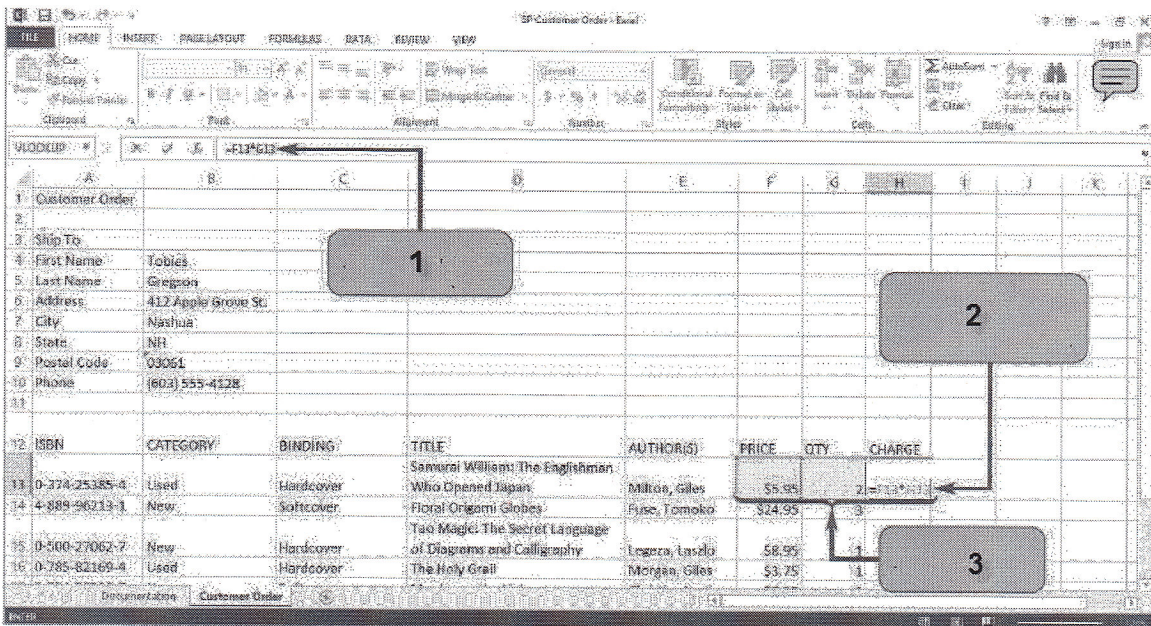


**final15fa**

**Multiple Choice**

Identify the choice that best completes the statement or answers the question.

- \_\_\_\_\_ 1. In \_\_\_\_\_, the ribbon increases in height, the buttons are bigger, and more space appears around each button so you can more easily use your finger or a stylus to tap the button you need.
- a. Touch Mode
  - b. Click Mode
  - c. Tap Mode
  - d. Normal Mode
- \_\_\_\_\_ 2. To make A1 the active cell, you should press which of the following keys?
- a. Page Up
  - b. Page Down
  - c. Home
  - d. Ctrl + Home
- \_\_\_\_\_ 3. The characters +, -, \*, and / are examples of \_\_\_\_\_.
- a. formulas
  - b. values
  - c. arithmetic operators
  - d. calculations
- \_\_\_\_\_ 4. A(n) \_\_\_\_\_ is a group of cells in a rectangular block.
- a. cluster
  - b. adjunct
  - c. selection
  - d. range



- \_\_\_\_\_ 5. In the figure above, Box 1 points to the formula =F13\*G13 in the \_\_\_\_\_.
- a. address box
  - b. address bar
  - c. formula box
  - d. formula bar
- \_\_\_\_\_ 6. When you insert a new column, the existing columns are shifted to the \_\_\_\_\_ and the new column has the same width as the column directly to its left
- a. right
  - b. up
  - c. down
  - d. left

