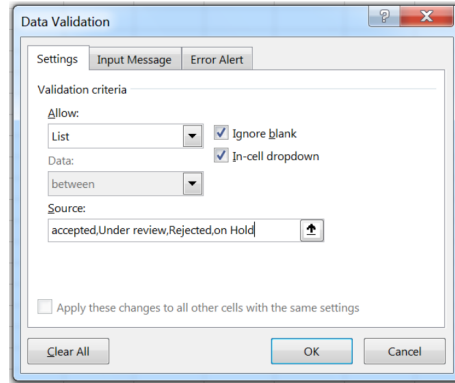


✔ Congratulations! You passed!
Grade received 100% To pass 80% or higher

Go to next item

1. Based on the **Validation Criteria** in the screenshot, what can you expect to see in your **Drop-down list**?

1 / 1 point



- ☐ Accepted
Under Review
Rejected
On Hold
- ☐ accepted
on Hold
Rejected
Under review
- ☒ accepted
Under review
Rejected
on Hold

✔ **Correct**
Yes, that's exactly right. Excel display the items in the drop-down list exactly as they are entered in the Source box. That includes case and order.

2. The values that appear in a drop-down list will always appear in alphabetical order.

1 / 1 point

- ☐ True
- ☒ False

✔ **Correct**
You are quite right. The order of the values in the drop-down list will be exactly as they are entered in the Source box. If they are not entered alphabetically in the Source box, then they won't appear alphabetically in the resulting drop-down list.

3. What is the advantage of converting your lookup list into a named range and table?

1 / 1 point

- ☐ The advantage is that the drop-down list will automatically appear in alphabetical order.
- ☒ The advantage is that there is no need to update the validation criteria as the look-up list changes.
- ☐ There is no particular advantage in doing this.

✔ **Correct**
Yes, you are quite right. When you convert your lookup list to a named range and table, you add a great layer of automation to your validation.

4. To create a **Drop-down List**, each distinct option is entered in the **Source** box in the Data Validation dialog. The items should be separated by a:

1 / 1 point

(One or more correct answers possible. Partial credit will be awarded)

☐ Dash

☒ Comma

✓ **Correct**

Yes, a comma is a valid separator.

☒ Comma and Space

✓ **Correct**

Yes, you can use a comma and a space. Excel will simply ignore the space and it makes it a bit easier to read the list as you enter it.

☐ Space