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QUESTION 1

You are compiling data about courses at Bellows College.

On the "Last Semester"

Correct Answer: A

Click wrap text.

QUESTION 2

On the 'Comparison

Correct Answer: A

Right click and open axis options. Check the box that says values in reverse order.

QUESTION 3

On the "Revenue"

Correct Answer: A

Select a cell within your data. Press home and then format as table. Click the table style and select your range.

QUESTION 4

On the "Sales"

Correct Answer: A

=UPPER(text)

QUESTION 5

You are updating the sales spreadsheet for an online clothing store.

On the "Quote"

Correct Answer: A



Select and press delete on the home tab.

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