**Multiple Choice Answer Key**

# Exploring Microsoft Excel 2016, Chapter 11

1. Which category in the Excel Options dialog box contains the option to change the user name?

**a. General**

2. You want to organize frequently used commands in groups on a new tab on the Ribbon. What is the first step?

c. Add a new tab to the Ribbon.

3. When you display the Backstage Info section, you cannot manually change which property?

b. Created date

4. What is the default setting for keeping track changes in history for a shared workbook?

b. 30 days

5. If comments are hidden in a worksheet, how do you know which cells contain comments?

**d. A comment indicator displays in the top-right corner of the cells.**

6. The Track Changes feature does not detect what type of change?

**d. Applying Percent Style for the range B4:B10**

7. Which tool detects issues that could hinder a user’s ability to use a workbook?

**a. Accessibility Checker**

8. A workbook that has been marked as final:

**c. Opens in Read-Only mode.**

9. The \_\_\_\_\_\_\_ tool detects particular properties, such as Author, and removes those properties from a file that you plan to distribute.

**b. Document Inspector**

10. If you want to save a file in a format that preserves worksheet formatting, prevents changes, and ensures that the document looks the same on most computers, save the workbook in the \_\_\_\_\_\_\_ file format.

**d. .pdf**