

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

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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
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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
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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

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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

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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?

Name: _____ Class: _____ Date: _____

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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