1. Which of the following is a valid way of editing existing data in a cell? **Select all that apply**

1 / 1 point

☐ Select the cell you want to edit and press Enter

☑ Select the cell you want to edit and then click in the formula bar

> ✓ **Correct**
> This is a valid way of editing the existing data in a cell

☐ Press CTRL+N

☑ Press F2

> ✓ **Correct**
> This is a valid way of editing the existing data in a cell

2. In Excel for the web, how can you format data in cells to use a currency? **Select all that apply**

1 / 1 point

☑ Right-click on a cell and select Number Format

> ✓ **Correct**

☐ Select the data and click the Decrease Decimal button

☐ Select "Format cells" from the Format drop-down list in the Cells group

☑ Select "More Number Formats" from the Number Format drop-down list in the Number group

> ✓ **Correct**
> This will enable you to format your data as a currency.

3. What character do you type first when you want to start writing a formula?

1 / 1 point

◉ Equal sign '='

○ Division sign '/'

○ Plus sign '+'

○ Percentage sign '%'

> ✓ **Correct**
> You type the '=' character first when you want to start writing a formula

4. What is one of the functions found in the AutoSum drop-down list?

1 / 1 point

○ Number

○ Accounting

◉ Count Numbers

○ General

> ✓ **Correct**
> Count Numbers is one of the functions found in the AutoSum drop-down list, The other options are Sum, Average, Max and Min

5. In Excel Desktop, what is one of the function categories on the Formulas tab, in the Function Library group?

1 / 1 point

○ Medical

○ Functional

◉ Lookup & Reference

○ Analytical

> ✓ **Correct**
> Lookup & Reference is one of the function categories on the Formulas tab, in the Function Library group

6. How do you make a cell reference absolute in a formula?

1 / 1 point

○ Put a plus sign (+) between the column and row identifiers in the formula

○ Put a percentage sign (%) behind the column or row identifiers in the formula

○ Put an asterisk (*) in front of the column or behind the row identifiers in the formula

◉ Put a dollar sign ($) in front of the column and/or row identifiers in the formula

> ✓ **Correct**
> Putting a dollar sign ($) in front of the column and/or row identifiers is how you make a cell reference absolute in a formula

7. Formula errors in Excel are preceded by a hash symbol (#). What does it mean when multiple hash symbols exist in a cell?

○ Formula contains multiple errors

○ Formula contains unrecognized text

◉ Column isn't wide enough or it contains negative date or time values

○ Formula is missing a cell reference

✓ **Correct**
When you see multiple hash symbols in a cell it means that either the column isn't wide enough to display the full data, or it contains negative date or time values