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1. Fill in the blank: Conditional formatting is a spreadsheet tool that changes how _____ appear when values meet a specific condition.

1 / 1 point

- ☐ charts
☐ queries
☒ cells
☐ filters



Conditional formatting is a spreadsheet tool that changes how cells appear when values meet a specific condition.

2. A data analyst uses the SPLIT function to divide a text string around a specified character and put each fragment into a new, separate cell. What is the specified character separating each item called?

1 / 1 point

- ☒ Delimiter
☐ Substring
☐ Unit
☐ Partition



When using the SPLIT function, the specified character separating each item is called a delimiter.

3. Fill in the blank: When describing a SUM function, the _____ is =SUM(value 1 through value 2).

1 / 1 point

- ☐ script
☐ standard
☒ syntax
☐ structure



When describing a SUM function, the syntax is =SUM(value 1 through value 2).

4. You are working with the following selection of a spreadsheet:

1 / 1 point

	A	B
1	Customer	Address
2	Sally Stewart	9912 School St. North Wales, PA 19454
3	Lorenzo Price	8621 Glendale Dr. Burlington, MA 01803
4	Stella Moss	372 W. Addison Street Brandon, FL 33510
5	Paul Casey	9069 E. Brickyard Road Chattanooga, TN 37421

In order to extract the five-digit postal code from North Wales, PA, what is the correct function?

- ☐ =RIGHT(5,B2)
☐ =LEFT(B2,5)
☒ =RIGHT(B2,5)
☐ =LEFT(5,B2)



The correct syntax is =RIGHT(B2,5). The RIGHT function returns a set number of characters from the right side of a text string. B2 is the specified cell. And 5 is the number of characters to return.

5. A data analyst in a human resources department is working with the following selection of a spreadsheet:

1 / 1 point

	A	B	C	D
1	Year Hired	Last 4 of SS#	Department	Employee ID

	Year Hired	Employee Number	Department	Employee ID
2	2019	1192	Marketing	
3	2014	2683	Operations	
4	2020	1939	Strategy	
5	2009	3208	Graphics	

They want to create employee identification numbers (IDs) in column D. The IDs should include the year hired plus the last four digits of the employee's Social Security Number (SS#). What function will create the ID 20093208 for the employee in row 5?

- ☒ =CONCATENATE(A5,B5)
- ☐ =CONCATENATE(A5*B5)
- ☐ =CONCATENATE(A5+B5)
- ☐ =CONCATENATE(A5!B5)



Correct

To create the ID 20093208 for the employee in row 5, the function is =CONCATENATE(A5,B5). CONCATENATE joins together two or more text strings. (A5,B5) are the locations of the strings to be joined.

6. A data analyst at an e-commerce company is working with a spreadsheet containing last month's sales. The most expensive product their company sells costs \$49.99, so they want to quickly confirm that all of the data in the Sales column is \$49.99 or less. What function can they use?

1 / 1 point

- ☐ COUNT
- ☒ COUNTIF
- ☐ SUMIF
- ☐ SUM



Correct

They can use COUNTIF, which is a function that returns the number of cells that match a specified value or parameter.

7. A data analyst wants to search for a certain value in a column, then return a corresponding piece of information. Which function should they use?

1 / 1 point

- ☐ FIND
- ☐ VALUE
- ☒ VLOOKUP
- ☐ MATCH



Correct

VLOOKUP is used to search for a certain value in a column, then return a corresponding piece of information.

8. Fill in the blank: Data mapping is the process of _____ fields from one data source to another.

1 / 1 point

- ☐ extracting
- ☐ linking
- ☒ matching
- ☐ merging



Correct

Data mapping is the process of matching fields from one data source to another.