✓ **Congratulations! You passed!**

Grade received 100%   **To pass** 80% or higher

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Weekly challenge 2

Latest Submission Grade 100%

1. Fill in the blank: Conditional formatting is a spreadsheet tool that changes how _____ appear when values meet a specific condition.   **1 / 1 point**

   ○ filters

   ◉ cells

   ○ charts

   ○ queries

   ✓ **Correct**
   Conditional formatting is a spreadsheet tool that changes how cells appear when values meet a specific condition.

2. A delimiter is a character that indicates the beginning or end of a data item. The split text to columns tool uses a delimiter to accomplish what task?   **1 / 1 point**

   ○ To change the format of a column of text

   ○ To split duplicate substrings

   ◉ To specify where to split a text string

   ○ To split one column into two

   ✓ **Correct**
   The split text to columns tool uses a delimiter to specify where to split a text string.

3. Fill in the blank: A predetermined structure that includes a function's required information and its proper placement is called _____.   **1 / 1 point**

   ○ standard

   ○ structure

   ◉ syntax

   ○ script

   ✓ **Correct**
   Syntax is a predetermined structure that includes a function's required information and its proper placement.

4. You are working with the following selection of a spreadsheet: **1 / 1 point**

	A	B
1	**Customer**	**Address**
2	Sally Stewart	9912 School St. North Wales, PA 19454
3	Lorenzo Price	8621 Glendale Dr. Burlington, MA 01803
4	Stella Moss	372 W. Addison Street Brandon, FL 33510
5	Paul Casey	9069 E. Brickyard Road Chattanooga, TN 37421

   In order to extract the five-digit postal code from Burlington, MA, what is the correct function?

   ○ =LEFT(5,B3)

   ○ =RIGHT(5,B3)

   ◉ =RIGHT(B3,5)

   ○ =LEFT(B3,5)

   ✓ **Correct**
   The correct syntax is =RIGHT(B3,5). The RIGHT function returns a set number of characters from the right side of a text string. B3 is the specified cell. And 5 is the number of characters to return.

5. A data analyst in a human resources department is working with the following selection of a spreadsheet: **1 / 1 point**

	A	B	C	D
1	**Year Hired**	**Last 4 of SS#**	**Department**	**Employee ID**
2	2019	1192	Marketing	
3	2014	2683	Operations	
4	2020	1939	Strategy	
5	2009	3208	Graphics	

   They want to create employee identification numbers (IDs) in column D. The IDs should include the year hired plus the last four digits of the employee's Social Security Number (SS#). What function will create the ID 20093208 for the employee in row 5?

   ○ =CONCATENATE(A5!B5)

   ○ =CONCATENATE(A5+B5)

   ◉ =CONCATENATE(A5,B5)

   ○ =CONCATENATE(A5*B5)

6. An analyst is working on a project involving customers from Bogota, Colombia. They receive a spreadsheet with 5,000 rows of customer information. What function can they use to confirm that the column for City contains the word Bogota exactly 5,000 times?

1 / 1 point

- ⦿ COUNTIF
- ◯ SUMIF
- ◯ SUM
- ◯ COUNT

✓ **Correct**
They can use COUNTIF, which is a function that returns the number of cells that match a specified value.

7. The V in VLOOKUP stands for what?

1 / 1 point

- ◯ Virtual
- ◯ Visual
- ◯ Variable
- ⦿ Vertical

✓ **Correct**
The V in VLOOKUP stands for vertical. VLOOKUP is a spreadsheet function that vertically searches for a certain value in a column to return a corresponding piece of information.

8. To evaluate how well two or more data sources work together, data analysts use data mapping.

1 / 1 point

- ⦿ True
- ◯ False

✓ **Correct**
To evaluate how well two or more data sources work together, data analysts use data mapping.