

## **General Comments about Quizzes and Exams under the lockdown browser.**

Quizzes and Exams are taken under the lockdown browser. Please download the lockdown browser using the link provided in the syllabus.

It may help if you take the quizzes not in the last hours, sit in a spot with better connectivity, and do some cleanup on your computer before starting quizzes and Exams.

You will always have an Excel workbook attached to quizzes and Exams. It will appear in the description of the Quiz when you click on the Quiz. Do not click on the file before starting the Quiz. After you start the Quiz, you will see the Excel file again. This is the file that you will work on. Please do not click on the file name. If you click on the file name, it will not open anything, or it will open a non-Excel file. Instead, click the down arrow on the right of the file name. When you download the Excel sheet, could you not download it again? Two open Excel sheets may damage your computations in both sheets. Keep one single Excel sheet open from start to end. If you close your Excel sheet, you miss your computations, but you can still open another one by re-downloading it. Again, you should never have two Excel sheets opened. It will damage all your computations.

Do NOT use the first page of the Excel file for any computations. It has additional limitations. Click "New" at the bottom-left of the worksheet to insert one or more new sheets. The new sheets are named Sheet1, Sheet2, etc. You can then move between sheets when needed. Use the first Quiz to practice the lockdown browser's Excel as often as possible.

If there is some material about a problem on the first page, copy it on another page. Use ctrl-a to select all, ctrl-c to copy, ctrl-v to paste, ctrl-z to undo, and ctrl-y to redo.

The Excel version in the lockdown browser sometimes displays many decimal places, making it challenging to see numbers inside the cell. To resolve this, you must widen the column width to view all digits. When checking your final answer, you can round the result using, for example, the formula ROUND(A5, 2), which will round the value in cell A5 to two decimal places.

Another limitation of Excel in the lockdown browser is that the F4 key does not lock cells. You will need to add the \$ signs to lock cells manually. Additionally, when entering "A5" and pressing the colon (":"), it will not automatically create the range "A5:A5". You must manually type the colon and enter the second cell reference (e.g., "A5:A5").