



✓ **Congratulations! You passed!**

TO PASS 80% or higher

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GRADE

90%

## Taking Charge of Excel

TOTAL POINTS 5

1. Excel is an example of what type of software?

1 / 1 point

- ☒ Spreadsheet Software
- ☐ Presentation Package
- ☐ Word Processor

✓ **Correct**

Yes. Other examples of spreadsheet software are Apple Numbers, Google Sheets and LibreOffice Calc.

2. Which of the following is NOT part of the Ribbon?

1 / 1 point

- ☒ Tools
- ☐ Home
- ☐ Data
- ☐ Insert

✓ **Correct**

You spotted it - **Tools** is not a tab of the Ribbon. Well done.

3. My Ribbon has disappeared - how can I get it back??

0.75 / 1 point

(One or more answers are possible. Partial credit will be awarded)

☒ Right-click on one of the tabs and untick **Collapse the Ribbon**.

✓ **Correct**

Nice work - you have been paying attention to Nicky's explanations in the Practice Video.

- ☐ Switch to another worksheet.
- ☐ Double-click on any of the ribbon tabs.
- ☐ Close Excel and open it again.

You didn't select all the correct answers

4. Clicking on the **File** tab takes you to the **Backstage View**. From here you can

1 / 1 point

(One or more answers are possible. Partial credit will be awarded)

☒ Set up Excel options.

✓ **Correct**

Yes, that's right. The Backstage is your one-stop shop for settings, your account, file management and printing. To leave the Backstage you can either click the back arrow in the top left corner or simply hit the Escape key.

☒ Close a file.

✓ **Correct**

Yes, you can close your files from here. Another quick and easy way to do this is to use the keyboard shortcut for closing a file: CTRL/CMD+W while you are in the main window.

☒ Open a file.

✓ **Correct**

Yes, you can open a new file from your computer from here - or even open recently used files from a list. Another quick and easy way to do this is to use the keyboard shortcut for opening a file: CTRL/CMD+O while you are in the main window.

you are in the main window.

- ☒ Create a blank workbook.

✓ **Correct**

Yes, you can create a blank workbook from here or choose from a broad range of templates. A quick and easy way to create a blank workbook is to use the keyboard shortcut: CTRL/CMD+N while you are in the main window.

5. The tools on the far right of the status bar (at the bottom of the screen) allow you to

0.75 / 1 point

(One or more answers are possible. Partial credit will be awarded).

- ☐ Access the **Backstage View**.

- ☒ Set a specific zoom percentage.

✓ **Correct**

Yes - have you had a play with this tool? You either choose a particular percentage or zoom in on your selection. Super useful!

- ☒ Use the zoom slider.

✓ **Correct**

Yes, absolutely. The zoom slider is great because you can easily adjust the view of your spreadsheet to your needs.

- ☐ Toggle between different **View Options**.

You didn't select all the correct answers