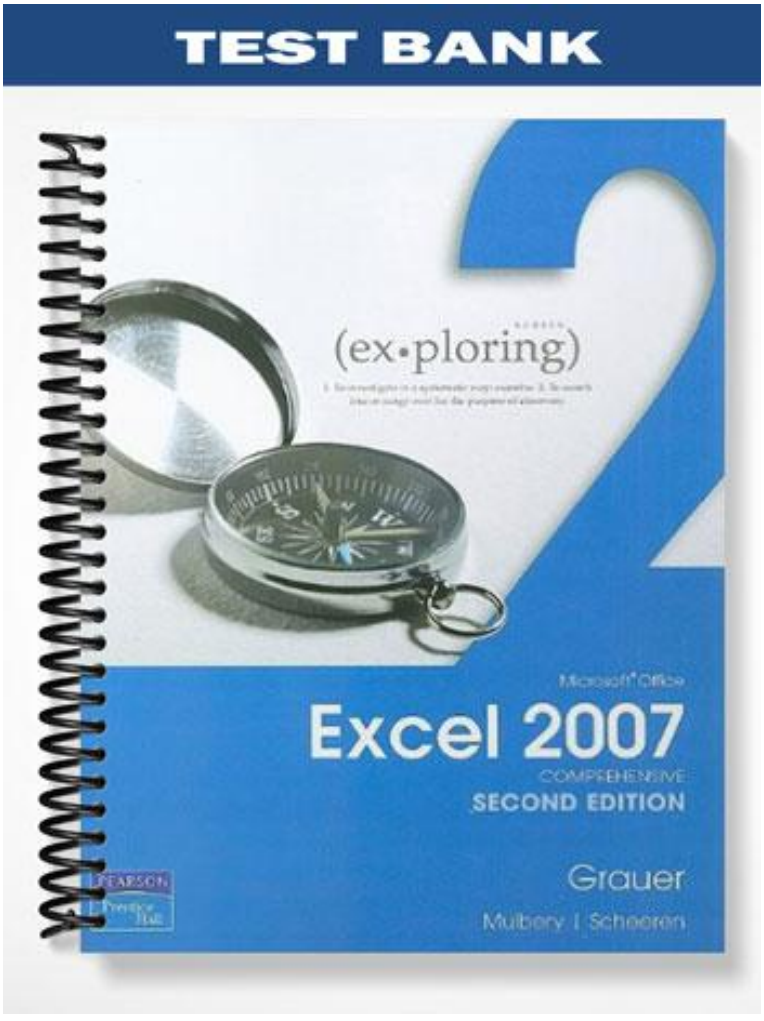
TEST BANK


(ex•ploring)
Microsoft® Office
Excel 2007
COMPREHENSIVE
SECOND EDITION
Grauer
Mulbery | Scheeren

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

1) Excel has predefined _____ that can be used to produce calculated results. 1) _____
A) macros B) programs C) procedures D) formulas
Answer: D

2) A formula in Excel begins with a(n): 2) _____
A) $. B) *. C) =. D) /.
Answer: C

3) Arithmetic operations, cell references, and _____ can be used in Excel formulas. 3) _____
A) constants B) programs C) procedures D) macros
Answer: A

4) Using the mouse to select a specific cell is: 4) _____
A) moving. B) accessing. C) pointing. D) sizing.
Answer: C

5) The _____ is found in the bottom right hand corner of an active cell. 5) _____
A) fill handle B) insertion point C) pointer D) sizing handle
Answer: A

6) The fill handle can be used to copy formulas or finish a(n) _____ series. 6) _____
A) date B) cell C) text D) object
Answer: C

7) The types of cell referencing available in Excel are mixed, absolute, and: 7) _____
A) stationery. B) relative. C) pragmatic. D) abstract.
Answer: B

8) To copy a formula across a range of cells and have the formula automatically update the cell row and column, use _____ cell referencing. 8) _____
A) abstract B) mixed C) absolute D) relative
Answer: D

9) To ensure that the reference to a specific cell does not change, use _____ cell referencing. 9) _____
A) abstract B) absolute C) relative D) mixed
Answer: B

10) If you have formula that must always reference Column A but the row needs to adjust as you copy your formula, you want to use a(n) _____ cell reference. 10) _____
A) relative B) absolute C) mixed D) abstract
Answer: C

