

Session 4: Exercise

- 1 Open *Excel Quiz-1* from your sample files folder.
- 2 Select cells A5:E9 on the *Choices* worksheet.

	A	B	C	D	E
4					
5	1	64,000	128,000	512,000	1,048,576
6	2	1985	1992	1995	1997
7	3	Excel 7	Excel 12	Excel 9	Excel 11
8	4	Lotus 1-2-3	SuperCalc	VisiCalc	Multiplan
9	5	256	512	16,585	22,256

- 3 Create range names from the selected cells using the value in the left column to name each range.
- 4 Apply a list validation to cell C4 on the *Quiz* worksheet that will show a list of all valid answers to the first question.

	B	C	
3	Question	Answer	Correct?
4	How many rows does Excel have?		
5	When was the first Excel version released?	64,000	
6	What is another name for Excel 2007?	128,000	
7	What was the most popular worksheet before Excel?	512,000	
		1,048,576	

- 5 Copy and paste the validation from cell C4 to cells C5:C8.
- 6 Put an IF function into cell E4 that will show the text "CORRECT" if the answer in cell C4 equals the correct answer in cell D4, and a blank space if the answer is not correct.

	C	D	E
3	Answer	Correct Answer	Correct?
4	1048576	1,048,576	CORRECT

- 7 AutoFill cell E4 down to cells E5:E8.
- 8 Hide columns A and D.
- 9 Save your work as *Excel Quiz-2*.

	B	C	E
1	Excel Quiz		
2			
3	Question	Answer	Correct?
4	How many rows does Excel have?	1048576	CORRECT
5	When was the first Excel version released?	1985	CORRECT
6	What is another name for Excel 2007?	Excel 9	
7	What was the most popular worksheet before Excel?	Excel 7	
8	How many columns does Excel support	Excel 12	
9		Excel 9	
		Excel 11	

Excel Quiz-1

If you need help
slide the page to
the left

