

Question 1

What keyboard shortcut can be used in Microsoft Excel to select all the data?

CTRL-V



CTRL-A

CTRL-C

CTRL-P

Question 2

What is the Microsoft Excel "CONCATENATE" function used for?



it is used to combine the data from one or more columns into a single column

it is used to combine data from multiple worksheets in Excel in order to have the data you need to inform the analysis

it is used to filter blank cells in a given column

it is used to sum up the values in a given column

Question 3

What is the Microsoft Excel **Data > Sort** command used for?

it sums up the values in a given column

it filters out the values in all blank cells



it is used to arrange the contents of a range or array

it is used to calculate the mean average of a column

Question 4

How is an active cell displayed in Microsoft Excel?

a blinking border

a flashing border

a pointer arrow



a wide dark border

Question 5

What is the name of the Microsoft Excel function in the formula "`=INDEX(ProductSales,MATCH(1,($A2=ProductSales[Country]))*(SB2=ProductSales[Product]),0), 3)`"?

MATCH



INDEX

\$A2

\$B2

Question 6

In Microsoft Excel, what is the "INDEX" function used for?

it is used to sort the data in an ascending order

it is used to sort the data in a descending order



it is used to return a value or the reference to a value from within a table or range

it is used to auto sum the values in a given range

Question 7

What is the Microsoft Excel "LEN" function used for?



it returns the number of characters in a text string in a cell

it automatically adds the values in a given range

it searches for blank cells in a given column

it sorts values in a given column

Question 8

What sign do all Microsoft Excel formulas start with?



equal sign (=)

plus sign (+)

number sign (#)

asterisk symbol (*)

Question 9

In Microsoft Excel, what is a characteristic of an "absolute reference"?

the reference changes depending on the relative position of the cell



it is indicated by preceding a cell reference in a formula with a \$ meaning the cell reference will not change when the formula is copied to a new location

it requires no parenthesis and brackets when used in the formula

it is used to automatically summarize, analyze, explore, and present data