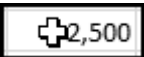
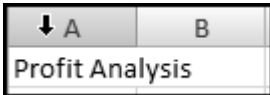
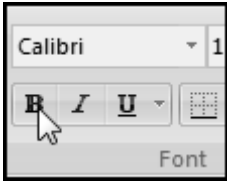
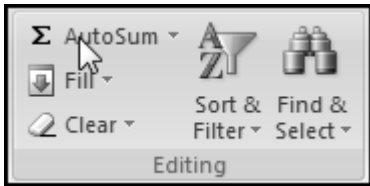
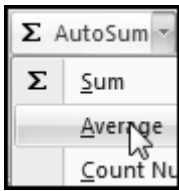
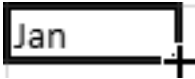


## Session 2: Exercise answers

These are the four questions that most students find the most difficult to remember:

Q 10	Q 8	Q 4 and 5	Q 2
<p>1. Hover over the centre 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 &lt;Ctrl&gt; 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>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 &lt;Ctrl&gt; key.</p> <p>3. Click on the column E header.</p> <p>4. Click 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 Home→Editing→Autosum (Q4).</p>  <p>OR</p> <p>Click Home→Editing→Autosum→Average (Q5).</p>  <p>3. Either press the &lt;Enter&gt; 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 <b>Jan</b> into cell A4 and press the &lt;Enter&gt; 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 2-2: Create a new workbook and view two workbooks at the same time.**
- 3** Refer to: **Lesson 2-1: Enter text and numbers into a worksheet.**
- 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 2-18: Use the zoom control.**
- 12** Refer to: **Lesson 1-5: Save a workbook.**

# End piece

## Please provide some feedback

Thank you for completing my Free Excel 2007 course.

Perhaps now you will wish to teach others what you have learned yourself. At The Smart Method we use this course to teach our classroom Excel courses. Feel free to print this course out and use it in any way you wish to spread a greater understanding of Excel 2007.

If the course has helped you I don't want your money but I **DO** want your feedback.

There's a facility at the web site [www.LearnMicrosoftExcel.com](http://www.LearnMicrosoftExcel.com) where you can pass on any comments you may have or just Email me at [feedback@learnMicrosoftExcel.com](mailto:feedback@learnMicrosoftExcel.com).

You'll really brighten up my day if you just say "Hi, thanks for the course" or something like that.

You'll make my entire week though, if you tell me what was wrong with the course. I really want to know about typos, inaccuracies or anything at all that you found confusing or difficult. All of your feedback will be incorporated into future revisions of the course so with your help, it will get better and better.

Looking forward to hearing from you.

*Mike Smart*

## My books

If you want to improve your Excel skills further (and there's a huge amount more to learn) I have two Excel books in print (or shortly to be in print if you are reading this prior to October 2008).

They are both available from amazon.com, amazon.co.uk and any bookshop in the world. There's a link to the right Amazon page on the [website](#) and the current status if either is not yet published.

My first book includes the two sessions you have completed along with five more. It is called *Learn Excel 2007 Essential Skills with The Smart Method*. The second book: *Learn Excel 2007 Expert Skills with The Smart Method* covers all of the skills you need to be a true expert.

