



✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE  
83.33%

## Data Entry

TOTAL POINTS 5

1. Which of the following will Excel recognize as a date? (One or more answers are possible - partial credit will be awarded) **0.6666666666666666 / 1 point**

✓ ☒ 5 9 2016

✗ **This should not be selected**

No, Excel won't recognize that this is a date. Take another look at the Practice Video. Data entry is an important topic to fully understand. Also, remember to check the regional settings on your computer as they affect data entry in Excel.

✓ ☒ 05 Sept 16

✓ **Correct**

Yes, Excel will automatically convert this into a valid date format.

✓ ☒ 05/09/2016

✓ **Correct**

Yes, Excel will automatically convert this into a valid date format.

Remember to check the regional settings on your computer as they affect data entry in Excel - depending on your settings this is either 5 September 2016 or 9 May 2016!

2. To clear the contents of a cell (without affecting the surrounding cells), single-click on the cell and... **1 / 1 point**

(You might want to try this out in Excel. One or more answers are possible. Partial credit will be awarded)

✓ ☒ Press **Backspace** then **Enter** on your keyboard (**Delete** and **Return** on Mac).

✓ **Correct**

Yes, this will delete the contents of an active cell.

✓ ☒ Press the **Delete** key on your keyboard (**Fn+Delete** on Mac).

✓ **Correct**

Yes, this will delete the contents of an active cell.

☐ Click **Delete** on the **Home** tab in the Ribbon.

☐ Click **No Fill** on the **Home** tab of the Ribbon.

3. Before you can enter data in an empty cell you must double click on the cell. **1 / 1 point**

☐ True

☒ False

✓ **Correct**

You are onto this - well done. A double-click is only necessary when you want to alter existing data in a cell.

4. Which of the statements below are correct regarding Excel's behaviour when you enter data into an empty cell? **0.5 / 1 point**

(One or more answers are possible. Partial credit will be awarded.)

✓ ☒ Any text entered is automatically aligned on the left

✓ **Correct**

Yes, that's exactly right - did you remember this from the video or did you check it in Excel?

☐ Numbers and text entered together are automatically aligned on the right.

☒ Any number entered is automatically aligned on the left.

**✗ This should not be selected**


You haven't got this quite right, yet. Why don't you switch over to Excel and give it a try in there? You can also watch the Practice Video on **Data Entry** again.


☐ Any number entered is automatically aligned on the right.


5. Sean used a tool to create the contents of cell B7. Which one did he use?

1 / 1 point

MAX				
	A	B	C	D
1	Expenses	12/04/2017		
2				
3	Item	Cost		
4	Train Ride	12.6		
5	Coffee	3.5		
6	Lunch	12		
7		=SUM(B4:B6)		
8				

☒  Is this correct?

☐  Is this correct?

☐  Is this correct?

**✓ Correct**

Yes, spot on. The sigma sign stands for AUTOSUM. We are dealing with this in more detail in Week 2. Stay tuned!