

Name: _____ Class: _____ Date: _____

Excel Module 2

1. A ____ is a prewritten formula that is built into Excel.

- a. function
- b. feature
- c. task
- d. calculation

ANSWER: a

POINTS: 1

REFERENCES: EX 57
Introduction

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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2. A(n) ____ circular reference occurs when a formula in a cell refers to another cell or cells that include a formula that refers back to the original cell.

- a. contiguous
- b. indexed
- c. direct
- d. indirect

ANSWER: d

POINTS: 1

REFERENCES: EX 65
Entering Formulas

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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3. All of the following are valid Excel arithmetic operators EXCEPT ____.

- a. ^
- b. *
- c. %
- d. >

ANSWER: d

POINTS: 1

REFERENCES: EX 66
Entering Formulas

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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4. Which of the following calculations multiplies 23 by 0.01?

- a. =23%
- b. =23
- c. =23+.01
- d. =24-.01

ANSWER: a

POINTS: 1

REFERENCES: EX 66
Entering Formulas

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QUESTION TYPE: Multiple Choice

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5. When more than one arithmetic operator is involved in a formula, Excel follows the same basic order of _____ that you use in algebra.

- a. placement
- b. operations
- c. positioning
- d. selections

ANSWER: b

POINTS: 1

REFERENCES: EX 66
Entering Formulas

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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6. When Excel follows the order of operations, the formula, $8 * 3 + 2$, equals _____.

- a. 40
- b. 26
- c. 48
- d. 13

ANSWER: b

POINTS: 1

REFERENCES: EX 66
Entering Formulas

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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7. Which of the following happens when you enter the formula =G15 into a cell?

- a. Excel recalculates all formulas in the worksheet
- b. Excel assigns the sum of the values in the previous 15 cells to the active cell
- c. Excel assigns the value in cell G15 to the active cell
- d. Nothing; =G15 is an invalid formula

ANSWER: c

POINTS: 1

REFERENCES: EX 67
Entering Formulas

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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8. The adjusted cell references in a copied and pasted formula are called ____ cell references.

- a. related b. relative
- c. pasted d. alternative

ANSWER: b

POINTS: 1

REFERENCES: EX 69
Entering Formulas

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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9. You can click the ____ button to undo an automatic correction.

- a. Auto Fill Options b. AutoCorrect Options
- c. Paste Options d. Trace Error

ANSWER: b

POINTS: 1

REFERENCES: EX 76
Option Buttons

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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10. Which of the following Option buttons gives options for filling cells following a fill operation?

- a. Auto Fill Options b. AutoCorrect Options
- c. Insert Options d. Paste Options

ANSWER: a

POINTS: 1

REFERENCES: EX 70
Option Buttons

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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11. The ____ button lists error-checking options following the assignment of an invalid formula to a cell.

- a. Find Error b. Explain Error
- c. Fix Error d. Trace Error

ANSWER: d

POINTS: 1

REFERENCES: EX 70
Option Buttons

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QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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12. The ____ Option button lists formatting options following an insertion of cells, rows, or columns.

- a. AutoCorrect b. Insert
- c. Auto Fill d. Paste

ANSWER: b

POINTS: 1

REFERENCES: EX 70
Option Buttons

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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13. The ____ function displays the highest value in a range.

- a. MIN b. SUM
- c. MAX d. AVERAGE

ANSWER: c

POINTS: 1

REFERENCES: EX 72
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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14. The ____ function determines the lowest number in a range.

- a. LOW b. BASE
- c. LEAST d. MIN

ANSWER: d

POINTS: 1

REFERENCES: EX 74
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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15. The ____ function sums the numbers in the specified range and then divides the sum by the number of cells with numeric values in the range.

- a. DIVSUM b. RANGEAVG

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- c. AVERAGE d. MAX

ANSWER: c

POINTS: 1

REFERENCES: EX 76
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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16. The ____ AutoComplete list contains those functions that alphabetically match the letters you type following the equal sign.

- a. Function b. Formula
c. Equal d. Calculate

ANSWER: b

POINTS: 1

REFERENCES: EX 76
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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17. Excel automatically appends the ____ to complete the AVERAGE function when you click the Enter box or press the ENTER key.

- a. left parenthesis b. right bracket
c. right parenthesis d. left bracket

ANSWER: c

POINTS: 1

REFERENCES: EX 77
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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18. You can use the ____ to check which cells are referenced in the formula assigned to the active cell.

- a. Formula Finder b. Range Finder
c. Calculation Finder d. Function Finder

ANSWER: b

POINTS: 1

REFERENCES: EX 78
Verifying Formulas Using Range Finder

QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False

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19. A company or department may standardize with a specific _____ so that all of their documents have a similar appearance.

