Excel 365

Level 1

Assessment: Getting around

1. Which of the following are ways to interact with Excel? Choose all that apply.
    a. Click buttons on the ribbon.
    b. Use the Control Panel.
    c. Click Buttons on the Quick Access toolbar.
    d. Use the Start menu.
2. Excel columns are identified by numbers. True or false?
    a. True
    b. False
3. What is the maximum number of rows in an Excel worksheet? Choose the best response.
    a. About 32,000.
    b. About 256,000.
    c. About half a million.
    d. Over a million.

Assessment Answers: Getting around

1. Which of the following are ways to interact with Excel? Choose all that apply.
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3. What is the maximum number of rows in an Excel worksheet? Choose the best response.
    a. About 32,000.
    b. About 256,000.
    c. About half a million.
    d. Over a million.

Assessment: Workbook basics

1. The Open command is on the Edit tab of the ribbon. True or false?
    a. True
    b. False

2. When you use the scroll bars, the active cell does not change? True or false?
    a. True
    b. False
3. Which of the following techniques moves the active cell one column to the right? Choose all that apply.
    a. Pressing Home.
    b. Pressing the Right Arrow key.
    c. Pressing Tab.
    d. Clicking the Name box.
4. Which command do you use if you want to change the name, location, or type of a workbook?
    a. Save
    b. Save As

Assessment Answers: Workbook basics

1. The Open command is on the Edit tab of the ribbon. True or false?
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    b. False
2. When you use the scroll bars, the active cell does not change? True or false?
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4. Which command do you use if you want to change the name, location, or type of a workbook?
    a. Save
    b. Save As

Assessment: Entering data

1. By default, Excel left-aligns all data you enter. True or false?
    a. True
    b. False
2. How does Excel handle text that is too wide for the column in which it appears?
    a. By cutting off at the right-hand border of the cell.
    b. By spilling the text over into the next column.
    c. It depends on what is in the cell to the right.
3. You can change the width of a column by using the mouse? True or false?
    a. True
    b. False
4. Which of the following are ways that Excel handles numbers that are two wide for a cell? Choose all that apply.
    a. Scientific notation.

b. Binary.
c. Number signs (######).
d. Rounding the stored number.

Assessment answers: Entering data

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   a. Scientific notation.
   b. Binary.
   c. Number signs (######).
   d. Rounding the stored number.

Assessment: Formulas

1. Which of the following signals the beginning of a formula?
   a. Apostrophe (')
   b. Equal sign (=)
   c. Any cell reference.
   d. The letter f.
2. It is good practice to put formulas in the first column of a worksheet. True or false.
   a. True
   b. False
3. Which of the following is evaluated last in the Excel order of operations?
   a. Multiplication
   b. Subtraction
   c. Percentage
   d. Exponents
4. Which of the following are ways to edit a formula in excel? Choose all that apply.
   a. Double-click a cell.
   b. Press f2.
   c. Press Esc.
   d. Click min the formula bar.

Assessment answers: Formulas

1. Which of the following signals the beginning of a formula?
    a. Apostrophe (')
    b. **Equal sign (=)**
    c. Any cell reference.
    d. The letter f.
2. It is good practice to put formulas in the first column of a worksheet. True or false.
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4. Which of the following are ways to edit a formula in excel? Choose all that apply.
    a. **Double-click a cell.**
    b. **Press f2.**
    c. Press Esc.
    d. **Click min the formula bar.**

Assessment: Functions

1. Functions are a type of formula. True or False?
    a. True
    b. False
2. Functions can be entered only in the formula bar. True or false?
    a. True
    b. False
3. Which of the following is in the name for the values on which a function takes actions or performs a calculations?
    a. Variables
    b. Parameters
    c. Arguments
4. Which of the following are ways that you can enter function arguments?
    a. Typing.
    b. The mouse.
    c. The Insert Argument button.
    d. The Function Arguments window.
5. AutoSum can be used to enter only SUM() functions. True or false?
    a. True
    b. False.

Assessment Answers: Functions

1. Functions are a type of formula. True or False?
    a. **True**

b. False
2. Functions can be entered only in the formula bar. True or false?
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   b. **The mouse.**
   c. The Insert Argument button.
   d. **The Function Arguments window**.
5. AutoSum can be used to enter only SUM() functions. True or false?
   a. True
   b. **False.**

Assessment: Moving and copying data

1. You use Copy command to move data. True or false?
   a. True
   b. False
2. What is the keyboard shortcut to undo the most recent action?
   a. F1
   b. Ctrl-U
   c. Ctrl-Z
   d. Alt-X
3. To copy data by dragging, which key do you hold down?
   a. Shift
   b. Ctrl
   c. Alt
4. When you paste a copied formula, Excel updates references in the paste formula relative to the new location. True or false?
   a. True
   b. False

Assessment Answers: Moving and copying data

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        b. Ctrl
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4. When you paste a copied formula, Excel updates references in the paste formula relative to the new location. True or false?
        a. True
        b. False

