

Excel Final Assessment

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Score Obtained:
44/50 (88%)

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VIEW REPORT

Which statement is correct when it comes to inputting dates in Excel?

- ☐ Month always comes first
- ☐ Days always comes first
- ☒ Whether you type in the month or day first depends on your regional settings
- ☐ Years always comes first

1/1

ATTEMPTED

2.

What happens if you select a cell that already contains text or numbers and you start typing or inserting numbers?

- ☐ The above action will add the additional text and/or numbers to the end of the existing contents of the cell
- ☒ The above action will delete the current contents of the cell and replace it with the next typed text or numbers
- ☐ The text or numbers you type will automatically be appended to the end of the existing contents of the cell
- ☐ Nothing will happen. It is not possible to replace the contents of an existing cell

1/1

ATTEMPTED

3. What is the shortcut key to replace text or numbers in excel?

ATTEMPTED

1/1

- ☐ CTRL +R
- ☒ CTRL+H
- ☐ CTRL+F
- ☐ CTRL + REPLACE

4.

What Is a Pivot Table?

1/1

ATTEMPTED

- ☐ A table containing data that is organized horizontally
- ☐ A table used to calculate financial pivot values
- ☐ A table containing only black, grey and white formatting
- ☒ A tool used to summarize data

5.

Under which tab and in which function group will you find the option to insert a Pivot Table?

0/1

ATTEMPTED

- ☐ Under the Insert tab in the Tables group
- ☐ Under the Formulas tab in the Data Analysis group
- ☒ In the Data group in the Pivot Tables group
- ☐ In the Data group in the Tables group

6.

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?

- ☐ Insert the COUNT formula (=Count()) into the PivotTable
- ☐ Change the format of the values in the Pivot Table to General Numbers
- ☒ In the Calculations group, change the Summarize Values By to Count
- ☐ All of the options listed above are correct

1/1

ATTEMPTED

7.

The chart element that explains the symbols, textures, or colors used to differentiate data series is the _____.

- ☐ Data Label
- ☒ Legend
- ☐ Key
- ☐ Filter

1/1

ATTEMPTED

8.

What are different sparkline charts?

- ☐ Line
- ☐ Column
- ☐ Win/Loss

1/1

ATTEMPTED

☒ All of above

9.

A _____ is displayed with the bars in descending order

☒ Pareto chart

1/1

ATTEMPTED

☐ Line chart

☐ Pie chart

☐ Scatter chart

10.

A scatter plot with dot size based on a third variable is called a _____

☐ Square Chart

1/1

ATTEMPTED

☐ Ball Chart

☒ Bubble Chart

☐ Dot Chart

11. What is the purpose of VLOOKUP function?

1/1

ATTEMPTED

☐ look up value in row

☐ look up value in word file

☒ look up value in column

☐

none of these

12. The result is a ___ value either TRUE or FALSE

1/1

ATTEMPTED

- ☒ boolean
- ☐ arithmetic
- ☐ logarithm
- ☐ algorithm

13. The ----- feature of MS excel quickly fill the series of data

1/1

ATTEMPTED

- ☒ Auto Fill
- ☐ Auto complete
- ☐ File handle
- ☐ sorting

14. The greater than sign (>) is a example of

1/1

ATTEMPTED

- ☐ Arithmetic operator
- ☐ Logical operator
- ☒ Relational operator

- ☐ Greater operator

15. What happens to formulas within a column when you add new rows to an Excel table?

1/1

ATTEMPTED

- ☒ Formulas automatically update to include the new rows
- ☐ Formulas remain unchanged, referencing the original range
- ☐ Formulas break, requiring manual adjustment
- ☐ Formulas are deleted automatically

16. How can you access the options for managing custom lists in Excel?

0/1

ATTEMPTED

- ☐ Through the AutoFill Options button
- ☐ Under the "Data" tab in the ribbon
- ☒ In the Excel Options menu
- ☐ All of the above

17. In Excel, how can you access the Conditional Formatting menu?

1/1

ATTEMPTED

- ☐ Under the "Data" tab in the ribbon
- ☐ Right-clicking on a cell and selecting "Conditional Formatting"
- ☐ Using the shortcut Alt + H + L