- a. scheme b. gallery
- c. theme d. style

ANSWER: c

POINTS: 1

REFERENCES: EX 80
Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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20. The _____ button assigns a fixed dollar sign to the numbers in a selected range, with the dollar sign to the far left with spaces between it and the first digit in the cell.

- a. Comma style format b. Accounting number format
- c. Percent style format d. Currency style format

ANSWER: b

POINTS: 1

REFERENCES: EX 85
Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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21. If you do not assign a format to a cell or cells in a column, the column width will remain _____ characters.

- a. 8.43 b. 7.52
- c. 11.65 d. 9.43

ANSWER: a

POINTS: 1

REFERENCES: EX 91
Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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22. When you decrease the row height to _____, the row is hidden.

- a. 0 b. 1

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c. 2 d. 3

ANSWER: a

POINTS: 1

REFERENCES: EX 95
 Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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23. A ____ is text and graphics that print at the top of each page.

a. header b. topper

c. margin d. crown

ANSWER: a

POINTS: 1

REFERENCES: EX 97-EX 98
 Printing the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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24. A ____ is text and graphics that print at the bottom of every page.

a. footer b. toe

c. margin d. stopper

ANSWER: a

POINTS: 1

REFERENCES: EX 97-EX 98
 Printing the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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25. The default view in Excel is called ____ view.

a. Normal b. Standard

c. Basic d. Values

ANSWER: a

POINTS: 1

REFERENCES: EX 98
 Printing the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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26. _____ view allows you to create or modify a worksheet while viewing how it will look in printed format.

- a. Normal
- b. Page Layout
- c. Page Break Preview
- d. Full Screen

ANSWER: b

POINTS: 1

REFERENCES: EX 98
Printing the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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27. To print a range of cells in the active worksheet, click _____ in the Settings area in the Print gallery.

- a. Print Active Sheets
- b. Print Selection
- c. Print Entire Workbook
- d. none of the above

ANSWER: b

POINTS: 1

REFERENCES: EX 102
Printing the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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Modified Multiple Choice

28. When designing a worksheet, which steps should be taken to ensure that functional considerations supersede visual aesthetics?

- a. Identification of how to format various elements of the worksheet
- b. Avoiding the temptation to use flashy or confusing visual elements within the worksheet

ANSWER: a

POINTS: 1

REFERENCES: EX 60
Project-Worksheet with Formulas and Functions

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

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29. Which of the following are valid formulas?

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- a. =3 ^ 4 b. =H3/H11
c. =11+9 d. =22-F15

ANSWER: a, b, c, d

POINTS: 1

REFERENCES: EX 66
Entering Formulas

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

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30. Which of the following is a method of entering functions?

- a. keyboard, touch gesture, or pointer b. the Sum menu
c. the Insert Function box in the formula bar d. the Name box area in the formula bar

ANSWER: a, b, c, d

POINTS: 1

REFERENCES: EX 72
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

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31. Using the Excel spell checker, you can ____.

- a. check the spelling of words in a selected range b. add words to the dictionary

ANSWER: a, b

POINTS: 1

REFERENCES: EX 97
Checking Spelling

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

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32. The equal sign (=) precedes a formula.

- a. True
b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 65

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Entering the Formulas

QUESTION TYPE: True / False

HAS VARIABLES: False

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33. The most common error when entering a formula is to reference the wrong cell in the formula.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 65

Entering the Formulas

QUESTION TYPE: True / False

HAS VARIABLES: False

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34. An asterisk (*) following a cell reference in a formula is the arithmetic operator that directs Excel to perform the division operation.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 65

Entering the Formulas

QUESTION TYPE: True / False

HAS VARIABLES: False

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35. The arithmetic operator, ^, directs Excel to perform the division operation.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 66

Entering the Formulas

QUESTION TYPE: True / False

HAS VARIABLES: False

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36. As in algebra, you can use brackets to override the order of operations Excel follows to perform formula calculations.

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a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 66
Entering the Formulas

QUESTION TYPE: True / False

HAS VARIABLES: False

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37. Moving from left to right, the first calculation in the order of operations is negation (-).

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 66
Entering the Formulas

QUESTION TYPE: True / False

HAS VARIABLES: False

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38. Point mode allows you to select cells for use in a formula by using your finger or the pointer.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 67
Entering the Formulas

QUESTION TYPE: True / False

HAS VARIABLES: False

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39. Using Point mode to enter formulas often is faster and more accurate than using the keyboard to type the entire formula.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 67
Entering the Formulas

Excel Module 2

QUESTION TYPE: True / False
HAS VARIABLES: False
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40. The Insert Options button lists formatting options.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 70
Option Buttons

QUESTION TYPE: True / False
HAS VARIABLES: False
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41. Excel has more than 400 functions that perform just about every type of calculation you can imagine.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 72
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: True / False
HAS VARIABLES: False
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42. Clicking the Create Function box opens the Function Arguments dialog box.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 73
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: True / False
HAS VARIABLES: False
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43. The Sum button menu allows you to enter one of five often-used functions easily into a cell.

