Section 1: Course Introduction

Module 01-02, Navigating Excel

Q1: Please specify if the statement below is TRUE or FALSE:

In an Excel spreadsheet, the rows are alphabetical while the columns are numerical.

1. TRUE
2. **FALSE**

Section 2: Using Excel Spreadsheets for Data Analysis

Module 02-01, Viewing, Entering and Copying Data

Q2: If we want to delete data in a cell, we can:

1. Hit the “Delete” key
2. Hit the “Delete” key and then place the cursor inside the cell
3. **Place the cursor inside the cell and hit the “Delete” key**
4. Place the cursor inside the cell and hit the “Enter” key

Module 02-02, Formatting and Data Types in Excel

Q3: There are four important data types in Excel. These include:

1. Text, numbers, dates, and formats
2. **Text, number, dates, and formulas**
3. Strings, numbers, dates, and formulas
4. Strings, numbers, dates, and formats

Module 02-03, Excel Formula Basics

Q4: When writing a formula in Excel, we need to:

1. Start with the “=” sign, capitalize the first letter and ensure we use the “{}” brackets
2. Start with the “=” sign, capitalize the first letter of the formula function and ensure we use the “()” brackets
3. **Start with the “=” sign, and ensure we use the “()” brackets. There is no need to capitalize the first letter of the formula function.**
4. Start with the “=” sign, and ensure we use the “{}” brackets. There is no need to capitalize the first letter of the formula function.

Module 02-04, Exploring Excel Functions

Q5.) Using the “AutoSum” function, we can calculate:

1. Sum, Standard Deviation, Average and Count Numbers
2. **Sum, Max, Average, and Count Numbers**
3. Sum, Min, Standard Deviation, and COUNTA
4. Sum, Max, Standard Deviation, and COUNTA

Q6: To write the XLOOKUP formula, we must provide:

1. **“Lookup value,” “Lookup array” and the “return array”**
2. “Lookup value,” “value if the lookup value is not found” and the “return array”
3. “Lookup value,” “match mode” and the “return array”
4. “Lookup value,” “lookup array” and the “match mode”

Module 02-05, Referencing Data in Formulas

Q7: When using the “SUM” formula, the most efficient way to add multiple ranges is by:

1. Typing the colon symbol (:) and selecting the multiple ranges using the mouse
2. **Typing the comma symbol (,) and selecting the multiple ranges using the mouse**
3. Typing the colon symbol (:) and typing in the multiple ranges using a keyboard
4. Typing the comma symbol (,) and typing in the multiple ranges using a keyboard

Section 3: Using Excel Spreadsheets for Data Analysis

Module 03-01, Introduction to Data Quality

Q8: To consolidate the titles on a single line:

1. We can use the “Shift” and “Enter” key on our keyboard
2. We can use the “Alt” and “Tab” key on our keyboard
3. **We can use the “Alt” and “Enter” key on our keyboard**
4. We can use the “Shift” and “Tab” key on our keyboard

Module 03-03, Removing Duplicate Data

Q9: To use the “Advanced Filter” options, we need to provide:

1. “List range,” “criteria range,” and the “table range”
2. “List range,” “input range,” and the “copy to range”
3. “List range,” “input range,” and the “table range”
4. **“List range”, “criteria range”, and the “copy to range”**

Module 03-04, Identifying Data Attributes

Q10: To count the number of unique items we have in a list, we can combine:

1. “Sort” and “unique” functions
2. “Count” and “unique” functions
3. “Sort” and “COUNTA” functions
4. “**COUNTA” and “unique” functions**

Module 03-05, Cleaning Data

Q11: Please specify if the statement below is TRUE or FALSE.