Name: \_\_\_\_\_

ID: A

- \_\_\_\_\_ 7. What is the result of the expression  $=50+20/10*5$ ?
- a. 60
  - b. 1
  - c. 25
  - d. 50
- \_\_\_\_\_ 8. Excel makes reading formulas simpler by \_\_\_\_\_ each cell reference in the formula and its corresponding cell in the worksheet.
- a. color coding
  - b. bolding
  - c. highlighting
  - d. italicizing
- \_\_\_\_\_ 9. \_\_\_\_\_ makes it easier to enter repetitive text in cells.
- a. Editing mode
  - b. AutoFit
  - c. AutoComplete
  - d. AutoFill
- \_\_\_\_\_ 10. In \_\_\_\_\_ orientation, a page is taller than it is wide.
- a. natural
  - b. landscape
  - c. portrait
  - d. basic
- \_\_\_\_\_ 11. \_\_\_\_\_ displays the location of the different page breaks within the worksheet.
- a. Normal
  - b. Page Preview
  - c. Page Break Preview
  - d. Page Break Layout
- \_\_\_\_\_ 12. You can \_\_\_\_\_ the width or the height of the printout so that all of the columns or all of the rows fit on a single page.
- a. shrink
  - b. size
  - c. scale
  - d. scroll
- \_\_\_\_\_ 13. To move the active cell up one row, press \_\_\_\_\_.
- a. Shift + Enter
  - b. Ctrl + Tab
  - c. Shift + Tab
  - d. Ctrl + Enter
- \_\_\_\_\_ 14. Which of the following will not change the location of the active cell?
- a. drag and drop
  - b. scrolling
  - c. clicking another cell
  - d. clicking a column heading
- \_\_\_\_\_ 15. What is the syntax for a SUM formula adding the values of cell F6 to F9?
- a. /SUM(F9:F6)
  - b. =SUM(F6/F9)
  - c. =END(F6:F9)
  - d. =SUM(F6:F9)
- \_\_\_\_\_ 16. Ctrl + G is used to access the \_\_\_\_\_.
- a. Go to Next worksheet command
  - b. G column
  - c. Go to a location in the worksheet command
  - d. formula view
- \_\_\_\_\_ 17. mm/dd/yyyy is known as \_\_\_\_\_.
- a. a text string
  - b. text data
  - c. a date format
  - d. number data

- \_\_\_\_\_ 18. Whenever you click the Save button on the Quick Access Toolbar or press the \_\_\_\_\_ keys, the workbook file is updated to reflect the latest content.
- a. Ctrl + V
  - b. Ctrl + G
  - c. Ctrl + C
  - d. Ctrl + S

### Case-Based Critical Thinking Questions

#### Case 1-1

Tyler has created a spreadsheet to keep track of his customers for his house-sitting business. In the spreadsheet, he includes the owners' names, addresses, phone number, and number of days his services are needed.

- \_\_\_\_\_ 19. Tyler notices that the Address column is too wide. He could use that extra space for other columns so he \_\_\_\_\_.
- a. autofits the column by double-clicking the cell with the longest entry
  - b. autofits the column by double-clicking its border
  - c. autofits the column by selecting it, then clicking the AutoFit button in the Cells group
  - d. places the mouse pointer on the column border and drags to the right

