**VLookup HLookup Quiz**

How can you use the INDEX function to return the entire row of data for a matched value?

Select one:

INDEX(array, MATCH(lookup\_value, lookup\_array, 0))

INDEX(array, 0, MATCH(lookup\_value, lookup\_array, 0))

**INDEX(array, MATCH(lookup\_value, lookup\_array, 0), :)**

INDEX(array, MATCH(lookup\_value, lookup\_array, 0), 0)

Your worksheet has the Filter feature turned on. The Filter arrows on two columns labeled Name and Town have Funnel symbols on them. How can you alter the display to show the data filtered by Town but not by Name

Select one:

Use the Clear option in the Filter group in the Data Ribbon.

**Use the Clear Filter option on the Filter menu in the Name column.**

Use the Clear Filter option on the Filter menu in the Town column.

All of the above

You open an Excel worksheet that contains ten columns of data. The information is filtered, so some of the available data is not visible. How can you identify which heading the data is filtered by?

Select one:

The Filter arrow contains an arrow symbol.

**The Filter arrow contains a funnel symbol.**

The Filter arrow drop-down symbol is in bold.

None of the above

What does the INDEX function do in Excel?

Select one:

**Returns the value at a given position in a range.**

Looks up a value in a vertical table.

Finds the position of a value in a range.

Returns the row number of a value in a range.

What does the HLOOKUP function do in Excel?

Select one:

Looks up a value in a vertical table and returns a value in the same row from a specified column.

**Looks up a value in a horizontal table and returns a value in the same column from a specified row.**

Both A and B

None of the above

You are editing a worksheet in which column G is hidden and is not visible between columns F and H. Which set of steps can you take to unhide column G and check its contents?

Select one:

Select the column to the right of the hidden column. Select Format on the Home tab. Choose Hide & Unhide from the drop-down menu and then unhide columns from the sub-menu.

Select column F and H and click Format on the Home tab. Choose Hide & Unhide from the drop-down menu and then unhide columns from the sub-menu.

Select column G and click Format on the Home tab. Choose Hide & Unhide from the drop-down menu and then unhide columns from the sub-menu.

**Highlight columns F and H. Select Format on the Home tab. Choose Hide & Unhide from the drop-down menu and then unhide columns from the sub-menu.**

How can you use VLOOKUP to return a value from the last column of a range without knowing the exact column number?

Select one:

Use ROWS() function to determine the number of rows.

Use INDEX() function to find the last column.

**Use COLUMNS() function to determine the number of columns.**

Use MATCH() function to find the last column.

You have frozen the top row (Row 1) of the screen to make your spreadsheet easier to read. What cell will your cursor move to when you move to the top of the worksheet using the Control + Home shortcut?

Select one:

A3

A1

**A2**

A0

True or False: You need to edit only those rows in a spreadsheet that have been shaded yellow. You can use the Filter by color filter option to hide rows that haven’t been formatted in this way.

Select one:

**True**

False

How can you make the INDEX function return an entire column?

Select one:

**INDEX(array, 0, col\_num)**

INDEX(array, , col\_num)

INDEX(array, row\_num, )

INDEX(array, :, col\_num)

Which of the following is the correct syntax for the VLOOKUP function?

Select one:

**VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])**

VLOOKUP(lookup\_value, column\_index\_num, table\_array, [range\_lookup])

VLOOKUP(col\_index\_num, lookup\_value, table\_array, [range\_lookup])

VLOOKUP(lookup\_value, table\_array, row\_index\_num, [range\_lookup])

What does the VLOOKUP function do in Excel?

Select one:

**Looks up a value in a vertical table and returns a value in the same row from a specified column.**

Looks up a value in a horizontal table and returns a value in the same column from a specified row.

Both A and B

None of the above

You need to sort or reorder a large block of information in a worksheet. Which tab do you need to select to access the Sort feature?

Select one:

**The Data tab**

The Home Tab

The View tab

The Contextual Sort tab

Column A in your worksheet contains component names. All twenty-two names have been input as text except for one entry called 11ratchet, which begins with a number. If you were to sort this column in descending order, where would the entry 11ratchet appear?

Select one:

**At the top of the column**

At the bottom of the column.

In the middle of the column.

None of the above

You enter numbers into a column. Your entries are displaying a different number of decimal places from those you intended. Where can you locate the increase and decrease decimal buttons to control the number of decimal places displayed?