Assessment: Reference types

1. All references in Excel are relative, in terms of their location. True or false?
        a. True
        b. False
2. Which type of reference is best for referring to a multiplier value that is in one cell on a worksheet for all formulas, no matter where the formulas are?
        a. Mixed
        b. Relative
        c. Absolute
3. Which character do you use to make a reference absolute?
        a. Colon (:)
        b. Dollar sign ($)
        c. Ampersand (&)
        d. Number sign (#)
4. You can use the F3 key to toggle through reference types while you enter a formula. True of false?
        a. True
        b. False

Assessment Answers: Reference types

1. All references in Excel are relative, in terms of their location. True or false?
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4. You can use the F3 key to toggle through reference types while you enter a formula. True of false?
   a. True
   b. **False**

Assessment: Text formatting

1. To format s cell, you click the formatting button before selecting the cell you want to format. True or false?
   a. True
   b. False
2. Which key do you hold down to add another cell or range to a selection?
   a. Ctrl
   b. Shift
   c. Alt

Assessment Answer: Text formatting

1. To format s cell, you click the formatting button before selecting the cell you want to format. True or false?
   a. True
   b. **False**
2. Which key do you hold down to add another cell or range to a selection?
   a. **Ctrl**
   b. Shift
   c. Alt

Assessment: Number formatting

1. When you change a number format, do you change the underlying data? True or false?
   a. True
   b. False
2. Which of the following is not a category of Excel number formats?
   a. Currency
   b. Exponent
   c. Percentage
   d. Date
3. Which key enables you to extend a selection by using the arrow keys?
   a. Shift
   b. Ctrl
   c. Alt
4. How are dates stored in Excel?
   a. As two pieces of date, a combination of a date and a time.
   b. In the format in which you enter them.
   c. As serial numbers.

Assessment Answers: Number formatting

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    b. In the format in which you enter them.
    c. As serial numbers.

Assessment: Alignment

1. You can align cell contents:
    a. Horizontally but not vertically.
    b. Vertically but not horizontally.
    c. Both vertically and horizontally.
2. 2. You cannot wrap text in Excel. True or false?
    a. True
    b. False
3. The Merge & Center command is most useful for which of the following?
    a. Data values.
    b. Column headings.
    c. Overall worksheet heading and subheadings.

Assessment answers: Alignment

1. You can align cell contents:
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      c.   Overall worksheet heading and subheadings.

Assessment: Borders

1. Which of the following are ways to apply borders to a cell or range. Choose all that apply.
    a. Use buttons in the Borders menu.
    b. Double-click cell borders.
    c. Use the Draw Border feature.
    d. Use the Borders tab of the Formula Cells window.
2. Thin and thick lines are the only border style options. True or false?
    a. True
    b. False

Assessment answers: Borders

1. Which of the following are ways to apply borders to a cell or range. Choose all that apply.
    a. Use buttons in the Borders menu.
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    c. Use the Draw Border feature.
    d. Use the Borders tab of the Formula Cells window.
2. Thin and thick lines are the only border style options. True or false?
    a. True
    b. False

Assessment: Styles and themes

1. You have to create a style before using one. True or false?
    a. True
    b. False
2. Which of the following can a style include? Choose all that apply.
    a. Numbers format
    b. Formulas
    c. Text format
    d. Borders
    e. Shading
3. Which of the following statements is most accurate? Choose only one.
    a. Tables styles never include headings.
    b. Tables styles may or may not include headings.
    c. Table styles always include headings.
4. Which elements of a theme can you control individually? Choose all that apply.
    a. Borders
    b. Font
    c. Number formats
    d. Colors
    e. Effects

Assessment answers: Styles and themes

1. You have to create a style before using one. True or false?
   a. True
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   a. Borders
   b. **Font**
   c. Number formats
   d. **Colors**
   e. **Effects**

Assessment: Data entry short cuts

1. You can use the Fill command to extend series. True or false?
   a. True
   b. False
2. Auto Fill recognizes any series from a single value. True or False?
   a. True
   b. False
3. What could you do if you used Auto Fill and Excel copied instead of creating a series? Choose all that apply.
   a. Enter the series manually.
   b. Use the Fill, Series command.
   c. Try entering the first two values in the series before using the Auto Fill.
   d. Try the Auto Fill Options button.
4. You can only replace found text one item at a time. True or false?
   a. True
   b. False

Assessment answers: Data entry short cuts

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   a. True
   b. **False**

Assessment: Paste Options

1. You can copy only formulas of a cell or range, and not the formats or values. True or false?
   a. True
   b. False
2. How do you use the Format Painter to copy formatting to more than one destination?
   a. Hold down Ctrl while clicking the Format Painter.
   b. Double-click the Format Painter.
   c. Hold down Shift while clicking the Format Painter.
   d. Hold down Alt while clicking the destination ranges.
3. When you paste values, excel creates a link to the source data. True or false?
   a. True
   b. False
4. Which of the following are possible with linking? Choose all that apply>
   a. Linking within a worksheet.
   b. Linking between worksheets in the same workbook.
   c. Lnking between worksheets in different workbooks.

