



✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE
80%

Taking Charge of Excel: Test your skills, Part 2

LATEST SUBMISSION GRADE

80%

1. How many rows in an Excel spreadsheet (version 2007 and later)?

0 / 1 point

- ☐ More than 1 million
- ☐ 16,348
- ☐ 50,000
- ☒ Infinite (no limit)



Incorrect

Excel is amazing but there are (some) limits. Check the **Week 1 Toolbox** for the right answer.

2. In a blank Excel workbook, go to the **Insert** tab on the ribbon. Which of the following is NOT available?

1 / 1 point

- ☐ Pictures
- ☐ Shapes
- ☐ Table
- ☒ Rows



Correct

You are spot on! There are several ways to insert rows, using the INSERT tab is not one of them. Go back to Excel and see if you can find the button for Insert rows.

3. In cell **A1** type in the heading **Date** then press Enter. In cell **A2** type in the following: 20-Jan-20. Use the fill handle to drag the date you have just typed down to row 20. What is the date in **A15**? Enter as shown or use Year-Month-Day format if you are not using an English version of Excel (for example 2020-01-20).

1 / 1 point

02-02-2020



Correct

Yes, great job on using the fill-handle. Isn't it amazing what you can already do in Excel?

4. In cells **B1** to **B3** enter the following:

1 / 1 point

	A	B
1	Date	Number
2	20-Jan-20	3.12
3	21-Jan-20	6.24

Select cells **B2** and **B3** then use the fill handle to drag down to row 20. What is the value in **B7**?

18.72



Correct

Yes, great job on using the fill-handle. This is such a good productivity tool.

5. Close your workbook without saving and open the attached workbook. What value is in cell **Q101** on the **Orders** sheet?

1 / 1 point

W01-Assessment.xlsx

49



Correct

Yes, nice navigation skills!

6. How many worksheets are there in this workbook?

1 / 1 point

3



Correct

Yes, spot on.

7. Go to the **Sales 2016** worksheet. Which cell contains the heading **Qtr2**?

1 / 1 point

C3



Correct

Yes, that's the correct cell. Check out your grasp of Excel terminology. Well done.

8. Still in **Sales 2016**, select the range **B7:C14**. Look at the status bar at the bottom of the screen. You should see **Sum** followed by a number. What is the number?

1 / 1 point

(Hint: the range **B7:C14** means to select all of the cells between **B7** and **C14**. We go into this in more detail next week.)

62272.98



Correct

Yes, nice use of the **Status Bar**. Isn't that a handy feature of Excel?

9. Select the two non-contiguous ranges (not next to each other) **B4:B7** and **D14:D17**. What is the **Average** showing on your status bar for the two ranges?

0 / 1 point

5371.095



Incorrect

If you are not sure where to find the **Status Bar** or how to select non-contiguous data, head straight back to this week's practice videos on **Taking Charge of Excel** and **Navigating and Selecting**.

10. Change the value in **D6** to be 1033.5 What is the new value in **D18**?

1 / 1 point

62277.02



Correct

Nice work on entering data into a spreadsheet correctly.