



! Try again once you are ready

TO PASS 80% or higher

Try again

GRADE
70%

Taking Charge of Excel: Test your skills, Part 2

LATEST SUBMISSION GRADE

70%

1. How many rows in an Excel spreadsheet (version 2007 and later)?

0 / 1 point

- ☒ 50,000
- ☐ Infinite (no limit)
- ☐ 16,348
- ☐ More than 1 million

✗ Incorrect

No, that's definitely not enough :) Check in Excel.

2. In a blank Excel workbook, go to the **Insert** tab on the ribbon. Which of the following is NOT available?

0 / 1 point

- ☐ Columns (not Column chart)
- ☐ Pictures
- ☒ SmartArt
- ☐ Shapes

✗ Incorrect

You can definitely find SmartArt in the INSERT tab. Take a closer look in the Illustrations group.

3. In cell **A1** type in the heading **Date** then press Enter. In cell **A2** type in the following: 20-Jan-20. Use the fill handle to drag the date you have just typed down to row 20. What is the date in **A10**? Enter as shown or use Year-Month-Day format if you are not using an English version of Excel (for example 2020-01-20).

1 / 1 point

1/28/2020

✓ Correct

Yes, great job on using the fill-handle. Isn't it amazing what you can already do in Excel?

4. In cells **B1** to **B3** enter the following:

1 / 1 point

	A	B
1	Date	Number
2	20-Jan-20	3.12
3	21-Jan-20	6.24

Select cells **B2** and **B3** then use the fill handle to drag down to row 20. What is the value in **B7**?

18.72

✓ Correct

Yes, great job on using the fill-handle. This is such a good productivity tool.

5. Close your workbook without saving and open the attached workbook. What value is in cell **Q83** on the **Orders** sheet?

1 / 1 point

W01-Assessment.xlsx

13

✓ Correct

Yes, nice navigation skills!

6. How many worksheets are there in this workbook?

1 / 1 point

3



Correct

Yes, spot on.

7. Go to the **Sales 2016** worksheet. Which cell contains the heading **Qtr4**?

1 / 1 point

E3



Correct

Yes, that's the correct cell. Check out your grasp of Excel terminology. Well done.

8. Still in **Sales 2016**, select the range **B8:E10**. Look at the status bar at the bottom of the screen. You should see **Sum** followed by a number. What is the number?

0 / 1 point

(Hint: the range **B8:E10** means to select all of the cells between **B8** and **E10**. We go into this in more detail next week. Please use the number format #####.##)

27294.38



Incorrect

If you are not sure where to find the **Status Bar**, head straight back to this week's practice video on **Taking Charge of Excel**.

9. Select the two non-contiguous ranges (not next to each other) **B4:B7** and **D14:D17**. What is the **Average** showing on your status bar for the two ranges?

1 / 1 point

(Please use the number format #####.##)

5371.10



Correct

Everyone say wow! Nice selecting and navigation skills!

10. Change the value in **C13** to be 4675.24. What is the new value in **C18**?

1 / 1 point

(Please use the number format #####.##)

62119.27



Correct

Nice work on entering data into a spreadsheet correctly.