Assessment answers: Paste Options

1. You can copy only formulas of a cell or range, and not the formats or values. True or false?
   a. True
   b. **False**
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    a. **Linking within a worksheet.**
    b. **Linking between worksheets in the same workbook.**
    c. **Lnking between worksheets in different workbooks.**

Assessment: Inserting, deleting, and hiding

1. When inserting or deleting, you do not always need to specify how to shift cells. True or False?
    a. True
    b. False
2. When you insert in a range referred to by a formula, under which circumstances does Excel automatically update the formula?
    a. When you insert within the endpoints of the reference, but not at the edge of the reference.
    b. When you insert at the edge of the reference, but not within the endpoints of the reference.
    c. Both when you enter within the endpoints of a reference and when you insert at the edge of a reference.
3. When you hide a row or column, its data is removed from the workbook. True or false?
    a. True
    b. False

Assessment answers: Inserting, deleting, and hiding

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3. When you hide a row or column, its data is removed from the workbook. True or false?
    a. True
    b. **False**

Assessment: Creating charts

1. You should not select labels when selecting data for a chart. True or false?
    a. True
    b. False

2. How do you update a chart after changing its source data?
    a. By pressing F9.
    b. By clicking the Update button on the Design tab of the ribbon.
    c. You don't need to do anything because the chart will update automatically.
3. Which of the following are ways to move a chart? Choose all that apply.
    a. By selecting the chart and using the arrow keys.
    b. By dragging.
    c. By clicking the Move Chart button.

Assessment answers: Creating charts

1. You should not select labels when selecting data for a chart. True or false?
    a. True
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2. How do you update a chart after changing its source data?
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3. Which of the following are ways to move a chart? Choose all that apply.
    a. By selecting the chart and using the arrow keys.
    b. **By dragging.**
    c. **By clicking the Move Chart button.**

Assessment: Chart types and elements

1. You can specify the type for a chart only when you create the chart. True or false.
    a. True
    b. False
2. Which type of chart is best for showing trends?
    a. Pie
    b. Line
    c. Column
    d. Scatter
3. The only way to change the axis Excel uses for your data is to transpose the data in a worksheet and create a new chart. True or false.
    a. True
    b. False
4. Not all chart elements come from the data you select when you create the chart. True or false?
    a. True
    b. False
5. The only way to control the format of the value axis numbers by changing the format in the source data. True or false?
    a. True
    b. False

Assessment answer: Chart types and elements

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Assessment: Managing worksheet windows

1. The split command always creates four window panes. True or false?
    a. True
    b. False
2. You do not have to split windows before freezing panes. True or false?
    a. True
    b. False

Assessment answers: Managing worksheet windows

1. The split command always creates four window panes. True or false?
    a. True
    b. False
2. You do not have to split windows before freezing panes. True or false?
    a. True
    b. False

Assessment: Printing worksheets

1. Where can you find the Print command in excel?
    a. On the ribbons Home tab.
    b. In Backstage view (by clicking File).
    c. On the ribbon's Page Layout tab.

      d.   On the ribbon's View tab.

2. You can control many aspects of how a worksheet prints on the Page Layout tab. True or false?
   a. True
   b. False

3. What is the best way to show column heading on every page of the printout?
   a. Break your data up and enter headings after every page break.
   b. On the Page Layout tab, under Headings, click print.
   c. Set a row or rows and print titles for the worksheet.

4. In which view can you create headers and footers?
   a. Page Layout view
   b. Page Break view
   c. Normal view
   d. A custom view

5. The Header & Footer Tools Design tab has tools for formatting. True or false?
   a. True
   b. False

Assessment answers: Printing worksheets

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   a. True
   b. False

Assessment: Sharing workbooks

1. If you want to show a workbook to someone who might not have Excel, which format option is the best?
    a. Excel 97-2003 Workbook
    b. CSV
    c. PDF
    d. Open Document Spreadsheet
2. You need to open your mail program to send a workbook as an attachment. True or false?
    a. True
    b. False

Assessment answers: Sharing workbooks

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    b. CSV
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2. You need to open your mail program to send a workbook as an attachment. True or false?
    a. True
    b. **False**

Assessment: workbook options and properties

1. You can control display options for Excel as a whole, for a particular workbook, or for a particular worksheet. True or false?
    a. True
    b. False
2. The document property called "Title" is the same as the workbook file name. True or false?
    a. True
    b. False
3. What is the best way to remove personal information from the workbook's properties? Choose the best answer.
    a. Remove the properties carefully, one at a time.
    b. Use the Document Inspector.
    c. Copy all of its data to a new, blank workbook.
4. After attempting to fix an accessibility issue, you must choose the Check Accessibility command again to see if you've fixed the issue. True or false?
    a. True
    b. False

Assessment answers: workbook options and properties

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4. After attempting to fix an accessibility issue, you must choose the Check Accessibility command again to see if you've fixed the issue. True or false?
   a. True
   b. **False**

Assessment: Templates

1. When you create a new workbook from a template, you are editing the actual template? True or false?
   a. True
   b. False
2. Which of the following are reasons to save a template in the default templates folder? Check all that apply.
   a. Because you cannot save them anywhere else.
   b. Because the template Shows up with the others in the Personal category when you create new files.
   c. Because it is easy to find when you want to edit it.
3. Data is not stored with the template. True or false?
   a. True
   b. False

Assessment answers: Templates

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   c. **Because it is easy to find when you want to edit it.**

