✅ **Congratulations! You passed!**

Grade	Latest Submission	To pass 80% or	
received 100%	Grade 100%	higher	**Go to next item**

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1. Fill in the blank: Conditional formatting is a spreadsheet tool that changes how _____ appear when values meet a specific condition.

   1 / 1 point

   ⦿ cells

   ○ queries

   ○ filters

   ○ charts

   ✓ **Correct**
   Conditional formatting is a spreadsheet tool that changes how cells appear when values meet a specific condition.

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2. A data analyst at a nonprofit organization is working with the following spreadsheet, which contains member name data in column C. They want to divide this data using the underscore as a delimiter, so that first names are stored in one column and last names in another. Which tool should the analyst use?

   1 / 1 point

	A	B	C
1	Member Number	Date joined	LastFirst
2	100582	9/29/16	Yolanda_Dennis
3	195785	4/7/20	Josefina_Elliott
4	137621	10/28/17	Vernon_Moreno
5	145202	1/12/18	Cedric_Higgins

   ○ Conditional formatting

   ⦿ SPLIT function

   ○ Pivot table

   ○ MID function

   ✓ **Correct**
   To move the first and last names in column C to their own columns, a data analyst would use the SPLIT function.

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3. Fill in the blank: When describing a SUM function, the _____ is =SUM(value 1 through value 2).

   1 / 1 point

   ○ structure

   ○ standard

   ○ script

   ⦿ syntax

   ✓ **Correct**
   When describing a SUM function, the syntax is =SUM(value 1 through value 2).

4. You are working with the following selection of a spreadsheet:

	A	B
1	**Customer**	**Address**
2	Sally Stewart	9912 School St. North Wales, PA 19454
3	Lorenzo Price	8621 Glendale Dr. Burlington, MA 01803
4	Stella Moss	372 W. Addison Street Brandon, FL 33510
5	Paul Casey	9069 E. Brickyard Road Chattanooga, TN 37421

In order to extract the five-digit postal code from North Wales, PA, what is the correct function?

○ =LEFT(5,B2)

○ =LEFT(B2,5)

○ =RIGHT(5,B2)

◉ =RIGHT(B2,5)

✓ **Correct**
The correct syntax is =RIGHT(B2,5). The RIGHT function returns a set number of characters from the right side of a text string. B2 is the specified cell. And 5 is the number of characters to return.

5. A data analyst in a human resources department is working with the following selection of a spreadsheet:

	A	B	C	D
1	**Year Hired**	**Last 4 of SS#**	**Department**	**Employee ID**
2	2019	1192	Marketing	
3	2014	2683	Operations	
4	2020	1939	Strategy	
5	2009	3208	Graphics	

They want to create employee identification numbers (IDs) in column D. The IDs should include the year hired plus the last four digits of the employee's Social Security Number (SS#). What function will create the ID 20093208 for the employee in row 5?

○ =CONCATENATE(A5!B5)

○ =CONCATENATE(A5+B5)

○ =CONCATENATE(A5*B5)

◉ =CONCATENATE(A5,B5)

✓ **Correct**
To create the ID 20093208 for the employee in row 5, the function is =CONCATENATE(A5,B5).
CONCATENATE joins together two or more text strings. (A5,B5) are the locations of the strings to be joined.

6. A data analyst at an e-commerce company is working with a spreadsheet containing last month's sales. The most expensive product their company sells costs $49.99, so they want to quickly confirm that all of the data in the Sales column is $49.99 or less. What function can they use?

○ COUNT

○ SUMIF

◉ COUNTIF

○ SUM

✓ **Correct**
They can use COUNTIF, which is a function that returns the number of cells that match a specified value or parameter.

7. A data analyst wants to search for a certain value in a column, then return a corresponding piece of information. Which function should they use?

`1 / 1 point`

○ FIND

○ MATCH

◉ VLOOKUP

○ VALUE

✓ **Correct**
VLOOKUP is used to search for a certain value in a column, then return a corresponding piece of information.

8. To evaluate how well two or more data sources work together, data analysts use data mapping.

`1 / 1 point`

◉ True

○ False

✓ **Correct**
To evaluate how well two or more data sources work together, data analysts use data mapping.