Your grade: 100%

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

[Next item →]

1. You have been asked to check stock levels for a product which is in high demand. There are two lists of customers who would like to purchase as many items of this product as possible. Which formula below would work out the correct answer of 6 per customer?

	A	B	C	D	E
1	Stock Levels			Customers	
2	Store A	Store B		List A	List B
3	1,500.00	2,500.00		138	529
4					

1 / 1 point

○ =(A3+B3)/D3+E3
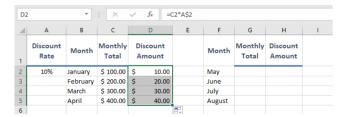
○ =A3+B3/D3+E3

◉ =(A3+B3)/(D3+E3)

⊘ **Correct**
Correct! The Division symbol has a higher priority than the addition so if the brackets did not control the way in which Excel processes the calculation, it's first action would be to divide B3 by D3 and then add on the other numbers. By enclosing the two addition sub-calculations in brackets, they will both be processed before the division.

2. You decided to award a 10% discount to a valuable customer and in D2 you calculated the discount amount that will appear on their monthly invoices using the 10% typed into A2. Because the % symbol is a mathematical operator, when you multiplied the figure in C2 by this cell, Excel worked out the 10 percent. You then used a Dollar sign in D2 so that you could use Autofill to correctly copy this formula down as far as D5.

You would like to use Copy and Paste to copy this block of formulas to the cells H2 to H5. If you copy and paste without any further adjustment, will they work correctly in the new location?

1 / 1 point

D2	▾	:	✕ ✓	ƒx	=C2*A$2				
	A	B	C	D	E	F	G	H	I
1	Discount Rate	Month	Monthly Total	Discount Amount		Month	Monthly Total	Discount Amount	
2	10%	January	$ 100.00	$ 10.00		May			
3		February	$ 200.00	$ 20.00		June			
4		March	$ 300.00	$ 30.00		July			
5		April	$ 400.00	$ 40.00		August			
6									

◉ You will need to add an additional Dollar Sign.

○ If you use Copy and Paste, you will only be copying the results of the formulas in column D.

○ Yes, the formula will work correctly.

⊘ **Correct**
Correct! Because you are now moving the copy of the formulas to a new column, the wrong cell would be used for the percentage value unless you lock the column initial as well as the row number in the A2 reference.

3. Functions are a useful and vital part of Excel. Excel contains over a hundred of these predefined formulas which range from the simple and straightforward to the very complex. Which of the following must **every** function formula contain? Select all options that apply.

1 / 1 point

☐ The Function name

☑ A pair of parentheses

⊘ **Correct**
Correct! Every Function, regardless of its purpose, will need to have an opening and a closing bracket following it.

☐ Commas

☑ An Equals sign

⊘ **Correct**
Correct! Every formula begins with an equals sign. This alerts Excel to the fact that what follows in the cell is a calculation.

4. You are working with this block of data and need to sort it. What kinds of sort can you do with this information? Select all options that apply.

1 / 1 point

	A	B	C	D	E	F	G	H	I
1	SUPPLIER ▾	Ordered By ▾	ITEM ▾	Date of Orde ▾	STOCK N ▾	PRICE ▾	QTY ▾	TOTAL ▾	
2	ABC Athletics	Peter	Dome Tent	1/31/21	409	79.99	1000	$ 79,990.00	
3	Your Fitness World	Peter	Exercise Bike	2/15/21	719	695.00	5	$ 3,475.00	
4	Sportogo	Sue	Leather Golf Bag	2/18/21	814	212.00	2	$ 424.00	

5	ABC Athletics	Peter	Running Shoes	3/10/21	134	14.99	250 $	3,747.50
6	ABC Athletics	Sue	Walking Shoes	2/1/21	134	14.99	200 $	2,998.00
7	Your Fitness World	Sue	Sleeping Bag	2/16/21	429	56.00	550 $	30,800.00
8	ABC Athletics	Sue	Soccer Ball	2/19/21	240	15.55	100 $	1,555.00
9	Sportogo	Peter	Shoes - general	3/11/21	1125	2.99	300 $	897.00
10	Sportogo	Sue	Softball	2/2/21	802	279.99	25 $	6,999.75
11	Sportogo	Peter	Teniwears	2/17/21	512	15.95	50 $	797.50
12	Your Fitness World	Peter	Teniwears	2/20/21	512	15.99	26 $	415.74
13	Your Fitness World	Peter	Tennis Shoes	3/12/21	1432	12.00	500 $	6,000.00
14								

☑ A Numeric Sort

⊘ **Correct**
Correct! Columns E to H have numeric values and you can use any of these columns as the key to the sort.

☐ A sort based on a partial text entry, such as Shoes in column C

☑ An Alphabetical Sort

⊘ **Correct**
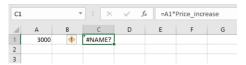Correct! Columns A, B and C contain text entries which you can sort by.

☑ A Sort by Date order

⊘ **Correct**
Correct! Column D contains the date that the order was placed. Excel considers dates to be numbers, which is why the dates are lined up to the right. You can use dates to do a chronological sort of the data.

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5. You are sent a worksheet by a colleague, and you notice an error message. You need to fix this issue so what is likely to be the cause of this message?   1 / 1 point

C1			×	✓	fx	=A1*Price_increase	
	A	B	C	D	E	F	G
1	3000	⚠	#NAME?				
2							
3							

○ Your colleague has forgotten to enter a value into the cell called Price_increase.

○ Your colleague has used an incorrect character in the cell Name. They should have used a space instead of the underscore.

◉ Your colleague has forgotten to assign the name Price_increase to any cell.

