

NP Excel 2016

Module 06

Quick Check Answers

Session 6.1

1. A worksheet group is a collection of two or more worksheets that have been selected.
2. To select an adjacent group of worksheets, click the first sheet tab, press and hold the Shift key, and then click the sheet tab of the last worksheet in the range. To select a nonadjacent group of worksheets, click the sheet tab of one of the worksheets in the group, press and hold the Ctrl key, and then click the sheet tabs of the remaining worksheets in the group. Deselect a worksheet group by either clicking the sheet tab of a worksheet that is not in the group, or right-clicking one of the sheet tabs in the group and clicking Ungroup Sheets on the shortcut menu.
3. =Quarter 2 K38
4. =Summary 1:Summary 3!E6
5. the average value found in cell B1 in all of the worksheets from Sheet1 to Sheet4
6. =AVERAGE(Sheet1:Sheet4!B1)
7. =SUM(Sheet1:Sheet4!B1)
8. Select a worksheet group that consists of all the sheets in the workbook, click the Page Layout tab, and then select the page layout specification that you want to apply to all worksheets in the group.

Excel Quick Checks Answers

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