# Lesson Answer Key: Module 8, Lesson 2

# Warm-up questions

- Which of the following statements is true? Select the correct option.
  - a. You normally enter a workbook header into the first row of a worksheet.
  - Normal view hides a workbook header from display. (correct answer)
  - You can observe a workbook header by selecting File, and then Print. (correct answer)
  - A workbook header appears on screen when you are working in Page Break Preview.
- Which of the following methods can you use to access the footer in a worksheet? Select all that apply.
  - a. Select Header & Footer on the Insert tab. (correct answer)
  - Select File > Print > Page Setup. (correct answer)
  - Select the dialog launcher in the Scale to Fit group on the Page Layout tab. (correct answer)
  - Select the dialog launcher in the Sheet Options group on the Page Layout tab. (correct answer)
- There are three sections in the header, \_\_\_\_\_\_, center and

Fill in the blank spaces.

(Correct answer: left and right)

4. The **Header & Footer** command can be found in the \_\_\_\_\_ group on the **Insert** tab.

Fill in the blank space.

(Correct answer: Text)

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Beverly B. Zimmerman, S. Scott Zimmerman

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