

***GO! with Microsoft Excel 2013 Comprehensive (Gaskin)***

**Excel Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks**

1) A predefined formula is called a:

- A) function.
- B) data bar.
- C) filter.
- D) criteria.

Answer: A

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

2) The values that an Excel function uses to perform operations are called:

- A) tests.
- B) ranges.
- C) arguments.
- D) panes.

Answer: C

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

3) Excel's \_\_\_\_\_ function finds the middle value in a range.

- A) COUNTIF
- B) MEDIAN
- C) MAX
- D) MIN

Answer: B

Diff: 2

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

4) Which Excel function would be used to find the middle value of a list of test scores?

- A) AVERAGE
- B) COUNTIF
- C) MAX
- D) MEDIAN

Answer: D

Diff: 2

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

5) Which Excel function would be used to calculate the total points a student earned on a series of tests?

- A) MEDIAN
- B) AVERAGE
- C) SUM
- D) MAX

Answer: C

Diff: 2

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

6) The Excel function \_\_\_\_\_ would be used to find the lowest score on a series of student test scores.

- A) MIN
- B) SUM
- C) MEDIAN
- D) DMIN

Answer: A

Diff: 2

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

7) Excel's \_\_\_\_\_ function adds all of its arguments then divides the sum by the number of arguments.

- A) MEDIAN
- B) SUM
- C) AVERAGE
- D) COUNTIF

Answer: C

Diff: 2

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

8) The \_\_\_\_\_ function adds all of the numbers in a range of cells.

- A) MEDIAN
- B) MIN
- C) SUM
- D) MAX

Answer: C

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

9) Excel's \_\_\_\_\_ function finds the largest value in a selected range of cells.

- A) MEDIAN
- B) MIN
- C) COUNTIF
- D) MAX

Answer: D

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

10) The functions AVERAGE and MEDIAN are examples of \_\_\_\_\_ functions, which are useful when the user needs to analyze a group of measurements.

- A) navigation
- B) statistical
- C) logical
- D) conditional

Answer: B

Diff: 3

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

11) Use \_\_\_\_\_ to split data from two or more cells or to combine data from two cells.

- A) MAX function
- B) arguments
- C) Auto Fill
- D) Flash Fill

Answer: D

Diff: 3

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

12) If a cell's width is too narrow to properly display the numeric contents of the cell, Excel displays a series of \_\_\_\_\_ symbols.

- A) #
- B) ?
- C) ^
- D) \*

Answer: A

Diff: 2

Objective: 2. Move Data, Resolve Error Messages, and Rotate Text

13) Functions that test for a specific condition are called \_\_\_\_\_ functions.

- A) navigation
- B) statistical
- C) summary
- D) logical

Answer: D

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

14) IF is an example of a \_\_\_\_\_ function.

- A) navigation
- B) summary
- C) logical
- D) statistical

Answer: C

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

15) The COUNTIF function takes two arguments:

- A) the range of cells to check and the criteria.
- B) the range of cells to check and the filter.
- C) the range of cells to check and the sheet tab.
- D) the range of cells to check and the pane.

Answer: A

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

16) The \_\_\_\_\_ function counts the number of cells within a range that meet a certain criteria.

- A) SUM
- B) COUNTIF
- C) IF
- D) MEDIAN

Answer: B

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

17) If a column of data holds the letter grades for a class, the \_\_\_\_\_ function could be used to determine how many students had a grade of "A".

- A) SUM
- B) IF
- C) MEDIAN
- D) COUNTIF

Answer: D

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

18) A value or expression that can be evaluated as true or false is called a:

- A) comparison operator.
- B) data bar.
- C) conditional format.
- D) logical test.

Answer: D

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

19) Which of the following is an example of a logical test?

- A) =NOW()
- B) D5>45
- C) 6\*8
- D) =SUM(B5:D5)

Answer: B

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

20) The \_\_\_\_\_ function returns one value if a condition is met, and a different value if it is not.

- A) MEDIAN
- B) COUNTIF
- C) MAX
- D) IF

Answer: D

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

21) Values are evaluated using \_\_\_\_\_ operators.

- A) arithmetic
- B) comparison
- C) navigation
- D) conditional

Answer: B

Diff: 1

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

22) The Excel operator for "not equal to" is:

- A) >=
- B) !=
- C) < >
- D) <=

Answer: C

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

23) The Excel operator for "greater than or equal" to is:

- A) >=
- B) <
- C) >
- D) <=

Answer: A

Diff: 1

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

24) The Excel operator for "less than" is:

- A) <=
- B) <
- C) >
- D) >=

Answer: B

Diff: 1

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

25) Using \_\_\_\_\_ allows a cell to change appearance based on criteria.

