✓ **Congratulations! You passed!**

Grade received 90%	**Latest Submission Grade** 90%	**To pass** 80% or higher

Go to next item

You increased your skill score!

Spreadsheet Software   Your score: **202** (↑39)   Intermediate

Well done! At an intermediate level, you have a solid understanding of the material and are able to pass intermediate content. You can apply key concepts on most tasks.

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1. How many rows in an Excel spreadsheet (version 2007 and later)?

   1 / 1 point

   ○ Infinite (no limit)

   ○ 16,348

   ● More than 1 million

   ○ 50,000

   ✓ **Correct**
   Yes - isn't that amazing? This would make one large data set!

2. In a blank Excel workbook, go to the **Insert** tab on the ribbon. Which of the following is NOT available?

   1 / 1 point

   ○ SmartArt

   ○ Shapes

   ● Columns (not Column chart)

   ○ Pictures

   ✓ **Correct**
   You are spot on! There are several ways to insert columns, using the INSERT tab is not one of them. Go back to Excel and see if you can find the button for Insert columns.

3. In cell **A1** type in the heading **Date** then press Enter. In cell **A2** type in the following: 20-Jan-20. Use the fill handle to drag the date you have just typed down to row 20. What is the date in **A15**? Enter as shown or use Year-Month-Day format if you are not using an English version of Excel (for example 2020-01-20).

   1 / 1 point

   02-Feb-20

   ✓ **Correct**
   Yes, great job on using the fill-handle. Isn't it amazing what you can already do in Excel?

4. In cells **B1** to **B3** enter the following:

   1 / 1 point

	A	B
1	Date	**Number**
2	20-Jan-20	3.12
3	21-Jan-20	6.24

   Select cells **B2** and **B3** then use the fill handle to drag down to row 20. What is the value in **B15**?

   43.68

   ✓ **Correct**
   Yes, great job on using the fill-handle. This is such a good productivity tool.

5. Close your workbook without saving and open the attached workbook. What value is in cell **Q83** on the **Orders** sheet?

   1 / 1 point

   📎 **W01-Assessment**
   XLSX File

   13

   ✓ **Correct**
   Yes, nice navigation skills!

6. How many worksheets are there in this workbook?

   1 / 1 point

   3

   ✓ **Correct**
   Yes, spot on.

7. Go to the **Sales 2016** worksheet. Which cell contains the heading **Qtr2**?

0 / 1 point

> E

> ⊗ **Incorrect**

8. Still in **Sales 2016**, select the range **B8:E10**. Look at the status bar at the bottom of the screen. You should see **Sum** followed by a number. What is the number?

1 / 1 point

(Hint: the range **B8:E10** means to select all of the cells between **B8** and **E10**. We go into this in more detail next week. Please use the number format #####.##)

> 50933.77

> ⊘ **Correct**
> Yes, nice use of the **Status Bar**. Isn't that a handy feature of Excel?

9. Select the two non-contiguous ranges (not next to each other) **C8:C11** and **E8:E11**. What is the **Average** showing on your status bar for the two ranges?

1 / 1 point

(Please use the number format ####.##)

> 5549.49

> ⊘ **Correct**
> Everyone say wow! Nice selecting and navigation skills!

10. Change the value in **C13** to be 4675.24. What is the new value in **C18**?

1 / 1 point

(Please use the number format #####.##)

> 62119.27

> ⊘ **Correct**
> Nice work on entering data into a spreadsheet correctly.