

Your grade: 100%

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

Next item →

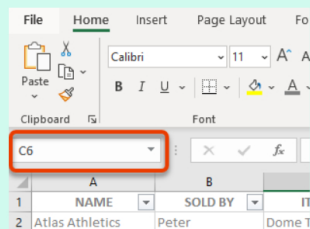
1. Where is the Name Box on the Excel screen?

1 / 1 point

- ☒ To the left of the Formula Bar
- ☐ On the Formulas Tab
- ☐ On the Status Bar

Correct

Correct! The Name Box is just above the Column initials and to the left of the Formula Bar.



2. You want to apply a Range Name to a block of cells. Which of the following statements are true? Select all options that apply.

1 / 1 point

- ☒ The Name will not be case-sensitive.

Correct

Correct! Cell Names and Range Names are not case sensitive.

- ☐ The Name can be a duplicate of another one in the Worksheet.

- ☒ The Name can contain a mixture of text and numbers.

Correct

Correct! You can mix text and numbers in a Name, but the text characters must come first. You need to be careful not to use a combination which is also a Cell Reference.

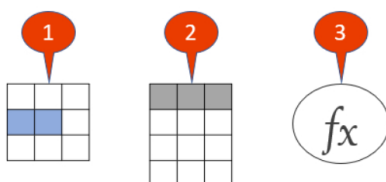
- ☒ The Name cannot contain spaces.

Correct

Correct! Excel will not accept spaces in Names. However, you can create the illusion of a space by using the underscore character.

3. You are creating a Formula and would like to use a Name that you've previously created in the calculation. When the Autocomplete suggestion list appears, what symbol will be beside the Name in the drop-down list?

1 / 1 point



- ☒ 1
- ☐ 2
- ☐ 3

Correct

Correct! This symbol will appear beside a Name that has been assigned to a Cell or a block of Cells.



4. You created a Formula that contains both Cell References and a Name. You are about to copy the Formula. If you want the formula to remain unchanged in its new location, where do you need to put Dollar Signs?

1 / 1 point

- ☐ On the Cell References and the Name
- ☐ You do not need Dollar Signs.

☒ On the Cell References only

✔ **Correct**

Correct! If you do not include the Dollar Signs, the Row numbers and Column initials in the Cell References will change when you use Autofill. Names are automatically Absolute so do not need the Dollar Signs.

5. Which option would you use to remove a Name from the File if you no longer need it?

1 / 1 point

☐ The Define Name drop down on the Formulas Tab

☒ The Name Manager dialog

☐ The Name Box

✔ **Correct**

Correct! The Name Manager dialog has options that allow you to see an overview of all the Names that exist in the File and to manage them. There is a delete option here.