### Case-Based Critical Thinking Questions

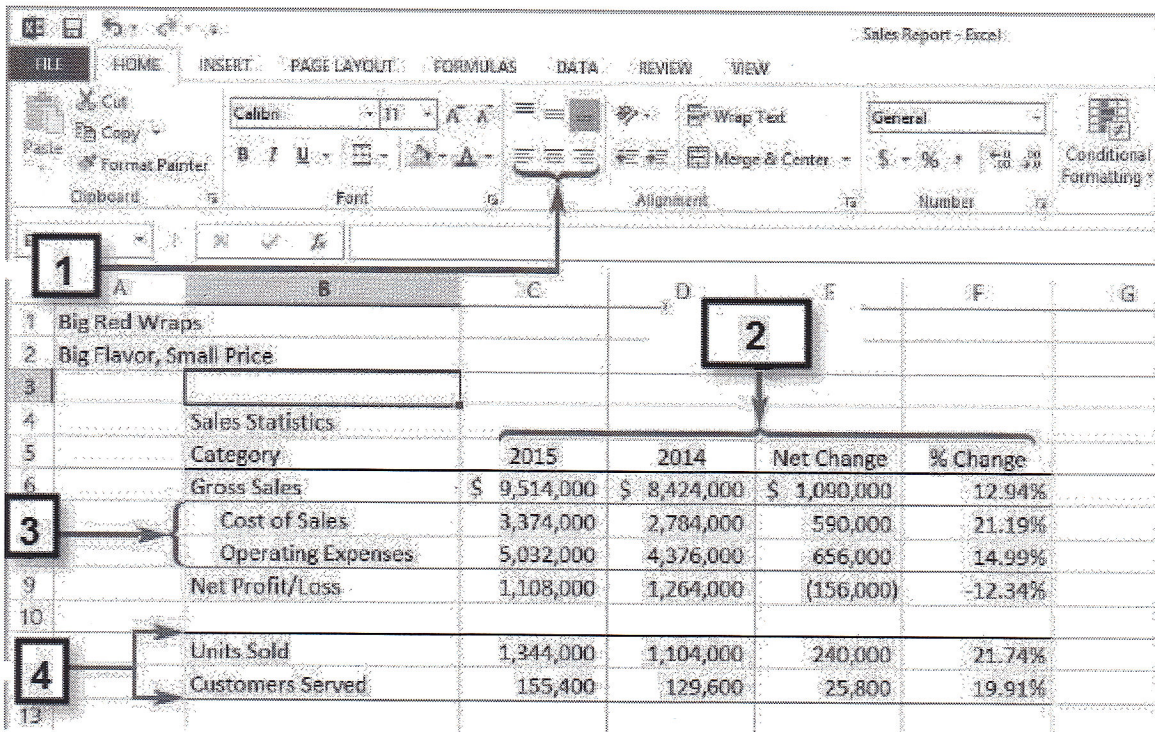
#### Case 1-2

Samantha is a distributor of jewelry. She uses Excel 2013 to record her inventory and order forms. Samantha's worksheet for her company's monthly orders needs to display summary information including the total number of items ordered and the amount of revenue generated from those orders.

- \_\_\_\_\_ 20. Samantha will add the number of orders. She chooses to use the \_\_\_\_\_ function from the AutoSum feature.
- a. MAX
  - b. ADD
  - c. SUM
  - d. TOTAL
- \_\_\_\_\_ 21. To activate the AutoSum feature, Samantha clicks in the \_\_\_\_\_.
- a. cell below the group of cells she wants to add
  - b. cell to the right of the last cell in the group of cells she wants to add
  - c. formula bar
  - d. active cell
- \_\_\_\_\_ 22. Samantha has entered several formulas in her worksheet. All of a sudden, she realizes that the cells that once displayed the formula results are now displaying the formulas and all of the columns are wider. She must have switched to \_\_\_\_\_.
- a. editing mode by double-clicking the results cell
  - b. formula view by pressing Ctrl + Alt
  - c. editing mode by pressing Ctrl + Alt
  - d. formula view by pressing Ctrl + `
- \_\_\_\_\_ 23. One of the benefits of Live Preview is that it \_\_\_\_\_.
- a. lets you see and evaluate different formats as you develop your workbook
  - b. shows you what a document will look like when printed
  - c. applies thematic styles to your document
  - d. allows you to track changes in your document



29. Because Excel stores dates and times as \_\_\_\_\_, you can apply different formats without affecting the date and time value.
- a. numbers
  - b. text
  - c. universal numbers
  - d. Greenwich Mean Time
30. In Excel, dates are \_\_\_\_\_-aligned in the cell by default, regardless of date format.
- a. right
  - b. left
  - c. center
  - d. top
31. In Excel, to merge cells A1, B1, C1, D1, and E1, \_\_\_\_\_ is the correct reference for the merged cell.
- a. A1!E1!
  - b. A1
  - c. E1
  - d. A1-E1
32. Options to rotate cells in Excel are available using the \_\_\_\_\_ button in the Alignment group on the Home tab.
- a. Format
  - b. Orientation
  - c. Sorter
  - d. Alignment



33. In the accompanying figure, the number 4 displays \_\_\_\_\_.
- a. alignment buttons
  - b. indented text
  - c. borders added above and below cell content
  - d. centered text
34. In the accompanying figure, the number 1 displays \_\_\_\_\_.
- a. alignment buttons
  - b. centered text
  - c. indented text
  - d. borders above and below cell content



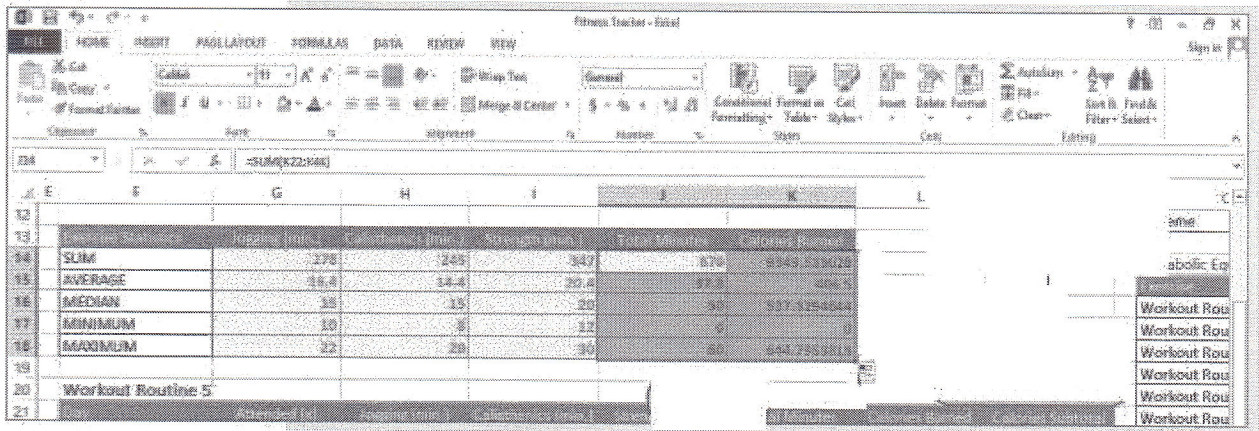
- \_\_\_\_\_ 43. Harold would like to center a title across the top of his data. His data runs across five columns, from column A to column E. One way he could accomplish this is to \_\_\_\_\_.
- type the data in A1 and Merge cells A1:A5
  - type the data in A1 and Merge cells A1:E1
  - type the data in C1
  - type the data in any column in row 1 and then choose Center from the Format menu

