**Introduction to Tables**

**TOTAL POINTS 8**

1.

Question 1

If you want to create a **Table**, you need to click somewhere in the data before creating it.

**1 / 1 point**



TRUE



FALSE

**Correct**

Yes, this is correct

2.

Question 2

When naming a **Table**, the same restrictions apply just as when naming a **Named Range.**

**1 / 1 point**



TRUE



FALSE

**Correct**

Yes, this is correct

3.

Question 3

Suppose that Zara wanted to change the name of a **Table**, what could she do?

**1 / 1 point**



Click anywhere in the table and without going to the **Design** tab, find **Table Name** in the ribbon



Right-click anywhere in the table and go to **Table** and find **Table Name**.



Click the **Table Design** tab that appears when clicked anywhere in the table and go to **Table Name** in the ribbon.

**Correct**

Yes, this is correct

4.

Question 4

When we add an extra row or column to a **Named Range**, and the **Named Range** is not part of a **Table**, it automatically extends.

**0 / 1 point**



TRUE



FALSE

5.

Question 5

When we add an extra row / column to a **Table**, it automatically extends.

**0 / 1 point**



TRUE



FALSE

6.

Question 6

Which of the following does a **Table** automatically update when creating a new record? (Click all that apply)

**0 / 1 point**



Updating the conditional formatting.



Updating the Excel file name.

**This should not be selected**

No, this is not correct



Updating the relevant formulas.



Updating the named ranges.



Updating the data validation.

7.

Question 7

Not all data lends itself to be converted to a **Table**, usually it is data organised by columns to represent fields, and rows to represent records.

**1 / 1 point**



TRUE



FALSE

**Correct**

Yes, this is correct

8.

Question 8

Removing a **Table** by clicking on **Convert to a Range** is not recommended because this will impact all the formulas in a negative way.

**0 / 1 point**



TRUE



FALSE