- a. True

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b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 74
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: True / False

HAS VARIABLES: False

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44. Excel attempts to guess which cells you want to include in the function by looking for ranges that are adjacent to the selected cell and that contain numeric data.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 74
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: True / False

HAS VARIABLES: False

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45. The range automatically selected by Excel is always correct.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 74
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: True / False

HAS VARIABLES: False

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46. You can use the arrow keys to complete an entry in Point mode.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 77
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: True / False

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HAS VARIABLES: False

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47. The AVERAGE function requires that the argument be included within parentheses following the function name.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 77

Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: True / False

HAS VARIABLES: False

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48. When you click the Decrease Font Size button, Excel assigns the next highest font size in the Font Size gallery.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 81

Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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49. You can click the Format Cells Dialog Box Launcher to open the Format Cells dialog box.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 84

Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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50. You cannot format an entire column at once.

a. True

b. False

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ANSWER: False
POINTS: 1
REFERENCES: EX 84
Formatting the Worksheet
QUESTION TYPE: True / False
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51. To select a number format, you can choose a category in the Number tab in the Format Cells dialog box and then select the number of decimal places, whether or not a dollar sign should be displayed, and how negative numbers should appear.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 86
Formatting the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
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52. With the accounting number style, a floating dollar sign appears immediately to the left of the first digit in a dollar value with no spaces.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 86
Formatting the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
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53. The Percent Style button instructs Excel to display a value as a percentage, determined by multiplying the cell entry by 100, rounding the result to the nearest percent, and adding a percent sign.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 87
Formatting the Worksheet

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QUESTION TYPE: True / False
HAS VARIABLES: False
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54. Best fit means that the width of the column will be increased or decreased by a percentage you specify.
- a. True
 - b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 91
Formatting the Worksheet

QUESTION TYPE: True / False
HAS VARIABLES: False
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55. When Excel recognizes that you entered a date in mm/dd/yy format, it automatically formats the date as _____.

ANSWER: mm/dd/yyyy
POINTS: 1
REFERENCES: EX 62
Entering the Titles and Numbers into the Worksheet

QUESTION TYPE: Completion
HAS VARIABLES: False
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56. One of the reasons Excel is such a valuable tool is that you can assign a(n) _____ to a cell, and Excel will calculate the result.

ANSWER: formula
POINTS: 1
REFERENCES: EX 65
Entering Formulas

QUESTION TYPE: Completion
HAS VARIABLES: False
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57. A formula in a cell that contains a reference back to itself is called a(n) _____.

ANSWER: circular reference
POINTS: 1
REFERENCES: EX 65
Entering Formulas

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QUESTION TYPE: Completion

HAS VARIABLES: False

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58. The / arithmetic operator indicates _____.

ANSWER: division

POINTS: 1

REFERENCES: EX 66
Entering Formulas

QUESTION TYPE: Completion

HAS VARIABLES: False

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59. In the order of operations, the last operation Excel performs is _____.

ANSWER: subtraction
addition

POINTS: 1

REFERENCES: EX 66
Entering Formulas

QUESTION TYPE: Completion

HAS VARIABLES: False

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60. The _____ is a small black square in the lower-right corner of the active cell or active range.

ANSWER: fill handle

POINTS: 1

REFERENCES: EX 69
Entering Formulas

QUESTION TYPE: Completion

HAS VARIABLES: False

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61. You can press the _____ key to quit Range Finder.

ANSWER: ESC

POINTS: 1

REFERENCES: EX 78
Verifying Formulas Using Range Finder

QUESTION TYPE: Completion

HAS VARIABLES: False

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62. Of warmer and cooler colors, the kind of colors that tend to reach toward the reader are _____ colors.

ANSWER: warmer

POINTS: 1

REFERENCES: EX 81
Formatting the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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63. A(n) _____ is a dot on the screen that contains a color.

ANSWER: pixel

POINTS: 1

REFERENCES: EX 91
Formatting the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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64. _____ means that the width of a column will be increased or decreased so the widest entry will fit in the column.

ANSWER: Best fit

POINTS: 1

REFERENCES: EX 91
Formatting the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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65. _____ is a technique that can be used to conceal data that might not be relevant to a particular report or sensitive data that others should not see.

ANSWER: Hiding cells
Hiding

POINTS: 1

REFERENCES: EX 92
Formatting the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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66. You can click the Page Layout button on the status bar to switch to _____ view.

