



✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE
100%

Alignment Tools

TOTAL POINTS 3

1. To get a heading sitting exactly in the middle of several columns which tool should we use?

1 / 1 point



- ☒ Would you choose this tool?



- ☐ Is this the correct answer?



- ☐ Is this the right tool?

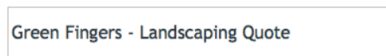


✓ **Correct**

Yes, well done. You have correctly identified the 'Merge and Centre' button.

2. Which of the alignment options below match the text in this screenshot?

1 / 1 point



- ☐ Horizontal alignment: Center; Vertical alignment: Centre
- ☐ Horizontal alignment: Center; Vertical alignment: Top
- ☐ Horizontal alignment: Left; Vertical alignment: Bottom
- ☒ Horizontal alignment: Left; Vertical alignment: Center

✓ **Correct**

Yes, 100%. The alignment tools are super-useful and you are all over them. Well done.

3. The text entered into a cell doesn't fit and part of it is cut off. Which of the following will make all of the text visible without affecting the layout of your report?

1 / 1 point

- ☐ Widen the column.
- ☒ Click on 'Wrap Text'.
- ☐ Decrease the font size.

✓ **Correct**

Yes, this is really your best option. By widening the column or decreasing the font size, you will likely introduce problems with the general layout of your report.