

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

Keep Learning

GRADE  
100%

## View Options

TOTAL POINTS 6

1. After entering data into a cell, which option(s) will move your cursor into the next cell underneath your active cell?

1 / 1 point

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

☐ Press **Tab**.

☒ Press **Enter**.

✓ **Correct**

Yes! Excellent. Getting into the habit of pressing **Enter** to move into the next cell underneath is great practice!

☒ Click the mouse pointer into the cell underneath.

✓ **Correct**

Yes, that's correct - you can use the mouse. However, this can be a bit slow and requires you to take your hand off the keyboard and disrupt your workflow. What else could you do instead?

2. Which tool should we use to help keep headings visible when we scroll through a large workbook?

1 / 1 point

☒ Freeze Panes

☐ Split

☐ Headings

☐ Page Break Preview

✓ **Correct**

Yes, well done. You are ready for the next challenge. Don't wait, get into it.

3. You are going to use the **Freeze Pane** function.

2 / 2 points



Take a look at the screenshot below. Which cell do you need to click in order to freeze columns **A** and **B** as well as rows **1-4**? If you are finding this tricky - why don't you download the workbook and have a play?

1

2

3

4

5

6

7

8

9

A

B

C

D

E

INVENTORY PICK LIST

CLEAR PICK LIST

INVENTORY LIST

ORDER #	SKU	PICK QTY	QTY AVAILABLE
TP001-1	SP7875	3	20
TP001-1	YE98767	1	40
TP001-1	BM87684	2	10
TP001-1	TS3456	6	15
TP001-1	MK676554	3	10

Warehouse inventory1.xlsx

☒ C5

☐ D5

☐ B5

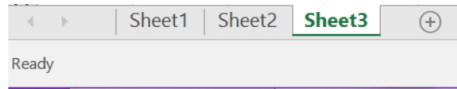
✓ **Correct**

Everyone say WOW - this was a tricky question. You have been working hard at this. Well done.

4. How do you switch between different workbooks inside Excel?

1 / 1 point

- ☐ Click on the tab that you want to navigate to.



- ☒ Click on the **View** tab and select this tool:



- ☐ Use the **View Options** in the **Status Bar**.



✓ **Correct**

Yes, that's spot on. You have been paying close attention to the Practice Videos. Keep up the good work.

5. Which tool was used here to produce the view below?

1 / 1 point

Order No.	Order Date	Customer Name	Address
5207-1	9/08/2013	Aaron Bergman	Westfield Sydney, Sydney
5213-1	15/08/2013	Aaron Bergman	Westfield Sydney, Sydney
5407-1	4/09/2014	Aaron Bergman	Westfield Sydney, Sydney
5048-1	23/05/2013	Aaron Sneyling	1797 Botany Rd Bankstown NSW
5139-1	20/04/2013	Aaron Sneyling	1797 Botany Rd Bankstown NSW
5165-1	6/07/2013	Aaron Sneyling	1797 Botany Rd Bankstown NSW
5190-1	29/08/2013	Adam Bellavance	108 Ebley Street Bondi Junction
5459-1	10/05/2014	Adam Hart	24/285A Crown St Surry Hills

City	State	Customer Type	Account Manager	Order Priority
Sydney	NSW	Corporate	Natascha Song	Low
Sydney	NSW	Corporate	Natascha Song	High
Sydney	NSW	Corporate	Natascha Song	Not Specified
Sydney	NSW	Small Business	Nicholas Fernandes	High
Sydney	NSW	Small Business	Nicholas Fernandes	Medium
Sydney	NSW	Small Business	Nicholas Fernandes	Medium
Sydney	NSW	Small Business	Leighton Forrest	Not Specified
Sydney	NSW	Corporate	Phoebe Gour	Not Specified

- ☐ Page Break View

- ☐ Print Preview

- ☒ Page Layout View

✓ **Correct**

Yes, well done. You are ready for the next challenge!