ANSWER: Page Layout

POINTS: 1

REFERENCES: EX 98
Printing the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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67. _____ are those portions of a printed page outside the main body of the printed document and always are blank when printed.

ANSWER: Margins

POINTS: 1

REFERENCES: EX 98
Printing the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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68. _____ view shows the worksheet divided into pages.

ANSWER: Page Layout

POINTS: 1

REFERENCES: EX 98
Printing the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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69. Cooler colors tend to pull away from the reader. _____

ANSWER: True

POINTS: 1

REFERENCES: EX 81
Formatting the Worksheet

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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70. While holding down the ALT key, you can select nonadjacent ranges and cells. _____

Excel Module 2

ANSWER: False - CTRL
POINTS: 1
REFERENCES: EX 85
Formatting the Worksheet
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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71. The Accounting number format assigns a floating dollar sign. _____

ANSWER: False - fixed
POINTS: 1
REFERENCES: EX 85
Formatting the Worksheet
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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Critical Thinking Questions

Case 2-1

Leo, owner of Leo's Bread Company, recently installed Excel 2013 and created a new workbook to track sales of different types of bread. He wants to determine which types of bread are the most popular among his customers. He is particularly interested in sales of rye bread, onion rolls, and bagels. Leo has formatted the sales numbers with the Accounting number format.

72. After Leo enters the sales numbers into the cells, he decides he does not want the fixed dollar sign to appear on the far left of the cell, separated by spaces from the actual value. He would prefer that the dollar sign appear immediately to the left of the first digit of the value. To specify a floating dollar sign, which of the following formats should Leo apply?

- | | |
|------------------|-------------------|
| a. Comma style | c. Currency style |
| b. Percent style | d. General number |

ANSWER: C
POINTS: 1
REFERENCES: EX 86
Formatting the Worksheet
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 2-1
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:08 PM
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73. Leo wants the sales numbers for rye bread, onion rolls, and bagels to look different each time the sales for each exceeds \$500. What Excel feature can Leo use to accomplish this?

Excel Module 2

- a. Spell checker
- b. Conditional formatting
- c. Point mode
- d. Formulas version

ANSWER: B

POINTS: 1

REFERENCES: EX 87
Formatting the Worksheet

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 2-1

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:08 PM

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Critical Thinking Questions

Case 2-2

Anna is a competitive runner. She wants to improve her performance and decides to keep track of data for six months to determine if the time of day or year she runs affects her performance. Her worksheet contains the following data: start and end time, total time, and distance.

74. After three months, Anna wants to know the average distance she runs. What should she do to calculate the average distance?

- | | |
|---|--|
| <p>a. Enter the text =av in a cell at the end of the distance data; then select the AVERAGE function from the Formula AutoComplete list and then enter the function's argument.</p> <p>b. Enter the text =ms in a cell at the end of the distance data; then select the MAX function from the Formula AutoComplete list and then enter the function's argument.</p> | <p>c. Enter the text =function in a cell at the end of the distance data; then select the AVERAGE function from the AutoFunction list and then enter the function's argument.</p> <p>d. Enter the text =su at the end of the data in the Distance column; then select the SUM function from the Select Function list and then enter the function's argument.</p> |
|---|--|

ANSWER: A

POINTS: 1

REFERENCES: EX 76
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 2-2

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:08 PM

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75. Now Anna wants to know the longest total time she has run. By looking at the total time values, she finds the longest total time to be 54 minutes. Instead of manually entering that value in a cell below the total time data, Anna decides to use the MAX function to determine the longest total time. Why did Anna prefer to use the MAX function?

Excel Module 2

- | | | | |
|----|--|----|---|
| a. | She believes that 54 minutes is her best running time. | c. | She believes that 54 minutes is not her best running time. |
| b. | The MAX function recalculates the highest value each time a new value is entered into the worksheet. | d. | The MAX function provides a constant value that will not change for this cell when a new value is entered into the worksheet. |

ANSWER: B

POINTS: 1

REFERENCES: EX 73
Using the AVERAGE, MAX, and MIN Functions

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 2-2

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:08 PM

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Excel Module 3

1. Cell references in a formula are called ____.

- a. assumptions b. comments
- c. numbers d. content

ANSWER: a

POINTS: 1

REFERENCES: EX 113
Introduction

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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2. When you set up a worksheet, you should use cell references in formulas whenever possible, rather than ____ values.

- a. logical b. constant
- c. consistent d. calculated

ANSWER: b

POINTS: 1

REFERENCES: EX 113
Introduction

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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3. The ____ Auto Fill Option that fills the destination area using the format of the source area; no content is filled.