Select one:

In the Alignment group on the Home ribbon.

**In the Number group on the Home ribbon.**

In the Editing group on the Home ribbon.

All of the above

You type some non-scientific numerical data directly into a Microsoft Excel worksheet. You then press Enter and 1.9E+09 appears in the cell. Why has this text appeared in the cell?

Select one:

The cell contains text and numbers.

**The number format is incorrect.**

The column is too narrow.

All of the above

How can you use VLOOKUP to look up a value from another sheet in the same workbook?

Select one:

VLOOKUP(A1, 'Sheet2'!A1:B10, 2, FALSE)

**VLOOKUP(A1, Sheet2!A1:B10, 2, FALSE)**

VLOOKUP(A1, [Sheet2]!A1:B10, 2, FALSE)

VLOOKUP(A1, "Sheet2!A1:B10", 2, FALSE)

You want to identify all rows that contain a specific word, but the word might appear anywhere in a cell entry. Which of the following options can you use to complete this task?

Select one:

Use Begins with on the Text Filter sub-menu.

**Use Contains on the Text Filter sub-menu.**

Use Ends with on the Text Filter sub-menu.

None of the above

What appears on the Formula bar when you enter a calculation in a worksheet cell?

Select one:

The result

**The calculation**

The calculation and result

None of the above

What should you do if the lookup value in VLOOKUP is not in the first column of the table array?

Select one:

**Use the INDEX and MATCH functions.**

Rearrange the table array so that the lookup value is in the first column.

Use the OFFSET function.

Use the HLOOKUP function instead.

If you want VLOOKUP to return an exact match, what value should you set for [range\_lookup]?

Select one:

1

**FALSE**

TRUE

None of the above

Which number format option is both a format and an action button in Excel?

Select one:

The Currency format

The Text Format

The Percentage format

**The Comma format**

What does the MATCH function do in Excel?

Select one:

Returns the column number of a value in a range.

**Finds the relative position of a value in a range.**

Returns the value at a given position in a range.

Looks up a value in a horizontal table.

You type the heading Customer Name into a cell. Part of the heading is hidden because of the column width and the fact that there is other content in the cell directly to the right. You would like the full heading to be visible and the word Name to appear under the word Customer. How can you do this?

Select one:

Type the word Name in the cell underneath the heading.

**Use the Wrap Text command in the Alignment group.**

Use the Center align command in the Alignment group on the Home tab.

None of the above

Row one in your worksheet contains headings and it is currently visible at the top of the screen. The cursor is on cell B3. Which of the Freeze Panes options must you choose to ensure that the headings remain visible onscreen?

Select one:

Freeze Top Row

**Freeze Panes**

Freeze First Column

None of the above

**Excel If Function**

If cell A1 contains the value 100, what will the formula =IF(A1>=50, IF(A1<=150, "Valid", "Invalid"), "Invalid") return?

Select one:

Invalid

**Valid**

100

Error

Which of the following is the correct syntax for an IF statement in Excel?

Select one:

IF(condition, value\_if\_false, value\_if\_true)

**IF(condition, value\_if\_true, value\_if\_false)**

IF(value\_if\_false, condition, value\_if\_true)

IF(value\_if\_true, condition, value\_if\_false)

Which logical function in Excel can be used to test if any condition among several conditions is TRUE?

Select one:

**OR()**

NOT()

AND()

XOR()

Which of the following is a correct syntax for a nested IF function in Excel?

Select one:

IF(A1>10, "High", IF(A1>5, "Medium", "Low"))

IF(A1>10, "High" , ELSEIF(A1>5, "Medium", "Low"))

IF(A1>10, "High"; IF(A1>5, "Medium", "Low"))

**IF(A1>10; "High", IF(A1>5; "Medium", "Low"))**

Sophia is a project manager who wants to evaluate the risk level of different project tasks. She has a spreadsheet where she records the probability and impact of each risk associated with the tasks. She wants to mark a task as "High Risk" if both the probability and impact are high, "Medium Risk" if either the probability or impact is high, and "Low Risk" otherwise. Which Excel function(s) would Sophia use to assess the risk level of each task?

Select one:

AND()

OR()

**IF()**

All of the above

You have two columns of data: Column A contains the ages of employees, and Column B contains their years of experience. Which formula will return "Eligible" if the employee is at least 30 years old and has at least 5 years of experience, and "Not Eligible" otherwise?

