

Your grade: 100%


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1. You are typing a Function Formula and the floating Screen Tip is visible. Some of the words in the Screen Tip are enclosed in square brackets. What do these indicate?

1 / 1 point


- ☒ That those pieces of information are optional in the Formula
- ☐ That those pieces of information are required in the Formula
- ☐ That you need to type square brackets at that point in the Formula

 **Correct**
 Correct! The square brackets around some of the prompts in the Screen Tip message indicates that the pieces of information enclosed by the brackets are optional. The Function Formula will still work if you do not include this information.

2. When you create a Formula in Excel, you see the calculation on the Formula Bar and the results in the Worksheet. If you wanted to see the Formulas in the Worksheet, where can you find the Show Formulas command?

1 / 1 point


- ☐ On the View Tab
- ☒ On the Formulas Tab
- ☐ On the Home Tab

 **Correct**
 Correct! The Formula Auditing group on the right-hand side of the Formulas Tab has the Show Formulas command.

3. What is a Nested Function?

1 / 1 point


- ☐ A Function that allows you to add in Criteria
- ☐ A Function added in using the Insert Function dialog
- ☒ A Function used inside another Function

 **Correct**
 Correct! If you need to expand what a Function can do it is possible to put one Function inside another in a Formula. This is known as Nesting Functions.

4. You are adding a function formula to your worksheet. When the Formula is complete, apart from the Function name what other characters must it include? Select all options that apply.

1 / 1 point


- ☐ Square Brackets
- ☒ Commas

 **Correct**
 Correct! The Arguments that the Function needs are separated in the Formula by commas.

- ☒ An Equals Sign

 **Correct**
 Correct! Every Formula in Excel must begin with an Equals Sign.


- ☒ An opening and closing parenthesis

 **Correct**
 Correct! The Arguments - the information that the Function needs - must have an opening parenthesis at the beginning and a closing parenthesis at the end.

5. Where can you find a complete list of available functions? Select all options that apply.


1 / 1 point

- ☒ On the Formula Tab

 **Correct**
 Correct! The Formula Tab has a section called the Function Library. All of the functions are listed in drop-down categories.

- ☐ The Insert Ribbon

- ☒ In the Insert Function dialog

 **Correct**
 Correct! The Insert Function dialog contains a list of all available Functions. It also allows you to search for a Function.