- ☐ All of the above

18. Which function returns TRUE if any of the arguments are TRUE, and FALSE if all arguments are FALSE?

1/1

ATTEMPTED

- ☐ AND
- ☒ OR
- ☐ XOR
- ☐ NOT

19. Which Excel function is commonly used in conjunction with data validation to create dynamic drop-down lists?

1/1

ATTEMPTED

- ☐ VLOOKUP
- ☒ INDEX
- ☐ COUNTIF
- ☐ SUMIF

20. What happens when a user tries to enter invalid data into a cell with data validation applied?

1/1

ATTEMPTED

- ☐ The cell content is automatically corrected
- ☒ An error message is displayed
- ☐ The cell content is cleared
- ☐

The cell content is accepted without any validation

21. Which Excel feature allows you to create a drop-down list of predefined values in a cell?

1/1

ATTEMPTED

- ☐ Data Filter
- ☐ Conditional Formatting
- ☒ Data Validation
- ☐ PivotTable

22. What does a Data Table in Excel allow you to do?

1/1

ATTEMPTED

- ☐ Analyze trends and patterns in large datasets
- ☐ Create multiple versions of a worksheet with different data sets
- ☒ Compare the results of different sets of input values in a formula
- ☐ Generate random data for testing purposes

23. What is the file extension for Excel workbooks that contain macros?

1/1

ATTEMPTED

- ☐ .xls
- ☐ .xlsx
- ☒ .xlsm
- ☐ .csv

24. Which Excel feature allows you to assign a macro to a button or shape for easy execution?

1/1

ATTEMPTED

- ☒ Form Controls
- ☐ Conditional Formatting
- ☐ Data Validation
- ☐ PivotTables

25. How can you search for a specific add-in in Excel?

1/1

ATTEMPTED

- ☒ By typing the add-in name into the search bar
- ☐ By browsing through categories and lists
- ☐ By entering the URL of the add-in's website
- ☐ By selecting from a dropdown menu

26. Which Excel feature automatically fills in values when you drag the handle?

1/1

ATTEMPTED

- ☐ auto sum
- ☒ auto fill
- ☐ quick fill
- ☐ drag fill

27. What is 'Flash Fill' in Excel?

1/1

ATTEMPTED

- ☐ A tool to fill cells with a flash color
- ☒ A feature that automatically fills in data based on a pattern
- ☐ A method to quickly delete cell contents
- ☐ A function to highlight cells

28. what is the purpose of custom list

1/1

ATTEMPTED

- ☐ sorting
- ☐ filtering
- ☒ both A and B
- ☐ grouping

29. which of the following we cannot fill using auto fill

1/1

ATTEMPTED

- ☒ name of the fruits
- ☐ months in year
- ☐ days of a week
- ☐ years

30. Which option is used for Creating Rules In Conditional formatting on Excel ?

1/1

ATTEMPTED

- ☒ new rules

- ☐ manage rules
- ☐ clear rules
- ☐ none of the above

31. A boolean operator that switches a True to a False and a False to a True.

1/1

ATTEMPTED

- ☒ not
- ☐ and
- ☐ or
- ☐ xor

32. A boolean operator which all items must be true for the statement to be true

1/1

ATTEMPTED

- ☒ and
- ☐ or
- ☐ not
- ☐ xnor

33. Which of the following is NOT an argument you will find in a SUMIFs function?

1/1

ATTEMPTED

- ☐ sum_range
- ☐ criteria_range1

☒ value_if_true

☐ criteria2

34. Which of the following is the correct argument(s)/syntax for the COUNTIFs function?

1/1

ATTEMPTED

☐ =COUNT(IFs(criteria_range, criteria1, criteria_range2, criteria2)

☐ COUNTIFs=(criteria_range, criteria1, criteria_range2, criteria2)

☒ =COUNTIFs(criteria_range, criteria1, criteria_range2, criteria2)

☐ =COUNTIFs(criteria1, criteria2, criteria3)

35. drop down list is applicable on how many rows

1/1

ATTEMPTED

☒ only one row

☐ two rows

☐ three rows

☐ four rows

36. Which conditional formatting rule changes the cell background color based on a specific value?

0/1

ATTEMPTED

☐ data bars

☐ icon sets

☐ color scales

- ☐ highlight cell rules

37. What is the purpose of data validation in Excel?

1/1

ATTEMPTED

- ☐ To automatically format cells based on specific criteria.
- ☒ To restrict the type of data users can enter into cells.
- ☐ To create custom functions for calculations.
- ☐ To highlight errors in formulas.

