TO PASS 80% or higher

Managing Rows and Columns

TOTAL POINTS 3

On the Home tab, selecting Insert, then Insert Sheet Columns

✓ Correct

Yes, spot on. The Insert button on the HOME tab allows you to insert columns.

Selecting a column and pressing the Insert key on your keyboard.

X This should not be selected

No, I am afraid that won't work. Inserting columns is a technique you really need to know. Watch the Practice

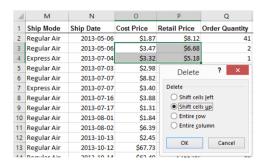
Right-clicking on the column header and selecting Insert.

✓ Correct

Yes, you got that right. This is one guick way of inserting a column.

2. Sean wants to delete the contents of cells O3, O4, P3 and P4. He right-clicks and select Delete... from the context menu. Can you explain what's happening? Is he on the right track? (One or more answers are possible - partial credit will be

1 / 1 point



What he has done is fine. He just needs to click OK now and then the content of his cells will disappear. The rest of his data will stay intact.

Sean got mixed up with the ways to delete content of cells versus deleting rows and columns. The correct way to do it would have been to select the cells and then navigate to the Home tab, press Clear, then select Clear Contents.

✓ Correct

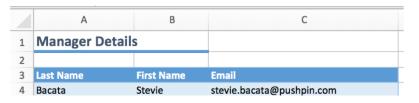
Yes, this is certainly correct. It's a slightly slower way of doing it, but it works!

Sean got mixed up with the ways to delete content of cells versus deleting rows and columns. If he hits OK, he will create a mess on his worksheet.

✓ Correct

Yes, you have understood this part really well. Not all 'Delete' tools in Excel have the same functionality.

3. Sean needs to add a new account manager to his table but he wants to keep the same sorting and formatting. How will he 0.8/1 point add Robert Demarko to his spreadsheet without losing the current alphabetical listing? (One or more answers are possible - partial credit will be awarded)



5	Betts	Connor	connor.betts@pushpin.com
6	Biti	Yvette	yvette.biti@pushpin.com
7	Bui	Charlie	charlie.bui@pushpin.com
8	Carlton	Tina	tina.carlton@pushpin.com
9	Chairs	Samantha	samantha.chairs@pushpin.com
10	Fernandes	Nicholas	nicholas.fernandes@pushpin.com
11	Forrest	Leighton	leighton.forrest@pushpin.com
12	Gour	Phoebe	phoebe.gour@pushpin.com
13	Khan	Mihael	mihael.khan@pushpin.com
14	Senome	Preston	preston.senome@pushpin.com
15	Song	Natasha	natasha.song@pushpin.com
16	Staples	Radhya	radhya.staples@pushpin.com
17	Zhang	Aanya	aanya.zhang@pushpin.com
40			

Not 100% sure? Prefer to try out rather than guess? Download the spreadsheet here and work on it in Excel.

manager-details.xlsx

✓ Single-click in row 10 of the table and use the keyboard shortcut CTRL + SHIFT + =.

✓ Correct

 ${\it Super-you\ have\ already\ learned\ the\ keyboard\ shortcut\ for\ inserting\ rows\ and\ colums.\ Nice\ work!}$

Ingle-click anywhere in row 10 and navigate to the **Insert** tool on the **Home** tab, select **Insert Sheet Rows**.

Right-click on the **Row 10** symbol and select **Insert**.

✓ Correct

Great stuff. This is a great way to insert a new row between the entries for Chairs and Fernandes.

Single-click into A10 and add a new cell.

Right-click on the the **Row 9** symbol and select **Insert**.

You didn't select all the correct answers