⊘ **Correct**
Correct! When Excel generates an error message, the word between the # symbol and the punctuation mark is always an indication of what has caused the error. The #NAME? error will appear in any situation where Excel does not understand a piece of text in a formula. The same error would appear, for example, if you misspelled a Function name in a formula. In this example, it is appearing because the name Price_increase has not been assigned to anything in the workbook, so Excel does not understand it.

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6. You have decided to name a cell in your worksheet which contains a key figure that you will be using in lots of different calculations across your whole workbook. You know that spaces are not allowed in Names in Excel. How many of the following statements are also true in relation to Names? Select all options that apply.   1 / 1 point

☑ The name cannot be any combination of text and numbers which is also a cell reference.

⊘ **Correct**
Correct! Unless the spreadsheets you deal with are very large, it is easy to forget that there are cell references such as tax15 which begin with three letters!

☑ Names can mix letters and numbers, but the text characters must come first.

⊘ **Correct**
Correct! The fact that names can be alphanumeric expands the choice of names considerably. However, the name must always start with a text character.

☐ Names are case sensitive.

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7. You are still working on the review of orders and sales made by your team, and you would like to find out what Peter's sales are. You are typing this formula into the spreadsheet so that you get a total using only Peter's sales figures. There are several errors in this formula. What are they? Select all options that apply.   1 / 1 point

N1			×	✓	fx	=SUMIF(B2;B13,Peter,,G2:G13,)		
	A		B		G	H	I	J
1	SUPPLIER ▾		SOLD BY ▾		TOTAL ▾			
2	ABC Athletics		Peter		$ 79,990.00			
3	Your Fitness World		Peter		$ 3,475.00			
4	Sportogo		Sue		$ 424.00			
5	ABC Athletics		Peter		$ 3,747.50			
6	ABC Athletics		Sue		$ 2,998.00			
7	Your Fitness World		Sue		$ 30,800.00			
8	ABC Athletics		Sue		$ 1,555.00			
9	Sportogo		Peter		$ 897.00			
10	Sportogo		Sue		$ 6,999.75			

11	Sportogo	Peter	$	797.50
12	Your Fitness World	Peter	$	415.74
13	Your Fitness World	Peter	$	6,000.00
14				

☑ You have specified too many arguments.

> ⊘ **Correct**
> Correct! Remember that Excel uses the position of a comma to mark the beginning of a new argument. There are two extra commas in this formula which would cause Excel to return an error.
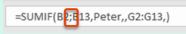>
> =SUMIF(B2;B13,Peter,,G2:G13,)

☐ The Sum Range is using the wrong column reference.

☑ The criterion is wrong.

> ⊘ **Correct**
> Correct! While the name Peter is correct, Excel will not understand it as you have not identified it as text. You would do this by surrounding it with inverted commas.

☐ You have used the wrong Function – it should be SUM.

☑ The Criteria range specified has the wrong symbol used.

> ⊘ **Correct**
> Correct! The Criteria range, which is the first one listed, has the wrong punctuation symbol used. To specify a range of cells, you must use the colon between the start and end cell reference.
>
> =SUMIF(B2;B13,Peter,,G2:G13,)

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8. You are teaching a course which requires continuous assessment. You would like to use Excel to track the students' grades. The students are required to achieve a minimum mark of 150 or over to maintain their passing grade. Which formula will be correct in this situation?

    1 / 1 point

	A	B	C	D	E	F	G	H
1	Name	Exam 1	Exam 2	Exam 2	Overall Result		Pass Mark	
2	Grace	56	35	97			150	
3								

◉ =IF(Sum(B2:D2)>=G2,"Pass","Fail")

◯ =IF(SumB2:D2>=G2,Pass,Fail)

◯ =IF(Sum(B2:D2)>=G2,Pass,Fail)

◯ =IF(B2:D2>=G2,Pass,Fail)

> ⊘ **Correct**
> Correct! The SUM function is nested inside the IF. Each function has its own opening and closing parenthesis, commas, and other required characters. The IF function will take the result of the SUM and assess whether it is greater than or equal to the value in G2. If it is, the formula will return the first text result but if it is not the formula will produce the second text result. The words pass and fail need to be in double quotes so that Excel is aware that it is a message to be displayed.

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9. You are using Excel to keep track of assignments and exams completed by the students in the class you teach. The list of student names in the spreadsheet was downloaded from the school administrative system and the full name is in a single column. If you type the following formula into B2 what would the visible result be?

    1 / 1 point

	A	B
1	Student Name	
2	Grace Lopez	=PROPER(RIGHT(A2,5))
3		

◯ GRACE

◯ LOPEZ

◉ Lopez

◯ Grace

> ⊘ **Correct**
> Correct! The RIGHT function will extract the five characters to the right of the cell entry and the PROPER function will display the first letter of the result as a capital.

10. One of the courses that you teach requires students to complete and pass three assignments to pass the

    1 / 1 point

10. One of the courses that you teach requires students to complete and pass three assignments to pass the course. Each of the assignments has a different passing grade. You've created a formula to calculate and track this for each student. Based on the formula here, has Grace passed or failed?

	A	B	C	D	E
1			ASSIGNMENTS		
2	Name	One	Two	Three	Overall Result
3	Grace	56	35	97	=IF(AND(B3>60,C3>50,D3>75),"Pass","Fail")
4					

○ Grace has passed.

◉ Grace has failed.

⊘ **Correct**

Correct! The IF function will generate the word Pass if the AND function returns the value TRUE. If AND returns the value FALSE, then the IF will display the word Fail. The AND function performs multiple logical tests simultaneously. If all the tests are met, then the AND will return the value TRUE. If even one of the tests fails, then AND will return the value false. In this case, Grace has not reached the pass mark in the first exam so the AND function will return false.