**Knowledge check: Creating workbook content**

Question 1

You type some non-scientific numerical data directly into a Microsoft Excel worksheet. You then press **Enter** and **1.9E+09** appears in the cell. Why has this text appeared in the cell?

The number format is incorrect.

The cell contains text and numbers.

The column is too narrow.

Status: [object Object]

1 point

**2.**

Question 2

Which number format option is both a format and an action button in Excel?

The **Currency format**

The **Percentage format**

The **Comma format**

Status: [object Object]

1 point

**3.**

Question 3

You are editing a worksheet in which column **G** is hidden and is not visible between columns **F** and **H**. Which set of steps can you take to unhide column **G** and check its contents?

Select the column to the right of the hidden column. Select **Format** on the **Home** tab. Choose **Hide & Unhide** from the drop-down menu and then unhide columns from the sub-menu.

Select column **G** and click **Format** on the **Home** tab. Choose **Hide & Unhide** from the drop-down menu and then unhide columns from the sub-menu.

Highlight columns **F** and **H**. Select **Format** on the **Home** tab. Choose **Hide & Unhide** from the drop-down menu and then unhide columns from the sub-menu.

Status: [object Object]

1 point

**4.**

Question 4

You type the heading **Customer Name** into a cell. Part of the heading is hidden because of the column width and the fact that there is other content in the cell directly to the right. You would like the full heading to be visible and the word Name to appear under the word Customer. How can you do this?

Type the word Namein the cell underneath the heading.

Use the **Center align** command in the **Alignment** group on the **Home** tab.

Use the **Wrap Text** command in the **Alignment** group.

Status: [object Object]

1 point

**5.**

Question 5

You need to sort or reorder a large block of information in a worksheet. Which tab do you need to select to access the Sort feature?

The **Data tab**

The **View tab**

The Contextual **Sort** tab

Status: [object Object]

1 point

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You must select the checkbox in order to submit the assignment