

1. The two ways to check spelling on an Excel sheet are
 - a)
 - b)
2. CNTL + down arrow =
3. When deleting duplicate rows of data while maintaining the highest level of security, the best is to do this
 - a) manually
 - b) using conditional formatting
4. Write out the steps you would give someone to follow to remove double spaces using Find and Replace.
5. What is a helper column/row and why is it used?
6. When pasting data from a helper column into another column, what kind of "paste" is necessary and why?
7. What does the formula =PROPER result in?
8. What does the formula =TRIM do?
9. What function can split a column with two pieces of data into two columns with the data separated?
10. What is an example of a delimiter you can use when importing data from a text file?

Answers

1. From the top panel, choose review; editor, spelling OR press F7.
2. Takes you to the end of the column (but stops if there is an empty row)
3. Manually
4. Click find and replace using find and select on the homepage; insert in two spaces under "find"; and insert one space under "replace"
5. It is a column/row that you create when you want to add a formula to change values that exist in another column/row and then copy paste it to replace the data in column or row you wanted edited
6. Paste using the "values" option to avoid copying the formula over as that will result in hash output considering the column used to create the formula has now been replaced.
7. It results in sentence capitalization.

8. It gets rid of extra space.
9. Text to Columns
10. A comma