When you open a workbook, what does Excel recalculate?

1 / 1 point



The formula in the cell your cursor is on.



Every formula in the entire workbook.



All formulas in the worksheet you are in.

Correct

That’s correct! When Excel opens a workbook, it automatically recalculates every formula in the entire workbook. This is why a file with a lot of calculations may take longer to open than a file that only contains data.

**2.**

Question 2

Cell **A4** in your worksheet contains the value 10. Cell **A5** contains the value 100. Cell **A6** contains the value 2. In cell **A7** you have created the following formula:

**=A4\*A5/A6**

If you change the value in cell **A6** to 4, then what would the result of this formula be?

1 / 1 point



500



250



750

Correct

That’s correct! The formula contains cell references and not fixed values. If the content in cells **A4**, **A5**, and **A6** is amended, then the formula automatically recalculates the values and generates a new result.

**3.**

Question 3

Row one of your spreadsheet contains the following formula:

**=A1\*C1/$B$1**

If you use the **Autofill** feature to copy the formula down to the next row, what will the formula in row two be?

0 / 1 point



**=A2\*C2/$B$2**



**=A2\*C1/$B$1**



**=A2\*C2/$B$1**

Incorrect

Not quite. Please review the video [*Controlling calculations.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/ZwGy9/controlling-calculations)

**4.**

Question 4

You have created a formula in your worksheet which reads:

**=(300+30)/(10-7)**

What would the answer be?

1 / 1 point



330



296



110

Correct

That’s correct! The parentheses in the formula instruct Excel to ignore the order of precedence. When there are multiple sets of parentheses in a formula, Excel processes them from left to right. In this case, the addition is calculated first because it’s in parentheses on the left. The subtraction is next because it is also in parentheses. Finally, the first subtotal is divided by the second subtotal.

**5.**

Question 5

Cell **C7** in your worksheet contains the value 300, and cell **A4** has the entry 12. Which of the following calculations would correctly calculate 12% of the value in **C7**? Both **A4** and the formula cell have the **General format** applied. Select all that apply.

1 / 1 point



**=C7/100\*12**

Correct

That’s correct. The general format has been applied to the formula cell. So, dividing **C7** by 100 would give the one percent value. Multiplying by 12 would give the twelve percent value.



**=C7/100\*A4**

Correct

That’s correct. The value in **A4** is formatted as a standard number. Dividing **C7** by 100 would give the one percent value. You can then multiply by the value in **A4** to obtain the twelve percent value.



**=C7/100\*12%**

**6.**

Question 6

You are creating a worksheet to track team performance. You know that the team increased their sales in May. The team’s April sales figures are in cell **C5**. Their sales figures for May are in cell **D5**. Which one of the following calculations would show you the percentage increase?

0 / 1 point



**=(D5-C5)/D5**



**=(C5-D5)/D5**



**=(D5-C5)/C5**

Incorrect

Not quite. Please review the reading [*Useful percentage calculations*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/supplement/xQVQl/useful-percentage-calculations)*.*

**7.**

Question 7

Cell **F7** contains a value of 100. Cell **G7** has a value of 200, and cell **H7** is empty. What is the correct answer for the following formula?

**=AVERAGE(F7:H7)**

0 / 1 point



200



150



100

Incorrect

Not quite. Please review the reading [*The AutoSum shortcut*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/supplement/PqM1E/the-autosum-shortcut)

**8.**

Question 8

You are working with the Number 1 and Number 2 boxes in the **Function Argument**s dialog in the **Insert Function** wizard to add a **SUM** function formula. The Number 1 entry is bolded. What does this indicate?

0 / 1 point



You’ve added the wrong cell references to this box.



You must add cell references to this box.



You don’t have to add cell references to this box.

Incorrect

Not quite. Please review the video [*Using the Insert Function.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/4DLtE/using-the-insert-function)

**9.**

Question 9

You are using the **Insert Function** wizard to add a SUM formula. You are in the **Function Arguments** dialog, and Excel is suggesting the correct cell range to add up. In the background, what is on the **Formula Bar**?

0 / 1 point



The equals sign, the Function name, parentheses, and cell references.



The Equals sign and the Function name only.



The Equals sign, the Function name, and parentheses.

Incorrect

Not quite! Please review the [*Using the Insert Function.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/4DLtE/using-the-insert-function)

**10.**

Question 10

You enter the following function formula in your spreadsheet only to be met with an error message indicating that it contains a typo. What element of the formula is incorrect?