- A) summary sheets
- B) filtering
- C) conditional formatting
- D) detail sheets

Answer: C

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

26) A \_\_\_\_\_ provides a visual cue about the value of a cell relative to other cells.

- A) data bar
- B) criteria
- C) sheet tab
- D) pane

Answer: A

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

27) Using \_\_\_\_\_ searches the spreadsheet for one value and replaces it with another.

- A) Find and Replace
- B) Scale to Fit
- C) detail sheets
- D) drag and drop

Answer: A

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

28) Excel's \_\_\_\_\_ function retrieves the date and time from the computer's calendar and clock.

- A) NOW
- B) TIME
- C) CLOCK
- D) CALENDAR

Answer: A

Diff: 1

Objective: 4. Use Date & Time Functions and Freeze Panes

29) A \_\_\_\_\_ is a portion of a worksheet window bound by, and separated from, other portions by vertical or horizontal bars.

- A) tab
- B) range
- C) table
- D) pane

Answer: D

Diff: 2

Objective: 4. Use Date & Time Functions and Freeze Panes

30) Using \_\_\_\_\_ enables you to select one or more rows or columns and lock them into place.

- A) drag and drop
- B) Freeze Panes
- C) Find and Replace
- D) conditional formatting

Answer: B

Diff: 2

Objective: 4. Use Date & Time Functions and Freeze Panes

31) A function such as NOW that is updated each time a workbook is opened is said to be:

- A) filtered.
- B) frozen.
- C) conditional.
- D) volatile.

Answer: D

Diff: 2

Objective: 4. Use Date & Time Functions and Freeze Panes

32) A range of cells can be converted into an Excel \_\_\_\_\_ so that the data can be analyzed.

- A) tab
- B) table
- C) sheet
- D) pane

Answer: B

Diff: 2

Objective: 5. Create, Sort, and Filter an Excel Table

33) An Excel \_\_\_\_\_ is a series of rows and columns that contain related data and is managed independently from other data in the worksheet.

- A) table
- B) sheet
- C) tab
- D) pane

Answer: A

Diff: 2

Objective: 5. Create, Sort, and Filter an Excel Table

34) To \_\_\_\_\_ a table means to arrange all of the data in a specific order.

- A) freeze
- B) sort
- C) filter
- D) scale

Answer: B

Diff: 1

Objective: 5. Create, Sort, and Filter an Excel Table

35) You would \_\_\_\_\_ a table if you wanted to display only data that matches specific criteria.

- A) sort
- B) freeze
- C) filter
- D) scale

Answer: C

Diff: 1

Objective: 5. Create, Sort, and Filter an Excel Table

36) Using \_\_\_\_\_ enables you to stretch or shrink the width, height, or both of printed output.

- A) Freeze Panes
- B) the paste area
- C) Scale to Fit
- D) data bar

Answer: C

Diff: 2

Objective: 6. View, Format, and Print a Large Worksheet

37) You can move from one worksheet to another by clicking the:

- A) paste area.
- B) data bar.
- C) freeze panes.
- D) sheet tabs.

Answer: D

Diff: 2

Objective: 7. Navigate a Workbook and Rename Worksheets

38) Dates can be treated as other numbers because Excel assigns a \_\_\_\_\_ value to the date as it is entered.

- A) serial
- B) navigation
- C) logical
- D) comparison

Answer: A

Diff: 2

Objective: 8. Enter Dates, Clear Contents, and Clear Formats

39) The action of placing cell contents that have been copied to the Clipboard is:

- A) pasting.
- B) relocating.
- C) formatting.
- D) editing.

Answer: A

Diff: 2

Objective: 9. Copy and Paste by Using the Paste Options Gallery



40) When pasting a range of cells you only need to click or select the \_\_\_\_\_ of the paste area.

- A) center
- B) upper right corner
- C) lower left corner
- D) upper left corner

Answer: D

Diff: 2

Objective: 9. Copy and Paste by Using the Paste Options Gallery

41) By including worksheets in a \_\_\_\_\_, you can enter or edit data on them simultaneously.

- A) collection
- B) group
- C) theme
- D) chart

Answer: B

Diff: 2

Objective: 10. Edit and Format Multiple Worksheets at the Same Time

42) A \_\_\_\_\_ displays and summarizes totals from other worksheets.