3. Data is not stored with the template. True or false?
    a. True
    b. **False**

Level 2

Assessment: managing worksheets

1. You use the Insert tab on the ribbon to insert new worksheets. True or false?
    a. True
    b. False
2. Which of the following are options for moving or copying a worksheet? Choose all that apply.
    a. Moving or copying to a new workbook.
    b. Moving or copying within the current worksheet.
    c. Moving or copying to Microsoft Word.
    d. Moving or copying to a workbook that is not currently open.
3. Which of the following is not a valid worksheet name?
    a. Sales 2021
    b. Sales/Rep
    c. 2021 Sales
4. You cannot use hyperlinks to send email. True or false?
    a. True
    b. False
5. Which of the following is the character that separates the workbook and worksheet name from the cell reference in an external reference. Choose the single correct answer.
    a. Single quotation marl (')
    b. Exclamation point (!)
    c. Closing bracket (])

Assessment answers: managing worksheets

1. You use the Insert tab on the ribbon to insert new worksheets. True or false?
    a. True
    b. **False**
2. Which of the following are options for moving or copying a worksheet? Choose all that apply.
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   a. Single quotation marl (')
   b. **Exclamation point (!)**
   c. Closing bracket (])

Assessment: Customizing Excel

1. You must use Excel Options window to customize the Quick Access toolbar. True or false?
   a. True
   b. False
2. You can add buttons only to a custom ribbon group. True or false?
   a. True
   b. False
3. How do you rearrange commands or groups on the ribbon?
   a. Drag them where you want them.
   b. Right-click the ribbon, and click Rearrange.
   c. Use the Move Up and Move Down buttons in the Customize ribbon options of the Excel Options.

Assessment answers: Customizing Excel

1. You must use Excel Options window to customize the Quick Access toolbar. True or false?
   a. True
   b. **False**
2. You can add buttons only to a custom ribbon group. True or false?
   a. **True**
   b. False
3. How do you rearrange commands or groups on the ribbon?
   a. Drag them where you want them.
   b. Right-click the ribbon, and click Rearrange.
   c. **Use the Move Up and Move Down buttons in the Customize ribbon options of the Excel Options.**

Assessment: Using names in formulas

1. Which of the following can Excel names refer to? Choose all that apply.
   a. Ranges
   b. Values
   c. Formats
   d. Formulas

2. Which of the following is not a valid Excel name?
    a. Commission Rate
    b. Commission
    c. Commission_for_Sales_in_Pacific_Region
3. Which of the following are ways to define names? Choose all that apply.
    a. Select a range and then type a name in the Name box.
    b. Click Define Name.
    c. Use the insert tab of the ribbon.
    d. Select a range and click Create from Selection.
4. The only way to use a name for a reference in a formula you've already created is to edit the formula. True or false?
    a. True
    b. False
5. You use the Name Manager to make changes to a name, such as changing the reference to which it refers or its name. True or false?
    a. True
    b. False

Assessment answers: Using names in formulas

1. Which of the following can Excel names refer to? Choose all that apply.
    a. **Ranges**
    b. **Values**
    c. Formats
    d. **Formulas**
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    a. **Select a range and then type a name in the Name box.**
    b. **Click Define Name.**
    c. Use the insert tab of the ribbon.
    d. **Select a range and click Create from Selection.**
4. The only way to use a name for a reference in a formula you've already created is to edit the formula. True or false?
    a. True
    b. **False**
5. You use the Name Manager to make changes to a name, such as changing the reference to which it refers or its name. True or false?
    a. **True**
    b. False

Assessment: Sorting

1. Which of the following are ways you can sort?
    a. By numerical values
    b. By dates
    c. By number formats
    d. Alphabetical order
2. You always need to use the Sort window to sort a range. True or false?
    a. True
    b. False

Assessment answers: Sorting

1. Which of the following are ways you can sort?
    a. **By numerical values**
    b. **By dates**
    c. By number formats
    d. **Alphabetical order**
2. You always need to use the Sort window to sort a range. True or false?
    a. True
    b. **False**

Assessment: Filtering tables

1. An Excel table must have a header row. True or false?
    a. True
    b. False
2. Which of the following is NOT a type of date by which you can filter a table? Select the correct answer.
    a. Text
    b. Formulas
    c. Numbers
    d. Dates
3. Does adding a condition using AND makes criteria more or less restrictive?
    a. More restrictive
    b. Less restrictive
4. How would you create criteria to filter for numbers below minimum value or above a maximum value?
    a. Use the Between number filter command.
    b. Use the OR condition.
    c. Use the Not Between filter command.

Assessment: Filtering tables

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    a. True
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   a. Use the Between number filter command.
   b. Use the OR condition.
   c. Use the Not Between filter command.