- a. Copy Cells b. Fill Formatting Only
- c. Fill Without Formatting d. none of the above

ANSWER: b

POINTS: 1

REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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4. Which of the following Auto Fill Options menu options is the same as the Fill Series option?

- a. Fill Months b. Fill Without Formatting
- c. Fill Formatting Only d. Copy Cells

ANSWER: a

POINTS: 1

REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series

Excel Module 3

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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5. Which of the following cell contents is extended to Qtr3, Qtr4, and Qtr1 by dragging the fill handle?

- a. Quarter 1 b. Qtr1
- c. Qtr2 d. Quarter4

ANSWER: c

POINTS: 1

REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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6. Which of the following is an extension of the fill pattern Sunday, Tuesday?

- a. Wednesday, Thursday, Saturday b. Thursday, Saturday, Monday
- c. Saturday, Sunday, Monday d. Monday, Wednesday, Friday

ANSWER: b

POINTS: 1

REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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7. The Increase Indent button indents the contents of a cell to the right by ____ spaces each time you click it.

- a. two b. three
- c. four d. five

ANSWER: a

POINTS: 1

REFERENCES: EX 122
Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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8. The Copy button copies the contents and format of the source area to the Office ____, a temporary storage area in the computer's memory.

- a. Ribbon b. Clipboard

Excel Module 3

- c. Folder d. File

ANSWER: b

POINTS: 1

REFERENCES: EX 123

Copying a Range of Cells to a Nonadjacent Destination Area

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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9. In the context of copying a range of cells to a nonadjacent location, an alternative to clicking the Paste button is to press the ____ key.

- a. ENTER b. ALT
c. CTRL d. SHIFT

ANSWER: a

POINTS: 1

REFERENCES: EX 124

Copying a Range of Cells to a Nonadjacent Destination Area

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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10. Using the mouse to move or copy cells is called ____.

- a. drop and drag b. drag and drop
c. drag and copy d. drag and paste

ANSWER: b

POINTS: 1

REFERENCES: EX 124

Copying a Range of Cells to a Nonadjacent Destination Area

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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11. If formulas located in other cells reference cells in a deleted row or column, Excel does not adjust these cell references but instead displays the ____ error message.

- a. #NULL! b. #DIV/0!
c. #N/A d. #REF!

ANSWER: d

POINTS: 1

REFERENCES: EX 128

Inserting and Deleting Cells in a Worksheet

QUESTION TYPE: Multiple Choice

Excel Module 3

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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12. Which of the following is not a valid format symbol?

- a. semi-colon (;)
- b. percent sign (%)
- c. dollar sign (\$)
- d. comma (,)

ANSWER: a

POINTS: 1

REFERENCES: EX 128
Inserting and Deleting Cells in a Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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13. When assigned to a cell, the ____ function returns a number that corresponds to the system date and time beginning with December 31, 1899.

- a. SYSDATE
- b. NOW
- c. DATETIME
- d. CURRENT

ANSWER: b

POINTS: 1

REFERENCES: EX 130
Inserting and Deleting Cells in a Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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14. Which of the following formulas contains an absolute cell reference?

- a. =\$B4
- b. =BS4
- c. =\$B\$4
- d. =B4

ANSWER: c

POINTS: 1

REFERENCES: Absolute Versus Relative Addressing
EX 132

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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15. The ____ function is useful when you want to assign a value to a cell based on a logical test.

- a. IF
- b. NOW
- c. AND
- d. OR

Excel Module 3

ANSWER: a
POINTS: 1
REFERENCES: EX 136
Making Decisions-The IF Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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16. Which comparison operator means “not equal to”?

- a. <= b. >
c. < d. <>

ANSWER: d
POINTS: 1
REFERENCES: EX 137
Making Decisions-The IF Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

17. A(n) ____ IF function is one in which the action to be taken for the true or false case includes yet another IF function.

- a. included b. other
c. nested d. duplicate

ANSWER: c
POINTS: 1
REFERENCES: EX 141
Making Decisions-The IF Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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18. A(n) ____ chart provides a simple way to show trends and variations in a range of data within a single cell.

- a. section b. sparkline
c. special d. sparkle

ANSWER: b
POINTS: 1
REFERENCES: EX 142
Adding and Formatting Sparkline Charts
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM

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DATE MODIFIED: 2/24/2016 5:09 PM

19. You can press the ____ keys to open the Format Cells dialog box.

- a. CTRL+1 b. CTRL+2
- c. CTRL+3 d. CTRL+4

ANSWER: a

POINTS: 1

REFERENCES: EX 148
Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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20. The path to the Format Painter button is ____.

