✓ **Congratulations! You passed!**
TO PASS 80% or higher

Keep Learning

GRADE
100%

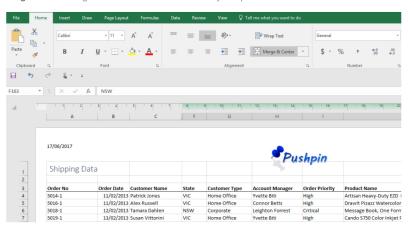# Headers and Footers

TOTAL POINTS 3

1. Which view option do you need to select in order to edit the **Header** or **Footer** section of your worksheet?   `1 / 1 point`

   ○ The **Normal** View

   ○ The **Print Titles** View

   ○ The **Page Break** View

   ⦿ The **Page Layout** View

   ✓ **Correct**
   Yes, nice work. You need to be in the **Page Layout** View. Access it through the Status bar or through the PAGE LAYOUT tab.

2. What is the difference between a page header and a heading on your worksheet? (One or more answers are possible - partial credit will be awarded)   `1 / 1 point`

   ☐ They are the same.

   ☐ Page headers provide exact information on what type of data each column contains.

   ☑ Page headers allow us to add important meta information in addition to the contents of a worksheet.

   ✓ **Correct**
   Yes, spot on. Headers often contain the company name and logo, or the author name to the report as well as the title.

   ☑ A page header automatically appears on every single printed page. Excel needs to be setup manually to repeat column headings.

   ✓ **Correct**
   Yes, great work. Headers are a great way to add a specific piece of information at the top of every printed page.

3. Sean wants to change some details about his Header and he remembers that he needs to make those changes in the **Design** tab. He is looking at his ribbon but can't find the tab. Can you help him?   `1 / 1 point`

   ○ He needs to select the **Draw** tab and then click on the Header/Footer Design options

   ○ He can stay on the **Home** tab, click on the **Format** drop-down menu and select Header/Footer Design options.

   ⦿ He needs to click into the Header row in order to activate the **Design** tab.

   ✓ **Correct**
   Yes, that one was too easy for you. Are you ready for the next challenge?