

Your grade: 100%

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

Next item →

1. What does the number 3 indicate in this Formula?

1 / 1 point

	A	B
1	ABC12456	=LEFT(A1,3)
2		

- ☒ That the Formula should return ABC
- ☐ That the Formula should return 456
- ☐ That the Formula should return 654

✓ Correct

Correct! The LEFT Function is used to return a certain number of characters from the left-hand side of a text string. The number 3 indicates how many characters to return.

2. What does the TRIM Function do?

1 / 1 point

- ☒ Removes all spaces from a piece of text, except for the spaces between words.
- ☐ Removes all spaces from a piece of text.
- ☐ Removes all spaces and symbols from a text string.

✓ Correct

Correct! The TRIM function is used to remove any empty spaces from text strings, excluding spaces between words.

3. Which Functions can change the case of the letters in a text string? Select all options that apply.

1 / 1 point

☒ LOWER

✓ Correct

Correct! The LOWER Function converts all the characters in a text string into lowercase.

☐ LEN

☒ UPPER

✓ Correct

Correct! The UPPER Function converts all the characters in a text string into uppercase.

☒ PROPER

✓ Correct

Correct! The PROPER Function will put a capital letter at the beginning of every word in a text string

4. What would the result of this TEXTJOIN Formula be?

1 / 1 point

	A	B	C	D
1	John		Smith	=TEXTJOIN(TRUE,A1,C1)
2				

- ☐ John Smith
- ☐ Joh,Smith
- ☒ JohnSmith

✓ Correct

Correct! The TEXTJOIN Function has ignored B1 because the second argument is set to TRUE. Also, there is nothing typed before the first comma in the Formula which means that there is no delimiter specified. Because of these two factors, the result would not include a space between the words.

5. You are entering a TRANSPOSE formula to swap a vertical range of Cells to horizontal. What keys do you press to finish the Formula?

1 / 1 point

- ☐ Ctrl + Alt + Enter
- ☒ Ctrl + Shift + Enter
- ☐ Alt + Shift + Enter

✓ Correct

Correct! Because the results of this Formula will be a range of entries, it must go in as an Array Formula. You finish a standard Formula by pressing Enter but an Array Formula needs Ctrl + Shift + Enter.

