Exam Questions

1. Which of the following will not convert a number formatted as text to a numeric format in Excel?
   a. Use Text to Columns
   b. Use the =Value function
   c. Multiply the cell with the text number by 1
   d. Use the =Number function

2. Under what circumstances would you not want to use the General column data format in Text to Columns?
   a. There are numbers with leading zeros
   b. There are numbers
   c. There is text
   d. There are dates

3. The process of joining several text strings into one is called:
   a. Delimiting
   b. Concatenation
   c. Trimming
   d. Texting

4. Which Excel function will return the characters CDE from the text string ABCDEFG in cell A1?
   a. =Right(A1,5)
   b. =Left(A1,5)
   c. =Mid(A1,3,3)
   d. =Len(A1)

5. Which of the following Excel functions will convert a text string to a number that represents the date in Excel date-time code?
   a. =Datevalue
   b. =Date
   c. =Time
   d. =Timevalue

6. When using Text to Columns in Excel, what are the steps to convert a text number with a trailing minus sign to a negative numeric value recognized by Excel?
   a. Click the Advanced button on the Text to Columns Wizard in step 3 and check the box for Trailing minus for negative numbers

b. Format the column as General and Excel will automatically take care of the rest

c. Format the column as Text and Excel will automatically take care of the rest

d. You don't need to do anything. Excel will automatically convert the text

7. If you have text data in cell A1 that appears as 560cr, which of the following will convert it to the numeric value -560 in Excel?

a. =if(right(a1,2)="cr",

b. =if(right(a1,2)="cr",left(a1,len(a1)-2)*-1,a1*1)

c. =value(a1)

d. =a1*-1

8. Which of the following will format the text data 123456 in cell A1 in the format 123-456

a. =concatenate(a1)

b. =left(a1,3)+right(a1,3)

c. =left(a1,3)&"-"&right(a1,3)

d. =Hyphen(A1,4)

9. Which of the following functions would be used to test if a zip code, formatted as text, was at least 5 characters long?

a. Len

b. Upper

c. Lower

d. Proper

10. Which of the following functions will remove non-printable characters from text?

a. Trim

b. Clean

c. Dollar

d. Fixed