Quantitative Skills and Reasoning
Spring 2019 – M. Goodroe
Quiz #3

Name: *Key*

The following questions relate to the video *"Excel 2013 Statistical Analysis #01: Using Excel Efficiently for Statistical Analysis"*.

1.) List the four "things" <u>Excel does</u> as discussed in the video.
(7:40)
- Stores raw data.
- Make calculations
- Data analysis
- Charting (presentation)

2.) What is the Default Alignment of data entered into Excel's cells? (13:00)

Data Type	Default Alignment
Text	Left
Numbers	Right
Logical/Boolean	Center (Caps)
Errors	Center

3.) The narrator discusses the five "Rules for Proper Data Set in Excel:" list two of the rules discussed. (18:10)

1. Field names in first row
2. Primary key in first column
3. Records in rows
4. & 5 No empty cells in headers

4.) To enter a formula in Excel it must be preceded by what symbol? (26:37)

"$=$"

5.) What color does the narrator <u>always</u> use to signify a formula has been entered in a cell? (27:35)

pale "ledger" green