# Preparing Data for Analysis with Microsoft Excel

## Week 1 Module quiz: Excel fundamentals

### Welcome to Preparing data for analysis with Microsoft Excel

* Question 1

True or False: When you select the Filter button on the Data ribbon, Excel automatically filters the data based on choices that you have already made in the drop-down menus next to each heading.

True

**False**

* Question 2

You want to identify all rows that contain a specific word, but the word might appear anywhere in a cell entry. Which of the following options can you use to complete this task?

**Use Contains on the Text Filter sub-menu.**

Use Ends with on the Text Filter sub-menu.

Use Begins with on the Text Filter sub-menu.

* Question 3

True or False: You need to sort a staff spreadsheet alphabetically by department, and then sort each department by join date with the most recent appearing first. You can complete this task by first using the Sort A-Z shortcut on the Department Name column and then the Sort Newest to Oldest shortcut on the Join Date column.

True

**False**

* Question 4

You want to create a new name for a cell, but you are not sure if a colleague has already assigned names to the cells. How would you check what names are already in use across the whole workbook?

Select the Name Manager choice on the Home ribbon.

Select each worksheet separately and then click on the drop-down arrow on the right of the Name box in the top left of the Excel work area.

**Select the drop-down arrow on the right of the Name box in the top left of the Excel work area.**

* Question 5

You have frozen the top row (Row 1) of the screen to make your spreadsheet easier to read. What cell will your cursor move to when you move to the top of the worksheet using the Control + Home shortcut?

A3

A2

A1

* Question 6

Which of the following tasks can you perform using the Search box on the Title bar? Select all that apply.

Search for Names assigned to cells.

**Search for text or number content across a whole workbook.**

Search for text or number content in a worksheet.

* Question 7

You are working with a block of information, and you realize that you need to add a new column to the left of the column that your cursor is in. Which of the following series of steps can you perform to correctly insert the column? Select all that apply.

Click the right mouse button, select Insert, and then select Entire column.

Select the Insert Ribbon, select on Insert, and then select Insert Sheet Columns.

**Select the Home ribbon, select Insert, and then select Insert Sheet Columns.**

* Question 8

You type a supplier name into cell C2 in your spreadsheet. You want to use one of Excel’s quick entry features to copy the same supplier name into all cells down to C100. What shape should the mouse pointer be?

An arrow.

**A narrow black cross.**

A white cross.

* Question 9

You need to present a worksheet to your colleague. However, columns D and E contain confidential data that they cannot be privy to. What option on the Home ribbon can you use to hide these columns during the presentation?

Delete drop-down.

Insert drop-down.

**Format drop-down.**

* Question 10

You manually adjust the width of column A and then type 958697100T into cell A2. However, the entry still displays across cell B2, which is currently empty. What is the visual effect on the entry in cell A2 when you enter data into cell B2?

The content will automatically “wrap around” so that some of the heading will be brought down to a new line.

The content will be replaced by crosshatch symbols as the column is too narrow to display it fully.

The content will only be partially displayed and some of the entry will be hidden by the content in B2.