

1. We believe that this course has something for everyone, whether you have never used Excel before or you have been using it for many years. Take this quiz to get an idea of what we will be covering in this course. If you don't know something, then you can guess - you will get feedback at the end.

1 / 1 point

Which key do you hold down when selecting cells that are in different areas of a worksheet?

- ☒ The Control (PC)/Command (Mac) key
- ☐ The Tab key
- ☐ The Control (PC)/Command (Mac) key AND the Shift key at the same time.
- ☐ The Control (PC)/Command (Mac) key AND the Tab key at the same time.
- ☐ The Shift key

✓ **Correct**

Yes - it's great that you have that down already!

2. Which of the following components **must** be part of any formula? (One or more answers are possible - partial credit will be awarded)

0.8 / 1 point

- ☒ The = sign

✓ **Correct**

Yes, 100%. No matter how simple or complicated your formula is or whether or not you are using a function, every formula **MUST** start with the equals sign.

- ☐ Parenthesis

- ☒ A mathematical operator, e.g. +.

✗ **This should not be selected**

Not quite right, yet. Don't worry - mistakes are welcome here! We will be covering this in the practice videos in Week 2.

- ☐ A function (e.g. SUM)

- ☐ Brackets

3. Sean used a function for the cells in the Qtr1 column. What did he enter in cell B7 in order to correctly calculate the average of Quarter 1 sales for Aanya, Charlie and Connor?

1 / 1 point

	A	B	C	D	E
1	Sales Summary 2016				
2					
3	Acct Managers	Qtr1	Qtr2	Qtr3	Qtr4
4	Aanya Zhang	\$5,187.90	\$7,627.17	\$28,867.26	\$742.53
5	Charlie Bui	\$24,271.31	\$130.78	\$116.61	\$355.15
6	Connor Betts	\$854.08	\$20,123.65	\$3,050.18	\$4,373.98
7		\$10,104.43			

- ☒ =AVERAGE(B4:B6)
- ☐ =AVERAGE(B4):AVERAGE(B6)
- ☐ =AVG(B4:B6)
- ☐ =AVERAGE(B4:6)
- ☐ =AVERAGE(B4+B6)

✔ **Correct**

Yes, this is the correct answer. You have already had some experience with functions and formulas. We will have to challenge you with absolute cell references next (coming up in Week 2).

4. To change the relative cell reference **A1** to an absolute cell reference you use:

1 / 1 point

- ☐ a1
- ☐ "A1"
- ☐ ABS(A1)
- ☒ \$A\$1
- ☐ A\$1\$

✔ **Correct**

It's great that you have that down already! We will have to find something a bit more challenging so you can grow your skills even further!

5. You have some cells formatted the way that you want them, and you want to copy this format to some new cells that already contain data.

1 / 1 point

- ☐ You can use the Format cells option after right-clicking a cell, to copy the formats from the old cells to the new cells.

- ☒ You can use the Format Painter to copy only the formats from the old cells to the new cells.
- ☐ Cells must be formatted before data is entered into them.
- ☐ You can't do this. You have to format each of the new cells individually.
- ☐ You must copy the cells over the new cells, then type the data back in.

✔ **Correct**

Yes - spot on. The Format Painter is definitely one of the Excel 'wow' tools. There is more to it than just a simple copy format functionality.

6. You want to insert 3 columns. Which of the following will get you there? (One or more answers are possible - partial credit will be awarded)

1 / 1 point

- ☐ You right-click on the column header and go to **Insert**, then type the number 3.
- ☒ You select 3 columns, right-click and go to **Insert**.

✔ **Correct**

It's great that you have that down already! We will have to find something a bit more challenging for you!

- ☒ You select a column then click the **Insert** button on the **Home** tab 3 times.

✔ **Correct**

Yes, you have been paying close attention to how Excel works!

7. You have a column of numbers and you want to only show those values that are more than 1,000. The fastest way is to:

1 / 1 point

- ☐ Go through and move all the values less than 1,000 to another sheet.
- ☐ Apply a filter to the column and remove the checkmark next to every value less than 1,000
- ☒ Apply a number filter using 'is greater than' 1,000
- ☐ Sort the column from largest to smallest value
- ☐ Use the function, MAX to figure it out

✔ **Correct**

Yes, well done - this will get you there super fast.

8. You want to print your rather large data set which spans 3 pages across according to the **Print Preview**. You want to fit it on to 2 pages. Which of the options below are useful techniques to achieve this?

1 / 1 point

(One or more answers are possible - partial credit will be awarded)

- ☐ Remove some of the less important columns
- ☒ Use narrower margins

✔ **Correct**

Yes, that's quite right. You can definitely create more space by reducing the white margins on each page. There are some other ways of doing this. We will be covering this topic in Week 5.

- ☒ Use the **Scale to Fit** tools to reduce the size of your sheet

✔ **Correct**

Yes, that's quite right. You can definitely create more space by reducing the scale. Be careful though not to go too low in your scale - it might leave your data too small to read. There are some other ways of doing this. We will be covering this topic in Week 5.

- ☒ Use the **Page Layout** view and set the automatic width to 2 pages.

✔ **Correct**

Yes, that's spot on. The automatic width setting is extremely handy. We will be covering this topic in Week 5.