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**coursera**

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**Data cleaning is a must**

**Begin cleaning data**

**Cleaning data in spreadsheets**

**Weekly challenge 2**



**Reading:** [ReadingGlossary: Terms and definitions](#)

Duration: 10 minutes10 min

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Quiz: Weekly challenge 2

8 questions

# Weekly challenge 2

Quiz40 minutes • 40 min

[Review Learning Objectives](#)



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**Due** April 30, 11:59 PM PSTApr 30, 11:59 PM PST

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**Weekly challenge 2**

Graded Quiz. • 40 min

**Due**Apr 30, 11:59 PM PST



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1.

Question 1

A data analyst suspects that there are many blank cells in their spreadsheet corresponding to missing information. What spreadsheet tool can they use to identify only those cells containing the null values?

0 / 1 point

☐☐

Conditional ranking

☐☐

Conditional formatting

☒☐

Cell filtering

☐☐

Cell querying



**Incorrect**

Please review [the video on data-cleaning techniques](#).

2.

Question 2

A delimiter is a character that indicates the beginning or end of a data item. The split text to columns tool uses a delimiter to accomplish what task?

1 / 1 point



To specify where to split a text string



To change the format of a column of text



To format a string to numeric



To split duplicate substrings



Correct

3.

Question 3

For a function to work properly, data analysts must follow each function's predetermined structure. What is this structure called?

1 / 1 point



Syntax



Summary





Validation



Algorithm



Correct

4.

Question 4

You are working with the following selection of a spreadsheet:

N/A	A	B
1	Customer	Address
2	Sally Stewart	9912 School St. North Wales, PA 19454
3	Lorenzo Price	8621 Glendale Dr. Burlington, MA 01803
4	Stella Moss	372 W. Addison Street Brandon, FL 33510
5	Paul Casey	9069 E. Brickyard Road Chattanooga, TN 37421

In order to extract the five-digit postal code from Burlington, MA, what is the correct function?

1 / 1 point



=RIGHT(5,B3)



=LEFT(5,B3)



=RIGHT(B3,5)



=LEFT(B3,5)



Correct

5.

Question 5

A data analyst in a human resources department is working with the following selection of a spreadsheet:

N/A	A	B	C	D
1	Year Hired	Last 4 of SS#	Department	Employee ID
2	2019	1192	Marketing	
3	2014	2683	Operations	
4	2020	1939	Strategy	
5	2009	3208	Graphics	

They want to create employee identification numbers (IDs) in column D. The IDs should include the last four digits of the employee's Social Security Number(SS#) plus the year hired. What function will create the ID 26832014 for the employee in row 3?

1 / 1 point



=CONCATENATE(B3+A3)



=CONCATENATE(B3,A3)



☐

=CONCATENATE(A3!B3)

☐

☐

=CONCATENATE(A3+B3)

☒

Correct

6.

Question 6

An analyst is working on a project involving customers from Bogota, Colombia. They receive a spreadsheet with 5,000 rows of customer information. What function can they use to confirm that the column for City contains the word Bogota exactly 5,000 times?

1 / 1 point

☒

☐

COUNTIF

☐

☐

SUM

☐

☐

COUNT

☐

☐

SUMIF

☒

Correct

7.

Question 7

Fill in the blank: The function \_\_\_\_\_ is used to return information in a column that contains a specified value.

1 / 1 point



VLOOKUP



FIND



VALUE



MATCH



Correct

8.

Question 8

A data analyst is adding new data to the dataset. This data comes from a different source than the current data. What should the data analyst do to ensure the compatibility of the current and new data?

1 / 1 point



Apply a data structure







Spot check for null values



Use a data visualization



Map the data



**Correct**