- A) data bar
- B) detail sheet
- C) summary sheet
- D) sheet tab

Answer: C

Diff: 2

Objective: 11. Create a Summary Sheet with Column Sparklines

43) Changes made to the \_\_\_\_\_ affect the overall totals on the Summary worksheet.

- A) detail sheets
- B) paste area
- C) data bars
- D) sheet tabs

Answer: A

Diff: 2

Objective: 11. Create a Summary Sheet with Column Sparklines

44) A function is a predefined formula.

Answer: TRUE

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

45) Logical functions are used to test for specific conditions.

Answer: TRUE

Diff: 3

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

- 46) AVERAGE, SUM, and MEDIAN are examples of logical functions.  
Answer: FALSE  
Diff: 2  
Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions
- 47) MIN and MAX are examples of statistical functions.  
Answer: TRUE  
Diff: 2  
Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions
- 48) The MEDIAN function adds a group of values and then divides the sum by the number of items in the group.  
Answer: FALSE  
Diff: 2  
Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions
- 49) The MEDIAN function finds the middle value from a group of values.  
Answer: TRUE  
Diff: 2  
Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions
- 50) The data in an Excel table can only be sorted into ascending order.  
Answer: FALSE  
Diff: 2  
Objective: 5. Create, Sort, and Filter an Excel Table
- 51) Text within a cell can be rotated to draw attention to the data.  
Answer: TRUE  
Diff: 2  
Objective: 2. Move Data, Resolve Error Messages, and Rotate Text
- 52) In Excel, data can be moved from one area to another using the mouse and a technique called *drag and drop*.  
Answer: TRUE  
Diff: 2  
Objective: 2. Move Data, Resolve Error Messages, and Rotate Text
- 53) COUNTIF is an example of a logical function.  
Answer: FALSE  
Diff: 2  
Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting
- 54) IF is an example of a statistical function.  
Answer: FALSE  
Diff: 2  
Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

55) The COUNTIF function takes three arguments.

Answer: FALSE

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

56) A value or expression that can be evaluated as true or false is called a logical test.

Answer: TRUE

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

57) The IF function returns one value if a logical test is false and a different value if the logical test is true.

Answer: TRUE

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

58) The Excel comparison operator for "not equal to" is <>.

Answer: TRUE

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

59) Using conditional formatting enables you to have a cell formatted in different ways depending on the value stored in that cell.

Answer: TRUE

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

60) A summary sheet provides a visual cue about the value of a cell in relationship to other cells.

Answer: FALSE

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

61) Excel's NOW function returns the date and time, which it retrieves from the computer's clock and calendar.

Answer: TRUE

Diff: 3

Objective: 4. Use Date & Time Functions and Freeze Panes

62) The data in an Excel table is managed independently from the other data in the worksheet.

Answer: TRUE

Diff: 2

Objective: 5. Create, Sort, and Filter an Excel Table

63) Excel's Print Titles command enables you to specify rows and columns that will repeat on each printed page.

Answer: TRUE

Diff: 1

Objective: 6. View, Format, and Print a Large Worksheet

64) Excel's Shrink to Fit command enables you to stretch or shrink the width and/or height of printed output in order to fit the output on a specific number of pages.

Answer: TRUE

Diff: 1

Objective: 6. View, Format, and Print a Large Worksheet

65) Excel provides only one technique for changing the name of a worksheet.

Answer: FALSE

Diff: 2

Objective: 7. Navigate a Workbook and Rename Worksheets

66) In Excel, you can move from one worksheet to another by clicking the data bar.

Answer: FALSE

Diff: 2

Objective: 7. Navigate a Workbook and Rename Worksheets

67) Excel assigns a serial number to each date entered, which enables dates to be treated the same as other numbers in the worksheet.

Answer: TRUE

Diff: 3

Objective: 8. Enter Dates, Clear Contents, and Clear Formats

68) Excel enables you to delete the formatting of a cell without deleting the contents of the cell.

Answer: TRUE

Diff: 2

Objective: 8. Enter Dates, Clear Contents, and Clear Formats

69) Entering the year portion of a date as 40 will be interpreted as the year 2040.

Answer: FALSE

Diff: 2

Objective: 8. Enter Dates, Clear Contents, and Clear Formats

70) Excel's Paste Options gallery does not include Live Preview.

Answer: FALSE

Diff: 2

Objective: 9. Copy and Paste by Using the Paste Options Gallery

71) The target destination for data that has been cut or copied using the Clipboard is called the paste area.

Answer: TRUE

Diff: 2

Objective: 9. Copy and Paste by Using the Paste Options Gallery

72) Worksheets must be formatted one at a time.

