Section 2: The Basics

1. What’s the difference between the function COUNT and COUNTA?
   * 1. **COUNT only counts values in cells, COUNTA counts values and text**
     2. COUNT counts empty cells, COUNTA doesn’t
     3. COUNTA only counts values in cells, COUNT counts values and text
     4. COUNT is a legacy function, COUNTA is the replacement
2. Which function key do you press to bring up a list of named ranges and tables?
   1. F4
   2. F9
   3. **F3**
   4. F1

Section 3: Merging and Looking Up Data

1. If you are looking up a value that falls within a range, which argument would you use?
   * 1. FALSE
     2. **TRUE**

1. Which lookup function can be used to find the row number?
2. INDEX
3. XLOOKUP
4. **MATCH**
5. HLOOKUP

Section 3: Making Better Decisions with IF

1. In the formula, =IF(A2>10,”Pass”,”Fail”), which part is the logical test?
   * 1. Pass
     2. Fail
     3. =IF(A2>10
     4. **A2>10**
2. If the value 20 is in cell A2, what will be the result of the following IF Statement =IF(A2>=20,A2\*10,A2)
3. 20
4. **200**
5. 10
6. 0

1. Which error handling function would be the best to use to fix #VALUE errors in your spreadsheet?
   1. IFNA
   2. **IFERROR**
   3. IFNULL
   4. IFBLANK

Section 4: Preparing Data for Analysis

1. Which text function removes erroneous spaces from a string?
   1. **TRIM**
   2. CLEAN
   3. FIND
   4. SEARCH
2. What would be the result of the following formula =CONCAT(A1,”, “A2)
   1. January , 2020
   2. January,2020
   3. **January, 2020**
   4. January2020

1. What is the keyboard shortcut to create a table?
2. F3
3. CTRL+1
4. **CTRL+T**
5. F4

Section 5: PivotTables

1. What is the main advantage of putting data into a table prior to analyzing with a Pivot Table?
   * 1. The Filter buttons at the top of the columns
     2. It applies a table style making the table easier to read
     3. **Tables auto-expand so any new data added will automatically be included in the Pivot Table**
     4. Table names can be used in formulas

1. When you create a Calculated Field, it becomes a field in the Pivot Table and can be used in calculations?
   * 1. **True**
     2. False
2. Which menu item do you need to select to connect a Slicer to a Pivot Chart?
   1. Slicer Options
   2. Refresh
   3. Slicer Settings
   4. **Report Connections**

Section 6: Visualizing Data with Charts

1. Which of the following is not a valid Sparkline option?
   1. Column
   2. Win/Loss
   3. Line
   4. **Bar**

1. If you had 100 data points, which would be the least appropriate Pivot Chart option?
   1. **Pie**
   2. Line
   3. Area
   4. Bar

Section 7: Forecasting

1. In the equation for a straight line, y=mx+c, which function is used to work out c?
   1. FORECAST.LINEAR
   2. INTERCEPT
   3. **SLOPE**
   4. FORECAST.EPS

1. How many data points can be missing from a forecast?
   * 1. None
     2. Up to 20%
     3. **Up to 30%**
     4. Up to 50%
2. If you change the confidence level in a forecast from 95% to 100%, will the lower and upper confidence bounds gets closer together or further apart?
   1. **Further apart**
   2. Closer together
   3. No change

Section 8: Additional Useful Tools

1. How many cells will the following formula return =OFFSET(A1,2,2,2,4)
   1. 4
   2. 2
   3. 6
   4. **8**
2. If a cell range contains values from 0 to 24, which 3-icon traffic light will be assigned to a cell that contains the value 7?
   * 1. Green
     2. Yellow
     3. **Red**
     4. White

Section 9: WhatIf Analysis

1. In order to see the results of all Scenarios side by side, which report must you run?
2. Pivot Table Report
3. **Summary Report**
4. Scenario Report
5. Analysis Report
6. What additional functionality do you have in the Solver Add-In that you don’t have in other WhatIf Analysis tools?
   * 1. Assumptions
     2. Automatic Error Correction
     3. **Constraints**
     4. Restrictions