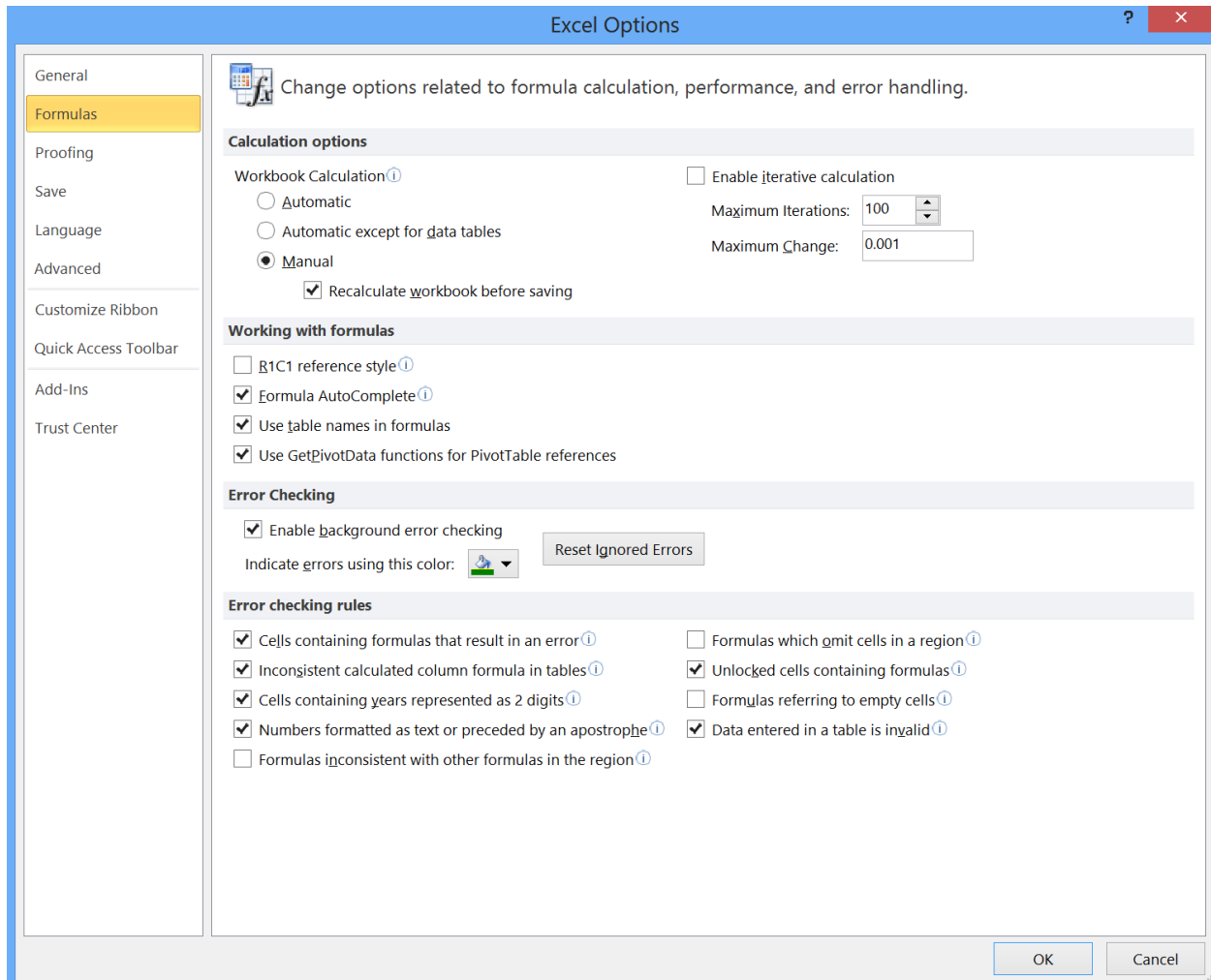


Excellence with Excel – Quiz Questions

Module 1 – Overview & Setup

- When you first open a new Excel window, you press Alt + T + O (or CMD + , in the Mac version of Excel), which opens the following dialog box (see below). What settings should you use for the “Calculation Options” at the top?