Select one:

**IF(AND(A2>=30, B2>=5), "Eligible", "Not Eligible")**

IF(NOT(A2<30, B2<5), "Eligible", "Not Eligible")

IF(AND(A2>=30, B2>=5), "Not Eligible", "Eligible")

IF(OR(A2>=30, B2>=5), "Eligible", "Not Eligible")

Which formula will return "High" if cell A1 is greater than 100, "Medium" if A1 is between 50 and 100, and "Low" if A1 is less than 50?

Select one:

**IF(A1>100, "High", IF(A1>=50, "Medium", "Low"))**

IF(A1>100, "High", IF(A1<50, "Low", "Medium"))

IF(A1<50, "Low", IF(A1>=50, "Medium", "High"))

IF(A1>=50, "Medium", IF(A1>100, "High", "Low"))

Consider the following Excel formula:Condition Not Met

If cell A1 contains 12 and cell B1 contains 3, what will be the output?

Select one:

**Condition Not Met**

TRUE

Condition Met

FALSE

Which formula correctly combines nested IF functions and logical functions to return "Approved" if both cells A1 and B1 contain values greater than 50, "Review" if either of the cells contains a value between 30 and 50 (inclusive), and "Rejected" if both cells contain values less than 30?

Select one:

IF(AND(A1>50, B1>50), "Approved", IF(OR(A1>=30, A1<=50, B1>=30, B1<=50), "Review", "Rejected"))

IF(AND(A1>50, B1>50), "Approved", IF(OR(A1>=30, B1>=30), "Review", "Rejected"))

**IF(AND(A1>50, B1>50), "Approved", IF(OR(AND(A1>=30, A1<=50), AND(B1>=30, B1<=50)), "Review", "Rejected"))**

IF(AND(A1>50, B1>50), "Approved", IF(AND(A1>=30, B1>=30), "Review", "Rejected"))

John works in a sales department and wants to analyze his sales performance. He has a spreadsheet where he records the number of sales made each month. He wants to identify the months where he met both his sales target and customer satisfaction target. Which Excel function(s) would John use to identify these months?

Select one:

IF()

OR()

NOT()

**AND()**

What will the formula =IF(OR(A1>10, B1<5), "Yes", "No") return if A1 is 8 and B1 is 3?

Select one:

No

**Yes**

FALSE

TRUE

Which formula correctly uses a nested IF function to return "Outstanding" if a student’s score (cell A1) is greater than 90, "Good" if the score is between 70 and 90, "Average" if the score is between 50 and 70, and "Poor" if the score is below 50?

Select one:

**IF(A1>90, "Outstanding", IF(A1>=70, "Good", IF(A1>=50, "Average", "Poor")))**

IF(A1>90, "Outstanding", IF(A1>=50, IF(A1>=70, "Good", "Average"), "Poor"))

IF(A1>=50, IF(A1>=70, IF(A1>90, "Outstanding", "Good"), "Average"), "Poor")

IF(A1>90, "Outstanding", IF(A1>=70, "Good", IF(A1<50, "Poor", "Average")))

Which of the following formulas correctly uses the IF function to check if cell A1 is equal to 100?

Select one:

IF(A1<>100, "Equal", "Not Equal")

IF(A1==100, "Equal", "Not Equal")

**IF(A1=100, "Equal", "Not Equal")**

IF(A1===100, "Equal", "Not Equal")

What will the formula =IF(OR(NOT(A1>20), B1<10), "Check", "OK") return if A1 is 25 and B1 is 8?

Select one:

Error

OK

**Check**

TRUE

In Excel, which logical function is used to test multiple conditions simultaneously and returns TRUE only if all conditions are TRUE?

Select one:

OR()

XOR()

**AND()**

NOT()

Using the AND function, how would you write a formula to return "Pass" if cell A1 is greater than or equal to 50 and cell B1 is greater than or equal to 50, otherwise return "Fail"?

Select one:

**IF(AND(A1>=50, B1>=50), "Pass", "Fail")**

IF(AND(A1>=50; B1>=50), "Pass", "Fail")

IF(AND(A1>=50 B1>=50), "Pass", "Fail")

IF(A1>=50 AND B1>=50, "Pass", "Fail")

In a grading system, if a student's score is greater than or equal to 90, return "A"; if it’s between 80 and 89, return "B"; if it’s between 70 and 79, return "C"; if it’s between 60 and 69, return "D"; and if it’s below 60, return "F". Which nested IF formula achieves this?

