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Documentation

Practice Quiz • 30 min • 3 total points

Congratulations! You passed!

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

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1. It is possible to change the name of a named range after it has been created. **1 / 1 point**

- (•) Yes, that's true.
- ( ) No, that's not true.

Correct
You are correct. In older versions of Excel, this was not possible.

2. Which of the following are considered advantages of data validation? **1 / 1 point**

(Multiple answers possible, partial credit awarded)

- [x] Data validation can increase the speed and accuracy of manual data entry through the use of drop-down lists.

Correct
Yes, that's correct. There are some very flexible options to populate your drop-down lists. Refer to the Intermediate II course (Week 4) if you want to review Data Validation.

- [ ] Data validation in cells is automatically marked as such by Excel, making it easier for users to understand where to enter what data.
- [ ] Data validation can help to prevent errors when users paste content into the spreadsheet.
- [x] Adding data validation can help to prevent manual data entry errors.

Correct
Yes, that's correct. Rather than supplying data entry instructions elsewhere, using data validation can help to ensure that users only have specific options of what they can enter. Refer to the Intermediate II course (Week 4) if you want to review Data Validation.

3. Which of the following are good strategies to document your spreadsheet? **1 / 1 point**

(Multiple answers possible, partial credit awarded)

- [ ] Using the company's style guide.
- [x] Using the features in the Review tab (e.g., comments)

Correct
Yes, the Review tab is often overlooked and so is the use of comments in Excel. Comments can be a great way to document assumptions e.g., in your calculations for future users of the workbook and for your future self.

- [x] Naming tables and named ranges.

Correct
Yes, naming tables and named ranges self-documents the work in your spreadsheet and at the same time, it enhances the readibility of your calculations further enhancing the accuracy of your work.

- [ ] Applying a theme to your data set.