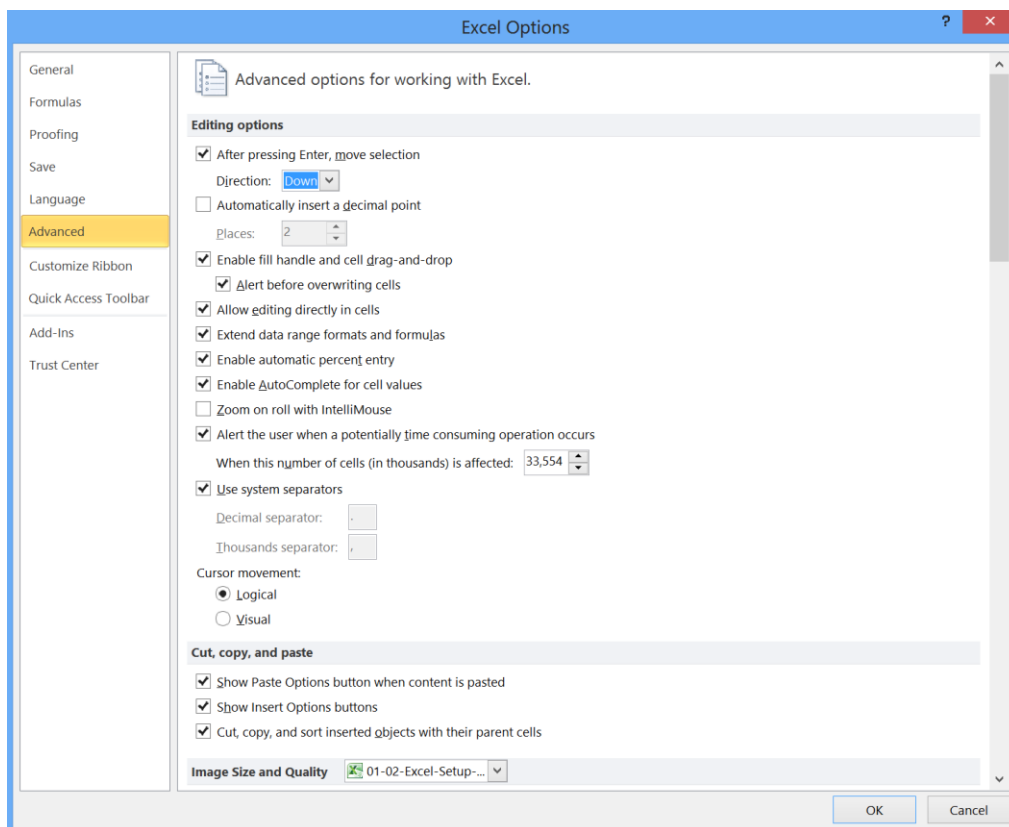


- Set workbook calculations to Manual and do NOT Enable Iterative Calculations.
- Set workbook calculations to Manual and Enable Iterative Calculations.
- Set workbook calculations to Automatic, or Automatic Except for Data Tables, and Enable Iterative Calculations.
- None of the above.

2. What might cause keyboard shortcuts NOT to work in Excel?

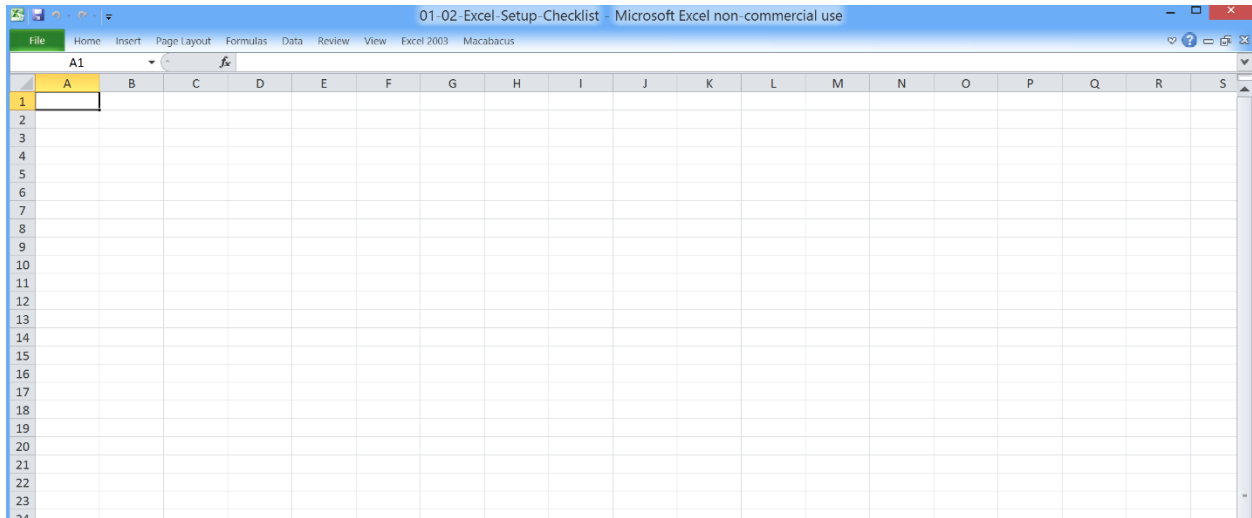
- The Language Bar – it causes issues with certain shortcuts.
- Strange function key settings.
- Plugins or Add-Ins that interfere with built-in shortcuts.
- Non-English language versions of Excel.
- All of the above.

3. What's the ideal way to set the cursor position in the “After pressing Enter, move selection” menu item (see the screenshot below)?



- Down.
- Up.
- Left.
- Right.
- None of the above – uncheck the box so the cursor does NOT move at all after entering data and pressing the Enter key.

4. What is the keyboard shortcut to hide the ribbon menu in Excel, so that your Excel window looks like the screenshot shown below?



- a. Ctrl + 1 on the Mac.
 - b. Shift + F8 on the PC.
 - c. Ctrl + F1 on the PC.
 - d. CMD + Option + R on the Mac.
5. Is it a good idea to do what is suggested in the question above and hide the ribbon menu when working in Excel?
- a. Yes – if you need more screen space.
 - b. Yes – if you already know the “Alt” keyboard shortcuts very well.
 - c. No – if you are new to Excel and don’t know the “Alt” keyboard shortcuts.
 - d. No – for learning purposes it is best NOT to hide it until you know the shortcuts well.
 - e. All of the above could be reasons to hide or not hide it.

- 6. What's the advantage of using the "Alt + H" shortcuts for formatting compared to pressing Ctrl + 1 (or CMD + 1 on the Mac) to access similar formatting options?**
- a. Alt + H shortcuts are a quicker way to access all the formatting options.
 - b. Pressing Alt + H will display all the formatting shortcuts on screen.
 - c. If you don't know Excel well yet, Alt + H is an easy way to see and learn the formatting shortcuts.
 - d. All of the above.