Day 2

HOMEWORK

The Power Modeling Bootcamp: Advanced Excel in 10 days

If you think more than one answer is plausible, select the best one. Good luck!

Time allocated: 15 minutes

Q1.

Imagine that you are working with an empty spreadsheet and G16 is selected. Which is the quickest way to get to the bottom of the sheet?

    a. Scroll with the mouse
    b. Ctrl + Shift + Down Arrow
    c. Ctrl + Down Arrow
    d. F8

Q2.

The result of which of the following formulas will not be equal to 0.0001?

    a. =0.01^-2
    b. =1/10^4
    c. =1E-4
    d. =1%%

Q3.

How can you add functions to the Quick Access Toolbar?

    a. By right clicking on a feature from the ribbon and pressing "Add to Quick Access Toolbar"
    b. By right clicking on the Quick Access Toolbar and selecting "Customize Quick Access Toolbar"
    c. By opening the Options window from the File tab, and then selecting the "Quick Access Toolbar" section
    d. All of the above

Q4.

Add the Split Screen button to your Quick Access Toolbar.

Q5.

Remove the Split Screen button from your Quick Access Toolbar.

Q6.

Select the correct statement:

    a. Named ranges cannot be saved in Excel
    b. Named ranges can be saved but are lost the next time you open Excel
    c. Named ranges can be saved for a given workbook but cannot be deleted
    d. Named ranges can be saved for a given workbook and can be deleted through the Name Manager functionality in the Formulas tab

Q7.

In cells A1 and A2 you have written John and Jack. In cells B1 and B2 you have written Joan and Jan. If you want to create a drop-down list in C1 and in the source field you indicate =$A$1:$A$2,$B$1:$B$2.

    e. You will have a list with all the names: John, Jack, Joan, and Jan
    f. You will have a list with the names from the A cells: John and Jack
    g. You will have a list with the names from the B cells: Joan and Jan
    h. You will get a message that says "You may not use reference operators (such as unions, intersections, and ranges) or array constants for Data Validation criteria."

Q8.

Which is the shortcut key for opening the help menu?

    a. Ctrl + F1
    b. F1
    c. Shift + F1
    d. Ctrl + H

Q9.

Which F key helps you create a new chart instantly?

    a. F8
    b. F10

c. F11
d. F12

Q10.

Column E is hidden. You have selected the cells from D3 to F9. If you would like to copy only the visible cells, which of the following cannot be done?

a. You can press the Special button from the window that opens after you press F5 and choose "visible cells only"
b. You can open the Find and Select functionality from the Home tab, click on Go To Special, and then select "visible cells only"
c. You can copy the cells and use paste special to paste "visible cells only"
d. Use the Alt + ; combination to select only visible cells