Answer: FALSE

Diff: 3

Objective: 10. Edit and Format Multiple Worksheets at the Same Time

73) Detail sheets display and summarize totals from other worksheets.

Answer: FALSE

Diff: 3

Objective: 11. Create a Summary Sheet with Column Sparklines

74) Each worksheet in a workbook must have the same headers and footers.

Answer: FALSE

Diff: 2

Objective: 12. Format and Print Multiple Worksheets in a Workbook

75) A formula that's built in to Excel is called a(n) \_\_\_\_\_.

Answer: function

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

76) Excel's \_\_\_\_\_ function adds together all of the values in a specified range.

Answer: SUM

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

77) The \_\_\_\_\_ function determines the smallest value within a selected range of values.

Answer: MIN

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

78) The \_\_\_\_\_ function finds the largest value within a selected range of values.

Answer: MAX

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

79) The \_\_\_\_\_ function adds a series of values and then divides by how many values there are.

Answer: AVERAGE

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

80) Excel's \_\_\_\_\_ function finds the middle value in a range of values.

Answer: MEDIAN

Diff: 1

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

81) Logical functions typically use conditional tests to determine if specified conditions called \_\_\_\_\_ are true or false.

Answer: criteria

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

82) Functions that test for specific conditions are called \_\_\_\_\_ functions.

Answer: logical

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

83) The \_\_\_\_\_ function counts the number of cells in a range that meet a certain criteria.

Answer: COUNTIF

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

84) A value or expression that can be evaluated as true or false is called a(n) \_\_\_\_\_.

Answer: logical test

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

85) Excel's \_\_\_\_\_ are: < >, =, <=, >, and >=.

Answer: comparison operators

Diff: 3

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

86) A(n) \_\_\_\_\_ changes the appearance of a cell based on a criteria.

Answer: conditional format

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

87) A(n) \_\_\_\_\_ provides a visual cue about the value of a cell relative to other cells.

Answer: data bar

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

88) The \_\_\_\_\_ feature searches cells, replacing each match it finds with a provided replacement value.

Answer: Find and Replace

Diff: 2

Objective: 3. Use COUNTIF and IF Functions and Apply Conditional Formatting

89) A(n) \_\_\_\_\_ function is updated each time the workbook is opened.

Answer: volatile

Diff: 3

Objective: 4. Use Date & Time Functions and Freeze Panes

90) Excel's \_\_\_\_\_ command enables you to lock rows and columns into place.

Answer: Freeze Panes

Diff: 3

Objective: 4. Use Date & Time Functions and Freeze Panes

91) An Excel \_\_\_\_\_ is a series of rows and columns that contain related data and is managed independently from the other data in the worksheet.

Answer: table

Diff: 2

Objective: 5. Create, Sort, and Filter an Excel Table

92) To \_\_\_\_\_ a table means to arrange the data in a specific order.

Answer: sort

Diff: 1

Objective: 5. Create, Sort, and Filter an Excel Table

93) To \_\_\_\_\_ a table causes only the portion of the table that matches a specific value to display.

Answer: filter

Diff: 2

Objective: 5. Create, Sort, and Filter an Excel Table

94) Excel's \_\_\_\_\_ command enables you to specify rows and columns that will appear on each printed page.

Answer: Print Titles

Diff: 2

Objective: 6. View, Format, and Print a Large Worksheet

95) To \_\_\_\_\_ from one worksheet to another you click the sheet tab of the desired worksheet.

Answer: navigate

Diff: 2

Objective: 7. Navigate a Workbook and Rename Worksheets

96) The default name of the first worksheet in an Excel workbook is \_\_\_\_\_.

Answer: Sheet1

Diff: 2

Objective: 7. Navigate a Workbook and Rename Worksheets

97) When a date is entered into Excel, it is assigned a(n) \_\_\_\_\_ value.

Answer: serial

Diff: 2

Objective: 8. Enter Dates, Clear Contents, and Clear Formats

98) A value or formula stored in a cell is called the cell's \_\_\_\_\_.

Answer: contents

Diff: 2

Objective: 8. Enter Dates, Clear Contents, and Clear Formats

99) Bold type, fill color, and font color are examples of \_\_\_\_\_ that can be applied to the contents of a cell.

Answer: formats

Diff: 2

Objective: 8. Enter Dates, Clear Contents, and Clear Formats

100) The target destination for data that has been cut or copied is called the \_\_\_\_\_.