### Case Based Critical Thinking Questions

#### Case 2-2

Antoinette is part of a college department creating a number of student files with Microsoft Excel. She is working on a student retention project and wants to produce a worksheet that can alert faculty of student progress and current grade status.

- \_\_\_\_\_ 44. Antoinette wants all her worksheets to have the same formatting for text, colors, and graphical effects applied to create a specific look and feel. Antoinette needs to apply a \_\_\_\_\_.
- theme
  - template
  - style
  - font
- \_\_\_\_\_ 45. Antoinette's workbook has all the data entered and students' current grades displayed. She would like the current grade cells to display the value in red if it is less than 60. Antoinette needs to add \_\_\_\_\_ to the cell.
- cell formatting
  - conditional formatting
  - highlighting
  - fill color
- \_\_\_\_\_ 46. Antoinette wants to be sure that her worksheet does not contain any duplicates. She will use the highlight cells rule \_\_\_\_\_ to check for this.
- Equal to
  - Between
  - Duplicate Values
  - A Date Occurring
- \_\_\_\_\_ 47. The \_\_\_\_\_ category of Excel functions returns (true-false) values
- Information
  - Statistical
  - Logical
  - Math & Trig
- \_\_\_\_\_ 48. =ROUND(AVERAGE(A1:A100),2) is an example of a(n) \_\_\_\_\_ function.
- complex
  - logical
  - absolute
  - nested
- \_\_\_\_\_ 49. The numbers, text, or cell references used by the function to return a value are called \_\_\_\_\_.
- expressions
  - arguments
  - data
  - values



50. Referring to the figure above, the last entry shown in Column K is 644.7953813. There is an icon in the cell underneath the 644.7953813 which is the \_\_\_\_.
- fill handle
  - Auto Fill Options button
  - formula finder
  - function finder
51. When you copy a formula that contains an absolute reference to a new location, the reference \_\_\_\_.
- is updated automatically
  - does not change
  - becomes bold
  - has a dotted outline in its cell
52. Another name for the middle value is the \_\_\_\_ value.
- mode
  - center
  - median
  - relative
53. Excel functions are organized into \_\_\_\_ categories.
- 8
  - 10
  - 11
  - 12
54. The fill handle copies \_\_\_\_.
- content only
  - formats only
  - content and formats
  - formats and cell references
55. A logical function is a function that works with values that are either \_\_\_\_.
- right or wrong
  - absolute or relative
  - positive or negative
  - true or false
56. If the VLOOKUP function cannot find the lookup value, the \_\_\_\_\_ error value is displayed in the cell.
- #VALUE
  - #N/A
  - #ERROR
  - #NULL

