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|  | Video TitleRight Click the blue link to open the video. | QuestionsInstructions: Watch the video and answer the questions in the Answer column to the right. 🡺 | Answers |
| 1 | [What is Excel?](https://support.office.com/en-us/article/842fb550-07cb-42d1-9a9f-c55789efed57) | **Instructions: Just view the introductory video.** | **View the video, no questions asked.** |
| 2 | [Create a workbook](https://support.office.com/en-us/article/82e9eab2-2e4e-463a-baa5-669b6c8ac543) | You can create a work book in Excel from which two ways: | A.B. |
| 3 | [Insert, delete, or rename sheets​](https://support.office.com/en-us/article/video-insert-or-delete-a-worksheet-861d97cb-3b33-4978-92e4-9446dc19b8da?ui=en-US&rs=en-US&ad=US) | (3a) How do you insert a worksheet? | 3A. |
| (3b) How do you rename a worksheet? | 3B. |
| (3c) How do you delete a worksheet? | 3C. |
| 4 |  [Fill data automatically](https://support.office.com/en-us/article/video-fill-data-automatically-e477a114-bb3f-4cbe-8e9a-57456c35ac8b?ui=en-US&rs=en-US&ad=US) | Name one use for the *Fill Data Function*? | One use of the Fill Data Function is:  |
| 5 | [Move or Copy Worksheets](https://support.office.com/en-us/article/video-move-or-copy-worksheets-48580e26-5b6d-48d3-afb5-317e18006dcb?ui=en-US&rs=en-US&ad=US) | Name one way to move a worksheet around in MS Excel? | One way to move a worksheet around in MS Excel is…  |
| 6 | [Create a Drop Down List](https://support.office.com/en-us/article/video-create-a-drop-down-list-bf3e41cf-24b2-4528-8fd6-eac4d8b9185c?ui=en-US&rs=en-US&ad=US) | What a good use for a drop-down list, like the one seen in the video? | A good use for Drop Down Menus would be…  |
| 7 | [Insert or delete rows or columns](https://support.office.com/en-us/article/video-insert-or-delete-rows-or-columns-7450f58a-517f-48ae-bace-248346e52275?ui=en-US&rs=en-US&ad=US) | Name one way to insert a row in MS Excel. | One way to insert a row in MS Excel is… |
| 8 | [Change Column Width and Row Height](https://support.office.com/en-us/article/video-change-the-column-width-and-row-height-2d73d527-2725-4bed-b199-9a981362b5f9?ui=en-US&rs=en-US&ad=US) | 8a. Name one way you can you change row height? | 8a.  |
| 8b. Name one way you can change column length (width)? | 8b.  |
| 9 | [Auto Fill Dates](https://support.office.com/en-us/article/video-auto-fill-dates-11091064-f01e-4fe1-bc76-f975e386597c?ui=en-US&rs=en-US&ad=US) | What is a good use for using the Auto Fill Date Function? | A good use for the Auto Fill Date function would be… |