Answer: paste area

Diff: 2

Objective: 9. Copy and Paste by Using the Paste Options Gallery

101) Worksheets that have been \_\_\_\_\_ together can be formatted at the same time.

Answer: grouped

Diff: 2

Objective: 10. Edit and Format Multiple Worksheets at the Same Time

102) A(n) \_\_\_\_\_ is a worksheet where totals from other worksheets are summarized and displayed.

Answer: summary sheet

Diff: 2

Objective: 11. Create a Summary Sheet with Column Sparklines

103) The sheets that supply the data that a summary sheet totals and displays are called \_\_\_\_\_.

Answer: detail sheets

Diff: 2

Objective: 11. Create a Summary Sheet with Column Sparklines

104) After a worksheet has been displayed in Page Layout view, page breaks are indicated by \_\_\_\_\_ in Normal view.

Answer: dotted lines

Diff: 2

Objective: 12. Format and Print Multiple Worksheets in a Workbook



105) Match the following terms to their meanings:

- I. SUM
- II. AVERAGE
- III. MEDIAN
- IV. MIN
- V. MAX

- A. finds the smallest value in a list
- B. adds the items in a list
- C. finds the largest value in a list
- D. finds the middle value in a list
- E. adds the items in a list then divides by the number of items in the list

Answer: B, E, D, A, C

Diff: 2

Objective: 1. Use FlashFill and the SUM, AVERAGE, MEDIAN, MIN, and MAX Functions

106) Match the following terms to their meanings:

- I. Sort
- II. Filter
- III. Navigate
- IV. Function
- V. Volatile

- A. move among worksheets
- B. a predefined formula
- C. arrange data in a specific order
- D. a value that is updated each time the workbook is opened
- E. display data that matches a specific value

Answer: C, E, A, B, D

Diff: 2

Objective: 5. Create, Sort, and Filter an Excel Table

107) Match the following terms to their meanings:

- I. Statistical functions
- II. Logical function
- III. Function
- IV. Arguments
- V. Comparison operators

- A. SUM, AVERAGE, MEDIAN
- B. a built-in formula
- C. <, <=, >, >=, =, <>
- D. the values a function uses for calculations
- E. IF

Answer: A, E, B, D, C

Diff: 2

Objective: Multiple Objectives

108) Match the following terms to their meanings:

- I. Drag and drop
- II. Find and Replace
- III. Navigate
- IV. Scale to Fit
- V. Print Titles

- A. locate values and substitute them with another value
- B. move cell contents by dragging them with the mouse
- C. allows for designated rows and columns to be printed on each page
- D. move from worksheet to worksheet
- E. stretch or shrink so printed output will fit on a maximum number of pages

Answer: B, A, D, E, C

Diff: 2

Objective: Multiple Objectives

109) Match the following terms to their meanings:

- I. Data bar
- II. Argument
- III. Pane
- IV. Excel Table
- V. Sheet tab

- A. value a function uses for calculations
- B. a portion of a worksheet bounded by vertical and horizontal bars
- C. identifies each worksheet in a workbook
- D. shows the value of a cell relative to other cells
- E. series of data that can be managed independently from other data

Answer: D, A, B, E, C

Diff: 3

Objective: Multiple Objectives

110) Match the following terms to their meanings:

- I. COUNTIF
- II. IF
- III. MEDIAN
- IV. AVERAGE
- V. SUM

- A. adds all of the values in a range
- B. finds the middle value of a range of values
- C. determines how many cells in a range meet a criteria
- D. returns one value if a condition is true, a different one if the condition is false
- E. adds all values in a range and then divides by the number of items in the range

Answer: C, D, B, E, A

Diff: 2

Objective: Multiple Objectives

111) Match the following terms to their meanings:

- I. Criteria
- II. Comparison operator
- III. Conditional format
- IV. Argument
- V. Logical test

- A. value a function uses in calculations
- B. condition tested by logical functions
- C. used to compare values
- D. value or expression that can be evaluated as true or false
- E. changes the appearance of a cell based on a condition

Answer: B, C, E, A, D

Diff: 3

Objective: Multiple Objectives

112) Match the following terms to their meanings:

- I. Summary sheet
- II. Detail sheet
- III. Sheet tab
- IV. Pane
- V. Logical test

- A. identifies a worksheet
- B. a portion of a worksheet bounded by vertical and horizontal bars
- C. evaluated as either true or false
- D. contains the details of the information to be analyzed
- E. displays and summarizes totals from other worksheets

Answer: E, D, A, B, C

Diff: 1

Objective: Multiple Objectives