

✔ **Congratulations! You passed!**

Grade received **100%** To pass 80% or higher

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1. Which of the following are recommended as good practice?

1 / 1 point

(Multiple answers possible, partial credit awarded).

✔ Use consistent naming conventions for table and ranges.

✔ **Correct**

Yes, that's correct. You don't have to use the same rules we use - you can make up your own system. The key is to be consistent and to consider other users who may need to interact with your work.

✔ Dual entry of data should be avoided.

✔ **Correct**

Yes, that's right. If the same data needs to be entered more than once, there is an increased chance of inconsistency throughout your workbook. Avoid this if at all possible and use functions to refer to the same data when needed.

☐ Input and calculations should be kept in separate workbooks.

☐ Hard-code assumption values into your formulas.

2. Which of the following are good strategies to keep your workbooks flexible and responsive?

1 / 1 point

(Multiple answers possible, partial credit awarded).

☐ Use macros to automate workflows.

✔ Used named ranges in your calculations.

✔ **Correct**

Yes, named ranges are very useful - especially when they are used in conjunction with tables as this achieves ultimate flexibility that ensures our calculations won't break when new data is entered. Refer to the **Intermediate I** course (Week 3) for a refresher on **Named Ranges**.

✔ Convert data into tables.

✔ **Correct**

Yes, that's correct. **Tables** are extremely powerful and provide a high degree of flexibility and responsiveness to your workbook. Refer to the **Intermediate I** course (Week 5) for a refresher on **Tables**.

☐ Use volatile functions.

3. Which of the following are advisable strategies when working with datasets?

1 / 1 point

(Multiple answers possible, partial credit awarded).

☐ Merge similar headings into one cell.

✔ Use data validation techniques for data that is manually entered.

✔ **Correct**

Data validation techniques are very useful and can be an enormous help when it comes to manual data entry. Refer to the **Intermediate II** course (Week 4) for a refresher on **Data Validation**.

☐ Don't leave any blank cells in your dataset. Example: If a value in a **Sale Price** column is not yet available, type in **N/A**.

✔ Modularise your data so that only one single type of data occupies one column.

✔ **Correct**

This is really important. Consider what you want to be able to do with your data later down the track. Typical actions are filter, sort, calculate and aggregate.