



✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE
93.33%

Taking Charge of Excel: Test your skills, Part 1

LATEST SUBMISSION GRADE

93.33%

1. The large toolbar that stretches across the top of the Excel window is known as the **Ribbon**.

1 / 1 point

- ☒ True
☐ False

✓ **Correct**

Yes, your answer is correct. This toolbar is referred to as the **Ribbon**.

2. The Excel Ribbon can be minimised or collapsed by double-clicking (single-clicking for Mac) on one of the Ribbon Tabs.

0 / 1 point

- ☐ True
☒ False

✗ **Incorrect**

No, your answer is not correct. The Excel Ribbon can be minimised or collapsed by double-clicking (single-clicking for Mac) on one of the Ribbon Tabs. You may wish to review the content in the **Practice** section for this week.

3. Columns are referenced using numbers.

1 / 1 point

- ☐ True
☒ False

✓ **Correct**

Yes, your answer is correct. The statement is false. Columns are not referenced using numbers.

4. Rows are referenced using letters of the alphabet.

1 / 1 point

- ☐ True
☒ False

✓ **Correct**

Yes, your answer is correct. The statement is false. Rows are referenced using numbers.

5. The first cell (top-left) in a standard Excel spreadsheet is known as **1A**.

1 / 1 point

- ☐ True
☒ False

✓ **Correct**

Yes, this is the correct answer. The statement is false - the first cell in a standard Excel spreadsheet is not referred to as 1A.

6. Cell **B2** is below cell **B3**.

1 / 1 point

- ☐ True
☒ False

✓ **Correct**

Yes, you are correct. The statement is false. Cell **B2** is not below cell **B3**.

7. Cells **D1**, **D2**, **D3**, **D20** are all in the same column.

1 / 1 point

7. Cells **D1, D2, D3, ... D20** are in the same column.

1 / 1 point

- ☒ True
☐ False



Correct

Yes, you are correct. The statement is true. Cells **D1, D2, D3, ..., D20** are in the same column.

8. The Quick Access toolbar can be customised to show the tools you use most often.

1 / 1 point

- ☒ True
☐ False



Correct

Yes, you are right. The Quick Access toolbar can be customised to show the tools you use most often.

9. Clicking on cell **C3** and clicking **Freeze Panes** will freeze all rows above **C3** and freeze all columns to the left of **C3**.

1 / 1 point

- ☒ True
☐ False



Correct

Yes, you are correct! This is a handy feature know. When you select a cell and then click on Freeze Panes, Excel freezes all rows and columns to the left and above the selected cell.

10. You can navigate to the right of your spreadsheet by scrolling the scroll wheel of your mouse.

1 / 1 point

- ☐ True
☒ False



Correct

11. If you notice an error in a cell, you can correct it by typing over the error.

1 / 1 point

- ☒ True
☐ False



Correct

12. If text has already been entered in a column and you start typing in the same column, Excel will suggest existing values that begin with what you have typed.

1 / 1 point

- ☒ True
☐ False



Correct

13. You cannot copy and paste text into Excel from another Office software such as Microsoft Word.

1 / 1 point

- ☐ True
☒ False



Correct

14. If you want to remove some information from your spreadsheet, you can highlight this information and press **Delete**.

1 / 1 point

- ☒ True
☐ False



Correct

15. If you want to reverse most previously conducted tasks, you can click the **Undo** button at the top left of the Excel window.

1 / 1 point

☒ True

☐ False

✓ **Correct**

The **Undo** tool is very useful when you make a mistake and can be used in most situations in Excel.