Quick Check

1. '[Annual Report.xlsx]Final Report'!C20
2. '[C:\Documents\Reports\Weekly Report.xlsx]Sunday'!D10
3. When you want to paste the reference to the cell and not the cell’s value or format
4. On the Data tab, in the Queries & Connections group, click the Edit Link button to open the Edit Links dialog box, and then view the link’s status in the Status column.
5. The text is displayed in green and underlined.
6. It opens an application associated with the type of link.

Session 5.3 Quick Check

1. It contains a dash in the name.
2. Excel selects the cell or cell range referenced by the defined name.
3. A name with global scope can be referenced anywhere within the workbook; the scope of local name is limited to the worksheet in which its defined.
4. 'Final Report'!TotalSales
5. When you don’t want the coworker modifying the workbook itself, but only when you want the coworker to create a new workbook based on the workbook design
6. EmployeeList1
7. In the user’s Custom Office Templates folder