**Quick Concepts Check Answer Key  
Exploring Microsoft Excel 2016, Chapter 10**

**1. What is the purpose of delimiters in a text file? Name two common text file delimiters.**

Delimiters are characters that separate data in a text file so that the data can import into columns and rows. The two most common delimiters are comma and tab.

**2. What is the difference between opening a text file directly in Excel and using the Get External Data option to import text file data?**

Opening a text file directly imports the data directly into Excel without any connection to the original text file. Using Get External Data creates a connection to the text file so that changes made to the text file can be updated in the Excel workbook as well.

**3. In what situation would you want to refresh a connection to external data?**

Connected data in Excel should be refreshed when the external source has been edited.

**4. What is the purpose of the Text to Columns feature? Provide one example of when it would be useful.**

Text to Columns is used to separate data that is in one column into two or more columns when the columns have a specific delimiter. It can be useful to separate company names and stock symbols into two separate columns if the original column contained both names and symbols.

**5. What is the difference among the PROPER, UPPER, and LOWER functions?**

The PROPER function displays a text string in title casing where the first letter of each word is capitalized. The UPPER function displays a text string in all capital letters. The LOWER function displays a text string in all lowercase letters.

**6. How can Flash Fill be used to replace text functions such as PROPER?**

Flash Fill has the ability to identify and replicate user defined patterns. If the user starts to manually enter data from a previous column into a new column with the first letter capitalized, Flash Fill has the ability to identify and replicate the pattern.

**7. What is the benefit of using XML?**  
The benefit is that XML is extensible, and the tags are user-defined to meet his or her purpose of coding the data. The XML tags describe the data rather than how the data is formatted.

**8. What is the standard formatting for elements within an element?**  
The standard formatting is to indent elements within a parent element. For parent elements, it is standard to align them with the same level of indentation.

**9. If you want to maintain a connection to the original XML file, how should you import it?**  
Click Get External Data on the DATA tab, select From Other Sources, and select From XML Data Import.

**10. What is the benefit of using Power Pivot?**  
Power Pivot gives the ability to import data from data sources that Excel’s default feature do not support. It also has the ability to create relationships between data sources and contains the ability to create pivot tables from linked data.

**11. Why would you use Power Query over Excel’s external import features?**  
Power Query offers a more robust selection of import options as well as the ability to shape the data before import.

**12. When would you use Power View instead of a PivotTable?**  
Power View has the ability to create dashboard visualizations of data that can be filtered similar to that of PivotTables. Power View reports can also include data from multiple sources and are able to be refreshed when external sources are edited.