## C2_W3 Quiz

1/ According to the video, what's one of the easiest common errors or inconsistencies to fix when importing data? <mark>spelling mistakes</mark>

All of these are issues that can be fixed after importing data, but fixing spelling mistakes by using the in-built spell checker is the easiest of them to fix.

2/ What is the first thing you should do when checking spelling errors in Excel?

○ Click the Spelling button

○ Use a dictionary

◉ <mark>Select the data you want to check</mark> for spelling

○ Find the misspelled data

3/ What feature can you use to <mark>fix text</mark> that appears <mark>in mixed case</mark>?

○ ~~AutoSum~~

○ ~~Audits~~

○ ~~Filter~~

○ *<mark>Functions</mark>*

4/ What does the **Flash Fill** feature <mark>have in common</mark> with the UPPER, LOWER, and PROPER functions?

○ Repairs a REF error

○ Lookup & Reference

◉ <mark>Requires a helper column or row</mark>

○ ~~Keeps cell formatting~~

5/ Which of the following tasks can **Flash Fill** do? Select all that apply.

☐ **<mark>Combine</mark>** <mark>two columns</mark> of data into one

☐ Remove empty rows

☐ Set column width

☑ **<mark>Split</mark>** <mark>one column</mark> of data into two

6/ What is one of the functions you can use to change the text case in your data?

○ CAP

○ CASE

○ STRUCTURE

○    LOWER

Tham khao: quizerry

https://www.quizerry.com/2021/05/graded-quiz-3-excel-basics-for-data-analysis/

7/ What is one of the issues that empty rows cause in your spreadsheet?

○    ~~Indexing function error~~

○    Formula errors

○    Data will be hidden

○    Spell-check will fail

8/ How can you remove all empty rows at the same time in your imported spreadsheet?

○    Select all rows and then filter for Blanks, select these and then delete

○    Use Search & Replace to look for empty rows and delete

○    You must delete the empty rows one at a time

○    Use Remove Duplicates to remove empty rows

9/ There are two methods to locate and remove duplicated rows in Excel, what is the easiest way?

○    Use the HLOOKUP function

◉    Select all data and click the **Remove Duplicates** button

○    Search for the first character in rows

○    Select a column and choose Conditional Formatting > Highlight Cells Rules > Duplicate Values

10/ What does the PROPER function do?

○    Converts lower case text to upper case

○    Repairs a REF error

○    Changes text to **sentence case**

○    Converts upper case text to lower case

11/ Why do you need to use the Paste Values option when you paste contents from a helper row to the original row?

○    Ensures consistency

○    Keeps cell formatting the same

○    Makes sure formulas aren't also copied

○    Validates the copied function

12/ What is one of the ways to apply new data formats to ==the rest of a column==?

- ○  Text Import wizard
- ○  Paste Special tool
- ●  ==Format Painter tool==
- ○  Format button

13/ What tools or features can we use to ==split a single column== with two names in, into two separate columns with a name in each? **Select all that apply**

- ☐  Paste Special
- ☐  Format Painter tool
- ☑  ==Text to Columns feature==
- ☑  ==**Flash Fill** feature==