Assessment: Structured references

1. You can use structured reference on any Excel data that is arranged with heading. True or false?
   a. True
   b. False
2. Which of the following are valid special item identifiers for structured references? Choose all correct answers.
   a. #Data
   b. #Totals
   c. #This Column
   d. #This Row

Assessment answers: Structured references

1. You can use structured reference on any Excel data that is arranged with heading. True or false?
   a. True
   b. False
2. Which of the following are valid special item identifiers for structured references? Choose all correct answers.
   a. #Data
   b. #Totals
   c. #This Column
   d. #This Row

Assessment: Validation

1. Which of the following types of validation you can apply to a cell or range without creating a formula? Choose all that apply.
   a. Text of a particular length
   b. Whole numbers
   c. Lists of values
2. You must create an input message and an error alert for all validation rules. True of false?

      a. True

      b. False

3. For list validation, you can enter a list of values directly in the Data Validation window? True or false?

      a. True

      b. False

Assessment answers: Validation

1. Which of the following types of validation you can apply to a cell or range without creating a formula? Choose all that apply.

      a. Text of a particular length

      b. Whole numbers

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3. For list validation, you can enter a list of values directly in the Data Validation window? True or false?

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Assessment: Transposing data

1. You can use both copy and the Cut commands to transpose data. True or false?

      a. True

      b. False

2. Excel updates references in transposed formulas. True or false?

      a. True

      b. False

Assessment answers: Transposing data

1. You can use both copy and the Cut commands to transpose data. True or false?

      a. True

      b. False

2. Excel updates references in transposed formulas. True or false?

      a. True

      b. False

Assessment: Consolidation

1. To consolidate data, the source ranges must be structured identically. True or false?

      a. True

      b. False

2. Which of the following functions that you can use when consolidating? Choose all that apply/

a. STDDEV
　　　　b. LOOKUP
　　　　c. SUM
　　　　d. MATCH
　　　　e. COUNT
　　3. You must create an outline manually in Excel. True or false?
　　　　a. True
　　　　b. False

Assessment answers: Consolidation

　　1. To consolidate data, the source ranges must be structured identically. True or false?
　　　　a. True
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　　　　a. STDDEV
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　　　　d. MATCH
　　　　e. COUNT
　　3. You must create an outline manually in Excel. True or false?
　　　　a. True
　　　　b. False

Assessment: Subtotals

　　1. Subtotals are possible only in a range formatted as an Excel table. True or false?
　　　　a. True
　　　　b. False
　　2. How would you add two levels of subtotals to a list? Select the best answer.
　　　　a. Insert both levels in a single step.
　　　　b. Inseret the lower level first, then insert the higher level.
　　　　c. Insert the higher level first, then insert the lower level.
　　3. Which command do you use to select visible cells only? Choose the best response.
　　　　a. Find
　　　　b. Replace
　　　　c. Go To Special
　　　　d. Go To

Assessment answers: Subtotals

　　1. Subtotals are possible only in a range formatted as an Excel table. True or false?
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   a. Find
   b. Replace
   c. **Go To Special**
   d. Go To

Assessment: Creating and formatting PivotTables

1. Which of the following are elements of a PivotTable? Choose all that apply.
   a. Category fields
   b. Row labels
   c. Values
   d. AutoFilter
   e. Column labels
2. Which of the following is the best way to format the values in PivotTable?
   a. Formatting tools on the Home tab of the ribbon
   b. Value field settings
   c. Format Painter

Assessment answers: Creating and formatting PivotTables

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   a. Category fields
   b. **Row labels**
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   d. AutoFilter
   e. **Column labels**
2. Which of the following is the best way to format the values in PivotTable?
   a. Formatting tools on the Home tab of the ribbon
   b. **Value field settings**
   c. Format Painter

Assessment: Manipulating PivotTables

1. You can filter a PivotTable based on row and column label values. True or false?
   a. True
   b. False
2. Which of the following are ways to view subsets of data in a PivotTable? Choose all that apply.
   a. Slicers
   b. Subtotals
   c. Report filters
   d. AutoFilter

3. How do you control how values are being summarized in a PivotTable? Select the best answer.
    a. Grouping
    b. The Summarize Value By tab of the Field Setting window
    c. The Shiow Value As a tab of the Field Setting window
4. You can show values as percentage only of the grand totals. Ture of false?
    a. True
    b. False
5. The only way to enter the GETPIVOTTABLEDATA function is by manually constructing it. True or false?
    a. True
    b. False

Assessment answers: Manipulating PivotTables

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    a. True
    b. False
5. The only way to enter the GETPIVOTTABLEDATA function is by manually constructing it. True or false?
    a. True
    b. False

Assessment: PivotCharts

1. You can create a PivotChart without first creating a PivotTable. True or false?
    a. True
    b. False
2. Which of the following statements is most accurate?
    a. PivotCharts have features of PivotTable, but not of normal Excel charts.
    b. PivotCharts have the features of normal Excel charts, but not of PivotTables.
    c. PivotCharts have the features of both Pivot Tables and normal Excel charts.

Assessment answers: PivotCharts

1. You can create a PivotChart without first creating a PivotTable. True or false?
   a. **True**
   b. False
2. Which of the following statements is most accurate?
   a. PivotCharts have features of PivotTable, but not of normal Excel charts.
   b. PivotCharts have the features of normal Excel charts, but not of PivotTables.
   c. **PivotCharts have the features of both Pivot Tables and normal Excel charts.**

Assessment: Conditional formats

1. You can use conditional formatting on both number and text values. True or false?
   a. True
   b. False
2. You must use formulas to apply conditional formatting. True or false?
   a. True
   b. False
3. When creating rules, you are limited by the options available in the built-in rules sets. True or false?
   a. True
   b. False
4. Which of the following statements is true of using formulas for conditional formatting? Choose the one correct answer.
   a. You can use any type of formula, regardless of its result.
   b. Formulas must be in relation to the active cell of the range you selected to format.
   c. If a formula results in a FALSE condition for a particular cell, that cell will be formatted.

