

Excel Basics for Data Analysis

Content and Settings Submissions (49) Student Activity Question Analysis

Test Content

Question 1

The auto calculate feature

- A Can only add values in a range of cells
- B Provides a quick way to view the result of an arithmetic operation on a range of cells Correct answer
- C Both
- D None of the above

Question 2

The number of rows in a worksheet is

- A 365
- B 655
- C 256 Correct answer
- D 645

Question 3

If you wanted to sort an employee file so that they would be listed alphabetically by last name and first name within individual zip codes (smallest to largest), which of the following would be the correct order of the sort?

- A zip codes (ascending), then last name (ascending), then first name (ascending) Correct answer
- B last name (ascending), then first name (ascending), then last name (ascending)
- C zip codes (descending), then last name (ascending), then first name (ascending)
- D last name (descending), then first name (descending), then last name (descending)

Automated feedback

Question 4

What will the formula =RIGHT("TestBook", 2) return?

- A ok Correct answer
- B Bo
- C Te
- D st

Question 5

What does the VLOOKUP function do in excel?

- A It looks vertically down the first column of a range for a key and returns the value of a specified cell in the row found Correct answer
- B It calculates the average of a range of cells
- C It replaces specific text in a text string
- D It divides the contents of one cell from another

Question 6

What is the chart tool to summarize all the numerical values in a column in MS Excel?

Test Settings



Due date
1/23/24, 10:00 PM (MST)

Grade category
Test

Grading
Points | 500 maximum points
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10 points

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10 points

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What is the chart tool to summarize all the numerical values in a column in MS Excel?

WHAT IS THE SHORTCUT TO AUTOSUM ALL THE NUMERICAL VALUES IN A COLUMN IN MS EXCEL?

- (A) CTRL+Screen lock
- (B) Shift + =
- (C) Alt+Shift+=
- (D) Alt+=

Correct answer

Question 7

10 points ...

What is the shortcut key to switch between absolute, relative, and mixed cell references in a formula?

- (A) F4
- (B) F5
- (C) F6
- (D) F7



Question 8

10 points ...

Comments put in cells are called _____.

- (A) Smart tip
- (B) Cell tip
- (C) Web tip
- (D) Soft Tip



Question 9

10 points ...

What symbol is used to enter number as text?

- (A) '
- (B) "
- (C) =
- (D) +

Question 10

10 points ...

Which area in an Excel window allows entering values and formulas?

- (A) Title bar
- (B) Menu bar
- (C) Formula bar
- (D) Standard Tool bar



Question 11

10 points ...

Multiple calculations can be made in a single formula using....

- (A) Standard formula
- (B) Array Formula
- (C) Complex formulas
- (D) Smart formulas



Question 12

10 points ...

Which is not the function of "Edit, Clear" command?

- (A) Delete contents
- (B) delete notes

C delete cells

Correct answer

D delete formats

Question 13

10 points ...

How do you wrap the text in a cell?



A Format, cells, font

B Format, cells, protection

C Format, cells, number

D Format, cells, alignment

Correct answer

Question 14

10 points ...

Cell E\$ has a date value and you wish to place that date on an invoice prefaced with the text located in &(. What is the command to do that?



A =B15&E23

B =proper(B15)""&text(E23,"mmmm dd,yyyy")

Correct answer

C =join(B15&E23)

D B15&""&E23

Question 15

10 points ...

If you require more than two conditions or if you want to analyze a list using Excel 2003's database functions, you must define which filter?

A Auto filter

B Update filter

C advantage filter

D advanced criteria filter

Correct answer

Question 16

10 points ...

What does the NOW() function return?



A It returns the serial number of the current date and time

B It returns the serial number of the current date

C It returns the serial number of the current time

D None of the above

Correct answer

Question 17

10 points ...

How to restrict the values of a cell so that only whole numbers between 9 and 99 can be entered in a cell?

A Settings tab under the menu Format cells

B Settings tab under the menu Data Validation

Correct answer

C Settings tab under the menu Data filter

D settings tab under the menu format conditional formatting

Question 18

10 points ...

What does COUNTA () function do?



