Quiz 4 solutions and explanations

Quiz 4 Solutions & Explanations

Everyday Excel, Part 1

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Hello there! This document is meant to provide clear explanations for the Quiz 4 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 4 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:

The following data was sorted using a **Custom Sort**.

	A	B	C
1	Animal	Number	Color
2	Hippo	3	Black
3	Cheetah	1	Blue
4	Giraffe	2	Green
5	Bear	3	Magenta
6	Lion	3	Purple
7	Crocodile	2	Red
8	Antelope	1	Yellow

	A	B	C
1	Animal	Number	Color
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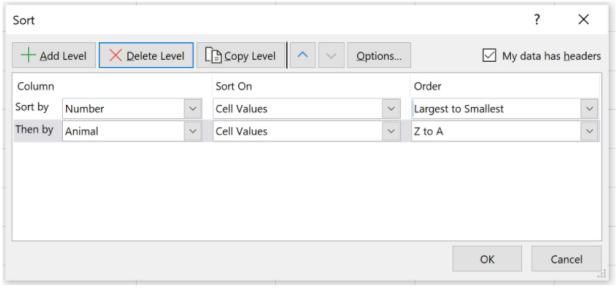
Which of the following shows how the **Custom Sort** tool was filled completed to accomplish this sort?

Solution: As can be seen in the sorted data, the **Number** column has been sorted in descending order (largest to smallest), and this was done first. We can then look at rows that have the same **Number** (for example, rows 2-4) and we can see that **Color** has NOT been sorted either in ascending or descending order. But, we can see that for rows 2-4 **Animal** has been sorted in descending order (Z to A). We can look at other data in which **Number** is the same (e.g., rows 5-6 and rows 7-8) and we can confirm that we have sorted **Animal** in Z to A fashion. So, the correct answer is:



Question 2:

Which of the following are TRUE statements about material learned in Week 4? Select all that apply.

A. **Excel Tables** have built-in filters.

Correct! Excel Tables do have built-in filters.

B. Filters can be used only to filter out categorical data and not a range of values and dates. For example, filters cannot be used to select for numbers between 2 and 10.

Incorrect. Filters *can* be used to filter out ranges of values and dates.

C. The **GoTo Special** tool can be used to identify all cells that have the value 100 in them.

Incorrect. The Go To Special tool cannot be used to identify all cells that have 100 in them. The Find & Replace tool can do this, fortunately.

D. The **Remove Duplicates** tool can only be used to remove duplicate values that show up in the left-most column of an array.

Incorrect. The Remove Duplicates tool can be used to find duplicates in *all* columns of an array.

E. The **VLOOKUP** function will always look for the lookup value in the left-most column of the lookup array.

Correct! This is true – the VLOOKUP function always looks for the lookup value in the left-most column of the lookup array.

Question 3:

What word (proper spelling and no capitalization and no spaces) will be displayed in cell **A13** when the **Enter** key is pressed?

	A	B	C	D	E	F
1	7	lazy	3			
2	4	the	1	wouldn't		
3	2	dog	2	you		
4	3	quick	1	like		
5	8	fox	3	a		
6	6	jumps	2	doctor		
7	5	the	2	pepper		
8	1	over	1	too		
9	9	brown	3	?		
10						
11		fox	quick			
12						
13	=VLOOKUP(MATCH(B11,B1:B9,0),A1:D9,MATCH(C11,B1:B9,0),FALSE)					

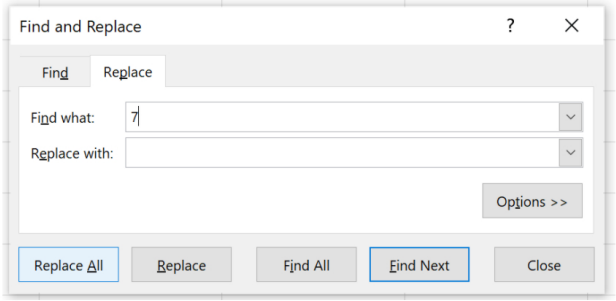
Solution: Starting from inside the inner-most sets of parentheses, we can see that **MATCH(B11,B1:B9,0)** = **MATCH("fox",B1:B9,0)** = 5. **MATCH(C11,B1:B9,0)** = **MATCH("quick",B1:B9,0)** = 4. If we substitute these into the **VLOOKUP** function, we get: **VLOOKUP(5,A1:D9,4,FALSE)**. We look up 5 in the left-most column of **A1:D9**, which is row 7, and then we output the 4th column of **A1:D9**, which is cell **D7** = "**pepper**". So **pepper** is the correct answer.

