

1. Cell **A2** contains the text "Sean SANDERS" and Uma wants cell **B2** to be "Sean Sanders". Which function will help her to achieve this?

1 / 1 point

- ☐ Use the Change Case button
- ☒ =PROPER(A2)
- ☐ =LOWER(A2)
- ☐ =UPPER(A2)

✓ **Correct**

Great! This function converts the first letter of each new word into upper-case and all other letters into lower-case.

2. Cell **A1** contains "Macquarie " and cell **B2** contains "University". How will Excel compute the following function:

1 / 1 point

**=CONCAT(A1," ",UPPER(B2))**

- ☐ Convert "University" to upper-case, i.e. "UNIVERSITY" first, and then add this before the text "Macquarie " to result in: "UNIVERSITY Macquarie".
- ☐ Add the text "Macquarie " to the text "University" first, and then convert the whole text to upper-case, i.e. "MACQUARIE UNIVERSITY".
- ☒ Convert "University" to upper-case, i.e. "UNIVERSITY" first, and then add this text to the end of "Macquarie " to result in: "Macquarie UNIVERSITY".
- ☐ Convert "Macquarie" to upper-case, i.e. "MACQUARIE" first, and then add this text to the end of "University", to result in: "University MACQUARIE".

✓ **Correct**

Yes! This is an example of a nested function. Here Excel calculates the innermost function, in this case, **UPPER** first, and then works it way outwards, in this case, **CONCAT** last.

3. Cell **A3** contains "Chairs" and cell **B3** contains "Samantha" and Uma would like cell **C3** to contain "Samantha CHAIRS". Which of these will let her do this?

1 / 1 point

(Multiple answers possible. Partial credit awarded).

☒ =CONCAT(B3," ",UPPER(A3))

✓ **Correct**

Great work! You show understanding how to use nested functions!

☐ =UPPER(CONCAT(B3," ",A3))

☒ =B3&" "&UPPER(A3)

✓ **Correct**

Great work! This achieves the intended result.

☐ =CONCAT(A3," ",UPPER(B3))