

Lesson Answer Key: Module 8, Lesson 2

Warm-up questions

1. Which of the following statements is true?
Select the correct option.
 - a. You normally enter a workbook header into the first row of a worksheet.
 - b. **Normal view hides a workbook header from display. (correct answer)**
 - c. **You can observe a workbook header by selecting File, and then Print. (correct answer)**
 - d. A workbook header appears on screen when you are working in **Page Break Preview.**
2. Which of the following methods can you use to access the footer in a worksheet?
Select all that apply.
 - a. **Select Header & Footer on the Insert tab. (correct answer)**
 - b. **Select File > Print > Page Setup. (correct answer)**
 - c. **Select the dialog launcher in the Scale to Fit group on the Page Layout tab. (correct answer)**
 - d. **Select the dialog launcher in the Sheet Options group on the Page Layout tab. (correct answer)**
3. There are three sections in the header, _____, center and _____.
Fill in the blank spaces.
(Correct answer: left and right)
4. The **Header & Footer** command can be found in the _____ group on the **Insert** tab.
Fill in the blank space.
(Correct answer: Text)

Microsoft Office Excel Lesson Answer Key

Terry C. Jones



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