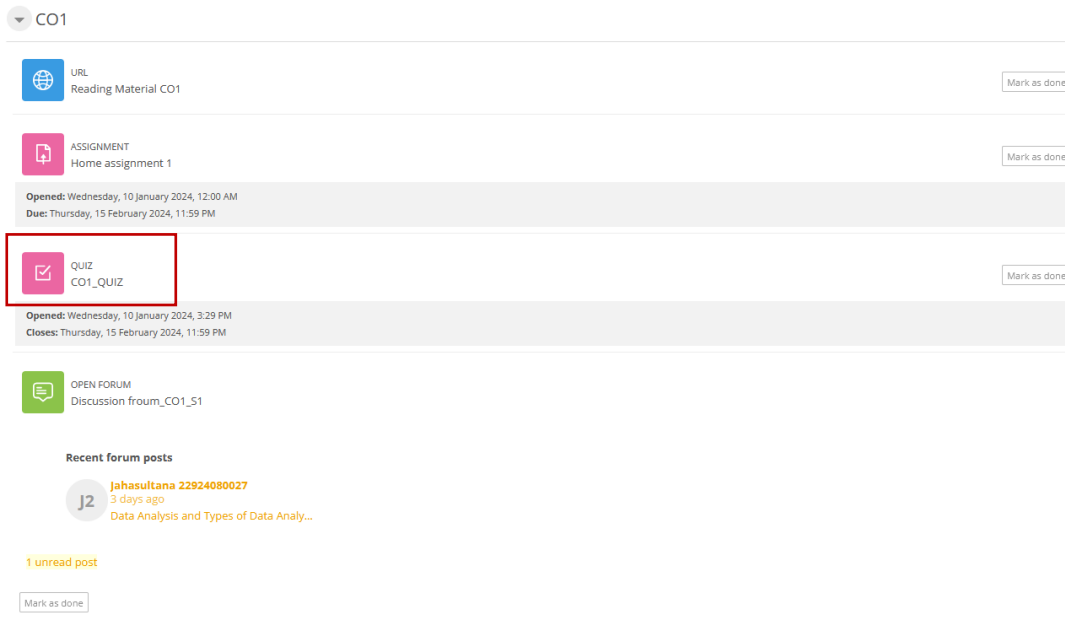


# GUIDELINES FOR ATTEMPTING A QUIZ

**Step 1:** Click on the “QUIZ” label as shown in the below screenshot.



CO1

- URL  
Reading Material CO1 Mark as done
- ASSIGNMENT  
Home assignment 1 Mark as done  
Opened: Wednesday, 10 January 2024, 12:00 AM  
Due: Thursday, 15 February 2024, 11:59 PM
- QUIZ**  
CO1\_QUIZ Mark as done  
Opened: Wednesday, 10 January 2024, 3:29 PM  
Closes: Thursday, 15 February 2024, 11:59 PM
- OPEN FORUM  
Discussion froum\_CO1\_S1

