

Excel Chapter 1 Quick Concepts Checks Answers

Section 1: Introduction to Spreadsheets

1. What are two major advantages of using an electronic spreadsheet instead of a paper-based ledger?

Using a calculator to perform calculations and entering results in a paper-based ledger can lead to greater inaccuracies than building formulas in a spreadsheet, especially when a value changes and new results are needed. In addition, it is easier to make data-entry changes in a spreadsheet over making changes in a paper ledger.

2. What visual indicators let you know which cell is the active cell?

The active cell is indicated by a solid green border. In addition, the Name Box displays the active cell name, such as B15. Finally, the row and column headings have a light gray background with a thick green line for the respective row and column that contains the active cell.

3. What steps should you perform before entering data into a worksheet?

(1) State the purpose of the worksheet. (2) Decide what input values and data are needed. (3) Decide what outputs are needed to achieve the purpose of the worksheet. (4) Decide how to arrange the inputs and outputs into columns and rows.

4. What are four major things you can enter into a cell? Give an example (different from those in the book) for each type.

Text:	Microsoft Excel
Value:	1234.56
Date:	January 1, 2016
Formula:	=B5+C5

Section 2: Mathematics and Formulas

1. What is the order of precedence? Provide and explain two examples that use four different operators: one with parentheses and one without.

The order of precedence is a set of rules that specify the sequence in which arithmetic calculations are performed.

$$=A1+A2*A3/(A4-A5)$$

In this example, the A4-A5 in parentheses is calculated first. Then A2*A3 calculates. That result is divided by the result of A4-A5. Finally, that value is added to the value in A1.

$$=A1+A2*A3/A4-A5$$

In this example without parentheses, the order of precedence is this: A2*A3 is calculated first. That result is then divided by A4. That result is added to A1, and A5 is finally subtracted from that sum.

2. What is the purpose of Auto Fill? Provide an example of data you can complete using Auto Fill.

Auto Fill helps you copy cell contents (formulas or labels) to other cells by dragging the fill handle in the bottom right corner of the cell containing the original formula or label. The copied formulas adjust based on the cell references in the original formula. Labels may be changed if they fall within a pattern. For example, if you use Auto Fill with a cell starting with January, the other cells will display the next series of months.

3. Why would it be useful to display formulas instead of formula results in a worksheet?

Displaying formulas is helpful to check formulas. You can see more formulas at one time instead of clicking each cell containing a formula and then looking at the Formula Bar. You can also print cell formulas if you find it is easier to proofread formulas on a printout.

Section 3: Workbook and Worksheet Management

1. What is the benefit of renaming a worksheet?

The default name is Sheet1. This name is not meaningful. You should rename the sheets to briefly describe the contents on those respective sheets.

2. What are two ways to insert a new row in a worksheet?

Click the row for which you want to insert a new row above, click the Insert arrow in the Cells group on the Home tab, and then select Insert Sheet Rows.

Right-click the row number for which you want to insert a row above, and then select Insert from the shortcut menu.

3. How can you delete cell B5 without deleting the entire row or column?

Click cell B5, click the Delete arrow in the Cells group, select Delete Cells, and select either Shift cells left or Shift cells up to delete the cell only.

4. When should you adjust column widths instead of using the default width?

The default column widths may be too wide or too narrow for the data in those columns. You should increase or decrease the width based on the data in those columns.

Section 4: Clipboard Tasks

Quick Concepts Check

1. When you move or copy a worksheet, what are some of the decisions you must make?

You must decide if you want to copy or move the worksheet. If you want to copy the worksheet, you must click the appropriate check box. You must select whether you want to copy/move the worksheet to the same workbook or to a different workbook. You must select where you want to place the worksheet within the other worksheets.

2. How can you select nonadjacent ranges, such as B5:B10 and F5:F10? Why would you select nonadjacent ranges?

Select the first range. Press and hold down Ctrl as you drag to select the second range. You often select nonadjacent ranges to apply the same format to those ranges at the same time

3. Why would you use the Paste Special options in Excel?

You might want the pasted data to be in a different format than the default paste. For example, you might want to paste formulas or values only

Section 5: Formatting

1. What is the importance of formatting a worksheet?

Formatting helps create a professional looking spreadsheet. It helps users see the importance of values and labels by enhancing the appearance. Formatting helps draw attention to important areas and helps the users analyze data better.

2. Describe five alignment and font formatting techniques used to format labels that are discussed in this section.

(1) Apply horizontal or vertical alignment. (2) Merge and center titles over columns. (3) Increase or decrease indent. (4) Wrap text in a cell. (5) Apply borders and fill color

3. What are the main differences between Accounting Number Format and Currency format? Which format has its own command on the Ribbon?

The \$ is at the left side for Accounting Number Format and immediately to the left of the value in Currency format. Negative values display in parentheses in Accounting Number Format and are preceded by a minus sign or a parenthesis or in red in Currency. The right side of the value is at the right cell margin for Currency format, and is offset a little from the right cell margin for

Accounting Number Format. The Accounting Number Format has its own command on the Ribbon.

Section 6: Page Setup and Printing

1. What helps you determine whether to use portrait or landscape orientation for a worksheet?

Use portrait if the worksheet contains more rows than columns. Use landscape if the worksheet contains more columns than rows.

2. Why would you select a Center on page option if you have already set the margins?

You might want to center worksheet data between the margins instead of letting the data appear at the top or left margins, especially if doing so would create an unbalanced look on the printed page.

3. List at least five elements you can insert in a header or footer.

Page number, number of pages, current date code, current time code, file path code, file name code, sheet name code, and a picture

4. Why would you want to print gridlines and row and column headings?

The gridlines help the reader's eye read across a worksheet. Having gridlines and row and column headings is helpful when you print a copy of the cell formulas so that you can analyze your formulas by seeing cell boundaries and seeing the column letters and row numbers for reference.

Exploring Excel 2013

Critical Key Terms Matching Answers

1. s
2. r
3. i
4. l
5. j
6. h
7. o
8. c
9. p
10. q
11. k
12. b
13. f
14. d
15. n
16. m
17. a
18. t
19. e
20. g

Multiple Choice Answer Key

Excel, Chapter 1

1. What is the first step in planning an effective worksheet?
B
2. What Excel interface item is not displayed until you start typing or editing data in a cell?
D
3. Given the formula $=B1*B2+B3/B4^2$ where B1 contains 3, B2 contains 4, B3 contains 32, and B4 contains 4, what is the result?
A
4. Why would you press Ctrl+' in Excel?
C
5. Which of the following is a nonadjacent range?
D
6. If you want to balance a title over several columns, what do you do?
B
7. Which of the following characteristics is not applicable to the Accounting Number Format?
A
8. You selected and copied formatted worksheet data containing formulas. However, you want the pasted copy to contain the current formula results rather than formulas. What do you do?
C
9. Assume that the data on a worksheet consume a whole printed page and a couple of columns on a second page. You can do all of the following except what to force the data to print all on one page?
B

10. What should you do if you see a column of pound signs (###) instead of values or results of formulas?

D