Module 1 Quick Check Answers

Session 1.1 Quick Check

1. chart sheets and worksheets
2. B5
3. C2:D10
4. B5:C10,B15:D20
5. Ctrl+Home
6. a combination of alphanumerical characters that form words and sentences (called a text string)
7. Type an apostrophe (') directly before the number.
8. Because it’s a date; all dates are numbers formatted to appear in standard date formats.
9. Double-click its right border or select the column, go to the Home tab, click the Format button in the Cells group, and then click AutoFit Column Width.

Session 1.2 Quick Check

1. =C1+C2+C3  
   =SUM(C1:C3)
2. =COUNT(D21:D72)
3. H4
4. =SUM(D1:D21)
5. Normal view shows the columns and rows of the worksheet. Page Layout view shows the layout of the worksheet as it appears on a page. Page Break Preview shows the page breaks within the worksheet. Formula view shows formulas rather than the values returned by the formulas.
6. as dotted blue lines
7. landscape
8. Press the Ctrl+ˋ keys to switch to formula view.