

## DATA ANALYTICS COURSE

### EXCEL ASSIGNMENT

1. What is the keyboard shortcut key to lock cell references in a formula?\*

- CTRL
- ALT
- F2
- F4

2. What are the shortcut keys for AutoSum?\*

- ALT and S
- CTRL and S
- ALT and =
- CTRL and =
- 3. Which of the following is the correct formula to calculate the weighted average score in cell C8 as shown below?\*

	A	B	C
1	<b>Subject</b>	<b>Weight</b>	<b>Score</b>
2	Math	0.3	85
3	English	0.4	76
4	French	0.3	81
5	Total	1	242
6			
7	<b>Average</b>		80.67
8	<b>Weighted Average</b>		80.20
9			

- =SUMPRODUCT(C2:C5,B2:B5)
- =SUMPRODUCT(C2:C4,B2:B4)
- =AVERAGE(B2:B4)
- =AVERAGE(C2:C4)
- 4. Company A is looking into four potential projects and will accept them if the IRR is 10% or above, as shown in cell E2. What is the formula used in cell C2, which can be copied down to cell C3 through C5, to generate the results shown below?\*

	A	B	C	D	E
1		<b>IRR</b>	<b>Accept or Reject</b>		<b>Decision rule</b>
2	Project 1	12.5%	Accept		10%
3	Project 2	9.3%	Reject		
4	Project 3	8.2%	Reject		
5	Project 4	11.1%	Accept		
6					

- =IF(B2>=E2,"Accept","Reject")
- =IF(B2>=\$E2,"Accept","Reject")
- =IF(B2>=E\$2,"Accept","Reject")
- =IF(B2>=\$E\$2,"Accept","Reject")
- 5. What are the shortcut keys to insert a new row in an Excel spreadsheet?\*
- ALT + H + I + R
- ALT + H + I + C
- ALT + H + I + I
- ALT + H + I + S
- 6. What are the shortcut keys to group rows so you can expand/contract a section of data?\*
- ALT + A + U + U
- ALT + A + W + G
- ALT + A + G + G
- ALT + A + B
- 7. Which of the following Excel features allows you to select/highlight all cells that are formulas?\*
- Find
- Replace
- Go To
- Go To Special
- 8. What formula should be entered in cell A3 to display the results as shown below?\*

	A	B	C	D	E	F	G
1	<b>USD \$000's</b>	<b>2014A</b>	<b>2015A</b>	<b>2016A</b>	<b>2017A</b>	<b>2018A</b>	
2							
3	<b>Income Statement USD \$000's</b>						
4	<b>Revenue</b>	<b>150,000</b>	<b>165,000</b>	<b>181,500</b>	<b>199,650</b>	<b>219,615</b>	
5	<b>COGS</b>	<b>67,500</b>	<b>74,250</b>	<b>81,000</b>	<b>89,000</b>	<b>98,000</b>	
6	<b>Gross Margin</b>	<b>82,500</b>	<b>90,750</b>	<b>100,500</b>	<b>110,650</b>	<b>121,615</b>	
7	<b>SG&amp;A</b>	<b>16,500</b>	<b>18,150</b>	<b>20,000</b>	<b>22,000</b>	<b>25,300</b>	
8	<b>EBITDA</b>	<b>66,000</b>	<b>72,600</b>	<b>80,500</b>	<b>88,650</b>	<b>96,315</b>	
9	<b>Depreciation</b>	<b>6,600</b>	<b>7,260</b>	<b>9,000</b>	<b>9,500</b>	<b>9,800</b>	
10	<b>Interest</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
11	<b>EBT</b>	<b>58,400</b>	<b>64,340</b>	<b>70,500</b>	<b>78,150</b>	<b>85,515</b>	
12	<b>Taxes</b>	<b>17,500</b>	<b>19,300</b>	<b>20,100</b>	<b>23,600</b>	<b>26,600</b>	
13	<b>Net Income</b>	<b>40,900</b>	<b>45,040</b>	<b>50,400</b>	<b>54,550</b>	<b>58,915</b>	

- ="Income Statement"&A1
- ="Income Statement "&A1
- ="Income Statement "+A1
- ="Income Statement "&"A1"
- 9. What formula can be used in cell G2 to create a dynamic date which shows the last day of each month?\*

	A	B	C	D	E	F	G
1	<b>Time Periods</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2	<b>Monthly Data</b>	<b>1/31/2017</b>	<b>2/28/2017</b>	<b>3/31/2017</b>	<b>4/30/2017</b>	<b>5/31/2017</b>	<b>6/30/2017</b>

- =EOMONTH(\$B\$2,B1)
- =EOMONTH(\$B\$2,G1)
- =EOMONTH(\$B\$2,C1)
- =MONTH(\$G\$2)
- 10. What are the keyboard shortcut keys to paste special?\*
- ALT + H + V + F
- ALT + H + V + P
- ALT + H + V + O
- ALT + H + V + S
- 11. Assuming cell A1 is displaying the number "12000.7789". What formula should be used to round this number to the closest integer?\*

- =MROUND(A1,100)
  - =MROUND(A1,10)
  - =ROUND(A1,0)
  - =ROUND(A1,1)
- 12. What are the keyboard shortcut keys to edit formula in a cell?\*
- F2
  - F4
  - CTRL + 1
  - CTRL + F
- 13. What are the keyboard shortcut keys to insert a table?\*
- ALT + N + R
  - ALT + N + C
  - ALT + N + V
  - ALT + N + T
- 14. In which tab of the ribbon can you change Workbook Views to Page Break Preview?\*
- View
  - Review
  - Page Layout
  - Data
- 15. What is the best practice for financial modeling in excel?\*
- Use black font for all hard-coded numbers and formulas and blue font for only the totals
  - Use blue font for all hard-coded numbers and formulas and black font for only the totals
  - Use blue font for hard-coded numbers and black font for formulas
  - Use black font for hard-coded numbers and blue font for formulas
- 16. Which of the following features cannot be found in the Data ribbon?\*
- What-If Analysis
  - PivotTable
  - Data Validation
  - Text to Columns
- 17. The shortcut keys to increase the number of decimal places are\*
- ALT + H + 9
  - ALT + H + P

- ALT + H + D
- ALT + H + O
- 18. Suppose a company expected its revenue to be \$180,000 for 2014-2018. What formula should be entered in cell E6 so it displays revenue in 2016 if it was above budget, otherwise it'll show 0?\*

	A	B	C	D	E	F	G
1	USD \$000's		2014A	2015A	2016A	2017A	2018A
2	Revenue		150,000	165,000	181,500	199,650	219,615
3							
4	Exceeded Budget?						
5	If < 180,000	180,000	150,000	165,000	0	0	0
6	If >= 180,000	180,000	0	0	181,500	199,650	219,615
7							

- =IF(E2<\$B\$6,E2,0)
- =IF(E2<\$B\$6,0,E2)
- =IF(E2>\$B\$6,E2,0)
- =IF(E2>\$B\$6,0,E2)
- 19. What are the shortcut keys to open up the Find and Replace window?\*
- ALT + H + FD + R
- CTRL + FD
- ALT + H + R
- ALT + H + FD
- 20. Which tab of the ribbon should you go to for removing gridlines on a worksheet?\*
- Formulas
- View
- Review
- Developer