Select one:

**IF(A1>=90, "A", IF(A1>=80, "B", IF(A1>=70, "C", IF(A1>=60, "D", "F"))))**

IF(A1<60, "F", IF(A1<70, "D", IF(A1<80, "C", IF(A1<90, "B", "A"))))

IF(A1>=60, IF(A1>=70, IF(A1>=80, IF(A1>=90, "A", "B"), "C"), "D"), "F")

All of the above

Which of the following formulas correctly implements a nested IF statement to categorize scores? Assume the score is in cell A1 and the categories are "Excellent" for scores >= 90, "Good" for scores 70-89, and "Needs Improvement" for scores < 70.

Select one:

**IF(A1>=90, "Excellent", IF(A1>=70, "Good", "Needs Improvement"))**

IF(A1<70, "Needs Improvement", IF(A1>=70, "Good", "Excellent"))

IF(A1>=70, "Good", IF(A1>=90, "Excellent", "Needs Improvement"))

IF(A1>=90, "Excellent", "Good", "Needs Improvement")

Which of the following formulas uses the NOT function correctly to return "Invalid" if cell A1 is not equal to 100?

Select one:

IF(NOT(A1=100), "Valid", "Invalid")

IF(NOT(A1<>100), "Invalid", "Valid")

IF(NOT(A1=100), "Valid", "Invalid")

**IF(NOT(A1=100), "Invalid", "Valid")**

Sarah is managing a project and wants to track the progress of her team members. She has a spreadsheet where she records the number of tasks completed by each team member. She wants to mark a team member's performance as "Excellent" if they have completed more than 90% of their assigned tasks, "Good" if they have completed between 75% to 90% of their tasks, and "Needs Improvement" otherwise. Which Excel function(s) would Sarah use to achieve this?

Select one:

**IF()**

OR()

AND()

All of the above

You have a sales data table where column A contains sales amounts. Which formula will correctly classify the sales amount as "Low", "Medium", "High", or "Very High" based on the following criteria:Low: Sales < $1000

Medium: $1000 <= Sales < $5000

High: $5000 <= Sales < $10000

Very High: Sales >= $10000

Select one:

**IF(A2<1000, "Low", IF(A2<5000, "Medium", IF(A2<10000, "High", "Very High")))**

IF(A2>=10000, "Very High", IF(A2>=5000, "High", IF(A2>=1000, "Medium", "Low")))

IF(A2>=5000, IF(A2>=10000, "Very High", "High"), IF(A2>=1000, "Medium", "Low"))

All of the above

Which of the following logical functions in Excel can be used to check if a value is not equal to a specific value?

Select one:

**NOT()**

AND()

XOR()

OR()

You are managing a sales team and want to calculate the commission for each salesperson based on their sales performance. If the sales amount is above $10,000 and the number of sales is above 20, the commission is 10%. If the sales amount is above $5,000 OR the number of sales is above 15, the commission is 5%. Otherwise, the commission is 2%. Which Excel function(s) would you use to calculate the commission accurately?

Question: Which combination of Excel functions would be appropriate for calculating the commission based on the given scenario?

Select one:

**Nested IF functions with AND() and OR()**

Nested IF functions with NOT()

XOR() function only

OR() function only

Which formula correctly uses the AND function to check if cell A1 is greater than 50 and cell B1 is less than 100?

Select one:

AND(IF(A1>50), IF(B1<100))

IF(AND(A1>50, B1<100), "True", "False")

IF(A1>50 AND B1<100)

**AND(A1>50, B1<100)**

What will the formula =IF(A1>10, "Greater", "Lesser") return if A1 contains the value 5?

Select one:

Greater

Error

**Lesser**

0

**Array Formula**

Sarah is a customer service manager who wants to count the number of customer feedback entries marked as "Satisfied". She has a spreadsheet with feedback statuses in the range D2

Which Excel function should Sarah use to count the number of "Satisfied" feedback entries?

Select one:

COUNTA(D2:D100)

COUNTIFS(D2:D100, "Satisfied")

**COUNTIF(D2:D100, "Satisfied")**

COUNT(D2:D100)

Which array function can be used to return the largest value in a set of values?

Select one:

MIN

**MAX**

LARGE

SMALL

Which of the following is the correct syntax for the SUMPRODUCT function?