11) =$E2+C3-G$4 is an example of a(n) _____ cell reference. 11) _____
A) absolute B) mixed C) constant D) relative
Answer: B

12) To change a relative cell reference to an absolute cell reference, use the _____ key. 12) _____
A) F7 B) Esc C) Insert D) F4
Answer: D

13) If you double-click a cell with a formula, Excel _____ the formula for easy editing. 13) _____
A) bolds B) highlights C) magnifies D) deletes
Answer: B

14) _____ are used to make difficult computations easier to calculate. 14) _____
A) Functions B) Features C) Algorithms D) Styles
Answer: A

15) To add numeric entries quickly in Excel, use the _____ function. 15) _____
A) SUM B) FINANCIAL C) COUNT D) TEXT
Answer: A

16) Functions are based on rules called: 16) _____
A) types. B) syntax. C) algorithms. D) procedures.
Answer: B

17) Values used in calculations in functions are: 17) _____
A) formulas. B) arguments. C) macros. D) procedures.
Answer: B

18) To easily select predefined functions in Excel, select the: 18) _____
A) Calculations Library. B) Status Link.
C) Function Wizard. D) Formula Bar.
Answer: C

19) The _____ dialog box contains a list of predefined functions available in Excel. 19) _____
A) Formula B) Insert Formula C) Syntax D) Insert Function
Answer: D

20) If you are not sure of the name of the function you want to use, type a(n) _____ in the Function dialog box and click Go. 20) _____
A) ? B) keyword C) * D) math formula
Answer: B

21) B5:C10 is an example of a cell: 21) _____
A) style. B) location. C) macro. D) range.
Answer: D

22) To add a row of cells quickly, click on the _____ located in the Function Library group. 22) _____
A) Table B) Sort C) Undo D) AutoSum
Answer: D

23) To easily determine the arithmetic mean of a range of cells, use the _____ function. 23) _____
A) MEAN B) AVERAGE C) LOCATE D) STATISTICS
Answer: B

24) To find the smallest number in a range of cells, use the _____ function. 24) _____
A) AVERAGE B) LOW C) MIN D) MAX
Answer: C

25) To determine the highest score on a test from among list of student scores, use the _____ function. 25) _____

A) AutoSum B) MAX C) CALCULATE D) AVERAGE
Answer: B

26) If you need to determine how many cells in a range are NOT blank, use the _____ function. 26) _____
A) COUNT B) MAX C) ANALYZE D) COUNTA
Answer: D

27) To determine the middle number in a range of cells, use the _____ function. 27) _____
A) COUNT B) AVERAGE C) MAX D) MEDIAN
Answer: D

28) To determine the length of time an employee has worked for you, use one of the _____ functions to calculate the difference between the employee's start date and the present date. 28) _____
A) DATE B) ANALYZE C) TODAY D) NOW
Answer: A

29) To display the current date on each page of an Excel worksheet, use the _____ function. 29) _____
A) TODAY B) CURRENT C) SET D) PRESENT
Answer: A

30) The _____ function obtains its time and date from the computer's clock. 30) _____
A) NOW B) ACCESS C) CURRENT D) TODAY
Answer: A

31) The Function _____ feature is a drop-down list of available Excel functions that start with the letters that you enter. 31) _____
A) List B) AutoComplete C) Retrieve D) Find
Answer: B

32) To copy formatting from a cell to a range of cells, use the: 32) _____
A) AutoFormat. B) Format Painter.
C) AutoStyle. D) Copy and Paste commands.
Answer: B

33) To make a decision between two items, use _____ functions to help determine your choice. 33) _____
A) Count B) Statistical C) Logical D) Decision
Answer: C

34) The _____ function returns a result based on a condition. 34) _____
A) IF B) FIND C) MAX D) TODAY
Answer: A

35) A(n) _____ is tested in an IF function to determine if it is true or false. 35) _____
A) condition B) feature C) option D) formula
Answer: A

36) To use text as a condition in an IF function, it must be enclosed in: 36) _____
A) parentheses. B) brackets.
C) quotation marks. D) single quote marks.
Answer: C

37) The _____ function can be used to find an answer located in a vertical table. 37) _____

