

✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE

82.22%

Managing Rows and Columns

TOTAL POINTS 3

1. You can insert a column on the left of an existing column by ... (One or more answers are possible — partial credit will be awarded) **0.6666666666666666 / 1 point**

☒ 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.

✗ **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 Video once more.

☒ Right-clicking on the column header and selecting **Insert**.

✓ **Correct**

Yes, you got that right. This is one quick 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 awarded) **1 / 1 point**

	M	N	O	P	Q
1	Ship Mode	Ship Date	Cost Price	Retail Price	Order Quantity
2	Regular Air	2013-05-06	\$1.87	\$8.12	41
3	Regular Air	2013-05-06	\$3.47	\$6.68	2
4	Express Air	2013-07-04	\$3.32	\$5.18	1
5	Regular Air	2013-07-03	\$2.98		
6	Regular Air	2013-07-07	\$8.82		
7	Express Air	2013-07-07	\$3.40		
8	Regular Air	2013-07-16	\$3.88		
9	Regular Air	2013-07-17	\$1.31		
10	Regular Air	2013-08-01	\$1.84		
11	Regular Air	2013-08-02	\$6.39		
12	Regular Air	2013-10-13	\$2.45		
13	Regular Air	2013-10-12	\$67.73		

Delete ? ✕

Delete

☐ Shift cells left

☒ Shift cells up

☐ Entire row

☐ Entire column

OK Cancel

☐ 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 add Robert Demarko to his spreadsheet without losing the current alphabetical listing? (One or more answers are possible — partial credit will be awarded) **0.8 / 1 point**

	A	B	C
1	Manager Details		
2			
3	Last Name	First Name	Email
4	Bacata	Stevie	stevie.bacata@pushpin.com

5	Betts	Connor	connor.betts@pushpin.com
6	Biti	Yvette	yvette.bit@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

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**

Super - you have already learned the keyboard shortcut for inserting rows and columns. Nice work!

☐ Single-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 **Row 9** symbol and select **Insert**.

You didn't select all the correct answers