

# Congratulations! You passed!

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## Weekly challenge 2

LATEST SUBMISSION GRADE

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1. Fill in the blank: Conditional formatting is a spreadsheet tool that changes how \_\_\_\_\_ appear when values meet a specific condition.

1 / 1 point

- ☒ cells
- ☐ charts
- ☐ queries
- ☐ filters



**Correct**

Conditional formatting is a spreadsheet tool that changes how cells appear when values meet a specific condition.

2. A data analyst at a nonprofit organization is working with the following spreadsheet, which contains member name data in column C. They want to divide this data using the underscore as a delimiter, so that first names are stored in one column and last names in another. Which tool should the analyst use?

1 / 1 point

	A	B	C
1	Member Number	Date joined	LastFirst
2	100582	9/29/16	Yolanda_Dennis
3	195785	4/7/20	Josefina_Elliott
4	137621	10/28/17	Vernon_Moreno
5	145202	1/12/18	Cedric_Higgins

- ☐ MID function
- ☐ Pivot table
- ☒ SPLIT function
- ☐ Conditional formatting



**Correct**

To move the first and last names in column C to their own columns, a data analyst would use the SPLIT function.

3.

1 / 1 point

For a function to work properly, data analysts must follow each function's predetermined structure. What is this structure called?

- ☐ Algorithm
- ☒ Syntax
- ☐ Summary
- ☐ Validation



**Correct**

This structure is called syntax. Syntax is a predetermined structure that includes all required information and its proper placement.

4. You are working with the following selection of a spreadsheet:

1 / 1 point

	A	B
1	Customer	Address
2	Sally Stewart	9912 School St. North Wales, PA 19454
3	Lorenzo Price	8621 Glendale Dr. Burlington, MA 01803
4	Stella Moss	372 W. Addison Street Brandon, FL 33510
5	Paul Casey	9069 E. Brickyard Road Chattanooga, TN 37421

In order to extract the five-digit postal code from North Wales, PA, what is the correct function?

- ☐ =LEFT(5,B2)
- ☒ =RIGHT(B2,5)
- ☐ =RIGHT(5,B2)
- ☐ =LEFT(B2,5)



**Correct**

The correct syntax is =RIGHT(B2,5). The RIGHT function returns a set number of characters from the right side of a text string. B2 is the specified cell. And 5 is the number of characters to return.

5. A data analyst in a human resources department is working with the following selection of a spreadsheet:

1 / 1 point

	A	B	C	D
1	Year Hired	Last 4 of SS#	Department	Employee ID
2	2019	1192	Marketing	
3	2014	2683	Operations	
4	2020	1939	Strategy	
5	2009	3208	Graphics	

They want to create employee identification numbers (IDs) in column D. The IDs should include the year hired plus the last four digits of the employee's Social Security Number (SS#). What function will create the ID 20142683 for the employee in row 3?

- ☒ =CONCATENATE(A3,B3)
- ☐ =CONCATENATE(A3\*B3)
- ☐ =CONCATENATE(A3!B3)
- ☐ =CONCATENATE(A3+B3)



**Correct**

To create the ID 20142683 for the employee in row 3, the function is =CONCATENATE(A3,B3). CONCATENATE joins together two or more text strings. (A3,B3) are the locations of the strings to be joined.

6. An analyst is cleaning a new dataset containing 500 rows. They want to make sure the data contained from cell B2 through cell B300 does not contain a number greater than 50. Which of the following COUNTIF function syntaxes could be used to answer this question? Select all that apply.

0.75 / 1 point

- ☐ =COUNTIF(B2:B300,<=50)
- ☒ =COUNTIF(B2:B300,">50")



**Correct**

One possible syntax is =COUNTIF(B2:B300,">50"). This returns the number of cells that are greater than 50. Another option is =COUNTIF(B2:B300,<=50). This returns the number of cells that are less than or equal to 50. Either one can confirm that the data does not contain a number greater than 50.

- ☐ =COUNTIF(B2:B300,>50)
- ☐ =COUNTIF(B2:B300,"<=50")

You didn't select all the correct answers

7. VLOOKUP searches for a value in a row in order to return a corresponding piece of information.

1 / 1 point

- ☐ True
- ☒ False



**Correct**

VLOOKUP searches for a value in a column in order to return a corresponding piece of information.

8. To evaluate how well two or more data sources work together, data analysts use data mapping.

1 / 1 point

- ☒ True
- ☐ False

✓ **Correct**

To evaluate how well two or more data sources work together, data analysts use data mapping.