

1. What is one of the issues that empty rows cause in your spreadsheet?

1 / 1 point

- ☒ Formula errors
- ☐ Indexing function error
- ☐ Data will be hidden
- ☐ Spell-check will fail



Correct

Having empty rows in your spreadsheet can cause errors in your formulas

2. How can you remove all empty rows at the same time in your imported spreadsheet?

1 / 1 point

- ☐ You must delete the empty rows one at a time
- ☐ Use Search & Replace to look for empty rows and delete
- ☐ Use Remove Duplicates to remove empty rows
- ☒ Select all rows and then filter for Blanks, select these and then delete



Correct

To remove all empty rows at the same time in your imported spreadsheet, select all rows, filter for Blanks, then select these and delete

3. There are two methods to locate and remove duplicated rows in Excel, what is the easiest way?

1 / 1 point

- ☐ Search for the first character in rows
- ☐ Use the HLOOKUP function
- ☒ Select all data and click the Remove Duplicates button
- ☐ Select a column and choose Conditional Formatting > Highlight Cells Rules > Duplicate Values



Correct

This is the easiest of the two methods to locate and remove duplicated rows in Excel

4. What does the PROPER function do?

1 / 1 point

- ☐ Converts lower case text to upper case
- ☐ Repairs a REF error
- ☒ Changes text to sentence case
- ☐ Converts upper case text to lower case

✓ **Correct**

The PROPER function changes text to sentence case

5. Why do you need to use the Paste Values option when you paste contents from a helper row to the original row?

1 / 1 point

- ☐ Keeps cell formatting the same
- ☒ Makes sure formulas aren't also copied
- ☐ Ensures consistency
- ☐ Validates the copied function

✓ **Correct**

To ensure that formulas aren't also copied when you paste contents from a helper row to the original row, you use the Paste Values option

6. What is one of the ways to apply new data formats to the rest of a column?

1 / 1 point

- ☐ Format button
- ☐ Text Import wizard
- ☒ Format Painter tool
- ☐ Paste Special tool

✓ **Correct**

You use the Format Painter tool to apply new data formats to the rest of a column