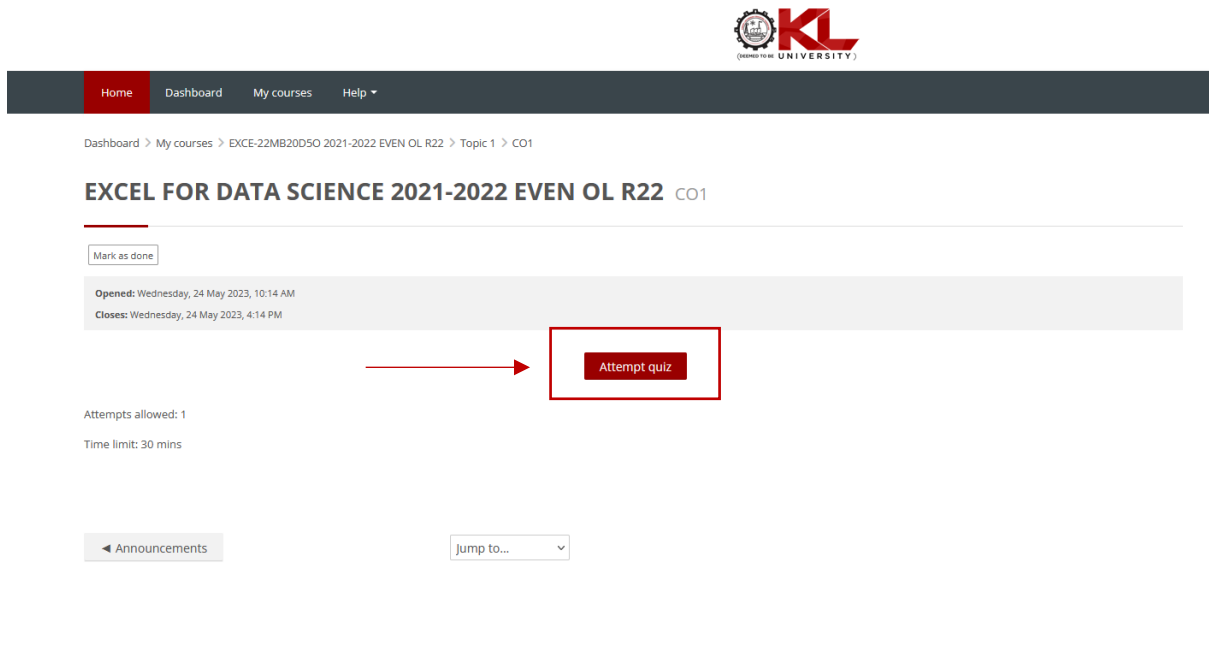
Recent forum posts


J2 **Jahasultana 22924080027**  
3 days ago  
Data Analysis and Types of Data Analy...

1 unread post

Mark as done

**Step 2:** Click on the “ATTEMPT QUIZ” label as shown below.





Home Dashboard My courses Help

Dashboard > My courses > EXCE-22MB20D5O 2021-2022 EVEN OL R22 > Topic 1 > CO1

## EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 CO1

Mark as done

Opened: Wednesday, 24 May 2023, 10:14 AM  
Closes: Wednesday, 24 May 2023, 4:14 PM

**Attempt quiz**

Attempts allowed: 1  
Time limit: 30 mins

Announcements

**Number of attempts** that are allowed and the **Time limit** for the quiz will be displayed as shown in the screenshot.



This screenshot shows the top portion of a course page. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'Help'. Below this, a breadcrumb trail reads 'Dashboard &gt; My courses &gt; EXCE-22MB20D50 2021-2022 EVEN OL R22 &gt; Topic 1 &gt; CO1'. The main heading is 'EXCEL FOR DATA SCIENCE 2021-2022 EVEN OL R22 CO1'. There is a 'Mark as done' button. A grey box contains the text: 'Opened: Wednesday, 24 May 2023, 10:14 AM' and 'Closes: Wednesday, 24 May 2023, 4:14 PM'. A red 'Attempt quiz' button is visible. A red box highlights the text 'Attempts allowed: 1' and 'Time limit: 30 mins', with a red arrow pointing to it from the left. At the bottom, there are 'Announcements' and 'Jump to...' buttons.

**Step 3:** Click on the **“START ATTEMPT”** button as shown below.

This screenshot shows the same course page as above, but with a 'Start attempt' dialog box open. The dialog box has a title bar with 'Start attempt' and a close button. It contains the text: 'Time limit' followed by 'Your attempt will have a time limit of 30 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?'. At the bottom of the dialog, there are two buttons: a green 'Start attempt' button and a red 'Cancel' button. A red arrow points from the 'Start attempt' button in the dialog to the 'Start attempt' button in the background interface. The background interface is dimmed, showing the same course details and navigation elements as the previous screenshot.

#### Step 4: Quiz questions will be displayed as shown in the screenshot.

Dashboard > Courses > KL-VY > CDOE > MASTER OF BUSINESS ADMINISTRATION > 2023-2024 JULY OL I EVEN (DATA SCIENCE) > EXCE-22D55205QJ 2023-2024 EVEN OL R22 > CO1 > CO1\_QUIZ

### Excel for Data Science CO1\_QUIZ

Back

Time left 0:24:21

**Question 1** Not yet answered Marked out of 1.00 Flag question

Excel is a \_\_\_ program developed by Microsoft.

- a. Spreadsheet
- b. Document
- c. Data management
- d. All of the above

Next page

**Quiz navigation**

1 2 3 4 5 6 7 8 9

10

Finish attempt ...

You can keep track of where you are in a quiz by looking at the Quiz Navigation window. A bold, green-colored dark line highlights the number you are on. Clicking on any number in the navigation window will bring you to that question.

Dashboard > Courses > KL-VY > CDOE > MASTER OF BUSINESS ADMINISTRATION > 2023-2024 JULY OL I EVEN (DATA SCIENCE) > EXCE-22D55205QJ 2023-2024 EVEN OL R22 > CO2 > CO2\_QUIZ

### Excel for Data Science CO2\_QUIZ

Back

Time left 0:24:28

**Question 7** Not yet answered Marked out of 1.00 Flag question

What is the keyboard shortcut to insert a SUM formula in MS Excel?

- a. CTRL +=
- b. ALT +=
- c. CTRL + ALT +=
- d. ALT + S

Previous page

Next page

**Quiz navigation**

1 2 3 4 5 6 7 8 9

10

Finish attempt ...

