- Name: _____
- Date: _____
- Section: _____

BUSI 201 Business Data Analysis

Quiz #1: Excel Basics

Spring 2024

INSTRUCTIONS:

- Once you are finished, save/rename the workbook to `LoginID`-`quiz1.xlsx`, and submit your results via email to BPARK@monmouthcollege.edu.

- `BUSI201-S2024-Q01-Workbook.xlsx` is the companion workbook for this quiz.

- The workbook consists of 2 worksheets: `Quiz1-Sheet1` and `Quiz1-Sheet3`

- The quiz booklet contains 3 problems.

- Double-check your submission email for your attached file, file name, and receiver's email address, as you will not be permitted to submit or update your solutions past the in-class deadline.

Problem #1. Entering and Formatting Text

The worksheet `Quiz1-Sheet1` will be a completely empty worksheet. In this worksheet, replicate as closely as possible the results you see in the following figure. See the bullet points below for a guide for some items.

	A	B	C	D	E	F
1						
2		Default Text		Right-aligned		
3						
4		Red Text		Middle-aligned		
5						
6		Orange Background		All Borders		
7						
8		**Bold**		Two rows in one cell		
9						

- The width of columns B and D should be set to be 20.

- The height of rows 1 to 9 should be set to be 30.

- The exact shade of orange for cell B6 does not matter.

- The exact line width of the borders for cell D6 does not matter.

Problem #2. Creating New Worksheets

Create a new worksheet, and complete the following tasks:

- Rename the newly created worksheet to `Quiz1-Sheet2`.

- Type in your full name in cell `A1`. The format does not matter for this task.

- Type in today's date in cell `A2`. The format does not matter for this task.

Problem #3. Autofill and Find & Replace

Navigate to worksheet `Quiz1-Sheet3` and complete the following tasks.

	A	B	C	D	E	F	G	H
1								
2		**Autofill**		**Find & Replace**				
3		Jan		Alexander				
4		Feb		Amelia				
5				Andrew				
6				Ava				
7				Anthony				
8				Aria				
9				Adam				
10				Addison				
11				Abigail				
12				Aaron				
13				Ashley				
14				Austin				
15				Alice				
16				Aidan				

- Fill out the empty cells B5:B14 in the red box, using the autofill feature.

- Use the Find and Replace feature to change the name from `Alex` to `Alexei` in the range D2:D44 partially highlighted by the green box.

- Original Score: _____

- Recovered Score: _____

- Original Date: _____

- Recovered Date: _____