

Data cleaning is a must

Begin cleaning data

Cleaning data in spreadsheets

Weekly challenge 2

📖

Reading: Glossary: Terms and definitions

10 min

✅

Quiz: Weekly challenge 2

8 questions

🎉 Congratulations! You passed!

Grade received 100%

Latest Submission grade 100%

To pass 80% or higher

Go to next item

Quiz • 40 min

Review Learning Objectives

1. Conditional formatting is a spreadsheet tool that changes how cells appear when values meet a specific condition. Data analysts can use conditional formatting to do which of the following tasks? Select all that apply.

1 / 1 point

📌

Submit your assignment

To identify blank cells or missing information

Due Jun 25, 11:59 PM +08

Attempts 3 every 24 hours

Try again

👍

Correct

📌

To make spreadsheets more efficient analysis

👍

Correct

To Pass 80% or higher

❑

To calculate mathematical equations

❑

To sort data in series of cells into a meaningful order

👍 Like

👎 Dislike

🚩 Report an issue

2. A data analyst at a nonprofit organization is working with the following spreadsheet, which contains member name data in column C. They want to divide this data using the underscore as a delimiter, so that first names are stored in one column and last names in another. Which tool should the analyst use?

1 / 1 point

❑

MID function

❑

Pivot table

❑

Conditional formatting

🔴

SPLIT function

👍

Correct

3. For a function to work properly, data analysts must follow each function's predetermined structure. What is this structure called?

1 / 1 point

🔴

Syntax

❑

Algorithm

❑

Summary

❑

Validation

👍

Correct

4. In a spreadsheet, what function would you use to extract the last three characters of the string located in row 4, column C?

1 / 1 point

❑

=LEFT(C4,3)

❑

=RIGHT(3,C4)

🔴

=RIGHT(C4,3)

❑

=LEFT(3,C4)

👍

Correct

5. A data analyst in a human resources department is working with the following selection of a spreadsheet:

1 / 1 point

N/A	A	B	C	D
1	Year Hired	Last 4 of SS#	Department	Employee ID
2	2019	1192	Marketing	
3	2014	2683	Operations	
4	2020	1939	Strategy	
5	2009	3208	Graphics	

They want to create employee identification numbers (IDs) in column D. The IDs should include the last four digits of the employee's Social Security Number(SS#) plus the year hired. What function will create the ID 32082009 for the employee in row 5?

❑

=CONCATENATE(A5+B5)

🔴

=CONCATENATE(B5,A5)

❑

=CONCATENATE(A5/B5)

❑

=CONCATENATE(B5+A5)

👍

Correct

6. An analyst is cleaning a new dataset. They want to make sure the data contained from cell B2 through cell B100 does not contain a number smaller than 10. Which COUNTIF function syntax can be used to answer this question?

1 / 1 point

❑

=COUNTIF(B2:B100,"<9")

🔴

=COUNTIF(B2:B100,">=10")

❑

=COUNTIF(B2:B100,>50)

❑

=COUNTIF(B2:B200,"<=50")

👍

Correct

In this case, the analyst can use the inequality ">=10" to count all the cells containing the value 10 or more that exist between the cell range B2 through B100. If the return value of the COUNTIF function is less than the total value of all the rows in the range combined, the analyst can then take the necessary steps to locate and clean the unwanted cell or cells.

7. Fill in the blank: The function _____ is used to return information in a column that contains a specified value.

1 / 1 point

❑

VALUE

🔴

VLOOKUP

❑

FIND

❑

MATCH

👍

Correct

8. A data analyst needs to combine two datasets. Each dataset comes from a different system, and the systems store data in different ways. What can the data analyst do to ensure the data is compatible prior to analyzing the data?

1 / 1 point

❑

Use a data visualization

❑

Spot check for null values

🔴

Map the data

❑

Apply a data structure

👍

Correct

?