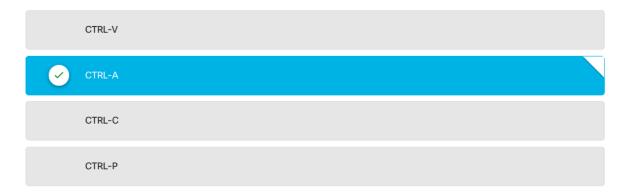
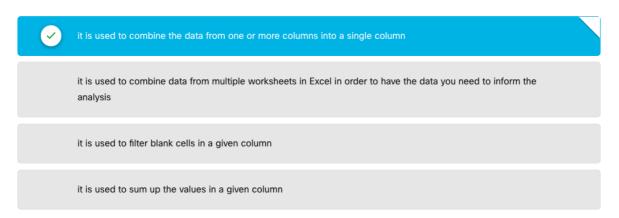
Question 1

What keyboard shortcut can be used in Microsoft Excel to select all the data?



Question 2

What is the Microsoft Excel "CONCATENATE" function used for?



Question 3

What is the Microsoft Excel Data > Sort command used for?

it sums up the values in a given column

it filters out the values in all blank cells



it is used to arrange the contents of a range or array

it is used to calculate the mean average of a column

Question 4

How is an active cell displayed in Microsoft Excel?

a blinking border

a flashing border

a pointer arrow

a wide dark border

Question 5

What is the name of the Microsoft Excel function in the formula "=INDEX(ProductSales,MATCH(1,(\$A2=ProductSales[Country])* (\$B2=ProductSales[Product]),0), 3)"?

MATCH

INDEX

\$A2

\$B2

Question 6

In Microsoft Excel, what is the "INDEX" function used for?

it is used to sort the data in an ascending order

it is used to sort the data in a descending order

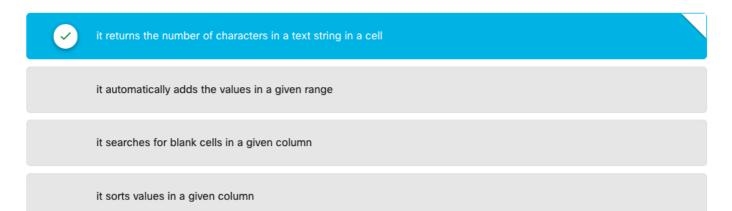


it is used to return a value or the reference to a value from within a table or range

it is used to auto sum the values in a given range

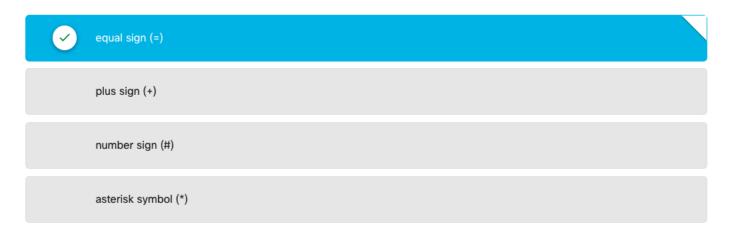
Question 7

What is the Microsoft Excel "LEN" function used for?



Question 8

What sign do all Microsoft Excel formulas start with?



Question 9

In Microsoft Excel, what is a characteristic of an "absolute reference"?

the reference changes depending on the relative position of the cell



it is indicated by preceding a cell reference in a formula with a \$ meaning the cell reference will not change when the formula is copied to a new location

it requires no parenthesis and brackets when used in the formula

it is used to automatically summarize, analyze, explore, and present data