Select one:

SUMPRODUCT(range, criteria)

**SUMPRODUCT(array1, [array2], [array3], ...)**

SUMPRODUCT(range)

SUMPRODUCT(array1, array2, [sum\_range])

Sarah is a project manager who wants to calculate the total cost of materials used in her projects. She has a spreadsheet where she records the quantity and price of each material used. Sarah wants to know which function she should use in Excel to calculate the total cost of materials.

Which Excel function would Sarah use to calculate the total cost of materials?

Select one:

SUMIFS

COUNTIF

SUMIF

**SUMPRODUCT()**

If you have entered an array formula incorrectly by pressing only Enter, what will be the likely outcome?

Select one:

Excel will automatically convert it to a regular formula.

**The formula will work, but only on the first cell.**

The formula will return a #VALUE! error.

Excel will prompt you to enter it correctly.

Sophia is a recruiter who wants to analyze the qualifications of job applicants. She has a spreadsheet where she records the qualifications possessed by each applicant. Sophia wants to know which Excel function she should use to count the number of applicants who possess a specific qualification.

Which Excel function would Sophia use to count the number of applicants who possess a specific qualification?

Select one:

SUMIF

SUMPRODUCT()

**COUNTIFS**

SUMIFS

*Mia is a sales analyst who wants to count the number of sales transactions that occurred in January and were greater than $500. She has a spreadsheet where column G (G2) contains the sales date, and column H (H2) contains the sales date, and column H (H2) contains the sale amount.*

*Which Excel function should Mia use to count the number of sales transactions in January greater than $500?*

*Select one:*

*COUNTIF(H2:H100, ">500")*

*COUNTIFS(G2:G100, "01/\*/2024", H2:H100, ">500")*

*COUNTIFS(G2:G100, "January", H2:H100, ">500")*

***COUNTIFS(G2:G100, ">=01/01/2024", G2:G100, "<=01/31/2024", H2:H100, ">500")***

*Jane is analyzing survey results where each participant's age is recorded in column A. She needs to count the number of participants who provided their age.*

*How would Jane count the number of cells in column A that contain numeric age values?*

*Select one:*

***COUNT(A:A)***

*COUNTIF(A:A, ">0")*

*COUNTIFS(A:A, ">0")*

*COUNTA(A:A)*

*How would you correctly calculate the total revenue by multiplying the quantities in cells A1 to A10 with the corresponding prices in B1 to B10?*

*Select one:*

*SUMPRODUCT(A1:A10, B1:B10, "revenue")*

*SUMPRODUCT(A1:A10 \* B1:B10)*

***SUMPRODUCT(A1:A10, B1:B10)***

*SUMPRODUCT(A1:A10 + B1:B10)*

How would you correctly count the number of numeric cells in the range A1 to A10?

Select one:

COUNTIFS(A1:A10)

COUNTA(A1:A10)

**COUNT(A1:A10)**

COUNTIF(A1:A10)

Which of the following is the correct syntax for the COUNTIF function?

Select one:

COUNTIF(criteria, range)

COUNTIF(range, [criteria])

**COUNTIF(range, criteria)**

COUNTIF(range, criteria, [count\_range])

You want to multiply each element in the range A1

by each element in the range B1

and then sum the results. Which of the following formulas accomplishes this?

Select one:

SUMIF(A1, B1, "\*")

**SUMPRODUCT(A1, B1)**

SUM(A1+ B1)

SUM(A1\* B1)

How would you correctly sum the values in cells B1 to B10 where the corresponding cells in A1 to A10 are equal to "Sales"?

Select one:

SUMIF("Sales", A1:A10, B1:B10)

**SUMIF(A1:A10, "Sales", B1:B10)**

SUMIF(B1:B10, "Sales", A1:A10)

SUMIF(A1:A10, B1:B10, "Sales")

How would you correctly count the number of non-empty cells in the range A1 to A10?

Select one:

**COUNTA(A1:A10)**

COUNT(A1:A10)

COUNTIF(A1:A10)

COUNTIFS(A1:A10)

To extract the first 5 characters from each cell in the range A1, which array formula would you use?

Select one:

**LEFT(A1,5)**

LEFT(A1,{5})

MID(A1,5)

None of the above

Which of the following functions can be used to return the sum of a range of cells that meet multiple criteria?

Select one:

SUMPRODUCT()

SUM

**SUMIFS**

SUMIF

Which of the following is the correct syntax for the SUM function?