If the quiz covers multiple pages, you will need to click the Next button to see the next page. This will automatically save your answer.

Dashboard > Courses > KL-VY > CDOE > MASTER OF BUSINESS ADMINISTRATION > 2023-2024 JULY OL I EVEN (DATA SCIENCE) > EXCE-22D55205QJ 2023-2024 EVEN OL R22 > CO1 > CO1\_QUIZ

### Excel for Data Science CO1\_QUIZ

Back

Time left 0:24:21

**Question 1** Not yet answered Marked out of 1.00 Flag question

Excel is a \_\_\_ program developed by Microsoft.

- a. Spreadsheet
- b. Document
- c. Data management
- d. All of the above

Next page

**Quiz navigation**

1 2 3 4 5 6 7 8 9

10

Finish attempt ...


If you want to flag a question to look at later, click on the flag icon next to the questions. The flag will turn red and the corner of the question's box in the navigation window will also turn red.

Dashboard > Courses > KL-VY > CDOE > MASTER OF BUSINESS ADMINISTRATION > 2023-2024 JULY OL I EVEN (DATA SCIENCE) > EXCE-22D55205CJ 2023-2024 EVEN OL R22 > CO1 > CO1\_QUIZ

### Excel for Data Science CO1\_QUIZ

Back


Time left 0:24:21

**Question 1** Not yet answered Marked out of 1.00  **Flag question**

Excel is a \_\_\_ program developed by Microsoft.

- a. Spreadsheet
- b. Document
- c. Data management
- d. All of the above

Next page




The navigation window turns red.

Dashboard > Courses > KL-VY > CDOE > MASTER OF BUSINESS ADMINISTRATION > 2023-2024 JULY OL I EVEN (DATA SCIENCE) > EXCE-22D55205CJ 2023-2024 EVEN OL R22 > CO2 > CO2\_QUIZ

### Excel for Data Science CO2\_QUIZ

Back

Time left 0:29:10

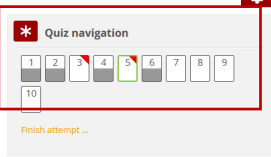
**Question 5** Not yet answered Marked out of 1.00  **Remove flag**

What is the keyboard shortcut to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel?

- a. CTRL + ALT + \*
- b. ALT + SHIFT + \*
- c. CTRL + SHIFT + \*
- d. CTRL + SHIFT + C

Previous page

Next page




Clicking on **Finish Attempt** will bring you to the final screen of the quiz.

Dashboard > Courses > KL-VY > CDOE > MASTER OF BUSINESS ADMINISTRATION > 2023-2024 JULY OL I EVEN (DATA SCIENCE) > EXCE-22D55205CJ 2023-2024 EVEN OL R22 > CO2 > CO2\_QUIZ

### Excel for Data Science CO2\_QUIZ

Back

Time left 0:29:10


**Question 5** Not yet answered Marked out of 1.00  **Remove flag**

What is the keyboard shortcut to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel?

- a. CTRL + ALT + \*
- b. ALT + SHIFT + \*
- c. CTRL + SHIFT + \*
- d. CTRL + SHIFT + C

Previous page

Next page



After the last question, you will be taken to a Summary of attempt window. This will show you the status of the questions in the test and any flags you may have set. You can go back to any of the questions simply by clicking on the question number.

The screenshot shows the 'Summary of attempt' window for a quiz titled 'CO2\_QUIZ'. At the top left, it says 'Excel for Data Science CO2\_QUIZ'. Below this is a 'Back' button. The main heading is 'CO2\_QUIZ' followed by 'Summary of attempt'. A table lists 10 questions with their status: questions 1-4 are 'Answer saved', question 5 is 'Not yet answered', and questions 6-10 are 'Not yet answered'. A 'Return to attempt' button is at the bottom left. A 'Time left 0:16:38' indicator is at the bottom right. A submission deadline note states: 'This attempt must be submitted by Saturday, 10 February 2024, 3:36 PM.' A 'Submit all and finish' button is at the bottom center. A 'Quiz navigation' panel on the right shows question numbers 1-10, with question 5 highlighted in red.

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Not yet answered

When you are ready to submit your quiz, but sure to click the **Submit all and finish** button on the last page.

This screenshot shows the same 'Summary of attempt' window as above, but with a confirmation dialog box overlaid. The dialog asks 'Submit all your answers and finish?' and includes the text 'Once you submit your answers, you won't be able to change them.' It has 'Cancel' and 'Submit all and finish' buttons. The 'Time left' indicator now shows '0:15:05'. The 'Submit all and finish' button is also visible at the bottom of the main window. The 'Quiz navigation' panel on the right remains the same.