- a. (HOME tab | Number group) b. (HOME tab | Clipboard group)
- c. (HOME tab | Painting group) d. (HOME tab | Font group)

ANSWER: b

POINTS: 1

REFERENCES: EX 150
Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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21. You should use a ____ chart to compare values side by side, broken down by category.

- a. Column b. Bar
- c. Line d. Clustered Column

ANSWER: d

POINTS: 1

REFERENCES: EX 151
Adding a Clustered Column Chart to the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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22. Charts can either be embedded in a worksheet or placed in a separate ____.

- a. worksheet b. dialog box
- c. chart sheet d. range

ANSWER: c

POINTS: 1

Excel Module 3

REFERENCES: EX 151
Adding a Clustered Column Chart to the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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23. Which of the following is the path to the Zoom button?

- a. (VIEW tab | Zoom group) b. (HOME tab | Zoom group)
- c. (INSERT tab | Zoom group) d. (ZOOM tab | View group)

ANSWER: a

POINTS: 1

REFERENCES: EX 163
Changing the View of the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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24. When working with a large worksheet, you can split the window into ____ panes.

- a. three or four b. four or five
- c. two or six d. two or four

ANSWER: d

POINTS: 1

REFERENCES: EX 164
Changing the View of the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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25. ____ seeking assumes you can change the value of only one cell referenced directly or indirectly to reach a specific goal for another cell.

- a. Goal b. Formula
- c. Option d. Function

ANSWER: a

POINTS: 1

REFERENCES: EX 170
What-If Analysis

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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Excel Module 3

Modified Multiple Choice

26. Text in a cell can be rotated counterclockwise by entering a number in the Alignment sheet in the Format Cells dialog box. Which of the following are valid values for that number?

- a. 15 b. 90
- c. 145 d. 180

ANSWER: a, b

POINTS: 1

REFERENCES: EX 118
Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

DATE CREATED: 2/24/2016 5:09 PM

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27. If the contents of a cell copied using the fill handle is Sunday and Tuesday, what are the next three values of the extended series?

- a. Wednesday b. Thursday
- c. Saturday d. Monday

ANSWER: b, c, d

POINTS: 1

REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

DATE CREATED: 2/24/2016 5:09 PM

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28. Following the insertion of a row, the Insert Options button lets you select from which of the following options?

- a. Format Same As Above b. Undo Formatting
- c. Format Same As Below d. Clear Formatting

ANSWER: a, c, d

POINTS: 1

REFERENCES: EX 126
Inserting and Deleting Cells in a Worksheet

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

DATE CREATED: 2/24/2016 5:09 PM

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29. Which of the following are formatting symbols?

Excel Module 3

- a. Dollar sign (\$) b. Comma (,)
c. Pound sign (#) d. Percent sign (%)

ANSWER: a, b, d
POINTS: 1
REFERENCES: EX 128
Inserting and Deleting Cells in a Worksheet
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
PREFACE NAME: mmc
DATE CREATED: 2/24/2016 5:09 PM
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30. The arguments in an IF function are _____.
a. logical_test b. value_if_true
c. value_if_true_false d. value_if_false

ANSWER: a, b, d
POINTS: 1
REFERENCES: EX 137
Making Decisions-The IF Function
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
PREFACE NAME: mmc
DATE CREATED: 2/24/2016 5:09 PM
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31. Excel allows you to rotate text in a cell counterclockwise by entering a number between -1 degrees and -90 degrees.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 118
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

32. The Increase Indent button indents the contents of a cell to the right by three spaces each time you click it.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 122

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Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: True / False
HAS VARIABLES: False
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33. The Linked Pictures option in the Paste Options gallery copies an image of the source area as a picture so that a change to the cells in the source area updates the picture in the destination area.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 125
Copying a Range of Cells to a Nonadjacent Destination Area

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

34. A date stamp shows the date a workbook, report, or other document was created or the time period it represents.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 130
Inserting and Deleting Cells in a Worksheet

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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35. A relative cell reference instructs Excel to adjust the cell reference as it copies it to the destination area.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 132
Absolute Versus Relative Addressing

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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36. A cell reference with only one dollar sign before either the column or the row is called an absolute reference.

Excel Module 3

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 132
Absolute Versus Relative Addressing

QUESTION TYPE: True / False

HAS VARIABLES: False

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37. The <= comparison operator means *less than or equal to*.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 137
Making Decisions-The IF Function

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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38. The path to the Logical button is (FORMULAS tab | Function Library group).

