

# Excellence with Excel

## – Certification Quiz Questions

### Module 1 – Setup and Navigation

- Which sequence of keystrokes would you use to go from the "Before" screenshot to the "After" screenshot shown below?


**BEFORE:**

	A	B	C	D	E	F	G
1							
2		<b>First Name</b>	<b>Last Name</b>	<b>Company Name</b>	<b>U.S. Telephone</b>	<b>Address, City, State, and ZIP</b>	<b>Amount</b>
3		Jim	van der Mheen	Stokes, Rutherford and Bauch	728-272-7491	939 clear edge, mesita, wv, 14424	\$100,003
4		Shenita	Davenport	Waelchi Inc	267-625-9210	873 iron third harbor, whelen springs, nm, 37783	183,593
5		Jimmie	Mcclure	Braun, Crooks and Ortiz	837-318-3929	856 forge overpass, annandale, nm, 08463	159,194
6		Marybelle	Serrano	Schamberger, Yost and Dach	885-388-7212	515 silver highlands, natalbany, wy, 00462	180,394
7		Vito	van Helpen	Mann, Sauer and Sauer	350-730-6802	221 jagged harbor, franklin borough, ny, 80069	125,979
8		Salvatore	van Egmond	Schmidt-Marks	530-818-9072	p.o. box 51573, berthold, sd, 16229	111,804
9		Haywood	Meza	Huels, Schuster and Daugherty	810-230-6924	p.o. box 42524, matteson village, mn, 55503	108,063
10		Margrett	Cowan	Armstrong Group	866-169-7776	249 old passage, james village, id, 64602	174,882
11		Jerold	Hooper	Muller, Lakin and Bogan	929-151-1240	843 old camp, new holland village, wy, 32125	130,140
12		Leandro	van der Woerd	Mueller and Sons	770-152-0879	956 lazy grove, ouray, mi, 38713	212,181
13		Haywood	Huber	Braun, Crooks and Ortiz	671-452-9873	p.o. box 30184, wolfe, ok, 08774	152,568
14		Particia	Veenhof	Schmidt-Marks	804-107-4292	897 amber bluff, huntley, in, 29911	152,088
15		Yvone	Esparza	Weber, Kuhlman and Hirthe	209-935-0674	937 indian kennedy lawn, south milwaukee, me, 85635	185,383
16		Jame	Oosthuijzen	Graham, Towne and Monahan	616-169-8512	670 lazy cider, glen raven, nc, 19967	139,493
17		Filiberto	Kues	Schmidt-Marks	472-985-3826	370 eighth mews, villano beach, nv, 52255	183,377
18		Devin	Otterspoor	Prohaska Inc	875-659-9072	325 iron bluff heights, walford, vt, 11877	198,796
19		Colin	Blankenship	Rutherford-Considine	775-451-5413	p.o. box 40526, watson, me, 34953	170,212
20		Adalberto	de Blanck	Tromp, Swift and Zulauf	470-616-9603	399 hickory boulevard, hanahan, mn, 25859	136,060
21		Bradly	Lowe	Senger, Bradtke and Dibbert	780-659-4560	p.o. box 92400, dongola village, ky, 61514	149,469
22		Lottie	van Uden	Toy-Crona	758-340-1683	7 elm lane, moro, ne, 93832	177,886
23							
24							
25							
26							

**AFTER:**

	A	B	C	D	E	F	G
1							
2		<b>First Name</b>	<b>Last Name</b>	<b>Company Name</b>	<b>U.S. Telephone</b>	<b>Address, City, State, and ZIP</b>	<b>Amount</b>
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21		Bradly	Lowe	Senger, Bradtke and Dibbert	780-659-4560	p.o. box 92400, dongola village, ky, 61514	149,469
22		Lottie	van Uden	Toy-Crona	758-340-1683	7 elm lane, moro, ne, 93832	177,886
23							
24							
25							
26							

- a. Shift + Ctrl + Right Arrow, Shift + Ctrl + Down Arrow, Shift + Right Arrow several times.
- b. Ctrl + Right Arrow, Shift + Ctrl + Down Arrow, Shift + Ctrl + Right Arrow several times.
- c. Shift + Ctrl + Right Arrow, Ctrl + Down Arrow, Shift + Right Arrow several times.
- d. Right Arrow, Shift + Ctrl + Down Arrow, Shift + Right Arrow several times.

**2. What is the PRIMARY difference between the “Format Cells” dialog box (Ctrl + 1 or  + 1) and the formatting options on the “Home” tab in the ribbon menu?**

- a. You can set up custom keyboard shortcuts for the formatting options within the Format Cells dialog box, but you can't do this with the options in the Home menu.
- b. The Home formatting options are faster to access, but the Format Cells dialog box gives you more options.

