

1. To identify ways to improve the shipping process, a data analyst merges a dataset of client order data with a dataset of shipping data. What should the data team do to ensure the compatibility of the two datasets?

1 / 1 point

- ☐ Apply a data structure
- ☒ Map the data
- ☐ Spotcheck for null values
- ☐ Use a visualization

 Correct

2. Fill in the blank: When typing a MID function, the correct _____ to follow is =MID(range, reference starting point, number of middle characters).

1 / 1 point

- ☐ validation
- ☐ system
- ☒ syntax
- ☐ algorithm

 Correct

3. In this spreadsheet, which function will extract Clay Casey's four-digit postcode?

1 / 1 point

| | A | B | C | D |
|---|---------------|---------------------------|-----------|-----------|
| 1 | Customer | Street | Territory | Country |
| 2 | Terry Stewart | 707 Collins St, Docklands | VIC 3008 | Australia |

3. In this spreadsheet, which function will extract Clay Casey's four-digit postcode?

1 / 1 point

| | A | B | C | D |
|---|---------------|-------------------------------|-----------|-----------|
| 1 | Customer | Street | Territory | Country |
| 2 | Terry Stewart | 707 Collins St, Docklands | VIC 3008 | Australia |
| 3 | Che Price | 177 William St, Tennant Creek | NT 0860 | Australia |
| 4 | Stanley Moss | 430 Little Collins St, | CXI 6798 | Australia |
| 5 | Clay Casey | 250 Queen St, Sydney | NSW 3000 | Australia |

- ☐ =RIGHT(4,C5)
☐ =LEFT(C5,4)
☐ =LEFT(4,C5)
☒ =RIGHT(C5,4)

✓ Correct

4. Fill in the blank: In a VLOOKUP function, the word false tells VLOOKUP that an _____ match is desired.

1 / 1 point

- ☒ exact
☐ inexact
☐ uncertain
☐ approximate

7. A data analyst uses a spreadsheet's Split tool to place each vegetable and fruit into new, separate cells. What is the comma's function in this scenario?

1 / 1 point

| | A | B |
|---|--------------------------------|-------------------------|
| 1 | Vegetables | Fruits |
| 2 | Carrot, Celery | Strawberry, Grape |
| 3 | Broccoli, Cauliflower, Spinach | Coconut, Banana, Orange |
| 4 | Zucchini | Pear, Blackberry |

- ☐ Substring
- ☐ String
- ☒ Delimiter

 Correct

- ☐ Duplicate

8. A data professional discovers that a client name has been misspelled numerous times within a spreadsheet. In order to find each of those misspellings, they use a spreadsheet tool that changes how cells appear when values meet specific conditions. What tool do they use?

1 / 1 point

- ☐ Field length
- ☐ Cell filtering
- ☐ Data merging

8. A data professional discovers that a client name has been misspelled numerous times within a spreadsheet. In order to find each of those misspellings, they use a spreadsheet tool that changes how cells appear when values meet specific conditions. What tool do they use?

1 / 1 point

- ☐ Field length
- ☐ Cell filtering
- ☐ Data merging
- ☒ Conditional formatting

 Correct

9. A data analyst is working for a hospital network that has just merged with another hospital system. Both systems have separate databases containing patient information, including demographics, diagnoses, and treatment history. The goal is to combine this patient data into a single, unified database to improve patient care coordination. What is the most important step to take before analyzing the combined patient data?

1 / 1 point

- ☐ Develop targeted marketing campaigns for the new customer base.
- ☐ Design attractive visualizations for presenting the combined data.
- ☐ Use VLOOKUP to merge the customer email addresses.
- ☒ Data mapping to standardize, merge, and clean the data from both databases.

 Correct

10. You are a new data analyst and you want to make sure to avoid common pitfalls when cleaning data. Which of the following steps should you take to ensure a smooth and accurate data cleaning process? Select all that apply.

0.5 / 1 point

9. A data analyst is working for a hospital network that has just merged with another hospital system. Both systems have separate databases containing patient information, including demographics, diagnoses, and treatment history. The goal is to combine this patient data into a single, unified database to improve patient care coordination. What is the most important step to take before analyzing the combined patient data?

1 / 1 point

- ☐ Develop targeted marketing campaigns for the new customer base.
- ☐ Design attractive visualizations for presenting the combined data.
- ☐ Use VLOOKUP to merge the customer email addresses.
- ☒ Data mapping to standardize, merge, and clean the data from both databases.

 Correct

10. You are a new data analyst and you want to make sure to avoid common pitfalls when cleaning data. Which of the following steps should you take to ensure a smooth and accurate data cleaning process? Select all that apply.

0.5 / 1 point

- ☒ Examine the data to understand the data cleaning needs before you start.

 Correct

- ☐ Identify and address spelling errors before you start.
- ☒ Focus on cleaning a small sample set of the data first.

 This should not be selected
Review [the reading on data-cleaning pitfalls](#). 

- ☐ Clean the data before making a backup copy.