The quiz consists of 10 questions: Nine multiple choice and one labeling.

Things to think about, items to review.


• Your mouse pointer changes according to whether you are about to select cells, move the contents, or use the Fill Handle. Do you know what it looks like for each action? How do you tell what you are about to do if you click and drag?

• What happens to the contents of a cell when you press delete? What happens to the formats on a cell when you press delete? What do you have to do to remove the formats on a cell?

• If you are creating a formula that uses a blank cell in the calculation, what value is used for that cell?

• What goes at the beginning of a formula? What goes at the end?

• What does the fill handle do?