**Case-Based Critical Thinking Questions****Case 3-1**

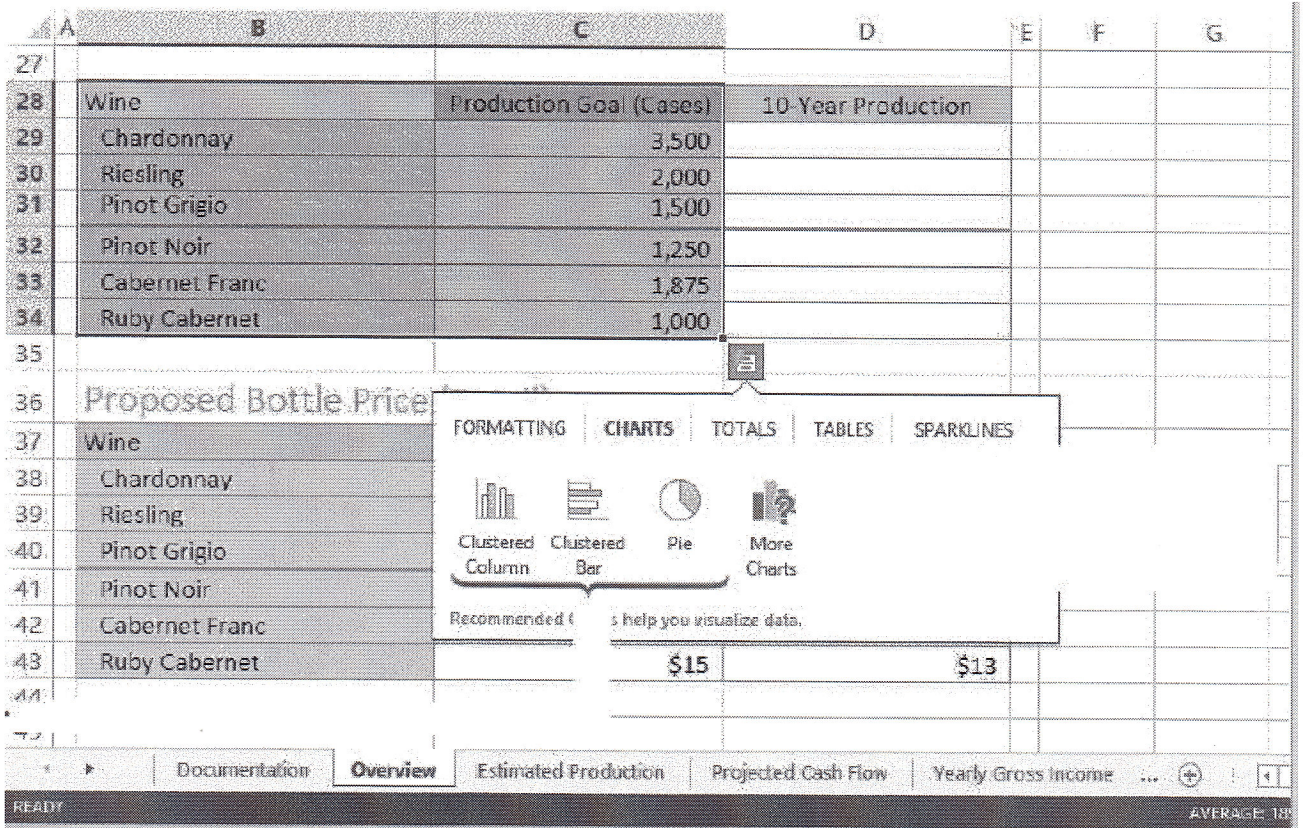
Ellen is a recent college graduate. She has decided to open a T-Shirt business and would like to create budget worksheet using Microsoft Excel 2013. She need to keep track of her expenses and income for the year.

- \_\_\_\_\_ 57. Ellen is expecting to get a 3% raise next year. She enters .03 in cell D2 so that she can predict her monthly income for the next year. What function key will make D2 an absolute reference?
- |       |       |
|-------|-------|
| a. F2 | c. F6 |
| b. F4 | d. F1 |

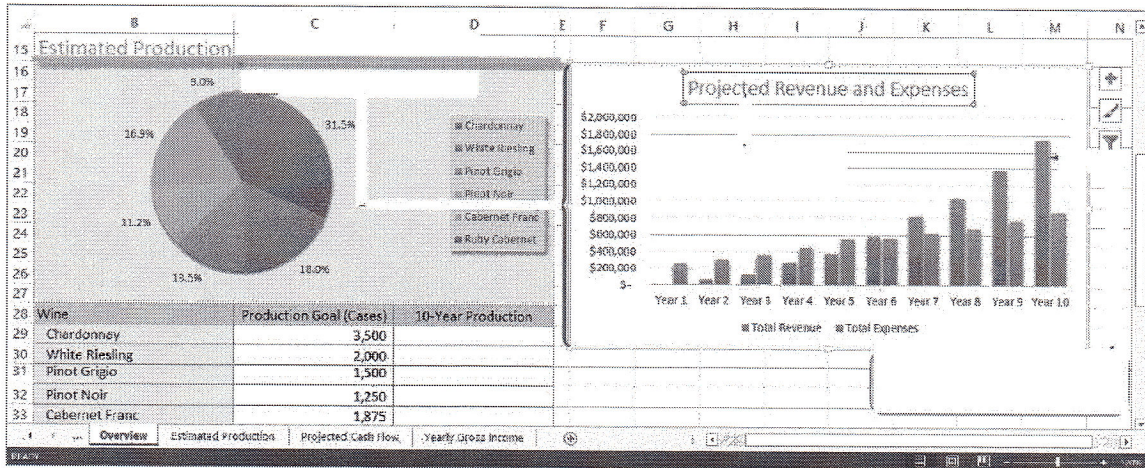
**Case-Based Critical Thinking Questions****Case 3-2**

Susan is in charge of the inventory reports for her company. She will need to find specific inventory items as well as project increases in inventory costs. To get ready she will create a worksheet and use the Microsoft Excel 2013 Analysis tools.