- c. You can navigate around the Home menu using the Tab and Arrow keys, but you cannot do this in the Format Cells dialog box.
- d. All of the above.

3. Starting in Navigation Mode in cell D3, which sequence of keys would you press to produce the Excel screenshot shown below?

	A	B	C	D	E
1					
2		<b>First Name</b>	<b>Last Name</b>	<b>Company Name</b>	<b>U.S. Telephone</b>
3		Jim	van der Mheen	Stokes, Rutherford and Bauch	728-272-7491

- a. F2 (or Ctrl + U), Ctrl + Left Arrow, Shift + Ctrl + Left Arrow.
  - b. Ctrl + Left Arrow, Ctrl + Left Arrow, Shift + Ctrl + Left Arrow.
  - c. F2 (or Ctrl + U), Shift + Ctrl + Left Arrow, Ctrl + Left Arrow.
  - d. F2 (or Ctrl + U), Ctrl + Home, Shift + Ctrl + Right Arrow.
4. Suppose that you want to insert 3 columns to the left of the “Company Name” column shown below and that you’re currently in Navigation Mode in cell D2. Which of the following choices is the most EFFICIENT way to do this?

	A	B	C	D	E
1					
2		<b>First Name</b>	<b>Last Name</b>	<b>Company Name</b>	<b>U.S. Telephone</b>
3		Jim	van der Mheen	Stokes, Rutherford and Bauch	728-272-7491
4		Shenita	Davenport	Waelchi Inc	267-625-9210
5		Jimmie	Mcclure	Braun, Crooks and Ortiz	837-318-3929
6		Marybelle	Serrano	Schamberger, Yost and Dach	885-388-7212
7		Vito	van Helpen	Mann, Sauer and Sauer	350-730-6802
8		Salvatore	van Egmond	Schmidt-Marks	530-818-9072
9		Haywood	Meza	Huels, Schuster and Daugherty	810-230-6924
10		Margrett	Cowan	Armstrong Group	866-169-7776
11		Jerold	Hooper	Muller, Lakin and Bogan	929-151-1240
12		Leandro	van der Woerd	Mueller and Sons	770-152-0879
13		Haywood	Huber	Braun, Crooks and Ortiz	671-452-9873
14		Particia	Veenhof	Schmidt-Marks	804-107-4292
15		Yvone	Esparza	Weber, Kuhlman and Hirthe	209-935-0674
16		Jame	Oosthuijzen	Graham, Towne and Monahan	616-169-8512
17		Filiberto	Kues	Schmidt-Marks	472-985-3826
18		Devin	Otterspoor	Prohaska Inc	875-659-9072
19		Colin	Blankenship	Rutherford-Considine	775-451-5413
20		Adalberto	de Blanck	Tromp, Swift and Zulauf	470-616-9603
21		Bradly	Lowe	Senger, Bradtke and Dibbert	780-659-4560
22		Lottie	van Uden	Toy-Crona	758-340-1683

- Ctrl + Shift + + (pressed 3 times).
- Shift + Spacebar, Ctrl + Shift + + (pressed 3 times).
- Ctrl + Spacebar, Ctrl + Shift + + (pressed 3 times).
- Right Mouse Button and then "Insert" (3 times).

5. You are completing the Weighted Average Cost of Capital (WACC) calculations for a company. You get the results shown below after copying down the formula for Equity Value for the comparable public companies. What caused this problem, and how could you fix it?

Formula bar: =INDEX(Pub\_Comps\_Range,MATCH(I\$11, Pub\_Comps\_Params,0),MATCH(\$C15, Pub\_Comps\_Tickers,0))

Comparable Companies - Unlevered Beta Calculation:										
Name	Levered Beta	Debt	% Debt	Preferred Stock	% Preferred	Equity Value	% Equity	Tax Rate	Unlevered Beta	
Costco Wholesale Corporation	0.90	\$ 6,529	5.5%	\$ -	-	\$ 112,121	94.5%	20.7%	0.86	
Walgreens Boots Alliance, Inc.	0.76	18,041	27.9%	-	-	\$ 46,611	72.1%	15.5%	0.57	
The Kroger Co.	0.68	13,469	41.5%	-	-	\$ 18,985	58.5%	22.9%	0.44	
Target Corporation	0.60	12,413	21.8%	-	-	\$ 44,606	78.2%	22.4%	0.49	
Best Buy Co., Inc.	0.99	1,393	7.5%	-	-	\$ 17,081	92.5%	19.7%	0.93	
<b>Median:</b>	<b>0.76</b>	<b>\$ 12,413</b>	<b>21.8%</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 44,606</b>	<b>78.2%</b>	<b>20.7%</b>	<b>0.57</b>	
<b>Walmart Inc.</b>	<b>0.37</b>									

