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.