- \_\_\_\_\_ 58. Susan needs to use a lookup function to find an exact match of an inventory item, so she will set the range\_lookup value to \_\_\_\_\_.
- |          |
|----------|
| a. EXACT |
| b. 1     |
| c. TRUE  |
| d. FALSE |



59. In the figure above, the biggest slice is the cases of \_\_\_\_\_.
- a. Riesling
  - b. Chardonnay
  - c. Pinot Grigio
  - d. Ruby Cabernet
60. To add and remove chart elements, you can use the Add Chart Element button in the Charts Layout group on the \_\_\_\_\_ tab.
- a. CHART TOOLS LAYOUT
  - b. CHART TOOLS DESIGN
  - c. INSERT
  - d. HOME



- \_\_\_ 61. The columns and pie slices in the charts above are \_\_\_\_.
- data markers
  - chart areas
  - major tick marks
  - minor tick marks
- \_\_\_ 62. Referring to the figure above, the rectangular area to the right of the pie chart is the \_\_\_\_.
- perspective
  - plot area
  - legend
  - data marker
- \_\_\_ 63. Referring to the figure above, in the column chart, the values along the left side (\$200,000, \$400,000, \$600,000, etc.) are \_\_\_\_.
- plot markers
  - plot marks
  - data markers
  - axis labels
- \_\_\_ 64. To reposition the legend to the left-hand side of a chart, click the \_\_\_\_\_ button, point to Legend, click the right arrow icon, and click Left.
- Legend
  - Chart Elements
  - Formatting
  - Layout
- \_\_\_ 65. Which of the following shows the correct order of steps for adding a data series to a chart?
- Select the chart, Click the Add button, Click the Select Data button, Select the range
  - Select the chart, Click the Select Data button, Click the Add button, Select the range
  - Select the range, Click the Select Data button, Click the Add button, Select the chart
  - Select the range, Select the chart, Click the Select Data button, Click the Add button
- \_\_\_ 66. Edward Tufte was concerned with what he termed as “chart \_\_\_\_\_,” in which a proliferation of chart elements—chosen because they look “nice”—confuse and distract the reader.
- espionage
  - clutter
  - confusion
  - junk
- \_\_\_ 67. Edward Tufte said that \_\_\_\_\_ ink is any part of the chart that does not convey information about the data.
- data
  - non-data
  - information
  - non-information
- \_\_\_ 68. A chart sheet can contain \_\_\_\_.
- only one chart
  - one or two charts
  - one to four charts
  - one to six charts

- \_\_\_ 69. The \_\_\_ identifies which data markers are associated with each data series.
- |           |               |
|-----------|---------------|
| a. x-axis | c. chart area |
| b. y-axis | d. legend     |

$PMT(rate, nper, pv [, fv=0] [, type=0])$

- \_\_\_ 70. In the figure above, pv stands for the \_\_\_\_.
- |                                |                                      |
|--------------------------------|--------------------------------------|
| a. payments verified           | c. present value of the loan         |
| b. principal value of the loan | d. primary interest rate of the loan |
- \_\_\_ 71. In the figure above, fv and type are \_\_\_\_.
- |                        |                         |
|------------------------|-------------------------|
| a. financial functions | c. comparison operators |
| b. required arguments  | d. optional arguments   |
- \_\_\_ 72. The \_\_\_\_\_ displays the data series in separate columns side-by-side so that you can compare the relative heights of the columns in the three series.
- |                           |                              |
|---------------------------|------------------------------|
| a. clustered column chart | c. 100% stacked column chart |
| b. stacked column chart   | d. column chart              |

### Critical-Thinking Case Based Questions

#### Case 4-1

Simon has just started a job with the police department. His director has given him the last six months of test results from four local precincts. Simon has organized the results as four data series and needs to display the trends in a graphic format.

- \_\_\_ 73. Simon's boss wants him to compare the values in this chart with several different data sets. Simon should prepare a(n) \_\_\_ for his boss.
- |                |                     |
|----------------|---------------------|
| a. Radar chart | c. Pie chart        |
| b. Line graph  | d. XY scatter chart |
- \_\_\_ 74. It's difficult to read the exact scale on some of Simon's data. Adding \_\_\_ would make it easier to read.
- |                     |                 |
|---------------------|-----------------|
| a. a legend         | c. colors       |
| b. major tick marks | d. more numbers |