**=sum(a7;d7)**

1 / 1 point



The punctuation symbol is incorrect.



The function name must be in upper case.



The formula should not include parentheses.

Correct

That’s correct! The two cell references are separated by a semi-colon. In fact, they should be separated by a colon.

The formulas in your worksheet are not recalculating. You discover that this is because the **Automatic Calculation** feature is turned off. Which **ribbon** can you access this feature from to turn it back on?

1 / 1 point



The **Formula Ribbon**.



The **Home Ribbon**.



The **Data Ribbon**.

Correct

That’s correct! The **Calculate Options** drop-down list is in the calculation group on the right side of the **Formula** ribbon. If the word **Automatic** at the top of this drop-down list doesn’t have a tick mark beside it, then the **Automatic calculation** feature has been switched off. Select the word **Automatic** to switch the feature on again.

**2.**

Question 2

Cell **A4** in your worksheet contains the value 10. Cell **A5** contains the value 100. Cell **A6** contains the value 2. In cell **A7** you have created the following formula:

**=A4\*A5/A6**

If you change the value in cell **A6** to 4, then what would the result of this formula be?

0 / 1 point



750



500



250

Incorrect

Not quite. Please review the video [*What is a formula?*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/GCuEI/what-is-a-formula)

**3.**

Question 3

Cell **A1** of your spreadsheet contains the value 10. Cell **B1** contains the value 5, and cell **C1** contains the value 2. The formula you created in cell **D1** reads:

**=A1\*B1+$C$1**

Row 2 of your spreadsheet is completely empty. If you were to copy the formula down to cell **D2** what would the formula result be?

0 / 1 point



2



52



50

Incorrect

Not quite. Please review the video [*Controlling calculations.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/ZwGy9/controlling-calculations)

**4.**

Question 4

What mathematical symbol is processed first in the following formula?

**=((A3+H4)/G7)\*5**

0 / 1 point



The Multiplication Symbol.



The Addition Symbol.



The Division symbol.

Incorrect

Not quite. Please review the reading [*Order of Precedence in calculations.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/supplement/isvXW/order-of-precedence-in-calculations)

**5.**

Question 5

Cell **C7** in your worksheet contains the value 300, and cell **A4** has the entry 12%. What is the correct formula to work out 12% of the value in **C7**, using the entry in **A4**?

1 / 1 point



**=C7\*A4**



**=C7+A4**



**=C7/A4**

Correct

That’s correct! The value in **A4** is followed by a percentage symbol, so multiplying by that cell would calculate 12% of the value.

**6.**

Question 6

You are creating a worksheet to track team performance. You know that the team increased their sales in May. The team’s April sales figures are in cell **C5**. Their sales figures for May are in cell **D5**. Which one of the following calculations would show you the percentage increase?

1 / 1 point



**=(D5-C5)/D5**



**=(D5-C5)/C5**



**=(C5-D5)/D5**

Correct

That’s correct. For this calculation, you must take the new value for May and subtract the old value for April to find the actual difference between the two sales figures. Dividing the result by the April figure shows what the percentage increase is.

**7.**

Question 7

Cell **F7** contains a value of 100. Cell **G7** has a value of 200, and cell **H7** is empty. What is the correct answer for the following formula?

**=AVERAGE(F7:H7)**

1 / 1 point



150



100



200

Correct

That’s correct! Only two of the three cells referenced in the formula contain numbers, so Excel adds the two values in **F7** and **G7** together and then divides the result by two.

**8.**

Question 8

What information must be added to the Number 1 and Number 2 boxes when working with the **Function Arguments** dialog to add a SUM function formula using the **Insert Function** wizard?

1 / 1 point



The function arguments.



The function parentheses.



The name of the function.

Correct

That’s correct! You must type the cell references for the cell range you need to total. These cell references are referred to as the **Function Arguments**.

**9.**

Question 9

True or False: You are using the **Insert Function** feature to add a formula to your worksheet. You’ve switched to the category **Math & Trig** to find a function. The list of functions is organized in the order that they were recently used.

0 / 1 point



True



False

Incorrect

Not quite. Please review the video [*Using the Insert Function.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/4DLtE/using-the-insert-function)

**10.**

Question 10

As you type a function formula into a cell, a help message appears to remind you of the arguments required. How does the message display these required arguments?

1 / 1 point



The arguments are contained in square brackets.



