

1. Currently, cell **R2** is formatted as text and currently holds the value **12**. If we convert this to a short date format using the day/month/year system, what will be the result?

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- ☐ Thursday, 12 January, 1900
- ☐ 12
- ☒ 12/01/1900
- ☐ 12/01/2000

✓ Правильно  
Yes, this is correct.

2. Assume that today is the **1st of January, 2020** and we are using the day/month/year format for dates. What will be the result of the formula: **=TODAY()+7**

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- ☐ 1/08/2020
- ☐ 1/01/2027
- ☐ #VALUE!
- ☒ 8/01/2020

✓ Правильно  
Yes, this is correct.

3. Assume that today is the **21st of January, 2020** and we are using the day/month/year format for dates. What will be the result of: **=TODAY()-7**

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- ☒ 14/01/2020
- ☐ 31/01/2020
- ☐ 21/01/2013
- ☐ #VALUE!

✓ Правильно  
Yes, this is correct/

4. What does the **NOW()** function do?

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- ☐ It provides the time that the spreadsheet was opened in the current instance.
- ☐ It provides the time that the formula was first typed.
- ☐ It is a function that cannot be used by itself.
- ☒ It provides the current time and displays this on the spreadsheet.

✓ Правильно  
Yes, this is correct.

5. The worksheet contains the following data:

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	M	N	O	P	Q	R
1						
2		25/10/2020				
3						
4						

The following formulas are typed into the following cells:

- P2: =DAY(N2)
- Q2: =MONTH(N2)
- R2: =YEAR(N2)

What will the cells P2, Q2, and R2 hold respectively?

- ☐ 25 | October | 2020
- ☐ 25 | 10 | 20
- ☐ Sunday | October | 2020
- ☒ 25 | 10 | 2020

✓ Правильно  
Yes, this is correct.

6. Cell N3 currently holds the value: 1/07/2019 (see below), the date that a payment was due (1st of July, 2019).

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	M	N	O	P
1				
2				
3		1/07/2019		
4				

What would be an appropriate formula from the list below, that returns the number of days overdue? (Note: you have to re-format the cell that contains the result to **General**)

- ☒ =TODAY()-N3
- ☐ =DAY(TODAY()-N3)
- ☐ =TODAY(N3)
- ☐ =N3-TODAY()

✓ Правильно  
Yes, this is correct.