

✔ **Congratulations! You passed!**

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

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1. Where can you find the **Apply Names** feature?

1 / 1 point

- ☒ In the **Formula** tab in the ribbon, go to the drop down menu at the right edge of **Define Names** then go to **Apply Names**.
- ☐ Go to the **Name Manager** in the **Formula** tab, open it and you will find an option to **Apply Names**.
- ☐ Right click on the cell you want to apply the named ranges to and navigate to **Name a Range**, you can now find **Apply Names**.
- ☐ In the **Formula** tab in the ribbon, go to the drop down menu at the right edge of **Use in Formula**, then go to **Apply Names**.

✔ **Correct**

2. Uma has inherited a spreadsheet from Sean and she has noticed the lack of named ranges in this spreadsheet, she quickly creates named ranges using the **Create From Selection** method. She believes that the formulas used in the spreadsheet will now be more meaningful. Is there a potential problem with her reasoning?

1 / 1 point

- ☒ Yes, if Uma wants the formulas to update she must go to **Apply Names** and select which named ranges she wants to apply.
- ☐ No, Excel will automatically update all formulas and they will now use the named ranges.

✔ **Correct**

Indeed, you have to explicitly tell Excel to apply any named ranges that you create after formulas have already been created.

3. Where is the **Paste List** feature?

1 / 1 point

(Multiple options possible. Partial credit is awarded)

- ☒ Use the F3 keyboard shortcut which then lets you click on **Paste List**.

✔ **Correct**

Yes, this is also a quick way to get **Paste List**.

- ☒ Go to the **Formulas** tab and go to **Use in Formula** and after selecting it go to **Paste Names**, then **Paste List**.

✔ **Correct**

Yes, this does let you go **Paste List**.

- ☐ Go to the **Formulas** tab and go to the **Define Names** tool and after selecting it go to **Paste Names** then **Paste List**.

4. Why can the **Paste List** feature be useful to an Excel user?

1 / 1 point

(Multiple options possible. Partial credit is awarded)

- ☒ It can be used to show which ranges the named ranges apply to. This is useful if the worksheet is complex and there is a lot going on.

✔ **Correct**

Yes, it can create a useful summary sheet for us, and other users of our spreadsheet.

- ☐ Once we have clicked on **Paste List** any edits we make to the pasted list, will automatically update the named ranges.

- ☒ Once we have clicked on **Paste List** we can cut and paste individual ranges into other Excel formulas, and edit them if necessary.



Correct

Yes, the **Paste List** gives us the Excel syntax of the ranges, and we can edit these if necessary to cut and paste into other formulas.

