



Technical Skills Course – Beginning Excel Quiz

- 1) Use the table below. Know that cell H12 is “Toyota Tundra”. What value will be returned in the formula =VLOOKUP(“Volkswagon Jetta”, \$H\$12:\$K\$14, 2, FALSE)?

	H	I	J	K
11	Car Brand	Frequency	Severity	Annual Premium
12	Toyota Tundra	0.05	\$10,000	\$650
13	Lexus IS250	0.07	\$20,000	\$1,000
14	Volkswagen Jetta	0.03	\$8,000	\$500

- a) \$8,000 b) 0.07 c) \$650 d) 0.03 e) #N/A
- 2) In a SUMIF function, the first argument is the:
- a) Range that you are summing over
b) the criteria
c) the range to look to match your criteria
d) the number of columns in your range
e) none of the above
- 3) What is the purpose of a Goal Seek?
- a) You want to limit the values that a user can enter into a cell.
b) You want to sort your data in a particular order.
c) You want to filter your data down by a particular goal.
d) You want a cell to hit a specific value by changing another cell.
e) It makes a cell larger in font size and makes it bold.
- 4) How do you create a Pivot Table in Excel?
- a) Run the Macro called “Pivot Table.”
b) Highlight your data, go to Insert then click on Pivot Table
c) Highlight your data, go to What-If-Analysis then click on Data Table
d) Pivot Tables are not in Excel
e) Highlight your data, go to Insert then click on Table
- 5) True or False: Excel is very useful for doing data analysis, creating models, and performing ad-hoc calculations.
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Answers: 1) e (Volkswagon is misspelled in VLOOKUP) 2) c 3) d 4) b 5) True