A) FIND B) VLOOKUP C) HLOOKUP D) SEARCH
Answer: B

38) The VLOOKUP function can return a formula, text, or: 38) _____
A) value. B) range. C) macro. D) constant.
Answer: A

39) The _____ number is the number of the column in the lookup table that contains the return values. 39) _____
A) column index B) random C) lookup value D) lookup table
Answer: A

40) The lowest value for a category in a lookup table that will still produce a corresponding result for a lookup function is the: 40) _____
A) breakpoint. B) final point. C) results point. D) start point.
Answer: A

41) To find information in rows based on values in a table of data, you can use the _____ function. 41) _____
A) FIND B) HLOOKUP C) VLOOKUP D) IF
Answer: B

42) Excel's _____ function can be used to calculate your monthly mortgage payment if purchasing a new home. 42) _____
A) TODAY B) PMT C) MIN D) IF
Answer: B

43) The PMT function has three arguments: the amount of the loan, the interest rate per period, and the: 43) _____
A) square footage of the home you are purchasing.
B) number of periods.
C) payment amount.
D) future value of the loan.
Answer: B

44) When entering the amount of a loan in the PMT function, it should be entered as a(n) _____ number. 44) _____
A) positive B) decimal C) negative D) abstract
Answer: C

45) To find out how much money you would make on an investment of $1,000.00 with a periodic interest rate of 5%, use the _____ function. 45) _____
A) PV B) FV C) PMT D) IF
Answer: B

46) The name that displays in _____ comes from the name that was registered in the Microsoft Office 2007 software. 46) _____
A) comments B) macros
C) Office Assistants D) file names
Answer: A

47) To display cell formulas, click the _____ + ~ keys. 47) _____

A) END B) F4 C) CTRL D) SHFT
Answer: C

48) _____ functions search through data in a table for a match. 48) _____
A) PMT B) AVERAGE C) FV D) LOOKUP
Answer: D

49) Parameters in an IF function can be _____, a value, a formula, or a nested function. 49) _____
A) syntax B) arguments C) wildcards D) text
Answer: D

50) The lowest value in a(n) _____ table is breakpoint. 50) _____
A) compressed B) text C) lookup D) horizontal
Answer: C

TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.

51) Formulas can be used in Excel to perform mathematical calculations. 51) _____
Answer: True False

52) Mathematical precedence is not a consideration when creating Excel formulas. 52) _____
Answer: True False

53) Cell references CANNOT be used in Excel formulas. 53) _____
Answer: True False

54) Formulas in Excel begin with a parenthesis. 54) _____
Answer: True False

55) You can use the mouse to point to a cell to select it as a reference for a formula. 55) _____
Answer: True False

56) The fill handle is used to easily copy formatting from one cell to a range of cell. 56) _____
Answer: True False

57) The fill handle can be used to finish a series of dates. 57) _____
Answer: True False

58) Relative cell referencing in Excel enables you to easily copy formulas from one cell to the next. 58) _____
Answer: True False

59) To make a cell reference absolute, add a % sign to the row and column reference. 59) _____
Answer: True False

60) A mixed cell reference is a combination of absolute and relative cell referencing. 60) _____
Answer: True False

61) Double-clicking a cell with text enables you to edit the information directly in the cell. 61) _____
Answer: True False

62) The order that mathematical operations are performed affect the results of a formula. 62) _____
Answer: True False

63) Formulas can be used in Excel to format ranges of cells. 63) _____
Answer: True False

64) Arrow keys can be used to point to and select a cell. 64) _____
Answer: True False

65) The fill handle can be is used to copy formulas. 65) _____
Answer: True False

66) The fill handle is 2-headed pointer that is used to copy formulas from one cell to the next. 66) _____
Answer: True False

67) Excel uses relative cell referencing for all formulas. 67) _____
Answer: True False

68) The default type of cell referencing used in Excel is absolute cell referencing. 68) _____
Answer: True False

69) A mixed cell reference adjusts the reference to the column OR row that you have copied the formula to. 69) _____
Answer: True False

70) =$E1+B$2 is an example of a relative cell reference. 70) _____
Answer: True False

71) The F5 key can be used to cycle through the three types of cell referencing. 71) _____
Answer: True False