A Counts cells having alphabets

B Counts empty cells

C Counts cells having number

D Counts non-empty cells

Correct answer

Question 19

10 points ...

What is one of the ways to apply new data formats to the rest of the column?

A Paste special tool

B Text import wizard

C Format button

D Format Painter tool

Correct answer

Question 20

10 points ...

From the following list of choices, select the choice that BEST describes the purpose of using the Paste Special feature in Excel.

A It allows you to paste special characters, such as the trademark symbol, into a worksheet.



B It allows you to copy data from a Microsoft Word table and paste it into Excel worksheet

C It allows you to copy cells and then paste only selected elements into a new location.

Correct answer

D It allows you to paste links between Microsoft Access and Microsoft Excel into a workbook.

Question 21

10 points ...

From the following list, select the choice that BEST describes the purpose of auditing workbooks in Excel.

A Auditing allows you to trace relationships between worksheets.

B Auditing allows you to trace formula references between cells.

Correct answer

C Auditing allows you to spot financial errors in workbooks

D Auditing allows you to trace relationships between workbooks.

Question 22

10 points ...

From the following list, select the choice that is an available method of sorting field data within an Excel table.



A Ascending

Correct answer

B Opposing

C Reversing

D Increasing

Question 23

10 points ...

From the following list of choices, select the choice that any table that uses the "AutoFilter" feature MUST possess for the feature to function properly.

A An applied sort order

B A custom sort order

C A list AutoFormat

D A header row

Correct answer



Question 24

10 points ...

From the following list, select the choice that BEST describes the purpose of creating data tables within Excel.

A Data tables allow you to change variables in a formula to view different possible outcomes.

Correct answer

B Data tables allow you to change filters in a table to view different possible outcomes.

C Data tables allow you to change scenarios in a worksheet to view different possible outcomes.

(D) Data tables allow you to change functions in a formula to view different possible outcomes.

Question 25

10 points ...

From the following list, select the function within Excel that allows you to look up values in a table that is structured in columns with a "header row" at the top of the table.

(A) HLOOKUP

Correct answer

(B) VLOOKUP

(C) RLOOKUP

(D) CLOOKUP



Question 26

10 points ...

_____ tables allow filtering through different values.

(A) Pivot

Correct answer

(B) Data

(C) Both

(D) None of the above

Question 27

10 points ...

Once data in a table gets filtered, you cannot unfilter the table nor get the table back to the original settings. Is this statement correct?

(A) No, you may change filters up to three times.



(B) Yes

(C) No, you may change filters as many times as you please without limits

Correct answer

(D) No, tables cannot be filtered

Question 28

10 points ...

Which pivot table layout allows dragging fields to the grid in a spreadsheet?

(A) Default Pivot Table Layout

(B) Classic Pivot Table Layout

Correct answer

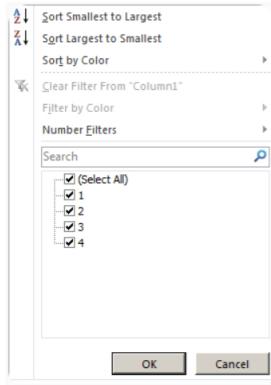
(C) Master Pivot Table Layout

(D) Operation Geronimo Layout

Question 29

10 points ...

For the attached image, Check all that are true.



(A) The boxes that are checked indicate that the table should filter out that data.

0 %

(B) The boxes that are checked indicate that the table will filter in that data.

Correct answer

50 %

(C) The boxes that are unchecked indicate that the table will filter out that data.

Correct answer

50 %

D The boxes that are unchecked indicate that the table will not filter in that data unless values are present.

0 %



Question 30

10 points ...

Pivot tables that have been created can easily be turned into graphs or charts by simply highlighting the whole pivot table and choosing a graph or chart that you want to create.

True

Correct answer

False

Question 31

10 points ...

Which of these is NOT included in the PivotTable Field List pane?

A Column labels

B Values

C Report filter

D Formulas

Correct answer

Question 32

10 points ...



The Sum function is applied to values in a Pivot Table by default. How can I change this so that values are automatically counted and not summed?

A Insert the COUNT formula (=Count()) into the PivotTable.

B Change the format of the values in the Pivot Table to General Numbers.

