

Excel Final Assessment

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44/50 (88%)

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

- Month always comes first 1/1 ATTEMPTED
- Days always comes first
- Whether you type in the month or day first depends on your regional settings
- Years always comes first

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 1/1 ATTEMPTED
- 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

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?

- 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

1/1

ATTEMPTED

5.

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

- 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

0/1

ATTEMPTED

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

=COUNTIFS(criteria_range, criterial, criteria_range2, criteria2)

COUNTIFS=(criteria_range, criterial, criteria_range2, criteria2)

=COUNTIFs(criteria_range, criterial, 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