Select one:

**SUM(range)**

SUM(range, [sum\_range])

SUMIF(range, criteria)

SUM(range, criteria)

Which of the following is the correct syntax for the COUNTIFS function?

Select one:

COUNTIFS(range, [criteria], range2, [criteria2])

COUNTIFS(criteria, range, [criteria2], [range2])

**COUNTIFS(range, criteria, [range2], [criteria2])**

COUNTIFS(range, criteria, range2, criteria2)

Which function will calculate the number of cells that meet a specific condition?

Select one:

COUNTIFS

**COUNTIF**

COUNTA

COUNT

How would you correctly count the number of cells in the range A1 to A10 that contain the value "Completed"?

Select one:

COUNTIF(A1:A10; "Completed")

COUNTIF("Completed", A1:A10)

COUNTIF(A1:A10, A10)

**COUNTIF(A1:A10, "Completed")**

To find the maximum value in the range A1

that is less than 50, which array formula would you use?

Select one:

MAX(A1, "<50")

MIN(IF(A1< 50, A1))

**MAX(IF(A1< 50, A1))**

LARGE(A1, 50)

What is an array formula in Excel?

Select one:

A formula that only works with text data.

A formula that contains multiple nested IF statements.

**A formula that operates on arrays of data, rather than individual cells.**

A formula that calculates the average of a range of cells.

James is a financial analyst who wants to analyze the expenses incurred by his department in different cost categories. He has a spreadsheet where he records the expenses for each cost category and the month in which they occurred. James wants to know which Excel function he should use to calculate the total expenses incurred in a specific cost category in a particular month.

Which Excel function would James use to calculate the total expenses incurred in a specific cost category in a particular month?

Select one:

COUNTIFS

SUMIF

COUNTIF

**SUMIFS**

Which Excel function is commonly used to perform calculations across arrays of data in array formulas?

Select one:

VLOOKUP()

HLOOKUP()

COUNTIF()

**SUMPRODUCT()**

Isabella is a human resources manager who wants to analyze the skills of her employees. She has a spreadsheet where she records the skills possessed by each employee. Isabella wants to know which Excel function she should use to count the number of employees who possess a specific skill.

Which Excel function would Isabella use to count the number of employees who possess a specific skill?

Select one:

**COUNTIF**

SUMIF

COUNTIFS

SUMIFS

**Pivottable Powerquery**

What is the primary purpose of Power Query in Excel?

Select one:

Creating charts and graphs

Writing complex formulas

**Extracting, transforming, and loading data (ETL)**

Managing workbook permissions

Which feature in Power Query allows you to combine data from multiple queries into a single query?

Select one:

Filter Rows

Sort Ascending

Group By

**Merge Queries**

You want to add a new column in your PivotTable that calculates the average sales per transaction for each salesperson. How do you accomplish this?

Select one:

Insert a Calculated Item.

Add a new column to the original dataset and include it in the PivotTable.

Use Value Field Settings and change the summary function to Average.

**Insert a Calculated Field.**

You need to create a calculated item in your PivotTable to show the sum of sales for two specific products, "Product A" and "Product B". Which steps should you follow?

Select one:

Go to the Analyze tab, click on Calculated Field, and define the formula.

**Right-click on the Product field, select Calculated Item, and define the formula.**

Create a new column in the source data with the combined sales and refresh the PivotTable.

Use the "Group Selection" option on the Product field.

Which of the following steps is the first one to create a PivotTable in Excel?

Select one:

**Select the data range**

Summarize the data

Click on the "Insert" tab

Insert a new worksheet

What does the "Transform Data" button in Power Query Editor allow you to do?

Select one:

Protect your workbook with a password

Save your workbook

Change the appearance of your worksheet

**Clean, reshape, and transform your data**

What must you create first before you can create a PivotChart?

Select one:

A regular chart

A filter

A Data Table

**A PivotTable**

What does the "Pivot Column" feature in Power Query do?

Select one:

**Converts rows into columns**

Filters data based on a specific condition

Aggregates data based on a selected value column

Converts columns into rows

Which Excel feature allows you to summarize and analyze large datasets by organizing them into a tabular format?

Select one:

Conditional Formatting

**PivotTable**

Data Table

VLOOKUP

In Power Query, what is the result of using the "Group By" operation?

Select one:

It merges two tables into one.

It removes all blank rows.

**It aggregates data based on specified columns.**

It sorts the data alphabetically.

To filter data in a PivotTable, which area should you use?

