# NP Excel 2013

# Tutorial 01

Quick Check Answers

# Session 1.1

1. worksheets and chart sheets
2. D3
3. B10:C15
4. B10:C15;B20:D25
5. Ctrl+Home
6. a combination of letters, numbers, and symbols that form words and sentences (called a text string)
7. because it’s a date; all dates are numbers formatted to appear in standard date formats
8. Drag the border to the right of the column heading or below the row heading, double-click the column or row heading, or use the Format button in the Cells group on the HOME tab.

# Session 1.2

1. =B4+B5+B6  
   =SUM(B4:B6)
2. =COUNT(B2:B100)
3. =MAX(B2:B100)
4. G5
5. =SUM(E1:E11)
6. 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 display shows formulas in cells rather than the values returned by the formulas.
7. Dotted blue lines indicate page breaks in Page Break Preview.
8. You press the Ctrl+ˋ keys to display the formulas in cells instead of their resulting values or click the Show Formulas button in the Formula Auditing group on the FORMULAS tab.