Quiz 1 solutions and explanations

Quiz 1 Solutions & Explanations

Everyday Excel, Part 1

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Hello there! This document is meant to provide clear explanations for the Quiz 1 questions (not the in-video quizzes since they have explanations already). I do NOT provide feedback during the quiz (like I do for the screencasts) because a learner could just guess, obtain the correct answers, then put them back into the quiz and get 100%!

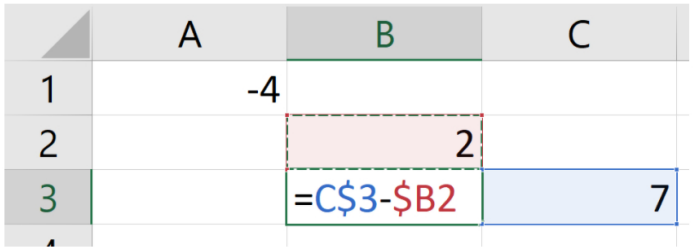
This document is purely for you to learn more and to correct your misconceptions about the material. If you view this document soon after you take the quiz to see why you missed a certain question, it will serve as a great learning tool!

PLEASE DO NOT SHARE THIS DOCUMENT WITH ANYONE! Using this document to complete Quiz 1 is a violation of Coursera's Honor Code (a.k.a. cheating).

NOTE that the order of the answers on Coursera are random and likely different from the order shown here (in general but not always, I like to start with the correct answers followed by the incorrect ones).

Question 1:

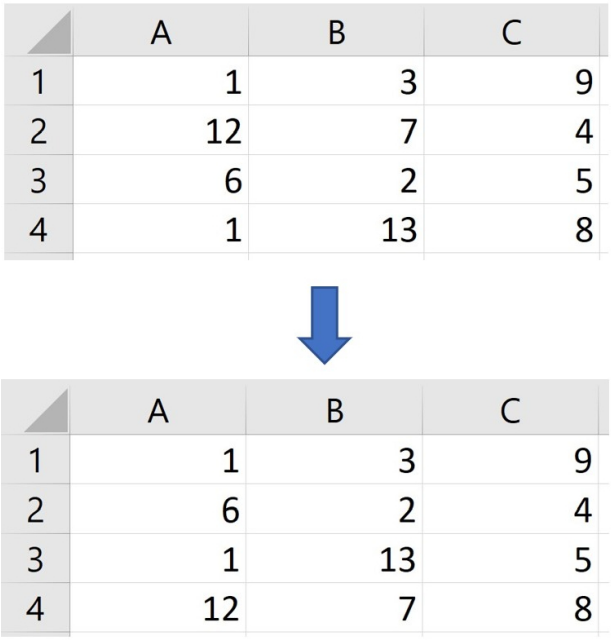
What will happen in the following spreadsheet setup if we: 1) Press **Enter**, 2) copy the formula in cell **B3** using **Ctrl-C** (or **Copy**), and 3) paste the formula into cell **A3**? What value will result in cell **A3**?



In cell **B3**, the **C$3** and **$B2** are both mixed references. If we copy the formula in cell **B3** and paste it in cell **A3**, then we will move all relative references in that formula over to the left one column. But, any relative row references will remain the same. Thus, **C$3** in the copied formula will become **B$3**, but **$B2** will remain **B$2** since it has an absolute column reference. Therefore, the formula in cell **A3** will be "**=B$3-$B2**". The value in cell **B3** will be 5 (7 – 2). Thus, the value in cell **A3** will equal 5-2 = **3**.

Question 2:

Which of the following sets of "moves" will take the initial worksheet setup and result in the final worksheet setup? Multiple correct answers possible, and all must be selected!



A.

1. Select cells **A2:B2**
2. Right-click --> **Cut**
3. Right-click in cell **A5** --> **Insert Cut Cells**

Correct! If we select cells **A2:B2** (12 and 7, respectively), cut those cells, and insert those cut cells after we select cell **A5**, then we will effectively remove cells **A2:B2** from the worksheet and the cells pasted in cell **A5** will move up to fill in the old row 2.

B.

