Editing Excel

Total points   100/100

Choose the best answer for question.

Email *

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✓   What are the steps to Select and Treat All Blank Cells in excel? *   20/20

○   On the Insert tab and click Filters. Then select all empty cells in the ranges and press Ctrl 3.

○   On the Data tab, in the Data Tools group, click Data Validation> Circle Invalid Data. Or press F5 and click Special... . In the Go To Special dialog box, select Blanks and click OK. This will select all empty cells in the range.

◉   On the Home tab, in the Editing group, click Find & Select > Go to Special.   ✓

○   On the Home tab, in the Alignment group, click Merge & Center.

○   All the Above

Feedback

Correct!

✓ There are various ways of editing in excel. What function helps to   *10/10
   remove all nonprintable characters from texts?

○ Trick fx

◉ Clean fx   ✓

○ Concatenate Plus Ultra fx

○ Edit All fx

○ All of the above

Feedback

Correct!

✓ The _____ joins several strings into one text string. *   10/10

○ TRIM fx

○ Clean fx

◉ Concatenate   ✓

○ Edit fx

○ All of the above

Feedback

Yasssss!!!!! Great Job-

✓ The _____ function removes all spaces from a text string except for   *10/10
single spaces between words.

○ TRIM   ✓

○ Consolidate

○ Conatenate

○ Edit

○ All the above

Feedback

Correctomundo!

✓ **What's a Select and Treat All Blank Cells shortcut in excel?** *   20/20

⦿ Press F5 and click Special in the Go To Special dialog box, select Blanks and   ✓
   click OK. This will select all empty cells in the range.

◯ Press F7 and Ctrl, Alt, then delete. This will select all empty cells in the range.

◯ Press Tab and click on Page Layout, Print Titles then wait until Excel reboots. This
   will select all empty cells in the range.

◯ Press F5, then F9, click Special and then right click on Visible Cells Only. This will
   select all empty cells in the range.

◯ All the above

Feedback

You are sooooooo right!!!

✓ **Select the true statement about using TRIM.** *   10/10

◯ You can use TRIM unless you have more than (3) words.

◯ TRIM fx is designed to remove only the space character.

◯ TRIM only corrects texts values that are first located by the Find and Select tab.

⦿ TRIM removes the extra spaces within your words. It is a very helpful tool.   ✓

Feedback

Great Job!

✓ What symbols assist during the Concatenate fx? *   20/20

☐ &, %, #

☐ #, (, &

☑ &, " ", ( )   ✓

☐ *, !, &

☐ All the Above

Feedback

Great Job!

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