The arguments are in bold.



The arguments are italicized.

Correct

That’s correct! The floating help message is a useful reminder of what information a function needs. Anything listed in bold is required, but anything that is optional is in square brackets.

Question 1

You need to add a new figure in cell **H52** of a workbook. However, you accidentally begin typing the number in cell **H51**, which already contains data. What key can you press to cancel your entry?

0 / 1 point



The **F4** Key.



The **ESC** key.



The **Enter** key.

Incorrect

Not quite. Please review the video [*What is a formula*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/GCuEI/what-is-a-formula).

**2.**

Question 2

Cell **A4** in your worksheet contains the value 10. Cell **A5** contains the value 100. Cell **A6** contains the value 2. In cell **A7** you have created the following formula:

**=10\*100/2**

If you change the value in cell **A6** to 4, then what would the result of this formula be?

1 / 1 point



500



750



250

Correct

That’s correct! The formula contains fixed values and not cell references. This means that the formula will not recalculate and generate a new result if the content in **A4**, **A5**, or **A6** is changed.

**3.**

Question 3

True or False: The **F5** and **B10** references in the following formula are **Absolute references**:

**=F5\*$H$3/B10**

0 / 1 point



True



False

Incorrect

Not quite. Please review the video [*Controlling calculations.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/ZwGy9/controlling-calculations)

**4.**

Question 4

According to the order of precedence, which mathematical operators would Excel assign a higher priority to than a minus symbol? Select all that apply:

0 / 1 point



Division

Correct

That’s correct! In the order of precedence table, a division operator is placed higher than a minus.



Addition

This should not be selected

Not quite. Please review the reading [*Order of precedence in calculations.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/supplement/isvXW/order-of-precedence-in-calculations)



Multiplication

Correct

That’s correct! In the order of precedence table, a multiplication operator is placed higher than a minus.

**5.**

Question 5

Cell **C7** in your worksheet contains the value 300, and cell **A4** has the entry 12%. What is the correct formula to work out 12% of the value in **C7**, using the entry in **A4**?

1 / 1 point



**=C7+A4**



**=C7\*A4**



**=C7/A4**

Correct

That’s correct! The value in **A4** is followed by a percentage symbol, so multiplying by that cell would calculate 12% of the value.

**6.**

Question 6

Your team achieved sales of $35,000 last month and $45,000 this month. Which of the following calculations would work out the percentage they had increased their sales by?

1 / 1 point



**=(45000-35000)/45000**



**=(35000-45000)/35000**



**=(45000-35000)/35000**

Correct

That’s correct. For this calculation, you must take this month’s sales figure and subtract last month’s figure to find the difference between them. Dividing the result by last month’s figure shows what the percentage increase is.

**7.**

Question 7

Cell **F7** contains a value of 100. Cell **G7** has a value of 200, and cell **H7** is empty. What is the correct answer for the following formula?

**=AVERAGE(F7:H7)**

1 / 1 point



200



100



150

Correct

That’s correct! Only two of the three cells referenced in the formula contain numbers, so Excel adds the two values in **F7** and **G7** together and then divides the result by two.

**8.**

Question 8

You are working with the Number 1 and Number 2 boxes in the **Function Argument**s dialog in the **Insert Function** wizard to add a **SUM** function formula. The Number 1 entry is bolded. What does this indicate?

0 / 1 point



You’ve added the wrong cell references to this box.



You don’t have to add cell references to this box.



You must add cell references to this box.

Incorrect

Not quite. Please review the video [*Using the Insert Function.*](https://www.coursera.org/learn/preparing-data-for-analysis-with-microsoft-excel/lecture/4DLtE/using-the-insert-function)

**9.**

Question 9

You are using the **Insert Function** wizard to add a formula to your worksheet. When the **Insert Function** dialog opens, what **Function category** list is displayed?

1 / 1 point



**All**



**Math & Trig**



**Most Recently Used**

Correct

That’s correct! The **Most Recently Used** category is displayed first to save you time. This list contains the functions that you have recently used in your worksheets.

**10.**

Question 10

As you type a function formula into a cell, a help message appears to remind you of the arguments required. How does the message display these required arguments?

1 / 1 point



The arguments are italicized.



The arguments are in bold.



The arguments are contained in square brackets.

Correct

That’s correct! The floating help message is a useful reminder of what information a function needs. Anything listed in bold is required, but anything that is optional is in square brackets.