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1. An analyst notes that the “160” in cell A9 is formatted as text, but it should be Australian dollars. What spreadsheet tool can help them select the right format?

1 / 1 point

- ☐ EXCHANGE
- ☒ Format as Currency
- ☐ CURRENCY
- ☐ Format as Dollar

✓ **Correct**

The Format as Currency tool can be used to change the text to Australian dollars.

2. You are using a spreadsheet to organize a list of upcoming home repairs. Column A contains the list of repairs, and column B notes the priority of each item on the list: High Priority or Low Priority. What spreadsheet tool can you use to create a drop-down list of priorities for each cell in column B?

1 / 1 point

- ☐ Pop-up menus
- ☒ Data validation
- ☐ Find
- ☐ Conditional formatting

✓ **Correct**

Data validation can be used to add drop-down lists with predetermined options for High Priority or Low Priority.

3. A data analyst in human resources uses a spreadsheet to keep track of employees' work anniversaries. They add color to any employee who has worked for the company for more than 10 years. Which spreadsheet tool changes how cells appear when values equal 10 or more?

1 / 1 point

- ☐ Add color
- ☐ Data validation
- ☒ Conditional formatting
- ☐ CONVERT

✓ **Correct**

Conditional formatting changes how cells appear when values meet specific conditions, such as 10 or more.

4. You are working with a SQL database with tables for delivery routes in California. The table contains one column with the names of the pick-up locations. A different column in the same table contains the names of the drop-off locations. To create a new column that stores the combination of the pick-up and drop-off location names, which function do you use?

1 / 1 point

- ☒ CONCAT
- ☐ COMBINE
- ☐ JOIN
- ☐ GROUP



Use CONCAT, which enables you to join multiple text strings from multiple sources.

5. You are querying a database of keynote speakers to determine who has expertise in zoology. For your project, you only need the first 12 records. What clause should you add to the following SQL query?

1 / 1 point

```
SELECT speakers
FROM keynote_table
WHERE expertise = "zoology"
```

- ☐ LIMIT,12
- ☐ LIMIT = 12
- ☒ LIMIT 12
- ☐ LIMIT_12



To return only the first 12 records, type LIMIT 12.

6. A data analyst is working with a spreadsheet that has very long text strings. They use a function to count the number of characters in cell G11. What is the correct syntax?

1 / 1 point

- ☐ =LEN(G,11)
- ☒ =LEN(G11)
- ☐ =LEN("G11")
- ☐ =LEN(G:G11)



The correct syntax is =LEN(G11). The LEN function counts the number of characters in a text string and the parameter for the function is the cell reference.

7. Spreadsheet cell E13 contains the text string "Database". To return the substring "Data", what is the correct syntax?

1 / 1 point

- ☐ =RIGHT(E13, 4)
- ☐ =RIGHT(4,E13)
- ☐ =LEFT(4,E13)
- ☒ =LEFT(E13, 4)

✓ **Correct**

The function =LEFT(E13, 4) will return "Data" The LEFT function returns a set number of characters from the left side of a text string. In this case, it returns a four-character substring from the end of the string in E13, starting from the left.

8. Fill in the blank: When working with a spreadsheet, data analysts can use the _____ function to locate specific characters in a string.

1 / 1 point

- ☐ FROM
- ☒ FIND
- ☐ WHERE
- ☐ IDENTIFY

✓ **Correct**

When working with a spreadsheet, data analysts can use the find function to locate specific characters in a string.