C In the Calculations group, change the Summarize Values By to Count.

Correct answer

D All of the above

Question 33

10 points ...

After inserting a Pivot Table, the Pivot Table Field List does not automatically appear. How can you activate this area?

A Click on the Field List button in the Show group, under Options in the PivotTable Tools contextual tab.

Correct answer

B Click on the Insert Pivot Table button and select PivotTable Fields List.

C Go to the Backstage View and in the Options dialogue box, click on the PivotTable tab. Check the box for PivotTable Fields List.

D All of the above



Question 34

10 points ...

Priya is reviewing a spreadsheet for a colleague. She notes that part of all the formulas contain dollar symbols in the cell references, for example =A1*\$B\$ and starts deleting the dollar symbols. Is that a good or bad idea and why?

A Good idea. The person who created the spreadsheet clearly made a typing error by including the dollar symbols.

B Bad idea. The dollar symbols are needed to format the calculated values of the formula with the correct currency symbol.

C Bad idea. The dollar symbols mark the references in the cells as Relative References. Removing these will cause the formula to calculate incorrect values.

D Bad idea. The dollar symbols mark the references in the cells as Absolute References. Removing these will cause the formula to calculate incorrect values.

Correct answer

Question 35

10 points ...



Study the screenshot attached. Miley copied values from a different worksheet and pasted it into column B of her expense sheet. However, when she pastes it, the above errors appears. What is happening and how can she fix it?

	A	B	C	D	
1		Expense Sheet			
2		Jun-15			
3					
4		1	#REF!		

5	2	#REF!
6	3	#REF!
7	4	#REF!
8	5	#REF!
9	6	#REF!
10		#REF!

- (A) She used Relative References instead of Absolute References in her formulas. If she changes to Absolute references the problem will be resolved.
- (B) She copied and pasted the incorrect cells. To prevent errors in copying and pasting cell values, she should use the Fill Handle.
- (C) She copied cell formulas instead of values. She should copy and paste the cells again and select Paste Values from the Paste Menu.
- (D) She used Absolute References instead of Relative References in her formulas. If she changes to Relative references the problem will be resolved.



Question 36

10 points ...

Study the screenshot attached

D2	A	B	C	D
	A	B	C	D
1	Project	Unit Cost	Labour	Total
2	78.5	\$52.00	\$18.00	\$70.00
3	92.3	\$103.00	\$63.00	
4	22.1	\$25.00	\$8.00	
5	565	\$36.00	\$2.00	
6	32.1	\$45.00	\$18.00	
7	243.23	\$56.00	\$8.00	
8	25.1	\$85.00	\$55.00	



. Which of the following options correctly predict what the contents of cell D3 will be if the Fill Handle is used to copy down cell D2?

- (A) D3 will contain the formula: =SUM(B3,C3). Correct answer
- (B) D3 will contain the formula: =SUM(B2,C2).
- (C) D3 will contain the formula: =SUM(D2,C2).
- (D) D3 will contain an error message as the formula cannot be copied down without the references being made Absolute.

Question 37

10 points ...

Which of the following options correctly represent a formula with Absolute References?

- (A) =(A\$1-\$B\$1)
- (B) =(A\$1-B\$1)
- (C) =(\$A1-\$B1)
- (D) =(\$A\$1-\$B\$1) Correct answer



Question 38

10 points ...

What is the shortcut for creating absolute references and how do you use it?

- (A) Select the cell reference you wish to make Absolute and press Ctrl+a on your keyboard.
- (B) Select the cell reference you wish to make Absolute and press Ctrl+F4 on your keyboard.
- (C) Select the cell reference you wish to make Absolute and press F4 on your keyboard. Correct answer
- (D) Select the cell reference you wish to make Absolute and press Ctrl+\$ on your keyboard.

Question 39

10 points ...

Copying formulas saves a lot of time. Which of the following is a method for copying a formula?

- (A) Ctrl+c to copy the formula, Ctrl+v to paste the formula.
- (B) Drag the Fill Handle down, up, left or right to copy a formula.
- (C) Press the Copy button on the Ribbon to copy the formula and the Paste button on the Ribbon to Paste it.
- (D) All of the above

Correct answer



Question 40

10 points ...

