Your grade: 100%

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

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1. Which Excel Ribbon contains the command to transform a block of data into a Table?   1 / 1 point

   ○ The Data Ribbon

   ⦿ The Insert Ribbon

   ○ The Home Ribbon

   ✓ **Correct**
   Correct! The Table command is in the Tables section of the Insert ribbon. Once a block of data is selected, clicking on this button will start the process of converting the data into the Table format. If you do not already have data, you can create a Table by clicking on this button and typing data to the Table rows.

2. You have created a Table that starts in cell A1 and extends down as far as D20. If you put your cursor in A21 and begin typing, what would you expect to happen?   1 / 1 point

   ⦿ The bottom border of the Table will drop down to incorporate the cells A21 to D21.

   ○ The new data you are typing will not be part of the Table. If you want the new material to be included in the Table, you will have to manually extend the borders of the Table.

   ✓ **Correct**
   Correct! One of the dynamic elements of a Table is the AutoExpansion feature which means that the Table will extend it's borders to include any information that is typed in the next row or column.

3. You have created a Table and it currently has the default blue and white banded color scheme. If you wished to change this color scheme quickly or customize it, where will you find the commands to do this?   1 / 1 point

   ⦿ On the Table Styles section of the Table Design Ribbon

   ○ On the Themes section of the Page Layout Ribbon

   ○ On the formatting sections of the Home Ribbon

   ✓ **Correct**
   Correct! The Table Styles section of the contextual Table Design Ribbon contains preconfigured formatting choices that you can apply to the Table as a whole. One of the main advantages of choosing a Style from this drop-down gallery is that the formatting will also automatically be applied to any new material added to the Table.

4. If you switch on the Total Row feature in a table, what Function is used to create the results that appear?   1 / 1 point
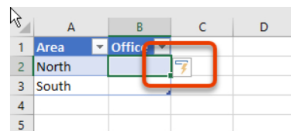
   ○ SUM

   ○ SUMPRODUCT

   ⦿ SUBTOTAL

   ✓ **Correct**
   Correct! The SUBTOTAL function is used in the Total Row feature as it allows you to obtain totals that will adapt and update if data in the Table is filtered.

5. When this symbol appears what does it allow you to do?   1 / 1 point

   ○ Summarize with a PivotTable

   ○ Resize the Table

   ⦿ Customize AutoExpansion

   ✓ **Correct**
   Correct! The AutoExpansion feature is part of Excel's Autoformat facility. It is one of the features that makes the Table dynamic. When it is switched on, new material added in the next column or row will be automatically included in the Table. This button allows to customize or switch this off.