BUSI 201 Business Data Analysis

Quiz #1: Excel Basics

Fall 2024

INSTRUCTIONS:

- Once you are finished, save/rename the workbook to `LoginID-quiz1.xlsx`, and submit your results via email to BPARK@monmouthcollege.edu.

- `BUSI201-F2024-Q01-Workbook.xlsx` is the companion workbook for this quiz.

- The workbook consists of 2 worksheets: `Quiz1-Sheet1` and `Quiz1-Sheet3`

- The quiz booklet contains 3 problems.

- Double-check your submission email for your attached file, file name, and receiver's email address, as you will not be permitted to submit or update your solutions past the in-class deadline.

Problem #1. Entering and Formatting Text

The worksheet `Quiz1-Sheet1` will be a completely empty worksheet. In this worksheet, replicate as closely as possible the results you see in the following figure. See the bullet points below for a guide for some items.

	A	B	C	D	E
1					
2		Cell B2		*Italic & Underline*	
3					
4		Red Text		Green Background	
5					
6		0025		Times New Roman	
7					
8			Right Align	Font Size 16	
9					
10					

- The widths of column B and D must be wide enough to fully contain all text without "overflow."

- The exact shade of green for cell D4 does not matter.

- Otherwise, replicate the result as closely as possible.

Problem #2. Creating New Worksheets

Create a new worksheet, and complete the following tasks:

34					
35					
36					
37					

< >   Quiz1-Sheet1   **Quiz1-Sheet2**   Quiz1-Sheet3   +
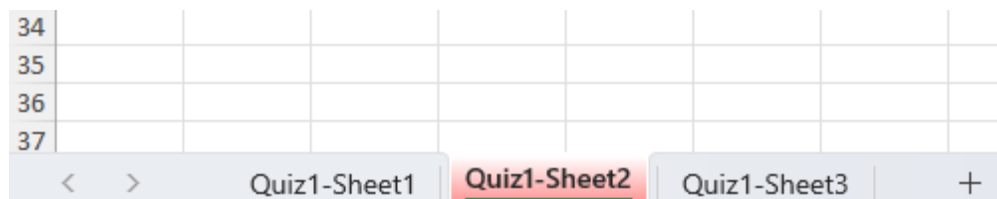
- Rename the newly created worksheet to `Quiz1-Sheet2`.

- Assign a background color to the worksheet tab as shown in the figure above.

- Type in your full name in cell `A1`. The format does not matter for this task.

- Type in today's date in cell `A2`. The format does not matter for this task.

Problem #3. Flash Fill

Navigate to worksheet `Quiz1-Sheet3` and complete the following tasks.

	A	B	C	D	E	F	G
1	**Full Name**	**Email Address**	**Phone**	**First Name**	**Last Name**	**Login ID**	**Extension**
2	Michael Johnson	mjohnson@email.com	309-457-8811				
3	Sarah Williams	swilliams@email.com	309-457-9083				
4	David Smith	dsmith@email.com	309-457-8154				
5	Emily Brown	ebrown@email.com	309-457-1970				
6	John Davis	jdavis@email.com	309-457-2383				
7	Jessica Garcia	jgarcia@email.com	309-457-4175				
8	Robert Martinez	rmartinez@email.com	309-457-6530				
9	Mary Hernandez	mhernandez@email.com	309-457-3845				
10	James Lopez	jlopez@email.com	309-457-2734				
11	Linda Wilson	lwilson@email.com	309-457-9030				
12	Richard Lee	rlee@email.com	309-457-1709				
13	Karen Walker	kwalker@email.com	309-457-3480				
14	Joseph Hall	jhall@email.com	309-457-1406				
15	Barbara Allen	ballen@email.com	309-457-9038				
16	Charles Young	cyoung@email.com	309-457-1932				
17	Patricia King	pking@email.com	309-457-3082				

- Use "Flash Fill" to fill out the employees' first names in column D

- Use "Flash Fill" to fill out the employees' last names in column E

- Use "Flash Fill" to fill out the employees' login ID in column F. The employees' login ID is the first part of their email addresses (comes before the @).

- Use "Flash Fill" to fill out the employees' first names in column G. The employees' extension is the last four digits of their phone numbers.

- Original Score: _____   - Recovered Score: _____

- Original Date: _____   - Recovered Date: _____