Your grade: 100%

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

Next item →

1. When you are naming Tables, which of the following rules do you need to observe? Select all options that apply.

☐ The name must start with a number.

☑ The name cannot contain spaces.

> ⊘ **Correct**
> Correct! When you are assigning a name to any element in Excel you cannot use spaces between words. However, you can use an underscore character to give the illusion of a space.

☑ The name must not be used anywhere else in the workbook.

> ⊘ **Correct**
> Correct! The Table name will be visible from anywhere in the workbook so it must be unique. It cannot have been used for another Table or any other element in the file.

1 / 1 point

2. Where in Excel can you see a list of all the Tables that exist in the workbook?

○ In the Properties of the Table Design Ribbon

◉ In the Name Manager dialog

> ⊘ **Correct**
> Correct! The Name Manager option on the Formula Ribbon shows a list of all assigned names in the workbook. This includes names used in Named Ranges, or Tables.

1 / 1 point

3. If you are creating a formula which references Table information, what kind of parentheses are used in a Structured Reference?

○ {}

○ ()

◉ []

> ⊘ **Correct**
> Correct! These are used in Structured Refences to indicate that a Table Name or a Column Name are being referenced.

1 / 1 point

4. What is the main difference between the SUBTOTAL Function and the DCOUNT Function?

◉ The DCOUNT Function allows you to set criteria.

○ The DCOUNT Function can be used in Tables.

> ⊘ **Correct**
> Correct! Unlike the SUBTOTAL Function, the DCOUNT Function is a database function and it allows you to use criteria for the data in each column of your data set.

1 / 1 point

5. Where can you find the command to convert a Table back to a Range?

◉ In the Tools section of the Table Design Ribbon.

○ It is one of the choices in the Clear drop down on the Home Ribbon.

○ In the Data Tools section of the Data Ribbon.

> ⊘ **Correct**
> The Convert to Range option is on the Tools section of the contextual Table Design Ribbon. It will allow you to convert the Table to a range, which removes the dynamic features that are associated with a Table. The formatting, shading, and colors will remain.
>
>

1 / 1 point