

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

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

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

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

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

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

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

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

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

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

Copyright Cengage Learning. Powered by Cognero.

Page 1

## Excel Module 2

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

## Excel Module 2

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

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

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

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

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

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

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

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

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

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

## Excel Module 2

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

## Excel Module 2

- 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

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

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

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

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

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

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

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

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

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

## Excel Module 2

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

- a. 0
- b. 1

## Excel Module 2

c. 2    d. 3

*ANSWER:*            a

*POINTS:*            1

*REFERENCES:*    EX 95  
                          Formatting the Worksheet

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:*  2/24/2016 5:08 PM

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

*DATE CREATED:*  2/24/2016 5:08 PM

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

*DATE CREATED:*  2/24/2016 5:08 PM

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

## Excel Module 2

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

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

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

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

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

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

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

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

### 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

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

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

29. Which of the following are valid formulas?



## Excel Module 2

- 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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

- a. True  
b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* EX 65

## Excel Module 2

### Entering the Formulas

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 5:08 PM  
*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

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

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

## Excel Module 2

- a. True
- b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* EX 66  
Entering the Formulas  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 5:08 PM  
*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

43. The Sum button menu allows you to enter one of five often-used functions easily into a cell.

- a. True

## Excel Module 2

b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* EX 74  
Using the AVERAGE, MAX, and MIN Functions  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 5:08 PM  
*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

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

## Excel Module 2

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

50. You cannot format an entire column at once.

- a. True
- b. False

## Excel Module 2

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* EX 84  
Formatting the Worksheet  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 5:08 PM  
*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

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

## Excel Module 2

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 5:08 PM  
*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

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

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



## Excel Module 2

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

58. The / arithmetic operator indicates \_\_\_\_\_.

*ANSWER:* division

*POINTS:* 1

*REFERENCES:* EX 66  
Entering Formulas

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

## Excel Module 2

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

## Excel Module 2

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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

*DATE MODIFIED:* 2/24/2016 5:08 PM

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  
*DATE MODIFIED:* 2/24/2016 5:08 PM

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  
*DATE MODIFIED:* 2/24/2016 5:08 PM

### 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
- b. Percent style
- c. Currency 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  
*DATE MODIFIED:* 2/24/2016 5:08 PM

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

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

### 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>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>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>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

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

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.
- b. The MAX function recalculates the highest value each time a new value is entered into the worksheet.
- c. She believes that 54 minutes is not her best running time.
- 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

*DATE MODIFIED:* 2/24/2016 5:08 PM

### 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Excel Module 3

*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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 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

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

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

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

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

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

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

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

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

### Excel Module 3

#### 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:* 4/17/2016 11:19 AM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. True
- b. False

### Excel Module 3

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* EX 151  
Formatting the Worksheet  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 5:09 PM  
*DATE MODIFIED:* 2/24/2016 5:09 PM

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

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

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

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  
*DATE MODIFIED:* 4/17/2016 11:19 AM

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

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

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.

### Excel Module 3

*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

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

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

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

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

### Excel Module 3

*REFERENCES:* EX 128  
Inserting and Deleting Cells in a Worksheet

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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

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

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

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

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

#### 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

### Excel Module 3

- 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