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

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

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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

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

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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

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

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

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
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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
*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
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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

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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

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

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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

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

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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 |
| *DATE CREATED:* | 2/24/2016 5:08 PM |
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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 |
| *DATE CREATED:* | 2/24/2016 5:08 PM |
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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        b. Avoiding the temptation to use flashy or confusing visual
       elements of the worksheet                 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 |
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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 |
| *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 |

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

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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 |
| *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

*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

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*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 |
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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 |
| *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 |

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*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
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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
*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

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

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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<br>Printing the Worksheet |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 2/24/2016 5:08 PM |
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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<br>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<br>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<br>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. _____

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

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

*ANSWER:*        B

*POINTS:*        1

*REFERENCES:*    EX 87
                 Formatting the Worksheet

*QUESTION TYPE:* Subjective Short Answer

*HAS VARIABLES:* False

*PREFACE NAME:*  case 2-1

*TOPICS:*        Critical Thinking

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

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**Critical Thinking Questions**
**Case 2-2**

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

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

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.

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.

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.

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.

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