



✓ **Congratulations! You passed!**

TO PASS 80% or higher

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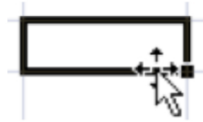
GRADE
100%

Navigating and Selecting

TOTAL POINTS 5

1. In Excel, the following mouse pointer will allow us to

1 / 1 point



Windows



Mac

- ☐ Select data
- ☐ Copy data
- ☒ Move data
- ☐ Delete data

✓ **Correct**

Yes, exactly right. With this mouse pointer you can conveniently move data from one location to another.

2. In the following graphic, which is the **Active Cell**?

1 / 1 point

	A	B	C
1	Sales		
2	\$25.99		
3			

- ☐ A1
- ☐ C2
- ☒ B1
- ☐ A2

✓ **Correct**

Yes, spot on! An active cell is easy to spot by looking for the green border and the little solid square in the bottom right-hand corner. This is called the fill handle and we will look at this in one of the videos this week.

3. To select the whole of column B, we ...

1 / 1 point

- ☐ Double-click on the cell B1
- ☒ Click on B
- ☐ Click **File**, Select **Column**
- ☐ Click and drag from B1 down to B1000

✓ **Correct**

Yes, that's a super-easy way of selecting an entire column.

4. What is the shortcut key to select all the data in a data block?

1 / 1 point

- ☒ Ctrl+A
- ☐ Ctrl+O

- ☐ Ctrl+F
- ☐ Ctrl+Home

✓ **Correct**

Yes, that's correct. A good way to remember is that A stands for All.

5. How do we select two blocks of data that are not next to each other (non-contiguous)?

1 / 1 point

- ☐ Hold down the **Ctrl** key (**Cmd** on Mac), select the first block, and then still holding **Ctrl**, select the second block.
- ☒ Select the first block, hold down the **Ctrl** key (**Cmd** on Mac) and select the second block.
- ☐ Select the first block, hold down the **Shift** key and select the second block.
- ☐ Hold down the **Shift** key, select the first block, and then still holding **Shift**, select the second block.

✓ **Correct**

Yes, that's correct. The **Ctrl** key helps you to select non-contiguous data.