✓ **Congratulations! You passed!**
TO PASS 1% or higher

[Keep Learning]

GRADE
64.16%

Are essential skills too basic for me?

TOTAL POINTS 8

1. We believe that this course has something for everyone, whether you have never used Excel before or you have been using it for many years. Take this quiz to get an idea of what we will be covering in this course. If you don't know something, then you can guess - you will get feedback at the end.

   `1 / 1 point`

   Which key do you hold down when selecting cells that are in different areas of a worksheet?

   ○ The Control (PC)/Command (Mac) key AND the Shift key at the same time.

   ○ The Shift key

   ○ The Tab key

   ⦿ The Control (PC)/Command (Mac) key

   ○ The Control (PC)/Command (Mac) key AND the Tab key at the same time.

   ✓ **Correct**
   Yes - it's great that you have that down already!

2. Which of the following components **must** be part of any formula? (One or more answers are possible - partial credit will be awarded)

   `0.8 / 1 point`

   ☐ Brackets

   ☑ Parenthesis

   ✗ **This should not be selected**
   Not quite right, yet. Don't worry - mistakes are welcome here! We will be covering this in the practice videos in Week 2.

   ☑ The = sign

   ✓ **Correct**
   Yes, 100%. No matter how simple or complicated your formula is or whether or not you are using a function, every formula MUST start with the equals sign.

   ☐ A function (e.g. SUM)

   ☐ A mathematical operator, e.g. +.

3. Sean used a function for the cells in the Qtr1 column. What did he enter in cell B7 in order to correctly calculate the average of Quarter 1 sales for Aanya, Charlie and Connor?

   `0 / 1 point`

	A	B	C	D	E
1	**Sales Summary 2016**				
2					
3	**Acct Managers**	**Qtr1**	**Qtr2**	**Qtr3**	**Qtr4**
4	Aanya Zhang	$5,187.90	$7,627.17	$28,867.26	$742.53
5	Charlie Bui	$24,271.31	$130.78	$116.61	$355.15
6	Connor Betts	$854.08	$20,123.65	$3,050.18	$4,373.98
7		$10,104.43			

   ○ =AVERAGE(B4:6)

   ⦿ =AVG(B4:B6)

   ○ =AVERAGE(B4:B6)

   ○ =AVERAGE(B4):AVERAGE(B6)

   ○ =AVERAGE(B4+B6)

4. To change the relative cell reference **A1** to an absolute cell reference you use:

`0 / 1 point`

- ○ A1
- ○ A1
- ⦿ "A1"
- ○ ABS(A1)
- ○ a1

5. You have some cells formatted the way that you want them, and you want to copy this format to some new cells that already contain data.

`1 / 1 point`

- ○ You can use the Format cells option after right-clicking a cell, to copy the formats from the old cells to the new cells.
- ○ You must copy the cells over the new cells, then type the data back in.
- ○ Cells must be formatted before data is entered into them.
- ⦿ You can use the Format Painter to copy only the formats from the old cells to the new cells.
- ○ You can't do this. You have to format each of the new cells individually.

6. You want to insert 3 columns. Which of the following will get you there? (One or more answers are possible - credit will be awarded)

`0.3333333333333333 / 1 point`

- ☑ You select 3 columns, right-click and go to **Insert**.

- ☐ You select a column then click the **Insert** button on the **Home** tab 3 times.
- ☑ You right-click on the column header and go to **Insert**, then type the number 3.

7. You have a column of numbers and you want to only show those values that are more than 1,000. The fastest way is to:

`1 / 1 point`

- ○ Go through and move all the values less than 1,000 to another sheet.
- ○ Apply a filter to the column and remove the checkmark next to every value less than 1,000
- ⦿ Apply a number filter using 'is greater than' 1,000
- ○ Sort the column from largest to smallest value
- ○ Use the function, MAX to figure it out

8. You want to print your rather large data set which spans 3 pages across according to the **Print Preview**. You want to fit it onto 2 pages. Which of the options below are useful techniques to achieve this?

`1 / 1 point`

(One or more answers are possible - partial credit will be awarded)

- ☑ Use the **Page Layout** view and set the automatic width to 2 pages.

✓ **Correct**

Yes, that's spot on. The automatic width setting is extremely handy. We will be covering this topic in Week 5.

☑ Use the **Scale to Fit** tools to reduce the size of your sheet

✓ **Correct**

Yes, that's quite right. You can definitely create more space by reducing the scale. Be careful though not to go too low in your scale - it might leave your data too small to read. There are some other ways of doing this. We will be covering this topic in Week 5.

☐ Remove some of the less important columns

☑ Use narrower margins

✓ **Correct**

Yes, that's quite right. You can definitely create more space by reducing the white margins on each page. There are some other ways of doing this. We will be covering this topic in Week 5.