
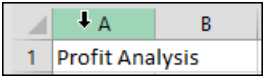
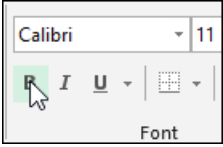
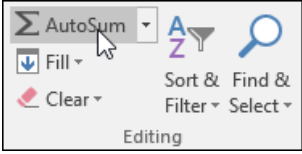
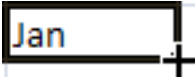


Session 2: Exercise answers

These are the questions that students find the most difficult to answer:

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

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.*
- 3** 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.*
- 11** Refer to: *Lesson 2-22: Use the zoom control.*
- 12** Refer to: *Lesson 1-6: Save a workbook to a local file.*