

1. What is the relationship between a text string and a substring?

1 / 1 point

- ☐ A text string is a row of data within a table. A substring is one cell within that row.
- ☐ A text string is a column of data within a table. A substring is one cell within that column.
- ☒ A text string is a group of characters within a cell. A substring is a smaller subset of that text string.
- ☐ A text string is the list of attributes at the top of columns within a table. A substring is a single attribute within that list.

✓ Correct

A text string is a group of characters within a cell. A substring is a smaller subset of that text string.

2. A data analyst uses the `COUNTIF` function to count the number of times a value less than 50 occurs between spreadsheet cells D2 through F100. What is the correct syntax?

1 / 1 point

- ☐ `=COUNTIF(D2:F100, ">50")`
- ☐ `=COUNTIF(D2:F100, >50)`
- ☐ `=COUNTIF(D2:F100, <50)`
- ☒ `=COUNTIF(D2:F100, "<50")`

✓ Correct

The correct syntax is `=COUNTIF(D2:F100, "<50")`. `COUNTIF` will return the number of cells that match a value. `D2:F100` is the range. And `"<50"` is the specified value.

3. Fill in the blank: To remove leading, trailing, and repeated spaces in data, analysts use the ____ function.

1 / 1 point

- ☐ `MID`
- ☐ `LEFT`



match a value. D2 : F100 is the range. And "<50" is the specified value.

3. Fill in the blank: To remove leading, trailing, and repeated spaces in data, analysts use the ____ function.

1 / 1 point

- ☐ MID
- ☐ LEFT
- ☒ TRIM
- ☐ RIGHT

✓ Correct

TRIM is a function that removes leading, trailing, and repeated spaces in data.

4. Which spreadsheet tool searches for matches to a specified value in one column, returning a corresponding piece of information from another location?

1 / 1 point

- ☐ CONCATENATE
- ☒ VLOOKUP
- ☐ SPLIT
- ☐ LEN

✓ Correct

VLOOKUP searches for matches to a specified value in one column, returning a corresponding piece of information from another location.