**Multiple Choice Answer Key**

# Exploring Microsoft Excel 2016, Chapter 10

1. A text file separates data by a special character called a:

**b. Delimiter.**

2. Which of the following file formats can be imported using Power Query?

a. XML

b. HTML

c. CSV

**d. All of the above**

3. Which of the following Power Add-ins is best suited for editing data before import?

**c. Power Query**

4. Your coworker created a workbook with a list of names and addresses. The state abbreviation and zip code are stored in one cell per customer, such as NC 27215. You need to be able to sort these data by postal code to use bulk-rate mailing. The appropriate Excel action is to:

**a. Type 27215 in the cell to the right of NC 27215 and use Flash Fill.**

5. A workbook contains addresses in column C. The addresses use commas after the street, city, and state, such as 129 Elm Street, Burlington, NC, 27215. Column D contains the phone number. You instruct Excel to divide the data into multiple columns using comma delimiters. You successfully divide the column into four columns. What happens to the phone numbers in column D?

**b. The phone numbers are overwritten by the cities.**

6. You have client last names stored in column A and the date of their first purchase in column B. You would like to create a custom account number by combining the client’s last name and date. What function would you use to complete the task?

**a. CONCATENATE**

7. You have a dataset that contains sales information including transactions and corresponding buyer names. One buyer, Sandy Yang, has recently married and would like to have her last name changed to Benson. Which function would you use to complete the task?

**b. SUBSTITUTE**

8. One advantage of using XML data is that:

**a. Data are not dependent on a specific operating system.**

9. Which of the following tools is best suited for visualizing data?

**b. Power View**

10. Examine the following XML code and select the *TRUE* statement.

<internship>

<position>Help Desk Trainee</position>

<pay>10.50</pay>

<payperiod>hour</payperiod>

<hours>mornings</hours>

</internship>

**a. Position, pay, payperiod, and hours will appear as fields if imported into Excel.**