



✓ **Congratulations! You passed!**
TO PASS 80% or higher

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Weekly challenge 2

LATEST SUBMISSION GRADE

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1. As part of the data-cleaning process, a data analyst creates a rule to highlight any empty cells in a bright blue color. This is an example of data visualization.

1 / 1 point

- ☐ True
☒ False

✓ **Correct**
Highlighting empty cells in a bright blue color is an example of conditional formatting.

2. A delimiter is a character that indicates the beginning or end of a data item. The split text to columns tool uses a delimiter to accomplish what task?

1 / 1 point

- ☐ To change the format of a column of text
☒ To specify where to split a text string
☐ To split duplicate substrings
☐ To split one column into two

✓ **Correct**
The split text to columns tool uses a delimiter to specify where to split a text string.

3. Fill in the blank: A predetermined structure that includes a function's required information and its proper placement is called ____.

1 / 1 point

- ☒ syntax
☐ script
☐ structure
☐ standard

✓ **Correct**
Syntax is a predetermined structure that includes a function's required information and its proper placement.

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

1 / 1 point

	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)
☐ =RIGHT(5,B2)
☐ =LEFT(B2,5)
☒ =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:

1 / 1 point

	A	B	C	D
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	Year Hired	Last 4 of SS#	Department	Employee ID
1				
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 20201939 for the employee in row 4?

- ☐ =CONCATENATE (A4+B4)
- ☒ =CONCATENATE(A4,B4)
- ☐ =CONCATENATE(A4*B4)
- ☐ =CONCATENATE(A4!B4)

✓ **Correct**

To create the ID 20201939 for the employee in row 4, the function is =CONCATENATE(A4,B4). CONCATENATE joins together two or more text strings. (A4,B4) are the locations of the strings to be joined.

6. An analyst is working on a project involving customers from Bogota, Colombia. They receive a spreadsheet with 5,000 rows of customer information. What function can they use to confirm that the column for City contains the word Bogota exactly 5,000 times?

1 / 1 point

- ☐ COUNT
- ☐ SUMIF
- ☐ SUM
- ☒ COUNTIF

✓ **Correct**

They can use COUNTIF, which is a function that returns the number of cells that match a specified value.

7. VLOOKUP searches for a value in a row in order to return a corresponding piece of information.

1 / 1 point

- ☐ True
- ☒ False

✓ **Correct**

VLOOKUP searches for a value in a column in order to return a corresponding piece of information.

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

0 / 1 point

- ☐ True
- ☒ False

✗ **Incorrect**

Review [the video on additional data-cleaning methods](#) for a refresher.