**Knowledge check: Working with blocks of data in Excel**

Question 1

You want to move quickly to cell **S1215** in your worksheet. To achieve this, you type the cell reference into a particular area of the screen and then press **enter**. What is the area of the screen called in which you type the cell reference?

The **Formula Bar**

The **Title Bar**

The **Name Box**

Status: [object Object]

1 point

**2.**

Question 2

You open an Excel worksheet that contains ten columns of data. The information is filtered, so some of the available data is not visible. How can you identify which heading the data is filtered by?

The **Filter arrow** drop-down symbol is in bold.

The **Filter arrow** contains a funnel symbol.

The **Filter arrow** contains an arrow symbol.

Status: [object Object]

1 point

**3.**

Question 3

Column **A** in your worksheet contains component names. All twenty-two names have been input as text except for one entry called 11ratchet, which begins with a number. If you were to sort this column in descending order, where would the entry 11ratchet appear?

At the bottom of the column.

In the middle of the column.

At the top of the column.

Status: [object Object]

1 point

**4.**

Question 4

Row one in your worksheet contains headings and it is currently visible at the top of the screen. The cursor is on cell **B3**. Which of the **Freeze Panes** options must you choose to ensure that the headings remain visible onscreen?

**Freeze Top Row**

**Freeze Panes**

**Freeze First Column**

Status: [object Object]

1 point

**5.**

Question 5

True or False: You need to edit only those rows in a spreadsheet that have been shaded yellow. You can use the **Filter by color** filter option to hide rows that haven’t been formatted in this way.

False

True

Status: [object Object]

1 point

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