# Section 1: INTRODUCTION

No Questions for this section.

# Section 2: Dynamic Array functions

1. Which symbol do we use when performing an AND condition with the FILTER function?
   1. +
   2. **\***
   3. -
   4. >
2. Which of the following does not apply to the XLOOKUP function?
   1. XLOOKUP can look anywhere in the dataset.
   2. XLOOKUP allows us to determine which way to look through the data.
   3. **XLOOKUP can only return columns to the right of the lookup value.**
   4. XLOOKUP can return text if the lookup value is not found.

# Section 3: advanced lookup and reference functions

1. We can return the correct result when there are duplicates in the dataset by creating a unique identifier for each row.
   1. **TRUE**
   2. FALSE
2. Which argument of XLOOKUP gets replaced with the second XLOOKUP when looking up multiple values?
   1. lookup\_array
   2. lookup\_value
   3. **return\_array**
   4. if\_not\_found

# Section 4: create your own functions

1. When using the LET function, we declare our variables at the end of the formula.
   1. TRUE
   2. **FALSE**
2. Which of the following is not a valid method to reuse a LAMBDA formula in another workbook.
   1. **Click the Share button.**
   2. Copy the named range.
   3. Save the workbook as a template.
   4. Copy a cell that contains the LAMBDA.

# Section 5: power pivot

1. Which view do we switch to in order to create relationships between tables?
   1. Data view.
   2. Outline view.
   3. Page Preview.
   4. **Diagram view.**
2. If we have a table in Excel, which button do we click to open the table in Power Pivot?
   1. Measures.
   2. Detect.
   3. **Add to Data Model.**
   4. KPI’s.

# Section 6: work with power query

1. To combine multiple files in Power Query, the files must adhere to which rule?
   1. The data in the files must be the same number of rows.
   2. **The data in the files must be the same number of columns with the same headers.**
   3. The tables must all have different names.
   4. The header row of each file must be in the first row of the worksheet.
2. If we change the data type of a column in Power Query to ‘Currency’, the column will show with currency symbols when we load the data back into Excel.
   1. YES
   2. **NO**

# Section 7: advanced pivot tables and pivot charts

1. When applying custom number formatting to a column in a Pivot Table, what type of value does the second group format?
   1. Positive numbers.
   2. **Negative numbers.**
   3. Text.
   4. Zero values.
2. To create a separate Pivot Table report for each country in our Pivot Table, which field needs to be active in the Pivot Table?
   1. Columns.
   2. Rows.
   3. Values.
   4. **Filter.**

# Section 8: form controls and checkboxes

1. When using new checkboxes in a worksheet, which button do we need to click to change the colour of the checkboxes?
   1. Shape Fill.
   2. Background Fill.
   3. Shape Outline.
   4. **Font Color.**
2. On which tab will we find our Form Control options?
   1. Formulas.
   2. **Developer.**
   3. Data.
   4. Insert.

# Section 9: macros and vba

1. What is the shortcut key to open the VBA Editor?
   1. ALT+F10
   2. **ALT+F11**
   3. ALT+F1
   4. ALT+F9
2. When editing a macro in the VBA Editor, what colour do comments show in?
   1. **Green.**
   2. Black.
   3. Red.
   4. Blue.

# Section 10: AI Tools

1. Which of the following is not a valid version of Copilot?
   1. **Copilot for Desktop.**
   2. Copilot for Bing.
   3. Copilot Pro.
   4. Copilot for Microsoft 365 applications.
2. What is the name of the prompt library that comes with Copilot where we can go to get prompt ideas?
   1. Prompt Library.
   2. Copilot Library.
   3. Resource Centre.
   4. **Copilot Lab.**