Assessment answers: Conditional formats

1. You can use conditional formatting on both number and text values. True or false?
   a. **True**
   b. False
2. You must use formulas to apply conditional formatting. True or false?
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a. You can use any type of formula, regardless of its result.
b. Formulas must be in relation to the active cell of the range you selected to format.
c. If a formula results in a FALSE condition for a particular cell, that cell will be formatted.

Assessment: Custom Formats

1. Which of the following types of number formats can be customized? Choose all that apply.
    a. Number
    b. Currency
    c. Date
    d. Accounting
2. In a number format code, there is no difference between zero character (0) and the number sign (#). True or false?
    a. True
    b. False
3. Which of the following is how the code, "m-dddd-yyyy", shows a date? Choose the one correct answer.
    a. Jan-Monday-21
    b. 1-Mon-2021
    c. 1-Monday-2021
    d. January-Monday-2021

Assessment answers: Custom Formats

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    a. Number
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    a. Jan-Monday-21
    b. 1-Mon-2021
    c. 1-Monday-2021
    d. January-Monday-2021

Assessment: Graphics

1. You cannot edit pictures from within Excel. True or false?
    a. True

       b. False
2. Which of the following can you accomplish by dragging a graphic's handles? Choose all the correct responses.'
       a. Moving
       b. Sizing
       c. Change color
       d. Changing contrast
3. Which of the following is a good use of SmartArt? Choose the best answer.
       a. A process diagram.
       b. A graphic of a person using a phone.
       c. A graphic of a window in another open program
4. You can adjust picture contrast and brightness from within Excel. True or false?
       a. True
       b. False

Assessment answers: Graphics

1. You cannot edit pictures from within Excel. True or false?
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       b. False
2. Which of the following can you accomplish by dragging a graphic's handles? Choose all the correct responses.'
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       a. True
       b. False

Assessment: Special chart types

1. Which of the following are regression types for a trendline? Choose all that apply.
       a. Linear
       b. Curved
       c. Exponential
       d. Polynomial
       e. Static
2. An R-squared value of close to zero shows the best fit for a trendline. True or false?

a. True
b. False

3. You add a secondary axis to a chart by using the Format Axis command for the primary axis. True or false?
   a. True
   b. False

4. You apply a chart template in the Change Chart Type window. True or false?
   a. True
   b. False

Assessment answers: Special chart types

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   b. **False**

4. You apply a chart template in the Change Chart Type window. True or false?
   a. **True**
   b. False

Assessment: Spark lines

1. You can create sparklines in all the same types as normal Excel charts. True or false?
   a. True
   b. False

2. Sparklines always reside in a single cell. True or false?
   a. True
   b. False

Assessment answers: Spark lines

1. You can create sparklines in all the same types as normal Excel charts. True or false?
   a. True
   b. **False**

2. Sparklines always reside in a single cell. True or false?
   a. **True**

b. False

Assessment: Quick Analysis

1. How do you access Quick Analysis features? Choose the none correct answer.
   a. The Data tab of the ribbons
   b. The Quick Analysis button on the Home tab
   c. The Quick Analysis button for a selected range
2. Which of the following is NOT a main Quick Analysis option? Choose the one correct answer.
   a. Conditional formatting
   b. Number formatting
   c. Tables
   d. Charts

Assessment answers: Quick Analysis

1. How do you access Quick Analysis features? Choose the none correct answer.
   a. The Data tab of the ribbons
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2. Which of the following is NOT a main Quick Analysis option? Choose the one correct answer.
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   b. Number formatting
   c. Tables
   d. Charts

Assessment: Permissions

1. Which of the following types of protection in Excel? Choose all that apply.
   a. Cell protection
   b. Worksheet encryption
   c. Sheet protection
   d. Workbook structure
   e. Ribbon protection
2. When you protect a worksheet, you can control which cells are editable. True or false?
   a. True
   b. False
3. Protecting worksheet structure always includes preventing changes to windows. True or false?
   a. True
   b. False

Assessment answers: Permissions

1. Which of the following types of protection in Excel? Choose all that apply.
    a. Cell protection
    b. **Worksheet encryption**
    c. **Sheet protection**
    d. **Workbook structure**
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    a. **True**
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3. Protecting worksheet structure always includes preventing changes to windows. True or false?
    a. True
    b. **False**

Assessment: Shared workbooks

1. You use the Insert tab to insert and manage comments in a workbook. True or false?
    a. True
    b. False

Assessment answer: Shared workbooks

1. You use the Insert tab to insert and manage comments in a workbook. True or false?
    a. True
    b. **False**

LEVEL 3

Assessment: Decision-making functions

1. In the IF function, the logical_test argument must evaluate to TRUE or FALSE. True or false?
    a. True
    b. False
2. You can use another IF function as the value_if_true argument of an IF function, but not as the value_if_ false argument. True or false?
    a. True
    b. False
3. Which of the following are differences between SUMIF and SUMIFS? Choose all correct answers.
    a. SUMIF can take more than one criterion, while SUMIFS takes a single criterion.
    b. SUMIFs can take more than one criterion, while SUMIF takes a single criterion.
    c. SUMIFS cannot be used with numeric criteria.

      d.   The sum_range argument comes first in SUMIFS, but last in SUMIF.

