True and False

1. *True*
2. *False*
3. *False*
4. *False*
5. *False*
6. *True*
7. *True*
8. *True*
9. *False*
10. *True*

Multiple Choice

1. D
2. B
3. A
4. C
5. C
6. A
7. C
8. A
9. C
10. C

Short Answer

1. Copy button
2. Click and drag
3. Insert
4. Fill handle
5. Freeze the titles
6. NOW function
7. Absolute cell reference
8. IF function
9. Offset
10. Zoom