### Case-Based Critical Thinking Questions

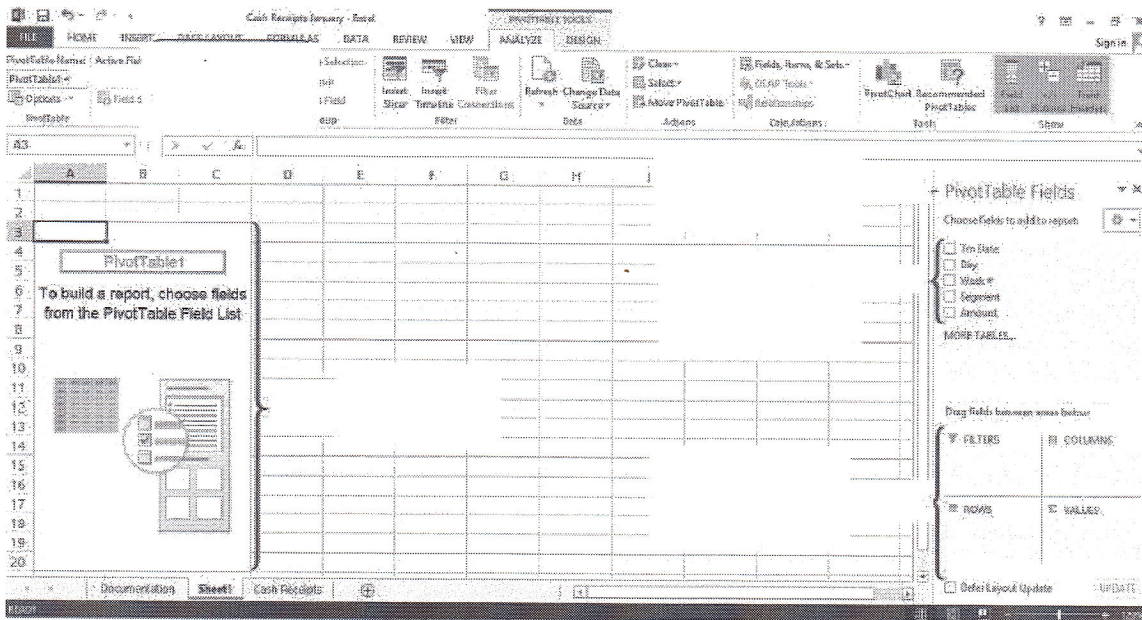
#### Case 4-2

Mya has just surveyed 100 students to get their reaction to a new textbook she is reviewing. She has one data series that she wants to represent graphically, and she needs to display her data in a way that lets her visually compare the data values and see how much contributes to the whole.

- \_\_\_ 75. Since Mya is still reviewing her data, she wants to make sure that her chart reflects any changes she makes in her data source. She should \_\_\_\_.
- |   |
|---|
| a. paste her chart in as a picture                                |
| b. do nothing since charts in Excel remain linked to data sources |
| c. manually adjust data in a chart                                |
| d. create a new chart each time she modifies her data             |

- \_\_\_\_\_ 76. Mya has asked for your advice. A colleague told her to remove the legend from her pie chart because it takes up too much space. What would be a better piece of advice to give Mya?
- Resize the legend to be as tiny as possible.
  - Remove data from the legend.
  - Overlay the legend on a part of the chart that's empty.
  - You agree with the colleague; Mya should remove the legend.
- \_\_\_\_\_ 77. In Excel, a collection of similar data can be structured in a(n) \_\_\_\_\_ of rows and columns.
- index
  - glossary
  - list
  - range
- \_\_\_\_\_ 78. \_\_\_\_\_ rows and columns lets you keep headings on the screen as you work with the data in a large worksheet.
- Hiding
  - Freezing
  - Showing
  - Sealing
- \_\_\_\_\_ 79. \_\_\_\_\_ order arranges labels in reverse alphabetical order, from Z to A.
- Reverse
  - Major
  - Ascending
  - Descending
- \_\_\_\_\_ 80. \_\_\_\_\_ order arranges labels in reverse alphabetical order, from A to Z
- Reverse
  - Major
  - Ascending
  - Descending
- \_\_\_\_\_ 81. When you have more than one sort field, you should use the Sort \_\_\_\_\_ to specify the sort criteria.
- menu
  - status bar
  - wizard
  - dialog box
- \_\_\_\_\_ 82. You can display or hide filter arrows for an Excel table by using the Filter button in the Sort & Filter group on the \_\_\_\_\_ tab.
- CATEGORY
  - VIEW
  - DATA
  - HOME
- \_\_\_\_\_ 83. The \_\_\_\_\_ criteria filter requires the records displayed to start with the specified text string.
- Origin
  - Begins With
  - Initial
  - Start
- \_\_\_\_\_ 84. The \_\_\_\_\_ criteria filter requires the records displayed to have the specified text string anywhere.
- Has
  - Is
  - Contains
  - Matches
- \_\_\_\_\_ 85. The \_\_\_\_\_ criteria filter requires the records displayed to be greater than or equal to and less than or equal to the specified numbers.
- Top 10
  - Between
  - Aggregate
  - Range
- \_\_\_\_\_ 86. The \_\_\_\_\_ criteria filter requires the records displayed to have the current date.
- Current Date
  - This Date
  - This
  - Today

