

1. According to the video, what's one of the easiest common errors or inconsistencies to fix when importing data?

1 / 1 point

- ☒ Spelling mistakes
- ☐ Extra white space
- ☐ Duplicated data
- ☐ Empty rows

✓ **Correct**

All of these are issues that can be fixed after importing data, but fixing spelling mistakes by using the in-built spell checker is the easiest of them to fix

2. What is the first thing you should do when checking spelling errors in Excel?

1 / 1 point

- ☒ Select the data you want to check for spelling
- ☐ Find the misspelled data
- ☐ Click the Spelling button
- ☐ Use a dictionary

✓ **Correct**

The first thing you should do when checking spelling errors in Excel is select the data you want to spell-check

3. What feature can you use to fix text that appears in mixed case?

1 / 1 point

- ☐ Filter
- ☒ Functions
- ☐ Audits
- ☐ AutoSum

✓ **Correct**

You can use the Functions feature to fix text that appears in mixed case

4. What is one of the functions you can use to change the text case in your data?

1 / 1 point

- ☐ STRUCTURE
- ☐ CAP
- ☐ CASE
- ☒ LOWER

✓ **Correct**

You can use the LOWER function to change the text case in your data

5. What does the Flash Fill feature have in common with the UPPER, LOWER, and PROPER functions?

1 / 1 point

- ☐ Repairs a REF error
- ☐ Keeps cell formatting
- ☐ Lookup & Reference
- ☒ Requires a helper column or row

✓ **Correct**

Both the Flash Fill feature and the UPPER, LOWER, and PROPER functions require a helper row or column

6. Which of the following tasks can Flash Fill do? Select all that apply.

1 / 1 point

- ☐ Remove empty rows
- ☐ Set column width
- ☒ Split one column of data into two

✓ **Correct**

Flash Fill can split one column of data into two

- ☒ Combine two columns of data into one

✓ **Correct**

Flash Fill can combine two columns of data into one