

Week4

1. The _____ function is a logical function that returns a TRUE value if any of the logical conditions are true and a FALSE value if all the logical conditions are FALSE.
 - A. IF
 - B. AND
 - C. OR
 - D. THIS

2. The _____ function is a logical function that evaluates a condition and then returns one value if the condition is true and another value if the condition is false.
 - A. THIS
 - B. IF
 - C. WHEN
 - D. NOT

3. You could test two or more conditions and determine whether all conditions are true using the _____ function.
 - A. OR
 - B. IF
 - C. AND
 - D. THIS

4. If you are not sure of a table's name, click in the table, click the _____ tab on the Ribbon, and then click the Table Name box in the Properties group.
 - A. LAYOUT
 - B. FORMAT
 - C. TABLE TOOLS DESIGN
 - D. STRUCTURED REFERENCES

5. You can _____ IF functions to allow for three or more outcomes.
- A. loop
 - B. cycle
 - C. nest
 - D. link
6. The _____ function searches vertically down the first column of the lookup table.
- A. VLOOK
 - B. VLOOKUP
 - C. HLOOK
 - D. HLOOKUP
7. When using VLOOKUP, the _____ argument is optional.
- A. lookup_value
 - B. table_array
 - C. range_lookup
 - D. col_index
8. The _____ error value means that a value is not available to a function or formula.
- A. #NAME?
 - B. #N/A
 - C. #NULL!
 - D. #NUM!
9. The _____ function adds the values in a range that match criteria you specify.
- A. ADDIF
 - B. ADDAS
 - C. SUMIF
 - D. SUMAS
10. Each time you create a conditional format, you are defining a conditional formatting _____.
- A. theme
 - B. object
 - C. condition
 - D. rule

Question 1

Not yet answered

Marked out of 1.00

Flag question

To edit a VBA macro, you need to use the Visual Basic ____.

Select one:

- ☐ a. Editor
- ☐ b. Manager
- ☐ c. Writer
- ☐ d. Explorer

[Clear my choice](#)

Question 2

Not yet answered

Marked out of 1.00

Flag question

You can turn off the macro recorder by clicking the Stop Recording button in the Code group on the ____ tab.

Select one:

- ☐ a. MACRO
- ☐ b. INSERT
- ☐ c. DEVELOPER
- ☐ d. LAYOUT

[Clear my choice](#)

Question 3

Not yet answered

Marked out of 1.00

Flag question

Sometimes when you build a worksheet for other users, you may decide to add a(n) ____ message to a cell even if you do not validate the data in that cell.

Select one:

- ☐ a. key
- ☐ b. user
- ☐ c. input
- ☐ d. value

Question 4

Not yet answered

Marked out of 1.00

Flag question

One way to ensure that correct data is entered into a cell or range is to use the Excel data ____ feature.

Select one:

- ☐ a. security
- ☐ b. index
- ☐ c. validation
- ☐ d. concatenation

[Clear my choice](#)

Question 5

Not yet answered

Marked out of 1.00

Flag question

Usually, you will want to protect a worksheet but leave some cells ____.

Select one:

- ☐ a. unlocked
- ☐ b. open
- ☐ c. clear
- ☐ d. empty

[Clear my choice](#)

Question 6

Not yet answered

Marked out of 1.00

Flag question

Excel macros are written in the programming language ____.

Select one:

- ☐ a. JavaScript
- ☐ b. VBA
- ☐ c. HTML
- ☐ d. Perl

Question 7

Not yet answered

Marked out of 1.00

Flag question

When you ____ a workbook, you control the ability users have to make changes to the file.

Select one:

- ☐ a. seal
- ☐ b. secure
- ☐ c. protect
- ☐ d. ensure

[Clear my choice](#)

Question 8

Not yet answered

Marked out of 1.00

Flag question

Range names must begin with ____.

Select one:

- ☐ a. a number
- ☐ b. an asterisk
- ☐ c. a letter or an underscore
- ☐ d. a hash tag

[Clear my choice](#)

Question 9

Not yet answered

Marked out of 1.00

Flag question

The Excel data ____ feature restricts data entry to follow a defined set of rules.

Select one:

- ☐ a. rule-based
- ☐ b. validation
- ☐ c. error-checking
- ☐ d. contingent

Q1. What is data validation?

Q2. What is the difference between worksheet protection and workbook protection?