



✓ **Congratulations! You passed!**

TO PASS 70% or higher

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GRADE  
100%

## Graded Quiz

LATEST SUBMISSION GRADE

100%

1. What is one of the issues that empty rows cause in your spreadsheet?

1 / 1 point

- ☐ Spell-check will fail
- ☐ Data will be hidden
- ☐ Indexing function error
- ☒ Formula errors

✓ **Correct**

Having empty rows in your spreadsheet can cause errors in your formulas

2. How can you remove all empty rows at the same time in your imported spreadsheet?

1 / 1 point

- ☐ Use Remove Duplicates to remove empty rows
- ☐ Use Search & Replace to look for empty rows and delete
- ☐ You must delete the empty rows one at a time
- ☒ Select all rows and then filter for Blanks, select these and then delete

✓ **Correct**

To remove all empty rows at the same time in your imported spreadsheet, select all rows, filter for Blanks, then select these and delete

3. There are two methods to locate and remove duplicated rows in Excel, what is the easiest way?

1 / 1 point

- ☐ Select a column and choose Conditional Formatting > Highlight Cells Rules > Duplicate Values
- ☐ Use the HLOOKUP function
- ☒ Select all data and click the Remove Duplicates button
- ☐ Search for the first character in rows

✓ **Correct**

This is the easiest of the two methods to locate and remove duplicated rows in Excel

4. What does the PROPER function do?

1 / 1 point

- ☐ Converts upper case text to lower case
- ☐ Converts lower case text to upper case
- ☐ Repairs a REF error
- ☒ Changes text to sentence case

✓ **Correct**

The PROPER function changes text to sentence case

5. Why do you need to use the Paste Values option when you paste contents from a helper row to the original row?

1 / 1 point

- ☐ Validates the copied function
- ☒ Makes sure formulas aren't also copied
- ☐ Keeps cell formatting the same
- ☐ Ensures consistency

✓ **Correct**

To ensure that formulas aren't also copied when pasting contents from a helper row to the original row, you

to ensure that formulas aren't also copied when you paste contents from a helper row to the original row, you use the Paste Values option

6. What is one of the ways to apply new data formats to the rest of a column?

1 / 1 point

- ☐ Format button
- ☐ Paste Special tool
- ☒ Format Painter tool
- ☐ Text Import wizard

✓ **Correct**

You use the Format Painter tool to apply new data formats to the rest of a column

7. What tools or features can we use to split a single column with two names in, into two separate columns with a name in each? **Select all that apply**

1 / 1 point

- ☒ Text to Columns feature

✓ **Correct**

You can use the Flash Fill feature to split a single column with two names in, into two separate columns with a name in each

- ☐ Format Painter tool
- ☐ Paste Special
- ☒ Flash Fill feature

✓ **Correct**

You can use the Flash Fill feature to split a single column with two names in, into two separate columns with a name in each