Quick Check Answers

Session 1.1

1. chart sheets and worksheets
2. The active cell is surrounded by a thick border and its cell reference appears in the Name box.
3. D3
4. the Ctrl+Home keys
5. a combination of alphanumerical characters that form words and sentences (called a text string)
6. Enter the first line of text, press the Alt+Enter keys, and then type the second line of text.
7. Because it’s a date; all dates are numbers formatted to appear in standard date formats.
8. Clearing a row removes only the contents of the row, deleting a row removes the contents and the row.

Session 1.2

1. Adjacent ranges contain a rectangular block of cells; nonadjacent ranges contain a collection of adjacent ranges.
2. A3:G5;J3:M5
3. =B4+B5+B6; =SUM(B4:B6)
4. Double-click the sheet tab, and then type a new name on the sheet tab.
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 lines
7. Press the Ctrl+ˋ keys to switch to formula view.
8. to force a worksheet to print on one page