Session 2: Exercise answers

These are the four questions that students find the most difficult to remember:

<table>
<thead>
<tr>
<th>Q 10</th>
<th>Q 8</th>
<th>Q 4</th>
<th>Q 2</th>
</tr>
</thead>
</table>
| 1. Hover over the center of cell B4 so that you see the white cross cursor shape.  
2. Click and drag down to cell B6.  
3. Hold down the <Ctrl> key.  
4. Hover over cell D4 until you see the white cross cursor shape.  
5. Click and drag down to cell D6.  
6. Look at the status bar at the bottom right of the screen.  
This was covered in: Lesson 2-7: Select non-contiguous cell ranges and view summary information. | 1. Click on the column A header.  
2. Hold down the <Ctrl> key.  
3. Click on the column E header.  
4. Click: Home → Font → Bold  
This was covered in: Lesson 2-6: Select adjacent and non-adjacent rows and columns. | 1. Click in cell B7.  
2. Click: Home → Editing → AutoSum  
3. Either press the <Enter> key or click the AutoSum button again.  
This was covered in: Lesson 2-3: Use AutoSum to quickly calculate totals. | 1. Type Jan into cell A4 and press the <Enter> key.  
2. Click cell A4 once to make it the active cell.  
3. Hover the mouse cursor over the bottom right corner of the cell until you see the black cross cursor shape.  
4. Click and drag down to cell A6.  
This was covered in: Lesson 2-14: Use AutoFill for text and numeric series. |

If you have difficulty with the other questions, here are the lessons that cover the relevant skills:

1 Refer to: Lesson 1-1: Start Excel and open a new blank workbook.
2 Refer to: Lesson 2-1: Enter text and numbers into a worksheet.
5 Refer to: Lesson 2-3: Use AutoSum to quickly calculate totals.
6 Refer to: Lesson 2-15: Use AutoFill to adjust formulas.
7 Refer to: Lesson 2-15: Use AutoFill to adjust formulas.
9 Refer to: Lesson 2-6: Select adjacent and non-adjacent rows and columns.