- The INDEX/MATCH formula is incorrect because the anchoring is off; I11 should have a column anchor instead, and C15 should have a row anchor instead.
- There is nothing wrong, as the calculations appear to be correct.
- You used Ctrl + D to copy down the formula, which incorrectly copied the number formats as well; Paste Formulas (Alt, E, S, F on the PC or Ctrl + ⌘ + V, F on the Mac) would have been a better option.
- You used Paste Formulas (Alt, E, S, F on the PC or Ctrl + ⌘ + V, F on the Mac) to copy down the formula; the normal Copy and Paste commands would have been better.

6. Consider the Excel setup below, which will be used to calculate the percentage of revenue earned from each product. Which of the following formulas could you enter in cell C2 and then copy and paste down to get the correct results everywhere in column C?

	A	B	C
1		Revenue:	% Total:
2	Product 1:	\$ 1,250	
3	Product 2:	930	
4	Product 3:	745	
5	Product 4:	485	
6	Total:	\$ 3,410	

- =B2/B6

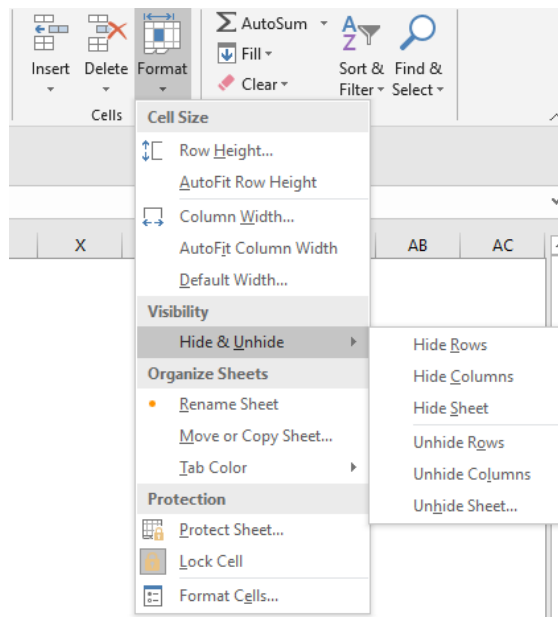
- b. =\$B\$2/B6
- c. =B2/\$B\$6
- d. =\$B\$2/\$B\$6
- e. =\$B2/B\$6
- f. =\$B2/\$B\$6
- g. =B\$2/\$B\$6
- h. Answer choices 3, 5, and 6.
- i. Answer choices 2, 4, and 7.
- j. Answer choices 1, 2, and 5.

7. Suppose that you want to name cell I22, which represents Walmart’s U.S. Stores Net Sales for FY 20. What is PROBLEMATIC about the setup for naming this cell, as shown below?

Segment Projections:	Units:	Historical:				
		FY16	FY17	FY18	FY19	FY20
<b>U.S. Stores</b>						
Net Sales:	\$ M	\$ 298,378	\$ 307,833	\$ 318,477	\$ 331,666	\$ 340,468
Net Sales Growth Rate:	%	N/A	3.2%			
Retail Square Feet at Period End:	M Sq. Ft.	690	699			
Sales per Square Foot:	\$/Sq. Ft.	435.59	443.24			
Growth Rate in Retail Square Feet:	%	N/A	1.3%			
Upside	%					
Base	%					
Downside	%					
Growth Rate in Sales per Square Foot:	%	N/A	1.8%			
Upside	%					

- a. The potential name for this cell is invalid since it uses dashes or hyphens.
- b. This is an inappropriate use of a named cell since cell I22 doesn't represent a key driver or assumption that will be used throughout the model.
- c. Naming this cell will make it more difficult to copy and paste formulas around since formulas will use the name reference rather than an I22 reference.
- d. All of the above.

**8. You're working in a new Excel file, and you've navigated to the Formatting options within the Home tab of the ribbon menu, as shown below. How can you tell that this file is NOT set up in an ideal way?**



- a. "Unhide Sheet" is enabled, indicating that there are hidden spreadsheets in the file, which is considered poor practice.
- b. "Unhide Rows" and "Unhide Columns" are both enabled, indicating that there are hidden rows and columns in the active spreadsheet, both of which are poor practice.

- c. The active spreadsheet appears to be protected, and the cell you're currently in is locked, both of which could create problems when making edits.
  
- d. All of the above.