72) Double clicking a cell that contains a formula in Excel highlights the components of the formula. 72) _____
Answer: True False

73) It is better to type specific values into formulas instead of cell references. 73) _____
Answer: True False

74) Functions are formulas that have been already been created for ease of use. 74) _____
Answer: True False

75) The SUM function adds the values within a range of cells. 75) _____
Answer: True False

76) Functions contain arguments which are its rules for creation. 76) _____
Answer: True False

77) Arguments in functions are the set of rules that govern how the function operates. 77) _____
Answer: True False

78) The Function Wizard can be used to help you locate a function. 78) _____
Answer: True False

79) Using a function such as SUM increases the accuracy of a calculation. 79) _____
Answer: True False

80) A statistical function is appropriate to use in budget spreadsheets. 80) _____
Answer: True False

81) To determine the lowest score on a test from within a range of students, you would use the AVERAGE function. 81) _____
Answer: True False

82) If you wanted to find the part in inventory that you had the least quantity of, use the MIN function. 82) _____
Answer: True False

83) AVERAGE, MIN and MAX functions are considered logical functions. 83) _____
Answer: True False

84) To determine the number of cells that contain a specific criterion, use the COUNTA function. 84) _____
Answer: True False

85) If you wanted to find out the most common age range of students in your class, use the MEDIAN function. 85) _____
Answer: True False

86) Functions that can be used to help you evaluate data over a period of time are DATE functions. 86) _____
Answer: True False

87) The NOW functions displays only the current date. 87) _____
Answer: True False

88) The NOW function updates the date and time in a worksheet each time it is opened. 88) _____
Answer: True False

89) If you fail to include the parentheses with the TODAY function, you will encounter an error. 89) _____
Answer: True False

90) Function AutoComplete can be used to create functions. 90) _____
Answer: True False

91) When Format Painter is active, a paint brush replaces the mouse pointer. 91) _____
Answer: True False

92) Logical functions help in decision making. 92) _____
Answer: True False

93) The IF function requires a condition be met before a value is returned. 93) _____
Answer: True False

94) The VLOOKUP function analyzes a value and looks up this value in a horizontal table to return a result. 94) _____
Answer: True False

95) To find out the monthly cost to purchase a new car, use the PMT function. 95) _____
Answer: True False

96) To determine how much money you would have in your savings account five years from today, you could use the PV function. 96) _____
Answer: True False

97) The breakpoint is the largest numeric value in a LOOKUP table. 97) _____
Answer: True False

98) Absolute references should be used for the lookup table in LOOKUP functions. 98) _____
Answer: True False

99) The number of payments in a PMT function is entered in years. 99) _____
Answer: True False

100) When you point to the fill handle, a crosshair appears. 100) _____
Answer: True False

SHORT ANSWER. Write the word or phrase that best completes each statement or answers the question.

101) A(n) _____ is used to calculate results. 101) _____
Answer: formula

102) Arrows keys can be used to _____ to a cell reference to include it in a formula. 102) _____
Answer: point

103) The _____ is a small black square used to easily duplicate formulas. 103) _____
Answer: fill handle

104) When a formula is copied and the cell references automatically adjust, your formulas contain _____ cell references. 104) _____
Answer: Relative

105) =$C$13 is an example of a(n) _____ cell reference. 105) _____
Answer: Absolute

106) =Z$21 + $Z42 is an example of a(n) _____ cell reference. 106) _____
Answer: mixed

107) If you created a formula that you did not want the column reference to change when you copied the formula, use a(n) _____ cell reference. 107) _____
Answer: mixed

108) A(n) _____ is a predefined formula. 108) _____
Answer: function

109) To SUM function is used to add a series of _____ values. 109) _____
Answer: numeric

110) _____ are used as input values for functions. 110) _____
Answer: Syntax

111) The AVERAGE function takes cell references separated by commas or a(n) _____ of cells as its argument. 111) _____
Answer: range

112) The MIN, MAX and AVERAGE functions are under the category of _____ function. 112) _____
Answer: statistical

113) If you are using the _____ function, when you make a change to the values in the range of cells that are the argument of the function, Excel will automatically recalculate and display the highest number. 113) _____
Answer: MAX

114) If you wanted to know how many cells are blank, use the _____ function to determine what cells have a value and subtract that total from the total rows of data. 114) _____
Answer: COUNTA

