

# 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

**ML Yell**



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