Assessment answers: Decision-making functions

1. In the IF function, the logical_test argument must evaluate to TRUE or FALSE. True or false?
   - **a. True**
   - b. False
2. You can use another IF function as the value_if_true argument of an IF function, but not as the value_if_ false argument. True or false?
   - a. True
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3. Which of the following are differences between SUMIF and SUMIFS? Choose all correct answers.
   - a. SUMIF can take more than one criterion, while SUMIFS takes a single criterion.
   - **b. SUMIFs can take more than one criterion, while SUMIF takes a single criterion.**
   - c. SUMIFS cannot be used with numeric criteria.
   - **d. The sum_range argument comes first in SUMIFS, but last in SUMIF.**

Assessment: Lookup and references functions

1. To use a lookup function, you always have to sort the values in the first column or row of the lookup table. True or false?
   - a. True
   - b. False
2. Which function would you use to return the relative position of data within an array?
   - a. INDEX
   - b. VLOOKUP
   - c. MATCH
3. MATCH can perform range-type lookups on an array sorted in ascending or descending order. True or false?
   - a. True
   - b. False

Assessment answers: Lookup and references functions

1. To use a lookup function, you always have to sort the values in the first column or row of the lookup table. True or false?
   - a. True
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2. Which function would you use to return the relative position of data within an array?
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   - **c. MATCH**

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    a. **True**
    b. False

Assessment: Auditing and error-trapping

1. You can use arrows to trace only one level of precedence and dependence. True or False?
    a. True
    b. False
2. Which of the following are ways to find and fix errors? Choose all that apply.
    a. Use the Trace Error command.
    b. Evaluate a formula that produces an error.
    c. Double-click a cell containing an error.
    d. Trace precedents for a cell.
    e. Trace dependents for a cell.
3. You can use IFERROR to trap logic errors on your worksheets. True or false?
    a. True
    b. False

Assessment answers: Auditing and error-trapping

1. You can use arrows to trace only one level of precedence and dependence. True or False?
    a. True
    b. **False**
2. Which of the following are ways to find and fix errors? Choose all that apply.
    a. **Use the Trace Error command.**
    b. **Evaluate a formula that produces an error.**
    c. Double-click a cell containing an error.
    d. Trace precedents for a cell.
    e. Trace dependents for a cell.
3. You can use IFERROR to trap logic errors on your worksheets. True or false?
    a. True
    b. **False**

Assessment: Formula options

1. You can recalculate only a single formula in excel. True or false?
    a. True
    b. False
2. By default, excel tries to calculate a circular reference indefinitely. True or false?
    a. True
    b. False

Assessment answers: Formula options

1. You can recalculate only a single formula in excel. True or false?
    a. True
    b. False
2. By default, excel tries to calculate a circular reference indefinitely. True or false?
    a. True
    b. False

Assessment: Arrays

1. Array formulas must be entered in more than one cell. True or false?
    a. True
    b. False
2. Which of the following is the keyboard method for entering an array formula? Choose the one correct answer.
    a. Ctrl+Enter
    b. Shift+Enter
    c. Ctrl+Shift+Enter
    d. Ctrl+Alt+Enter
3. Which of the following is true about dynamic arrays? Select all that apply.
    a. You need to press Ctrl+Shift+Enter to enter a dynamic array.
    b. You don't need to press Ctrl+Shift+Enter to enter a dynamic array.
    c. Return values can be inserted into multiple cells called a spill range.
    d. It's hard to remove duplicates.

Assessment answers: Arrays

1. Array formulas must be entered in more than one cell. True or false?
    a. True
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    d. It's hard to remove duplicates.

Assessment: Date and time functions

1. In Excel, dates begin with January 1, 1900. True or false?
   a. True
   b. False
2. Which of the following functions would you use to return the name of a month for a date? Choose the none correct answer.
   a. DATE
   b. MONTH
   c. TEXT
   d. EOMONTH
3. Which function would you use if you want the number of workdays between two dates in a location where the week has 6 days? Choose the one correct answer.
   a. NETWORKDAYS
   b. NETWORKDAYS.INTL
   c. WORKDAY
   d. WORKDAY.INTL
4. Times are stored as numbers between 0 and 24. True or false?
   a. True
   b. False

Assessment answers: Date and time functions

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   b. NETWORKDAYS.INTL
   c. WORKDAY
   d. WORKDAY.INTL
4. Times are stored as numbers between 0 and 24. True or false?
   a. True
   b. False

Assessment: Text functions

1. What is the result of the function CONCATENATE("My","Name")? Choose the correct answer.
   a. my name
   b. My Name
   c. Myname

      d. MyName

2. The LEFT, RIGHT and MID functions all take the same arguments. True or false?
    a. True
    b. False
3. The LEN function takes only a single argument, a test string. True or false?
    a. True
    b. False

