



- Name: \_\_\_\_\_
  - Date: \_\_\_\_\_
  - Section: \_\_\_\_\_
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## **BUSI 201 Business Data Analysis**

### **Quiz #1: Excel Basics**

**Spring 2025**

#### **INSTRUCTIONS:**

- Once you are finished, save/rename the workbook to [LoginID-quiz1.xlsx](#), and submit your results via email to [BPARK@monmouthcollege.edu](mailto:BPARK@monmouthcollege.edu).
- [BUSI201-S2025-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
1					
2		1/31/2025		Right-aligned	
3				Top-aligned	
4		Red Text			
5					
6		Blue Shaded Background		All Borders	
7					
8		<b><i>Bold and Italic</i></b>		Font Size 20	
9					

- Set the width of columns B and D to 22.
- Set the height of rows 1 to 8 to 35.
- The exact shade of blue for cell B6 does not matter.
- The border thickness 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.
- Set the Tab Color to any shade of Red.
- Type in your full name in cell A1. The format does not matter for this task.

**Problem #3. Flash Fill**

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

Name	Phone Number	City	First Name	Last Name	City	State	Area Code
Michael Jones	(454)-201-1105	Los Angeles, CA	Michael	Jones	Los Angeles	CA	454
Susan Taylor	(427)-965-7133	Columbus, OH	Susan	Taylor	Columbus	OH	427
Sarah Williams	(919)-492-8072	Philadelphia, PA	Sarah	Williams	Philadelphia	PA	919
William Wilson	(637)-586-8786	Los Angeles, CA	William	Wilson	Los Angeles	CA	637
Mary Rodriguez	(317)-477-6508	Indianapolis, IN	Mary	Rodriguez	Indianapolis	IN	317
William Taylor	(351)-342-9475	Fort Worth, TX	William	Taylor	Fort Worth	TX	351
Linda Martinez	(931)-658-5695	Fort Worth, TX	Linda	Martinez	Fort Worth	TX	931
James Taylor	(978)-283-5525	Phoenix, AZ	James	Taylor	Phoenix	AZ	978

- Use Flash Fill to extract first names from column B into column E.
- Use Flash Fill to extract last names from column B into column F.
- Use Flash Fill to extract city names from column D into column G.
- Use Flash Fill to extract state abbreviations from column D into column H.
- Use Flash Fill to extract area codes from column C into column I.

• Original Score: \_\_\_\_\_

• Recovered Score: \_\_\_\_\_

• Original Date: \_\_\_\_\_

• Recovered Date: \_\_\_\_\_