38. What is the MATCH function used for in Excel?

1/1

ATTEMPTED

- ☐ To calculate the average of a specific range.
- ☒ To find the corresponding position of a value within a range based on certain criteria.
- ☐ To replace all occurrences of a specific text string with another.
- ☐ To check if a cell value meets a certain condition.

39. What does the term "Array Formula" mean in Excel?

0/1

ATTEMPTED

- ☐ A formula that returns an array of values
- ☒ A formula entered into multiple cells simultaneously
- ☐ A formula that performs operations on an entire range of cells
- ☐ A formula that uses the ARRAY function

40. Which function would you use to find the average of a range of cells in Excel?

1/1

ATTEMPTED

- ☐ SUM()
- ☒ AVERAGE()
- ☐ COUNT()
- ☐ MEDIAN()

41. If you want to count the number of cells in a range that contain numbers, which function would you use?

1/1

ATTEMPTED

- ☐ COUNTA()
- ☒ COUNT()
- ☐ COUNTIF()
- ☐ SUM()

42. Which function would you use to find the largest number in a range?

1/1

ATTEMPTED

- ☒ MAX()
- ☐ LARGE()
- ☐ MAXIMUM()
- ☐ BIGGEST()

43. Which of the following references will cause an error if the sheet named "Summary" does not exist?

0/1

ATTEMPTED

- ☐ =Summary!C5
- ☒ =SUM(Summary!C5:C10)
- ☐ =Summary!C5 + Summary!C6
- ☐ All of the above

44. What is the purpose of using named ranges when working with multiple sheets in Excel?

1/1

ATTEMPTED

- ☐ To create a label for each sheet.
- ☒ To simplify the formula and make it easier to understand.
- ☐ To apply a format to cells across multiple sheets.
- ☐ To combine data from multiple sheets into one.

45. What is the purpose of the "Name Manager" in Excel?

1/1

ATTEMPTED

- ☐ To format named ranges.
- ☒ To view, edit, and delete named ranges.
- ☐ To create new named ranges.
- ☐ To apply conditional formatting to named ranges.

46. How can you quickly add a new row to an Excel Table?

0/1

ATTEMPTED

- ☐ Click on the last cell in the table and press Enter.
- ☒ Right-click on any cell in the table and select "Insert Row."
- ☐ Type directly below the table and press Enter.
- ☐ Use the "Table Tools" tab and select "Add Row."

47. What happens when you use a structured reference in an Excel Table formula?

1/1

ATTEMPTED

- ☐ The formula references cells using traditional A1 notation.
- ☒ The formula automatically adjusts to include new rows added to the table.
- ☐ The formula locks the cell references to the current range.
- ☐ The formula references data in the sheet without considering table structure.

48. What is the primary purpose of a PivotTable in Excel?

1/1

ATTEMPTED

- ☐ To format cells based on conditions.
- ☐ To create interactive charts.
- ☒ To summarize, analyze, and present data from large datasets.
- ☐ To manage and validate data input.

49. How can you modify the layout of a PivotTable?

1/1

ATTEMPTED

- ☒ By dragging fields to different areas in the PivotTable Fields pane.

- ☐ By right-clicking on the PivotTable and selecting "Format."
- ☐ By using the "Table Tools" tab.
- ☐ By applying cell styles.

50. What is the primary purpose of the Goal Seek tool in Excel's What-If Analysis?

1/1

ATTEMPTED

- ☐ To change multiple variables to achieve a desired result
- ☐ To forecast future data based on past trends
- ☒ To find the input value needed to achieve a specific output
- ☐ To summarize multiple scenarios in a single table