# Section 1: INTRODUCTION

1. Excel 2021 is for users who want the latest version of Excel with all the new functionality but don’t have a Microsoft 365 subscription.
   1. **TRUE**
   2. FALSE
2. Which of the following lookup functions is new for Excel 2021 users?
   1. VLOOKUP
   2. HLOOKUP
   3. **XLOOKUP**
   4. LOOKUP

# Section 2: designing better spreadsheets

1. Which of the following is not a golden rule of good spreadsheet design?
   1. Identifying your audience
   2. Designing for longevity
   3. **Allowing users freedom to enter any type of data**
   4. Consistent structure
2. Data Validation and \_\_\_\_\_\_\_ are two methods we can use to control data input.
   1. **Protection**
   2. Cell Styles
   3. Navigation Buttons
   4. Absolute Cell References

# Section 3: Making decisions with logical functions

1. If we want to count the number of employees who work at ‘Computech’ in the ‘IT’ team, which function would we use?
   1. COUNTIF
   2. COUNT
   3. **COUNTIFS**
   4. SUMIFS
2. Which of the following errors can be handled by the IFERROR function?
   1. #DIV/0
   2. #N/A
   3. #VALUE
   4. **All of the above.**

# Section 4: looking up information

1. If we have this formula in a cell =VLOOKUP(G1, A2:A20,3), what type of match will the formula do?
   1. TRUE
   2. **FALSE**
2. When using INDEX and MATCH to perform a lookup in a table, which argument in the lookup formula do we automate?
   1. array
   2. column\_num
   3. reference
   4. **row\_num**

# Section 5: advanced sorting and filtering

1. The Advanced Filter is the only method available in Excel 2021 to extract a unique list of values from a dataset.
   1. TRUE
   2. **FALSE**
2. If we have the following values in a list of movies: ‘8 Weeks Notice’, ’Avatar’, ’One Flew Over the Cuckoos Nest’, and ‘Argo’ and we sort them in ascending order, which one will be listed at the top?
   1. **8 Weeks Notice**
   2. Avatar
   3. One Flew Over the Cuckoos Nest
   4. Argo

# Section 6: Working with date and time

1. Out of the following time and date functions, which is the odd one out?
   1. WORKDAY
   2. MONTH
   3. **TODAY**
   4. YEAR
2. Which of the following date formats will produce the result of Mon-10-2021?
   1. dd-mm-yy
   2. ddd-mmm-yyy
   3. ddd-mmm-yy
   4. **ddd-mm-yyyy**

# Section 7: Preparing data for analysis

1. What result does the text function =”I”&” “&”LOVE”&” “&”EXCEL”
   1. **I LOVE EXCEL**
   2. ILOVE EXCEL
   3. I LOVEEXCEL
   4. ILOVEEXCEL
2. What is the keyboard shortcut to create an Excel table?
   1. CTRL+P
   2. **CTRL+T**
   3. CTRL+E
   4. CTRL+L

# Section 8: PIVOTTABLES

1. It is not possible to use the same field in the same field area in a PivotTable.
   1. TRUE
   2. **FALSE**
2. If we drag the ‘StudentName’ field into the ‘Values’ area, what will be the default calculation?
   1. SUM
   2. AVERAGE
   3. MIN
   4. **COUNT**

# Section 9: Pivot Charts

1. Which of the following chart types is most suitable for presenting time-based data?
   1. Map Charts
   2. Bar Charts
   3. **Line Charts**
   4. Pie Charts
2. It is possible to use Pivot data in a Filled Map Chart, despite the fact that the chart type is not available when we try to create a map chart from a PivotTable.
   1. **TRUE**
   2. FALSE

# Section 10: adding interaction to pivot charts

1. When we choose not to display the header on a slicer, which important piece of functionality is no longer visible?
   1. Sort
   2. Filter
   3. **Clear**
   4. Close
2. If we click on a timeline slicer and only one chart updates, what do we need to do to get all charts to update when filtering using slicers?
   1. Refresh
   2. Refresh All
   3. **Connect the slicer to all Pivot Charts in Report Connections**
   4. Close the workbook

# Section 11: interactive dashboards

1. Dashboards are predominantly used to make sense of a large dataset, helping others to identify key metrics, targets, and goals in a visual way.
   1. **TRUE**
   2. FALSE
2. Which of the following websites is a good place to go for dashboard design inspiration?
   1. Pexels
   2. Unsplash
   3. **Pinterest**
   4. Microsoft

# Section 12: formula auditing

1. If we have created a formula in a cell that produces a number that is too large for the cell to handle, what error message will we see?
   1. #N/A
   2. #VALUE
   3. **#NUM**
   4. #DIV/0
2. Which of the following errors will we see if we incorrectly spelled a function name?
   1. #N/A
   2. #VALUE
   3. **#**NUM
   4. **#NAME**

# Section 13: data validation

1. A data validation drop-down list will only update automatically when new items are added to the dataset if we name the range.
   1. TRUE
   2. **FALSE**
2. When creating custom data validation, which function do we use to convert text to numbers?
   1. ISNUMBER
   2. NOT
   3. TEXT
   4. **VALUE**

# Section 14: whatif analysis tools

1. The result of a PMT calculation that uses positive numbers will always be a negative number by default.
   1. **TRUE**
   2. FALSE
2. If you don’t name cell ranges when working with Scenarios, what will you see in the summary report?
   1. **Cell References**
   2. Blank Cells
   3. Dashes
   4. Errors