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 138
Making Decisions-The IF Function

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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39. A nested IF function is one in which the action to be taken for the true or false case includes yet another IF function.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 141
Making Decisions-The IF Function

QUESTION TYPE: True / False

Excel Module 3

HAS VARIABLES: False

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40. You can nest IF functions as deep as you want, but after you get beyond a nest of three IF functions, the logic becomes difficult to follow.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 142
Making Decisions-The IF Function

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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41. Excel includes four types of sparkline charts: line, column, win/loss, and stock.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 142
Adding and Formatting Sparkline Charts

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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42. You can select nonadjacent ranges using the SHIFT key.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 146
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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43. The underline format underlines the entire cell, not just the characters in the cell.

a. True

b. False

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ANSWER: False
POINTS: 1
REFERENCES: EX 151
Formatting the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
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44. The range of entries that identifies the major groups for a clustered column chart are called the category names.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 152
Formatting the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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45. When you magnify a worksheet, Excel enlarges the view of the characters on the screen and displays more rows and columns.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 162
Changing the View of the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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46. You can click the Logical button (FORMULAS tab | Function Library group) and click IFERROR to insert the IF function.

ANSWER: False - IF
POINTS: 1
REFERENCES: EX 138
Making Decisions-The IF Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 4/17/2016 11:39 AM

Excel Module 3

47. You can press the CTRL+ACCENT MARK(`) keys to display the formulas in a worksheet.

ANSWER: True
POINTS: 1
REFERENCES: EX 139
Making Decisions-The IF Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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48. Panes created using the vertical split bar scroll together horizontally.

ANSWER: False - vertically
POINTS: 1
REFERENCES: EX 165
Changing the View of the Worksheet
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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49. Exploding worksheet columns and rows is a useful technique for viewing large worksheets that extend beyond the window.

ANSWER: False - Freezing
POINTS: 1
REFERENCES: EX 165
Changing the View of the Worksheet
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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50. _____ are values in cells that can be changed to determine new values for formulas.

ANSWER: Assumptions
POINTS: 1
REFERENCES: EX 113
Introduction
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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51. The _____ option on the Auto Fill Options menu fills the destination area with contents using the format of the source area and does not create a series.

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ANSWER: Copy Cells
POINTS: 1
REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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52. The _____ option on the Auto Fill Options menu fills the destination area with a series that uses the format of the source area.

ANSWER: Fill Series
POINTS: 1
REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
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53. The _____ option on the Auto Fill Options menu fills the destination area using the format of the source area; no content is copied unless the fill is a series.

ANSWER: Fill Formatting Only
POINTS: 1
REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

54. The _____ option on the Auto Fill Options menu fills the destination area with the contents but without the formatting of the source area.

ANSWER: Fill Without Formatting
POINTS: 1
REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

55. The _____ option on the Auto Fill Options menu fills the destination area with a series of months using the format of the source area.

Excel Module 3

ANSWER: Fill Months
POINTS: 1
REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

56. _____ is the default option that Excel uses to fill an area with the Auto Fill Options menu.

ANSWER: Fill Series
POINTS: 1
REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

57. When the Paste Options button is visible, you can use _____ to access the paste commands available in the Paste Options gallery.

ANSWER: keyboard shortcuts
POINTS: 1
REFERENCES: EX 124
Copying a Range of Cells to a Nonadjacent Destination Area
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

58. You know Excel is in Copy mode when a small plus sign appears next to the block arrow mouse pointer during a(n) _____ operation.

ANSWER: drag and drop
POINTS: 1
REFERENCES: EX 125
Copying a Range of Cells to a Nonadjacent Destination Area
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

59. Excel displays the error message _____ in cells to indicate a cell reference error in a formula.

ANSWER: #REF!
POINTS: 1

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REFERENCES: EX 128
Inserting and Deleting Cells in a Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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60. A(n) _____ cell reference instructs a paste operation to keep the same cell reference as it copies a formula from one cell to another.

ANSWER: absolute

POINTS: 1

REFERENCES: EX 132
Absolute Versus Relative Addressing

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

DATE MODIFIED: 2/24/2016 5:09 PM

61. The _____ function is useful when you want to assign a value to a cell based on a logical test.

ANSWER: IF

POINTS: 1

REFERENCES: EX 136
Making Decisions-The IF Function

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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62. You can specify the style and color for the parts of a sparkline chart by selecting a style in the Styles group on the _____.

ANSWER: SPARKLINE TOOLS DESIGN tab

POINTS: 1

REFERENCES: EX 144
Adding and Formatting Sparkline Charts

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

DATE MODIFIED: 2/24/2016 5:09 PM

63. Excel allows you to _____ the titles so that the titles remain on the screen no matter how far down or to the right you scroll.