Select one:

Rows

Columns

Values

**Filters**

In a PivotTable, which field can be dragged to the "Values" area to perform calculations such as sum, average, and count?

Select one:

Filters

**Values**

Row Labels

Column Labels

You want to filter the PivotTable to show only the sales data for the "East" region and "West" region. Which feature should you use?

Select one:

Label Filter

Slicer

**Report Filter**

Value Filter

Which of the following is a PivotChart?

Select one:

A static chart that does not interact with PivotTables

A chart that only supports pie charts

A chart that requires manual updates when the data is changed

**A chart that automatically updates when the underlying data is changed**

You need to sort a PivotTable so that the sales data is listed from highest to lowest within each region. Which steps should you follow?

Select one:

Use the Sort A to Z option on the sales data field.

Use the Filter menu to arrange the data.

**Use the Sort Largest to Smallest option on the sales data field.**

Apply a filter to the sales data field.

You need to change the data source of an existing PivotTable to a different range on the same worksheet. Which steps should you follow?

Select one:

Manually update the data range in the PivotTable Options.

Delete the existing PivotTable and create a new one with the new data range.

Move the new data range to overwrite the old data range.

**Select the PivotTable, go to Analyze tab, click Change Data Source, and select the new range.**

To change the chart type of a PivotChart, which option should you use?

Select one:

**Change Chart Type**

Change Data Source

Insert Chart Element

Refresh Data

You have a sales dataset with columns for Date, Salesperson, Region, Product, and Sales Amount. You want to create a PivotTable that shows the total sales amount for each salesperson, broken down by region and product. Which of the following steps is correct?

Select one:

Drag Salesperson to Rows, Region to Columns, Product to Rows, and Sales Amount to Values.

Drag Salesperson to Rows, Region to Filters, Product to Values, and Sales Amount to Columns.

**Drag Salesperson to Rows, Region to Rows, Product to Columns, and Sales Amount to Values.**

Drag Salesperson to Columns, Region to Rows, Product to Filters, and Sales Amount to Values.

Which of the following statements is true about PivotCharts?

Select one:

**They are interactive and change as you modify the PivotTable.**

They can only display data in a bar chart format.

They cannot be updated once created.

They always require an internet connection to update.

What happens when you double-click a cell in the "Values" area of a PivotTable?

Select one:

It removes the data from the PivotTable.

It sorts the data in ascending order.

**It shows the details of the summarized data in a new worksheet.**

It opens the cell for editing.

In a PivotChart, which element allows you to add or remove data fields?

Select one:

**Field List**

Data Labels

Axis Titles

Chart Title

Your sales data includes a date column, and you want to group the PivotTable data by quarter and year. How can you achieve this?

Select one:

Create a calculated field to extract the quarter and year from the date.

Drag the date field to the Rows area and use the Group Selection option.

**Right-click the date field in the PivotTable, select Group, and choose the grouping options.**

Add columns for quarter and year in the source data and use them in the PivotTable.

Which option in Power Query allows you to append the rows of one table to another table?

Select one:

**Append Queries**

Join Columns

Merge Queries

Combine Rows

Power Query can connect to which of the following data sources?

Select one:

SQL Server

Excel Workbook

Web Page

**All of the above**

Which of the following is the first step to use Power Query?

Select one:

Click on the "Formulas" tab

Create a PivotTable

Insert a new worksheet

**Select "Get Data" from the "Data" tab**

**Datavalidation\_NamedRanges**

What happens if you delete a named range that is being used in formulas?

Select one:

The formulas will show a #REF! error

The formulas will automatically update with the cell references

**The formulas will show a #NAME? error**

The formulas will retain the old named range

To restrict the data in a cell to a whole number between 1 and 100, which settings should you use in the Data Validation dialog box?

Select one:

Allow: List, Source: 1,100

Allow: Decimal, Data: between, Minimum: 1, Maximum: 100

**Allow: Whole number, Data: between, Minimum: 1, Maximum: 100**

Allow: Custom, Formula: =AND(A1>=1, A1<=100)

What is the primary purpose of data validation in Excel?

Select one:

To format cells

To calculate formulas

To create charts

**To restrict the type of data that can be entered into a cell**

You have a dynamic dropdown list based on a named range. After adding new data to the range, the dropdown list does not update. What might be the issue?

Select one:

The named range was not defined correctly

The data validation list was not set to the named range

The workbook was not saved

**Both A and B**

What is a named range in Excel?

