✓ **Congratulations! You passed!**
TO PASS 80% or higher

[Keep Learning]

GRADE
91.66%

Working with Data: Test your skills

LATEST SUBMISSION GRADE

91.66%

1. You want to insert 3 columns. Which of the options below will help you to achieve that?

   1 / 1 point

   Multiple answers are possible. Partial credit will be awarded.

   ☑ You select a column then click the **Insert** button on the **Home** tab 3 times

   > ✓ **Correct**
   > Yes, this is correct. Can you think of any other ways that might be quicker?

   ☐ You right-click on the column header and go to **Insert**, then type the number 3

   ☑ You select 3 columns, right-click and go to **Insert**

   > ✓ **Correct**
   > Yes, spot on! Isn't that a great way to insert more than one column?

2. Sean has carefully set up some complicated **Conditional Formatting** to one of the columns in his worksheet. He now wants to apply the same rules to another column in his worksheet. What is the quickest way for him to do this?

   1 / 1 point

   ○ There is only one way, he needs to select the next column and then set up the **Conditional Formatting** rules again.

   ⦿ He can use the **Format Painter**.

   ○ He can copy and paste the original column and then delete the content of the cells using the **Clear** tool.

   > ✓ **Correct**
   > Yes, 100% The **Format Painter** copies ALL formats, this includes **Conditional Formatting**. This is definitely the quickest way to apply the same formatting rules to another column.

3. Open the attached workbook. You will notice that some columns have been hidden. Unhide the columns. What is the **Product Category** for order **5019-1**?

   1 / 1 point

   W04-Assessment.xlsx

   Technology

   > ✓ **Correct**
   > Yes, that's right. Job well done.

4. Order **5024-1** was cancelled. Delete row 11 (not just the data). What is the updated average in cell **S1**? (Please put the number only, no currency symbols)

   1 / 1 point

   $1,156.53

   > ✓ **Correct**
   > Yes, that's the correct answer. You have done a great job with this question.

5. You need to find out about the most recent shipment. Sort the data by **Ship Date**. What was the **Ship Date** for the most recent item? Enter using **yyyy-mm-dd** format.

   1 / 1 point

   2017-02-08

   > ✓ **Correct**
   > Yes, the **Ship Date** of the most recent item is 2017-02-08.

6. You need to check the most recent furniture item. Sort the data by **Product Category** (A-Z) and then **Order Date** (Newest to Oldest). What is the **Customer Type** for the most recently ordered Furniture Item?

1 / 1 point

- ⦿ Corporate
- ◯ Small Business
- ◯ Home Office
- ◯ Consumer

> ✓ **Correct**
> Yes, that's it. Well done - onto the next challenge

7. You have been asked to find out about orders placed by the customer Cindy Chapman. Filter the data to show only her orders. How many were **High Priority**?

1 / 1 point

> 1

> ✓ **Correct**
> Yes, that's the correct answer. You really got the section on Filters.

8. Clear the previous filter. Use filters to find out how many orders were for Home Office customers, where the Account Manager is Leighton Forrest, with a High priority.

1 / 1 point

> 3

> ✓ **Correct**
> Great work. Your skills are ever-expanding. Your hard work is paying off.

9. Clear the previous filters. Use filters to find out how many orders were for Office Supplies and had a Total over $7,000.

1 / 1 point

> 5

> ✓ **Correct**
> Yes, well done. You have used the Filter correctly to get the right answer.

10. Clear the previous filters. Apply a new filter to show the top 1% of orders by Total. What is the Average Quantity for the top 1% (cell **M1043**).

0 / 1 point

> $24,588.54

> ! **Incorrect**
> The answer you gave is not a number.

11. Use the find tool to find order number **6044-1**. What is the **Priority** for this order?

1 / 1 point

> Medium

> ✓ **Correct**
> That's exactly right. The Find tool is a quick way to navigate to specific sections in a large worksheet.

12. Tina Carlton has recently married and has chosen to take her partner's name. Start by clicking in cell **A1**. Use **Find and Replace** to replace all instances of Tina Carlton with Tina Shaw. Check the message — how many replacements were made?

1 / 1 point

On a Mac, go to the **Edit** menu **> Find > Replace**.

> 137

> ✓ **Correct**
> Great work. Your skills are ever-expanding. Give yourself a clap on the shoulder.