ANSWER: freeze

POINTS: 1

REFERENCES: EX 165

Excel Module 3

Changing the View of the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

DATE MODIFIED: 2/24/2016 5:09 PM

64. A sensitivity analysis is another name for a(n) _____ analysis.

ANSWER: what-if

POINTS: 1

REFERENCES: EX 167
What-If Analysis

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:09 PM

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Critical Thinking Questions

Case 3-1

George runs a mid-size accounting practice and recently upgraded to Excel 2016. He expects sales to grow in the next few months during tax season. After that, he would like to begin upgrading some of the equipment and furniture for the employees in his office. He will start with the Reception area, which has the most visibility.

65. If sales reach a certain amount by the end of April, George will purchase a desk, chair, computer, and software upgrade for the receptionist. Otherwise, George will just purchase the desk and chair. How can George determine the best action to take using a Sales Data worksheet?

- | | | | |
|----|---|----|---|
| a. | Copy and paste all his Sales data formulas with relative references | c. | Add the NOW function formula to his Sales data worksheet |
| b. | Add an IF function formula to his Sales data worksheet | d. | Copy and paste all his Sales data formulas with absolute references |

ANSWER: B

POINTS: 1

REFERENCES: EX 136
Making Decisions-The IF Function

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 3-1

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:09 PM

DATE MODIFIED: 2/24/2016 5:09 PM

66. In George's Sales Data worksheet, the result for a formula in cell H14 is #####. What should George do?

- | | | | |
|----|--------------------------------|----|---------------------------------------|
| a. | increase the width of column H | c. | run the calculation again to find the |
|----|--------------------------------|----|---------------------------------------|

Excel Module 3

- b. provide a correct argument or operand d. available value
replace the incorrect formula in cell H14
with one that does not divide by zero

ANSWER: A
POINTS: 1
REFERENCES: EX 139
Making Decisions-The IF Function
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 3-1
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:09 PM
DATE MODIFIED: 2/24/2016 5:09 PM

67. You use the _____ sheet in the Format Cells dialog box to position data in a cell by centering it, for example.
- a. Alignment
 - b. Left and Right
 - c. Center
 - d. Position

ANSWER: a
POINTS: 1
REFERENCES: EX 117
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:21 AM
DATE MODIFIED: 4/17/2016 11:23 AM

68. To open the Format Cells dialog box with the Alignment sheet active, click the Alignment Settings _____.
- a. button
 - b. check box
 - c. option button
 - d. Dialog Box Launcher

ANSWER: d
POINTS: 1
REFERENCES: EX 118
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:24 AM
DATE MODIFIED: 4/17/2016 11:26 AM

69. Which of the following patterns extends the fill series to 525, 475, 425?
- a. 650, 600

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b. 625, 575

c. 560, 580

d. 500, 475

ANSWER: b

POINTS: 1

REFERENCES: EX 120
Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/17/2016 11:26 AM

DATE MODIFIED: 4/17/2016 11:29 AM

70. _____ refers to cells not wide enough to display the entire entry.

a. #####

b. &&&&&

c. \$\$\$\$

d. ++++++

ANSWER: a

POINTS: 1

REFERENCES: EX 139
Making Decisions-The IF Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/17/2016 11:30 AM

DATE MODIFIED: 4/17/2016 11:32 AM

71. Error messages begin with the _____ symbol.

a. ?

b. =

c. !

d. #

ANSWER: d

POINTS: 1

REFERENCES: EX 139
Making Decisions-The IF Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/17/2016 11:32 AM

DATE MODIFIED: 4/17/2016 11:34 AM

72. _____ the Format Painter button and then drag through the nonadjacent ranges to paint the formats to the ranges.

a. Click

b. Press or long-press

Excel Module 3

- c. Double-click
- d. Triple-click

ANSWER: c
POINTS: 1
REFERENCES: EX 151
Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:34 AM
DATE MODIFIED: 4/17/2016 11:36 AM

73. You can replace a formula with its function so it remains constant. _____

ANSWER: False - result
POINTS: 1
REFERENCES: EX 139
Making Decisions-The IF Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:39 AM
DATE MODIFIED: 4/17/2016 11:42 AM

74. If you enter 90 in the Degrees box in the _____ area of the Format Cells dialog box, the text will appear vertically and read from bottom to top in the cell.

- a. Position
- b. Orientation
- c. Slope
- d. Incline

ANSWER: b
POINTS: 1
REFERENCES: EX 117
Rotating Text and Using the Fill Handle to Create a Series
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:42 AM
DATE MODIFIED: 4/17/2016 11:45 AM

75. _____ text often provides a strong visual appeal.

- a. Launched
- b. Tiny
- c. Logical
- d. Rotated

ANSWER: d
POINTS: 1

Name: _____ Class: _____ Date: _____

Excel Module 3

REFERENCES: EX 117
Rotating Text and Using the Fill Handle to Create a Series

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/17/2016 11:46 AM

DATE MODIFIED: 4/17/2016 11:47 AM