Select one:

A chart that has been named

**A cell or range of cells that has been given a descriptive name**

A cell with conditional formatting

A formula that has been saved with a specific name

Which of the following characters is NOT allowed in a named range?

Select one:

Space ( )

**Number (0-9)**

Underscore (\_)

Letter (A-Z)

You have named a range of cells "Expenses". How would you refer to this named range in a formula to calculate the average?

Select one:

AVERAGE(A1)

**AVERAGE(Expenses)**

AVERAGE([Expenses])

AVERAGE("Expenses")

How do you create a named range for a selected cell or range of cells?

Select one:

Use the Data tab and select "Name Manager"

**Go to the Formulas tab and select "Define Name"**

Type the name directly into the formula bar

Right-click the selection and choose "Name Range"

Where can you create and manage named ranges in Excel?

Select one:

**Formulas tab**

Insert tab

Data tab

Home tab

Which of the following is NOT an option for the Error Alert style in data validation?

Select one:

Warning

**Information**

Stop

Critical

If you rename a named range, what must you do to ensure all formulas using the old named range still work?

Select one:

Excel will automatically update the references

Use the Name Manager to update references

**Manually update each formula**

Use the "Define Name" option to create a new name

Where can you find the Name Manager in Excel?

Select one:

Home tab > Styles

**Formulas tab > Defined Names**

View tab > Workbook Views

Insert tab > Links

You want to ensure that the data entered in a cell is a valid email address (contains "@" and "."). Which type of data validation should you use?

Select one:

**Custom**

Text length

Date

List

To validate that a cell contains a value that is either greater than 10 or less than 5, which custom formula should you use?

Select one:

A1>10 AND A1<5

**OR(A1>10, A1<5)**

IF(A1>10, TRUE, IF(A1<5, TRUE, FALSE))

AND(A1>10, A1<5)

Which function allows you to quickly create named ranges based on the labels in a selection?

Select one:

Quick Analysis

Define Name

**Create from Selection**

Name Manager

You want to create a dynamic dropdown list that displays unique values from a range in column A. Which formula can you use to define a named range that contains only unique values?

Select one:

OFFSET($A$1,0,0,COUNTA($A:$A),1)

UNIQUE(A)

**INDEX($A$1:$A$100, MATCH(0, COUNTIF($A$1:$A$100, "<"&$A$1:$A$100), 0))**

SORT(UNIQUE(A))

What is the purpose of an Input Message in data validation?

Select one:

To create a drop-down list

To show an error message when invalid data is entered

**To provide instructions or guidelines to the user when they select a cell**

To format the data entered into a cell

Where can you find the Data Validation option in Excel?

Select one:

Home tab

Insert tab

View tab

**Data tab**

You want to create a data validation rule that allows only dates in the future. Which settings should you use in the Data Validation dialog box?

Select one:

Allow: Date, Data: less than, Start date: TODAY()

Allow: List, Source: TODAY()

**Allow: Date, Data: greater than, Start date: TODAY()**

Allow: Custom, Formula: =A1 > TODAY()

To create a dynamic dropdown that updates based on a filtered list, which combination of functions would you use?

Select one:

OFFSET and COUNTIF

FILTER and INDIRECT

SORT and INDEX

**FILTER and SORT**

You have a table named "Products" and want to create a dynamic dropdown list that updates as the table expands. What should you enter in the Data Validation source field?

Select one:

**Products[Product Name]**

INDEX(Products[Product Name])

Products

OFFSET(Products, 0, 0, COUNTA(Products[Product Name]), 1)

To restrict a cell to accept only text that starts with the letter "A", which custom formula should you use?

Select one:

RIGHT(A1, 1) = "A"

ISNUMBER(A1) = FALSE

MID(A1, 1, 1) = "A"

**LEFT(A1, 1) = "A"**

Which of the following can be used as a data validation criterion in Excel?

Select one:

Whole number

Decimal

List

**All of the above**

How can you apply a named range to an existing formula that currently uses cell references?

Select one:

Use "Find and Replace" to replace cell references with the named range

Use the "Apply Names" option in the Name Manager

Use the "Define Name" option to replace cell references in formulas automatically

**Manually edit the formula to replace cell references with the named range**

You want to create a drop-down list in a cell that allows users to select from a predefined list of options. Which type of data validation should you use?

Select one:

Custom

Decimal

Whole number

**List**