



✓ **Congratulations! You passed!**
TO PASS 70% or higher

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Graded Quiz

LATEST SUBMISSION GRADE

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1. Which of the following is a valid way of editing existing data in a cell? **Select all that apply**

1 / 1 point

- ☐ Press CTRL+N
- ☐ Select the cell you want to edit and press Enter
- ☒ Press F2

✓ **Correct**
This is a valid way of editing the existing data in a cell

- ☒ Select the cell you want to edit and then click in the formula bar

✓ **Correct**
This is a valid way of editing the existing data in a cell

2. In Excel for the web, how can you format data in cells to use a currency? **Select all that apply**

1 / 1 point

- ☒ Select "More Number Formats" from the Number Format drop-down list in the Number group

✓ **Correct**
This will enable you to format your data as a currency.

- ☐ Select "Format cells" from the Format drop-down list in the Cells group
- ☒ Right-click on a cell and select Number Format

✓ **Correct**

- ☐ Select the data and click the Decrease Decimal button

3. What character do you type first when you want to start writing a formula?

1 / 1 point

- ☒ Equal sign '='
- ☐ Plus sign '+'
- ☐ Percentage sign '%'
- ☐ Division sign '/'

✓ **Correct**
You type the '=' character first when you want to start writing a formula

4. What is one of the functions found in the AutoSum drop-down list?

1 / 1 point

- ☐ Accounting
- ☒ Count Numbers
- ☐ Number
- ☐ General

✓ **Correct**
Count Numbers is one of the functions found in the AutoSum drop-down list. The other options are Sum, Average, Max and Min

5. In Excel Desktop, what is one of the function categories on the Formulas tab, in the Function Library group?

1 / 1 point

- ☒ Lookup & Reference
- ☐ Functional

- ☐ Financial
- ☐ Medical
- ☐ Analytical

✓ **Correct**

Lookup & Reference is one of the function categories on the Formulas tab, in the Function Library group

6. How do you make a cell reference absolute in a formula?

1 / 1 point

- ☐ Put a plus sign (+) between the column and row identifiers in the formula
- ☒ Put a dollar sign (\$) in front of the column and/or row identifiers in the formula
- ☐ Put an asterisk (*) in front of the column or behind the row identifiers in the formula
- ☐ Put a percentage sign (%) behind the column or row identifiers in the formula

✓ **Correct**

Putting a dollar sign (\$) in front of the column and/or row identifiers is how you make a cell reference absolute in a formula

7. Formula errors in Excel are preceded by a hash symbol (#). What does it mean when multiple hash symbols exist in a cell?

1 / 1 point

- ☐ Formula contains multiple errors
- ☐ Formula is missing a cell reference
- ☒ Column isn't wide enough or it contains negative date or time values
- ☐ Formula contains unrecognized text

✓ **Correct**

When you see multiple hash symbols in a cell it means that either the column isn't wide enough to display the full data, or it contains negative date or time values