

# ATOMIC LEARNING

## Practice Sets

### Excel 2010 - Intermediate

#### SECTION I – Functions

### INSTRUCTIONS

Open an existing Excel 2010 workbook, and follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

### TUTORIAL TASKS AND QUESTIONS

#### Key # 83098 - Using COUNT functions

**Task:** Count values in a worksheet using the COUNT function.

**Question:** To select the COUNTIF function for a formula, which steps would you follow?

- A) Click a cell to select it, type the equals sign, then start typing the word “count” and select COUNT from the function list.
- B) Click a cell to select it, then start typing the word “count” and select COUNTIF from the function list.
- C) Click a cell to select it, type the equals sign, then start typing the word “count” and select COUNTIF from the function list.
- D) Click a cell to select it, then type COUNTIF.

#### Key # 83099 - Using the IF function

**Task:** Use the IF function in a formula.

**Question:** What does the IF function do?

- A) The IF function returns one value if the set criteria are met, but returns a different value if the set criteria are not met.
- B) The IF function returns a value contained in a selected cell.
- C) The IF function returns the same value whether or not the criteria have been met.
- D) The IF function displays a list of functions starting with the letters I and F.

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### Key # 83100 - [Using the VLOOKUP function](#)

**Task:** Use the VLOOKUP function to return a result based on a specified value and the possible return values contained in a table arranged vertically.

**Question:** Which of the following statements about the VLOOKUP function is NOT true?

- A) The “V” in VLOOKUP probably stands for the word “vertical.”
- B) The VLOOKUP function requires several criteria to work properly.
- C) The VLOOKUP function can be used to return letter grades based on a student's current point totals.
- D) The VLOOKUP function requires a table of return values that is arranged horizontally.

### Key # 83101 - [Using the HLOOKUP function](#)

**Task:** Use the HLOOKUP function to return a result based on a specified value and the possible return values contained in a table arranged horizontally.

**Question:** Which of the following statements about the HLOOKUP function is true?

- A) The “H” in HLOOKUP probably stands for the word “half.”
- B) The HLOOKUP function requires a table of return values that is arranged horizontally.
- C) The HLOOKUP function is used to count values in a worksheet if they meet certain criteria.
- D) The HLOOKUP function does not need any criteria to work properly.

### Key # 83116 - [Using Concatenate pt. 1](#)

**Task:** Combine the contents of two different cells into a single cell.

**Question:** Which sign, character, or set of characters is used in a formula to combine or concatenate information contained in two different cells?

- A) =
- B) &”, ”
- C) &
- D) CONC

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### Key # 83117 - [Using Concatenate pt. 2](#)

**Task:** Remove the cell references and replace formulas with their result.

**Question:** To remove cell references in a range of cells and replace the contained formulas with their result, which of the following procedures could you follow?

- A) Select the range of cells, click the Copy command in the Clipboard group on the Home tab, then click the bottom half of the Paste command and choose Paste Values from the menu.
- B) Select the range of cells, press Ctrl + C on the keyboard, then click the bottom half of the Paste command and choose Paste Values from the menu.
- C) Either A or B.
- D) Select the range of cells, press Ctrl + V on the keyboard, then press Ctrl + C on the keyboard.

### Key # 83118 - [Using Text to Columns](#)

**Task:** Separate information contained in a single cell into multiple cells.

**Question:** Where is the Text to Columns command located?

- A) On the Data tab, in the Data Tools group.
- B) On the Home tab, in the Data Tools group.
- C) In the Convert Text to Columns Wizard.
- D) On the Data tab, in the Get External Data group.