Section 1: Introduction

1. Which of the following is not a valid Table Name format?
   * 1. HRData
     2. **HR Data**
     3. HR\_Data
     4. They are all valid formats

Section 2: Importing Data

1. When importing data from an outside source into Excel, which option should you select if you want to clean the data up in Power Query?
   * 1. **Transform Data**
     2. Load
     3. Load and Close
     4. Data Cleanup

1. If you have a text file and the fields are separated with a dash, can you specify this as a delimiter when importing into Excel?
2. **Yes**
3. No

Section 3: Preparing Data for Analysis

1. When cleaning data, which function removes erroneous spaces from text and value strings?
   * 1. CLEAN
     2. CHAR
     3. SUBSTITUTE
     4. **TRIM**
2. If the date 18/7/2020 is displaying as ‘44030’, what do you need to do to get it to display as a date?
3. Create a custom number format
4. **Apply the short or long Data format**
5. Apply the text format
6. Put the date in a different cell

1. What is the advantage of putting data into a table prior to summarizing with a Pivot Table?
   1. Filter drop-down are added to the column headings
   2. The table auto-expands when new data is added
   3. The data is formatted so it is easier to read
   4. **All of the above**

Section 4: Creating and Manipulating PivotTables

1. Which report layout shows each field in a separate column?
   1. **Tabular**
   2. Compact
   3. Outline
   4. Grouped

1. When Sam drags the Date field to the columns area of his PivotTable, he sees fields for Quarters, Years and Months appear. Where can Sam go on the PivotTable Analyze ribbon to deselect Quarters and Years?
2. Group Selection
3. Field Settings
4. **Group Field**
5. Ungroup

Section 5: Formatting PivotTables

1. If you create a custom Pivot Table style in a workbook, will that style be available when you create a new blank workbook?
   * 1. Yes
     2. **No**

1. When creating a custom number format, what is the order you need to remember?
   * 1. **Positive, Negative, Zero Values, Text**
     2. Negative, Positive, Text, Zero Values
     3. Positive, Zero Values, Negative, Text
     4. Positive, Text, Zero Values, Negative

Section 6: Value Field Settings

1. If I have a field called ‘Gender’ in the Values area and a field called ‘Department’ in the Columns area, what will be the default calculation for the Gender field?
   1. AVERAGE
   2. SUM
   3. **COUNT**
   4. STD DEV

1. Is it possible to use the same field 7 times in the Values area?
   1. **Yes**
   2. No

Section 7: Sorting and Filtering

1. Can you have multiple filters per field?
   1. **Yes**
   2. No

1. Where do you need to go to create a custom list for a sort?
   * 1. Custom Sort
     2. Sort
     3. Options
     4. **File, Options, Advanced**

Section 8: Interacting with PivotTables

1. By default, all cells in Excel are unlocked…
   * 1. True
     2. **False**

1. If you try to insert a timeline slicer into a worksheet but it doesn’t show any fields, what is the problem?
   * 1. The slicer is corrupt
     2. **The date fields are not formatted as dates in the data source**
     3. Timeline slicers on work with column charts
     4. You need at least 5 columns of data for a timeline slicer

Section 9: Calculations

1. If you try to insert a calculated item, but its greyed out in the Fields, Items and Sets menu, what might be the issue?
2. The cell selected must be formatted in Currency format
3. You are not clicked inside the Pivot Table
4. **You are clicked in in a column that contains items not fields**
5. You have a filter applied

1. ‘Department’ and ‘Marketing’. Which is the field and which is the item?
   * 1. Marketing is the item, Department is the field
     2. **Department is the field, Marketing is the item**
     3. Neither is the field
     4. Neither is the item

1. What is the main advantage of using GETPIVOTDATA when performing calculations?
   * 1. It’s easier than cell references
     2. It does away with absolute references in calculations
     3. You don’t have a choice as GETPIVOTDATA is invoked by default and cannot be switched off
     4. **It uses criteria to ensure that the correct data is returned, even if the pivot table layout is changed**

Section 10: Pivot Charts

1. Which of the following is important when creating a Filled Map chart from PivotTable data?
2. The PivotTable should be in Tabular format
3. The data needs to be copied outside of the PivotTable before creating the map
4. The data contains adequate geographical information
5. **All of the above**
6. Which of the following functions can’t be used to create a dynamic chart title if you are using Excel 2016 or earlier?
7. SUBSTITUTE
8. **TEXTJOIN**
9. TRIM
10. CONCAT

1. Which of the following is a valid sparkline?
2. Bar
3. **Win/Loss**
4. Area
5. Data Bar

Section 11: Conditional Formatting

1. If I have a column in my PivotTable that shows the ‘Sum of Salary’, which conditional formatting option would I select to apply the conditional formatting to all of the values including the grand total?
2. Selected Cells Only
3. **All cells showing ‘Sum of Salary’ values**
4. All cells showing ‘Sum of Salary’ values’ for ‘Department’
5. Include Totals

1. Can you use formulas in conditional formatting?
2. **Yes**
3. No

Section 12: Dashboards

1. Why is it especially important to name your Pivot Charts when assembling an interactive dashboard?
2. **So you can identify them when connecting a slicer to a Pivot Chart**
3. To keep everything organised and consistent
4. If you don’t name the Pivot Chart you can’t connect it to a slicer
5. There is no real importance
6. What are the two things you must do in order to get all of the Pivot Charts on the dashboard to update when new data is added to the data soure?
7. Make sure the data in the source is clean
8. Make sure all slicers are cleared and press the F5 key
9. Click on each Pivot Chart and reselect the data source to include the new data
10. **Ensure the data in the data source is in a table and then click the Refresh All button**