Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Microsoft Office 2013: Excel Chapter 11 – True/False

Instructions: Circle T if the statement is true or F if the statement is false.

1. Comments added by each user are identified by a sequence code number automatically generated by Excel.  
T  
F

2. The comment indicator is a red triangle in a cell.  
T  
F

3. The ‘Show All Comments’ button is a toggle. Tapping or clicking it once shows all comments; tapping or clicking it a second time hides all comments.  
T  
F

4. A schema is faded text overlaid on a worksheet that is used to convey something about the state of the worksheet.  
T  
F

5. When collaborating by sharing, you simply give a user a copy of a file.  
T  
F

6. When a workbook is shared, changes made by other users are visible as soon as they are made.  
T  
F

7. Tracking changes means that Excel will display the edited cells with a comment indicating who made the change, when the change was made, and what the original value was of the cell that was changed.  
T  
F

8. When track changes is disabled, sharing is disabled as well.

T  
F

9. Merged changes can be undone by selecting the Reverse Merge button on the shortcut menu.  
T  
F

10. When a custom view of a workbook is saved, Excel stores information about the window size of the workbook and print settings that have been applied to the workbook at the time it is saved.  
T  
F