1. To quickly create a named range: highlight the data, including the heading and press:

1 / 1 бал

- ○ CTRL + F3
- ◉ CTRL + SHIFT + F3
- ○ CTRL + SHIFT + F4
- ○ CTRL + F4

✓ **Правильно**
Yes, that is correct.

2. Applying named ranges automatically embeds conditional formatting into your spreadsheet.

1 / 1 бал

- ○ TRUE
- ◉ FALSE

✓ **Правильно**
Yes, that is correct.

3. One example of automation with named ranges is in the creation of a dropdown list. In the Data Validation dialog box below, what has been done? (Click all that apply)

Data Validation   ?   ✕

| Settings | Input Message | Error Alert |

Validation criteria

Allow:

| List | ⌄ | ☑ Ignore blank

Data: ☑ In-cell dropdown

| between | ⌄ |

Source:

| =Locations | ↑ |

☐ Apply these changes to all other cells with the same settings

| Clear All | | OK | | Cancel |

☑ Allow > List has created a dropdown list

✓ **Правильно**
  Yes, that is correct.

☐ Other values input into the relevant cell will be converted to "#VALUE!"

☐ Other values input into the relevant cell will be highlighted in red.

☑ Source > =Locations is referring to the named range of Locations

✓ **Правильно**
  Yes, that is correct.

☑ Data Validation only allows the values specified in the parameters.

✓ **Правильно**
  Yes, that is correct.

4. If a brand new city is added at the bottom of the named range of **Locations**, the data validation that was created below will automatically update.

Data Validation dialog box:

- Tabs: Settings | Input Message | Error Alert
- Validation criteria
  - Allow: List ☑ Ignore blank
  - Data: between ☑ In-cell dropdown
  - Source: =Locations
- ☐ Apply these changes to all other cells with the same settings
- Clear All | OK | Cancel

○ TRUE

◉ FALSE

✓ **Правильно**
   Yes, that is correct.

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5. What is the difference between the functions **COUNT** and **COUNTA**?

○ **COUNT** ignores empty cells but **COUNTA** counts them as well.

○ **COUNTA** only counts non-numeric data and **COUNT** only counts cells containing numbers.

◉ **COUNT** only counts cells containing numbers whereas **COUNTA** counts all non-empty cells.

○ **COUNT** accepts only one argument whereas **COUNTA** accepts up to 255.

✓ **Правильно**
   Yes, that is correct.