

1. How many columns in an Excel worksheet (version 2007 and later)?

1 / 1 point

- ☐ 13,500
- ☐ 5,000
- ☒ 16,384
- ☐ Infinite (no limit)

✔ 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

- ☐ Shapes
- ☐ Pictures
- ☐ Table
- ☒ Rows

✔ Correct

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

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

2-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 **B7**?

18.72

✔ 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 **Qtr4**?

1 / 1 point

E3

✔ **Correct**

Yes, that's the correct cell. Check out your grasp of Excel terminology. Well done.

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 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 **####.##**)

425.78

✘ **Incorrect**

If you are not sure where to find the **Status Bar**, head straight back to this week's practice video on **Taking Charge of Excel**.

9. Select the two non-contiguous ranges (not next to each other) **B4:B7** and **D14:D17**. What is the **Average** showing on your status bar for the two ranges?

1 / 1 point

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

5371.10

✔ **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.