1. Select cells **A2:B2**

1. Select cells **A2:B2**
2. Right-click --> **Cut**
3. Right-click in cell **A4** --> **Insert Cut Cells**

Incorrect. If we select cells **A2:B2**, cut those cells, then right-click in cell **A4** and **Insert Cut Cells**, this will place those cells *above* row 4. Cells **A3:B3** will shift up to fill in **A2:B2**, but cells **A4:B4** will remain the same (and not the final worksheet shown).

C.

1. Select cells A3:B4
2. Right-click --> Cut
3. Right-click in cell A2 --> Insert Cut Cells

Correct! If we cut cells A3:B4 and Insert above cell A2, this will place those cells above row 2, pushing the row 2 values to row 4, which is the worksheet shown

D. .

1. Highlight Row 2
2. Right-click on Row 2 --> **Cut**
3. Right-click on Row 5 --> **Insert Cut Cells**

Incorrect. Only the first 2 columns of row 2 have been moved to row 4 (and rows 3 and 4 shifted up one row). By highlighting the entire row 2 and cutting/inserting, this will also affect the third column of data, so this does not lead to the worksheet shown.

E.

1. Highlight Rows 3 and 4
2. Right-click on Rows 3 and 4 --> **Cut**
3. Right-click on Row 2 --> **Insert Cut Cells**

Incorrect. Similar to the explanation in part D above, we only wish to change the location of the first 2 columns, not the third. Cutting entire rows will also affect column 3.

Question 3:

In the spreadsheet setup shown below, which of the following formulas could we place into cell **B4** that we could copy/paste (or drag down) to cells **B5:B7** so that we could multiple **a** (the constant value in cell **B1**) by the x-values in cells **A4:A7**? Multiple answers may be correct.

	A	B
1	a	5
2		
3	x	a*x
4	1	
5	2	
6	3	
7	4	

Solution Explanation: If we want to multiply each x-value in column A (**A4:A7**) by the value of a in cell B1, the reference for **a** at the minimum must be absolute in row (so the $ sign before 1 in B1). We could make the column relative or absolute. The reference for the x-value in the formula in cell **B4** must be relative in row but can be either relative or absolute for the column reference. Therefore, options A and B below will work, but C, D, and E will not work.

A. =B$1*$A4

Correct! This has absolute row for the **B1** reference and relative row for the **A4** reference.

B. =B1*A4

Correct! This has absolute row for the **B1** reference and relative row for the **A4** reference.

C. =$B1*$A4

Incorrect. This has relative row for the **B1** reference so will not work.

D. =B1*A4

Incorrect. This has relative row for the **B1** reference so will not work.

E. B1*A4

Incorrect. While this does have absolute row for the **B1** reference, it has absolute row for the **A4** reference and thus will not work.

Question 4:

If we wish to name a cell "**Temp**" so that we can use "**Temp**" as a variable name in a calculation and as an absolute reference, how do we do this? Multiple answers possible, and all must be selected for credit.

A. Define a name in the **Name Box**.

Correct! This is a suitable way to create a name in Excel.

B. Define a name using the **Formula Bar**.

Incorrect. Variables cannot be named in the **Formula Bar**.

C. Define a name using the **Name Manager**.

Correct! This is a suitable way to name variables in Excel.

D. Hold down **Ctrl-Shift-N** then type in the name.

Incorrect. This is NOT a way that we can name variables in Excel.

E. Just type it into the cell to the left of the cell that you want to name.

Incorrect. This will not work to create a name in Excel.

Question 5:

Which of the following numbers, text strings, or dates on the left side of each arrow could we put into a single cell and drag down and **Auto Fill** would convert the next cell down to that on the right side of the arrow? Multiple answers correct, and all must be selected for credit.

A. March --> April

Correct! Using **Auto Fill**, we can drag down **March** to **April** (and beyond).

B. Wednesday --> Thursday

Correct! Using **Auto Fill**, we can drag down **Wednesday** to **Thursday** (and beyond).

C. 1 --> 2

Incorrect. **Auto Fill** will NOT do this.

D. Day 1 --> Day 2

Correct! Using **Auto Fill**, we can drag down **Day 1** to **Day 2** (and beyond).

E. 3/4/20 --> 3/5/20

Correct! Using **Auto Fill**, we can drag down dates and increase the date by one in each row.

Mark as completed