Assessment answers: Text functions

1. What is the result of the function CONCATENATE("My","Name")? Choose the correct answer.
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    b. My Name
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    b. False
3. The LEN function takes only a single argument, a test string. True or false?
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Assessment: Other functions

1. Which function should you use to determine how many cells in a range contain names rather than blank cells?
    a. COUNT
    b. COUNTA
    c. CIOUNTBLANK
2. The FV function can be used to calculate future values of both investments and loans. True or false?
    a. True
    b. False

Assessment answers: Other functions

1. Which function should you use to determine how many cells in a range contain names rather than blank cells?
    a. COUNT
    b. COUNTA
    c. CIOUNTBLANK
2. The FV function can be used to calculate future values of both investments and loans. True or false?
    a. True
    b. False

Assessment: The Power Pivot Date model

1. The only text files that can open in Excel are ones that are structured with delimiters. True or false?
    a. True
    b. False
2. Which of the following are data sources for which you can create external connections? Choose all that apply.
    a. Microsoft Word
    b. SQL server databases
    c. Microsoft queries
    d. Text files
    e. Microsoft Access
3. All data you import into Excel is linked to its source. True or false?
    a. True
    b. False
4. Which of the following are advanced of using Power Pivot over using Excel alone? Choose all that apply.
    a. Can improve speed of the calculation when using very large data sets.
    b. Power Pivot can work with external data while excel cannot.
    c. Power Pivot can handle larger data sets the Excel can.
    d. Power Pivot provides access to the data Model through cube functions.

Assessment answers: The Power Pivot Date model

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Assessment: Exporting data

1. Which format should you save to if you want the greatest number of users to be able to see your formatted worksheet, regardless of the programs they have on their computer? Select the one best answer.
   a. Open Document Spreadsheet
   b. CSV (Comma delimited)
   c. PDF
   d. XML Data
2. Which format should you save to if you want users of database programs to be able to easily import the data and structure of your worksheet? Select the one best answer.
   a. XPS
   b. CSV (Comma delimited)
   c. XML

Assessment answers: Exporting data

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Assessment: What-if analysis

1. Which of the following is NOT cell information that is shown for a watched cell in the watch window? Choose the one correct answer.
   a. Workbook
   b. Sheet
   c. Number format
   d. Value
   e. Formula

2. To add a scenario, you must select the input range before opening the Scenario Manager. True or false?
    a. True
    b. False
3. Which method would you use to figure out how many of an item to order if you have a budget and know the unit cost? Choose the best answer.
    a. Scenarios
    b. Goal Seek
    c. Solver

Assessment answers: What-if analysis

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Assessment: The Analysis Toolpak

1. The Analysis Toolpak is available immediately with a default installation in Excel. True or false?
    a. True
    b. False
2. Which of the following statements is most accurate in regards to correlation? Choose the single best answer.
    a. Highly correlated data shows a cause-and-effect relationship.
    b. A correlation coefficient of close to +1 shows a high-correlation.
    c. You can show correlation only for two data sets.
3. The Histogram tool will set up Your bins for you. True or false?
    a. True
    b. False

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Assessment: Recording macros

1. A colleague sends you a workbook, and you open it, you get a macro warning. What should you do? Choose the one best answer.
   a. Go ahead and enable the content.
   b. Close the workbook immediately.
   c. O**pen thew workbook without enabling the content and ask the colleague about macro content in the worksheet.**
2. Which of the following are ways to run a macro? Choose all correct answers.
   a. The Macros window
   b. Shortcut keys
   c. Buttons or objects
3. You must always select the cell where you want to begin before recording the macro. Ture or false?
   a. True
   b. False
4. You can toggle between recording relative and absolute references while recording a macro. True or false?
   a. True
   b. False.
5. Which of the following are locations where you can store VBA code? Choose all correct answers.
   a. The current workbook
   b. The global workbook
   c. The personal macro workbook
   d. A new workbook

Assessment: Running macros

1. You have created a macro to format the headings in a weekly report after you import the data. The macro is stored in a template that you use to create each weekly report. Which method of running the macro is best? Choose the best answer.

a. An Auto_Open macro
b. A button on the Quick Access toolbar
c. A command button
d. A graphic object on the worksheet

2. You have to use the VBA editor to assign a macro to a command button ActiveX control. True or false?
    a. True
    b. False

3. Which approach would you use to run a macro every time you open Excel? Choose the best answer.
    a. Store it in the normal template.
    b. Name it Auto_Open, store it in a workbook called AutoRun.
    c. Name it Auto_Open, and store it in your Personal Macro Workbook.
    d. Add it to the Quick Access toolbar.

Assessment answers: Running macros

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Assessment: Forms

1. Which of the following is the most accurate statement about creating forms? Choose then one best answer.
    a. You can create forms in Excel without using VBA.
    b. You create forms in the VBA editor, but don't need to use VBA code.
    c. You create forms in VBA editor and use VBA code to control how they work.

2. You changed the name of a form by clicking its title bar and typing. True or false?
    a. True
    b. False.

3. Which property of a TextBox control would you access in your VBA code to obtain the text a user typed into the text box? Choose the one correct answer.
     a. Value
     b. (Name)
     c. Text
     d. Caption

Assessment answers: Forms

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