# Section 1: INTRODUCTION

No Questions for this section.

# Section 2: spreadsheet Fundamentals

1. Which feature in Excel allows us to control what is input into a cell?
   1. Cell Styles
   2. **Data Validation**
   3. Summary Sheets
   4. Version Control
2. The Forms button is available on the Data ribbon.
   1. TRUE
   2. **FALSE**

# Section 3: make better decisions with logical functions

1. If cell A1 contains the value ‘10’ and cell A2 contains the value ‘5’, what would be the result of this formula: =A2>A1
   1. TRUE
   2. **FALSE**
2. Which argument does not exist in the IFS formula, but does existed when using nested IF statements?
   1. value\_if\_true
   2. logical\_test
   3. **value\_if\_false**
   4. lookup\_value

# Section 4: work with lookup formulas

1. Which lookup function is the modern, easier replacement for INDEX and MATCH?
   1. **XLOOKUP**
   2. HLOOKUP
   3. CHOOSE
   4. SWITCH
2. It is not possible to perform a lookup on a dataset where the lookup value is duplicated.
   1. TRUE
   2. **FALSE**

# Section 5: sort and filter like a pro

1. What does the \* (asterisk) mean when working with the FILTER function?
   1. OR
   2. ELSE
   3. **AND**
   4. BOTH
2. Which dynamic array function would we use to extract a list of names from a table with each name only repeating once?
   1. SORT
   2. SORTBY
   3. **UNIQUE**
   4. FILTER

# Section 6: compare data

1. Which two functions can we combine to compare two datasets?
   1. UNIQUE and SORT
   2. FILTER and SORT
   3. **FILTER and COUNTIF**
   4. COUNTA and SORTBY
2. It is possible to highlight unique values in a list using Conditional Formatting.
   1. **TRUE**
   2. FALSE

# Section 7: statistical functions

1. Which statistical function would we use to find the middle value in the selected range of cells?
   1. MEAN
   2. AVERAGE
   3. **MEDIAN**
   4. MODE.SNGL
2. The SUBTOTAL function allows us to ignore error values when performing a calculation.
   1. TRUE
   2. **FALSE**

# Section 8: math functions

1. If we have the number 54,256 in cell A1, what would be the result of =MROUND(A1,100)
   1. **54,300**
   2. 54,000
   3. 54,500
   4. 55,000
2. Which one of these is not a valid Excel function?
   1. ROUNDUP
   2. **ROUNDED**
   3. CEILING
   4. FLOOR

# Section 9: formatting

1. What does the second part of a custom formatting string represent?
   1. Positive Values
   2. Zero Values
   3. Text
   4. **Negative Values**
2. What is the keyboard shortcut to add an up arrow into a custom formatting string?
   1. **ALT+30**
   2. ALT+31
   3. ALT+20
   4. ALT+22

# Section 10: work with date and time

1. Which date is day 0 in ‘Excel World’?
   1. 01/01/2000
   2. 01/01/1986
   3. **01/01/1900**
   4. 01/01/1800
2. What is the keyboard shortcut to hardcode today’s date into a cell?
   1. CTRL+Shift+;
   2. **CTRL+;**
   3. CTRL+;;
   4. CTRL+ALT+;

# Section 11: text and array manipulation

1. Which text function do we use to remove leading and trailing spaces from a selected cell?
   1. CLEAN
   2. PROPER
   3. TEXT
   4. **TRIM**
2. Can I use the TAKE function to extract columns 1, 3 and 5 from a dataset?
   1. YES
   2. **NO**

# Section 12: analyze data with pivot tables

1. When grouping data in a PivotTable, what key do we need to press to edit the group name?
   1. F1
   2. **F2**
   3. F3
   4. F4
2. Which PivotTable report layout allows us to repeat item labels?
   1. Compact
   2. Outline
   3. **Tabular**
   4. Grid

# Section 13: pivot charts

1. Which chart is best for representing time-based data?
   1. Column
   2. Bar
   3. **Line**
   4. Area
2. It is not possible to create a Map chart and use PivotTable data.
   1. TRUE
   2. **FALSE**

# Section 14: add interaction to Pivot Tables and charts

1. What field must exist in our dataset to add a timeline slicer to a dashboard?
   1. Sales
   2. **Date**
   3. Calculated column
   4. Total
2. To update all Pivot Tables and Charts using the Refresh All button requires our original dataset to be formatted as an Excel table.
   1. **TRUE**
   2. FALSE

# Section 15: formula auditing

1. What does it mean if we have a #NAME error in a cell?
   1. We tried to divide a value by zero.
   2. **We spelled the function name wrong.**
   3. Our values are in the wrong order.
   4. We’ve deleted a column that a formula refers to.
2. When we trace dependents, it’s indicated in the spreadsheet which cells rely on our current selected cell.
   1. **TRUE**
   2. FALSE

# Section 16: data validation

1. Error Alerts appear when we click on the cell that contains the data validation list.
   1. TRUE
   2. **FALSE**
2. If we’ve formatted our data as an Excel table and created a data validation drop-down list from the table data, will the list automatically update when new records are added?
   1. **YES**
   2. NO

# Section 17: what-if analysis tools

1. When using the PMT function to calculate repayments, the result returned will always be negative.
   1. **TRUE**
   2. FALSE
2. When creating an Amortization schedule, which dynamic array function can we use to quickly fill down numbers in a column?
   1. Flash Fill
   2. **SEQUENCE**
   3. RANDARRAY
   4. COUNT