



Monmouth
COLLEGE

• Name: _____

• Date: _____

• Section: _____

BUSI 201 Business Data Analysis

Quiz #1: Excel Basics

Spring 2025

INSTRUCTIONS:

- Once you are finished, save/rename the workbook to [LoginID-quiz1.xlsx](#), and submit your results via email to BPARK@monmouthcollege.edu.
- [BUSI201-S2025-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 | | 1/31/2025 | | Right-aligned | |
| 3 | | | | Top-aligned | |
| 4 | | Red Text | | | |
| 5 | | | | | |
| 6 | | Blue Shaded Background | | All Borders | |
| 7 | | | | | |
| 8 | | <i>Bold and Italic</i> | | Font Size 20 | |
| 9 | | | | | |

- Set the width of columns B and D to 22.
- Set the height of rows 1 to 8 to 35.
- The exact shade of blue for cell B6 does not matter.
- The border thickness for cell D6 does not matter.

Problem #2. Creating New Worksheets

Create a new worksheet, and complete the following tasks:

- Rename the newly created worksheet to Quiz1-Sheet2.
- Set the Tab Color to any shade of Red.
- Type in your full name in cell A1. The format does not matter for this task.

Problem #3. Flash Fill

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

| Name | Phone Number | City | First Name | Last Name | City | State | Area Code |
|----------------|----------------|------------------|------------|-----------|--------------|-------|-----------|
| Michael Jones | (454)-201-1105 | Los Angeles, CA | Michael | Jones | Los Angeles | CA | 454 |
| Susan Taylor | (427)-965-7133 | Columbus, OH | Susan | Taylor | Columbus | OH | 427 |
| Sarah Williams | (919)-492-8072 | Philadelphia, PA | Sarah | Williams | Philadelphia | PA | 919 |
| William Wilson | (637)-586-8786 | Los Angeles, CA | William | Wilson | Los Angeles | CA | 637 |
| Mary Rodriguez | (317)-477-6508 | Indianapolis, IN | Mary | Rodriguez | Indianapolis | IN | 317 |
| William Taylor | (351)-342-9475 | Fort Worth, TX | William | Taylor | Fort Worth | TX | 351 |
| Linda Martinez | (931)-658-5695 | Fort Worth, TX | Linda | Martinez | Fort Worth | TX | 931 |
| James Taylor | (978)-283-5525 | Phoenix, AZ | James | Taylor | Phoenix | AZ | 978 |

- Use Flash Fill to extract first names from column B into column E.
- Use Flash Fill to extract last names from column B into column F.
- Use Flash Fill to extract city names from column D into column G.
- Use Flash Fill to extract state abbreviations from column D into column H.
- Use Flash Fill to extract area codes from column C into column I.

• Original Score: _____

• Recovered Score: _____

• Original Date: _____

• Recovered Date: _____