- \_\_\_ 87. You select the \_\_\_ option button in the Custom AutoFilter dialog box if you want to display rows that meet both of two criteria.
- Or
  - Both
  - And
  - Either
- \_\_\_ 88. You can click the More Functions command on the Total arrow button list to open the \_\_\_ dialog box and select any available function.
- Display Function
  - Insert Function
  - Add Function
  - New Function
- \_\_\_ 89. To calculate subtotal for a table, the first step is to use the \_\_\_ button on the TABLE TOOLS DESIGN tab.
- Expand for Calculation
  - Convert to Range
  - Summary
  - Function
- \_\_\_ 90. In addition to displaying subtotals, the Subtotal feature "\_\_\_" your worksheet so you can control the level of detail that is displayed.
- headers
  - outlines
  - shadows
  - defines
- \_\_\_ 91. You can create a PivotTable by clicking the Summarize with PivotTable button in the Tools group on the \_\_\_ tab.
- HOME
  - VIEW
  - TABLE TOOLS DESIGN
  - PIVOTTABLE



- \_\_\_ 92. On the bottom-right corner of the figure above, there are four squares labeled FILTER, COLUMNS, ROWS, and VALUES. These four areas represent the \_\_\_ of the PivotTable.
- files
  - categories
  - segments
  - layout

- \_\_\_ 93. To get to the screen shown in the figure above, you would click the INSERT tab on the Ribbon, and then, in the \_\_\_ group, click the PivotTable button.
- a. Tables
  - b. PivotTables
  - c. Tools
  - d. Data
- \_\_\_ 94. By default, the PivotTable report uses the \_\_\_ function for numbers in the Values area.
- a. COUNT
  - b. AVERAGE
  - c. MIN
  - d. SUM
- \_\_\_ 95. You cannot change data directly in the PivotTable. Instead, you must edit the Excel table, and then \_\_\_, or update, the PivotTable to reflect the updated data.
- a. reset
  - b. refresh
  - c. renew
  - d. change
- \_\_\_ 96. Every \_\_\_ consists of an object that contains a button for each unique value in that field.
- a. piece
  - b. slicer
  - c. section
  - d. part

### Case-Based Critical Thinking Questions

#### Case 5-1

You are a student who is new to the more advanced features of Excel.

- \_\_\_ 97. You have a lot of familiarity with ranges from an earlier Excel class, but you know that there is an alternative that will give you access to additional features that you do not have with a cell range. What is that option?
- a. Convert the range to a table.
  - b. Convert the range to an index.
  - c. Convert the range to a PivotChart.
  - d. You are wrong; the range has as many features as any Excel alternative.

### Case-Based Critical Thinking Questions

#### Case 5-2

Cali has just discovered the power of using text filters to control which records display in his worksheet, and he has begun to use them often to find precisely the records he needs. The following questions are based on a camp directory table that includes First Name, Last Name, Date of Birth, Camp, and Phone Number.

- \_\_\_ 98. To find anyone whose Camp is either *Day Camp*, or *Overnight Camp*, or *Nature Camp*, what should he do?
- a. Create a text filter using the Contains operator to display all records that have *Nature* anywhere in the text value.
  - b. Create a text filter using the Ends With operator to display all records that have *Day* as the last characters in the text value.
  - c. Create a text filter using the Begins With operator to display all records that have *Overnight* as the first characters in the text value.
  - d. Create a text filter using the Contains operator to display all records that have *Camp* anywhere in the text value.

**Critical Thinking Case-Based Questions****Case 5-3**

As he prepares his assignment for his Marketing class, Ted goes to his friend Carter for help with PivotTables because Carter has had a lot of experience with them in his job.

- \_\_\_\_\_ 99. Which of the following is a true statement Carter can make to Ted about PivotTables?
- a. To remove a field from a PivotTable, you click the field's check box in the PivotTable Field list.
  - b. You cannot rename a value label by typing the new text directly in any cell where the value label appears in the PivotTable.
  - c. Removing a field from the PivotTable changes the underlying Excel table.
  - d. To remove a field from a PivotTable, you click the field's check box in the PivotChart list.
- \_\_\_\_\_ 100. Ted wants to be able to analyze date data in his PivotTable by month. What must he do with the date field in his PivotTable?
- a. He must aggregate the data by the date field.
  - b. He must cluster the data by the date field.
  - c. He must sort the data by the date field.
  - d. He must group the data by the date field.