Which of the following syntax is correct regarding to SUM function in Excel?

- (A) =SUM (A1, B1)
- (B) =SUM (A1:B9)
- (C) =SUM (A1:A9, B1:B9)
- (D) All of the above

Correct answer



Question 41

10 points ...

What is the shortcut key combination to format selected cells with a currency symbol?

- (A) Ctrl+Alt+\$
- (B) Ctrl+Shift+\$
- (C) Ctr+\$
- (D) Shift+\$

Correct answer



Question 42

10 points ...

Which of the following is correct syntax in Excel?

- (A) =IF(LogicalTest, TrueResult, FalseResult)
- (B) =IF(LogicalTest, (TrueResult, FalseResult))
- (C) =IF(LogicalTest, TrueResult) (LogicalTest, FalseResult)
- (D) =IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)

Correct answer



Question 43

10 points ...

Which of the following functions is used to round a number to a specified number of decimal places?

- (A) ROUNDUP
- (B) ROUNDDOWN
- (C) ROUND
- (D) TRUNC

Correct answer



Question 44

10 points ...

Which of the following functions is used to calculate the average of a range of cells, ignoring zero values?

- (A) AVERAGE
- (B) AVERAGEIF
- (C) AVERAGEIFS
- (D) AGGREGATE

Correct answer



Question 45

10 points ...

Which of the following is concatenating operator?

- (A) '
- (B) !

(C) &

Correct answer

(D) #

Question 46

10 points ...

Which of the following statement is incorrect regarding Excel?

(A) The result of the array formula is always a single value

Correct answer

(B) =SUM(LEN(A2:A11)) is an example of the array formula

(C) Multiple array formulas need to be entered using Ctrl+Shift+Enter

(D) An array formula operates on multiple values

Question 47

10 points ...

The accounting style shows negative numbers in

(A) Bold

(B) Brackets

(C) Parenthesis

Correct answer

(D) Quotes

Question 48

10 points ...

Delimiter is necessary to split text into different columns

True

Correct answer

False

Question 49

10 points ...

Which tool shows unique records only and does not completely remove the duplicate record?

(A) Sort data

(B) Remove duplicates

(C) Advanced filter

Correct answer

(D) Data validation

Question 50

10 points ...

Study the screenshot attached. James' manager wants him to reorganize this sheet into date order using the *Date Paid* column. Which option below will allow him to do this quickly?

	A	B	C	D	H	I	J	K
1	Name:	Surname:	Score	Class 1	Counsellor	Group	Study Group	Date Paid
2	Amber	Smith	196	COM102	Smith	32A	STA45	04-Feb
3	Caryn	Brown	314	COM102	Smith	30B	STA45	03-Dec
4	Casey	Grant	235	ANT2365	Smith	32B	STA55	13-Mar
5	Colin	Lamb	86	ANT2365	Smith	32A	STA55	22-Apr
6	Graham	Clark	310	COM102	Lane	30B	STA45	15-Oct
7	Jan	Graham	306	COM102	Lane	30B	STA55	01-Mar
8	Janey	Archford	186	COM102	Lane	32B	STA55	02-Jan
9	Julian	Gray	156	ANT2365	Smith	32B	STA55	15-May
10	Kyle	Camber	203	ANT2365	Lane	30B	STA45	01-Jan
11	Lenora	Marks	110	ANT2365	Smith	32A	STA55	19-Jun
12	Macie	Cole	214	ANT2365	Lane	32A	STA45	22-Jan
13	Parker	Drumford	102	ANT2365	Smith	32B	STA45	13-Feb
14	Percey	Lovell	126	ANT2365	Smith	32A	STA55	18-Feb
15	Peter	Norbit	116	COM102	Smith	32A	STA45	22-Apr
16	Shawn	Harpit	318	COM102	Lane	30B	STA45	19-May

(A) James can use the Cut and Paste function to reorganize the data into date order.

(B) James can use the Filter function to organize the data into date order.

(C) James can use the Order function to organize the data into date order.

 James can use the Sort function to organize the data into date order.

Correct answer

Allow students to add content at end of assessment

Additional Content

Students can add text, images, and files here.