Question 4:

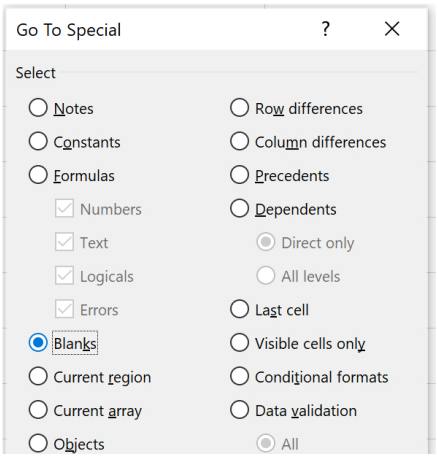
We start with the following worksheet setup:

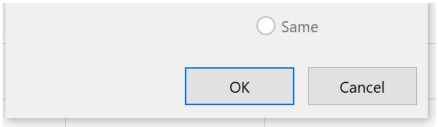
	A	B	C
1	7	12	5
2	9	1	0
3	4		
4	0		15
5		8	7

We bring up the **Find and Replace** tool, fill it out as shown below, and click **Replace All**.



Next, we bring up the **GoTo Special** tool (**F5** --> **Special** or **Home** --> **Find & Select**) and fill it out as shown here and click **OK**:





Immediately after running the **GoTo Special** tool we type in **6** and press **Ctrl-Enter**. Which of the following will show the resulting worksheet when these steps are carried out?

Solution: When we perform the Find & Replace tool and replace all 7's in the selection with nothing (blank), we end up with the following intermediate worksheet layout:

	A	B	C
1		12	5
2	9	1	0
3	4		
4	0		15
5		8	

Next, we use the Go To Special tool to find all blanks, getting the following intermediate:

	A	B	C
1		12	5
2	9	1	0
3	4		
4	0		15
5		8	

Finally, when we type in 6 and press **Ctrl-Enter**, we'll replace all blanks above with a 6 to get the following, which is the solution:

	A	B	C
1	6	12	5
2	9	1	0
3	4	6	6
4	0	6	15
5	6	8	6

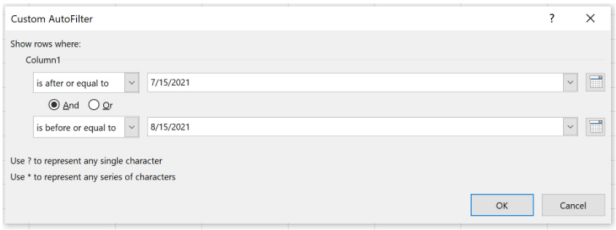
Question 5:

We start with the following **Excel Table**, which has already had a **Filter** added:

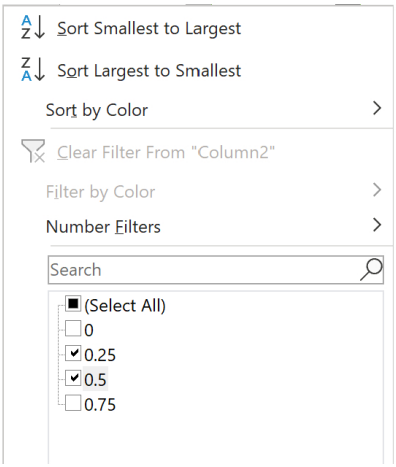
	A	B	C
1	**Column1**	**Column2**	**Column3**
2	7/20/2021	0.5	Z
3	8/5/2021	0.25	H
4	7/5/2021	0.5	Z
5	7/3/2021	1	
6	8/2/2021	0.5	Z
7	7/9/2021	0.5	H
8	7/14/2021	0.75	H
9	8/16/2021	1	Z
10	7/17/2021	0.5	
11	7/4/2021	1	Z
12	8/7/2021	0.5	H
13	7/19/2021	0.75	
14	8/19/2021	0.75	H

15	7/20/2021	0	Z
16	7/13/2021	0.25	Z

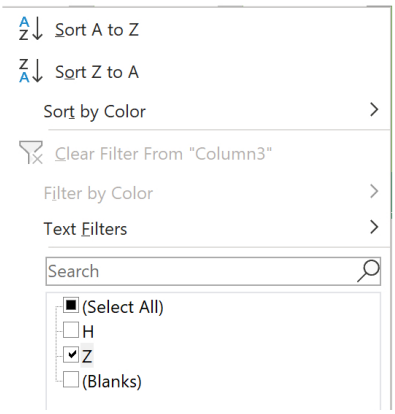
We then apply the following filter to **Column1**:



Next, we apply this filter to **Column2**:



Finally, we apply this filter to **Column3**:



Which of the following correctly shows the result of these 3 filters?

Solution: The only option that shows the results of these filters is the following:

	A	B	C
1	Column1	Column2	Column3
2	7/20/2021	0.5	Z
6	8/2/2021	0.5	Z

Mark as completed