To remove spaces within a cell, we can use the “Trim” function:

1. **TRUE**
2. FALSE

Section 4: Analyzing Data

Module 04-01, Sort and Filter Data

Q12: If we need to perform a secondary sort on a dataset, we need to consider that:

1. Excel does not provide an option to apply a secondary sort.
2. **We can add a secondary sort level, select the sort option and the order.**
3. We need to remove the primary sort level and then need to add it again after adding a secondary sort level, select the sort option and the order.
4. We can only do this by copying and then changing the primary sort level.

Module 04-02, Concatenation and SUMIF

Q13: To apply the SUMIF formula, we need to provide:

1. Range, criteria, and the lookup range
2. Lookup value, criteria, and the sum range
3. **Range, criteria, and the sum range**
4. Lookup value, criteria, and the lookup range

Module 04-04, Summarizing Data Using Pivot Tables

Q14: A number of changes can be incorporated by using the PivotTable Analyze option. However, which of the following statements is NOT correct regarding this option?

1. Pivot table name can be updated.
2. Values can be summarized using a different calculation.
3. Line items can be grouped or ungrouped.
4. **Slicer can be formatted differently.**

Module 04-05, Creating a Pivot Chart

Q15: We have the option of creating diverse types of pivot charts. However, one chart that cannot be created is a:

1. Area chart
2. **Pareto chart**
3. Bar chart
4. Combo chart

Module 04-07, Analysing Financial Data

Q16: For income statement data, to express all line items as a percentage of net sales, we can employ:

1. **Vertical analysis**
2. Horizontal analysis
3. Trend analysis
4. Variance analysis

Module 04-08, Waterfall Charts

Q17: To ensure that both the starting and ending points are locked to the horizontal axis, we need to:

1. Manually correct the calculation to ensure it is accurate.
2. Ensure that the “corrector lines” option is checked.
3. **Set both the starting and ending points as totals.**
4. Adjust the gap widths

Module 04-09, Conditional Formatting

Q18: Using the conditional formatting rules manager, we cannot:

1. **Implement colour scales**
2. Add a rule
3. Edit a rule
4. Duplicate a rule

Module 04-10, Using Database Functions

Q19: When working with database functions, the field category needs to include:

1. Field name
2. Nothing, it can be left blank
3. A space
4. **Field number**

Module 04-11, Evading Formula Errors

Q20: We can use the “FORMULATEXT” function to:

1. Correct for spelling mistakes made in the formula
2. Update the formulas
3. **Determine the formula applied to a specific cell**
4. Correct for syntax mistakes in a formula

Section 5: What-If Analysis and Analysis ToolPak

Module 05-01, Scenario Manager in What-If Analysis

Q21: The scenario summary report provides:

1. A list of changing cells, the selected scenario, and the forecasted values
2. **A list of changing cells, all created scenarios and the current values**
3. A list of updated cells, the selected scenario, and the forecasted values
4. A list of updated cells, all created scenarios, and the current values

Module 05-02, Data Tables in What-If Analysis

Q22: For the data tables to work, we need to ensure:

1. **There is a formula in our selection and that we are selecting the correct row and column inputs.**
2. There is at least one number in our selection and that we are selecting the correct row and column inputs.
3. There is a formula in our selection and that we are selecting the correct row input.
4. There is at least one number in our selection and that we are selecting the correct row input.

Module 05-03, Goal Seek in What-If Analysis

Q23: Please specify if the statement below is TRUE or FALSE:

The goal seek option helps solve for a particular problem based on the input variables that the user defines.

1. **TRUE**
2. FALSE

Module 05-05, Correlation and Covariance in Analysis ToolPak

Q24: The difference between correlation and covariance is that:

1. Correlation is commonly used in statistics whereas covariance is not
2. Covariance is commonly used in statistics whereas correlation is not
3. Covariance is scaled whereas correlation is not
4. **Correlation is scaled whereas covariance is not**

Module 05-06, Descriptive Statistics, Moving Average and Exponential Smoothing

Q25: To calculate the moving average, we require:

1. At least two cells of data
2. **At least three cells of data**
3. The actual and forecasted values
4. The damping factor to be above 0.2