115) The MEDIAN function would return _____ as the midpoint value of =*MEDIAN(1, 2, 3, 4, 5, 6, 7, 8, 9)*. 115) _____
Answer: 5

116) The _____ function uses the computer system's current date for its argument value. 116) _____
Answer: TODAY

117) The NOW function obtains its argument values from the _____. 117) _____
Answer: computer clock

118) The IF function evaluates a(n) _____ and returns a result. 118) _____
Answer: condition

119) The VLOOKUP function utilizes a(n) _____ table. 119) _____
Answer: vertical

120) The PMT function takes as an input, PV, which is the loan's _____. 120) _____
Answer: present value

121) The FV function takes three arguments, the _____, how long you will invest, and how much money you will invest each year. 121) _____
Answer: interest rate

122) Double-clicking a cell that contains a formula will highlight the _____ of the formula for editing. 122) _____
Answer: components

123) The circled item in the image below is the _____ function. 123) _____

Answer: AutoSum

124) The Logical category of functions is used to make _____. 124) _____
Answer: decisions

125) The _____ category of functions is used to analyze labels. 125) _____
Answer: Text

126) Match the following five functions to their purpose: 126) _____

I.	COUNT	A.	used to calculate arithmetic means
II.	COUNTA	B.	used to determine the highest value in a range of cells
III.	AVERAGE	C.	used to determine the number of cells with numbers
IV.	MAX	D.	used to determine monthly cost of loan
V.	PMT	E.	used to determine the number of cells that are not blank

Answer: C, E, A, B, D

127) Match the following five terms to their examples or definitions: 127) _____

I.	absolute cell reference	A.	=$E$1+$C$2
II.	mixed cell reference	B.	rules that apply to functions
III.	relative cell reference	C.	=E1+C2
IV.	argument	D.	inputs for functions
V.	syntax	E.	=$E1+C$2

Answer: A, E, C, D, B

128) Match the following five terms to their meanings: 128) _____

I.	pointing	A.	copy formulas
II.	fill handle	B.	copy format
III.	function	C.	select cells with mouse
IV.	formula	D.	predefined formulas
V.	format painter	E.	math expressions

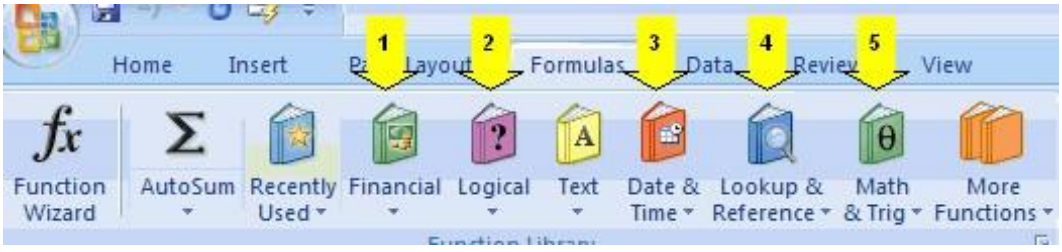
Answer: C, A, D, E, B

129) Match the following five purposes to their function: 129) _____

I.	IF	A.	match value in table column
II.	VLOOKUP	B.	display current day and time
III.	HLOOKUP	C.	match value in table row
IV.	FV	D.	evaluates condition
V.	NOW	E.	predict future amount

Answer: B, E, C, A, D

130) Match the following function to its category: 130) _____



I.	HLOOKUP	A.	1
II.	TODAY	B.	2
III.	IF	C.	3
IV.	PMT	D.	4
V.	SUM	E.	5

Answer: D, C, B, A, E

1) D
2) C
3) A
4) C
5) A
6) C
7) B
8) D
9) B
10) C
11) B
12) D
13) B
14) A
15) A
16) B
17) B
18) C
19) D
20) B
21) D
22) D
23) B
24) C
25) B
26) D
27) D
28) A
29) A
30) A
31) B
32) B
33) C
34) A
35) A
36) C
37) B
38) A
39) A
40) A
41) B
42) B
43) B
44) C
45) B
46) A
47) C
48) D
49) D
50) C
51) TRUE

52) FALSE
53) FALSE
54) FALSE
55) TRUE
56) FALSE
57) TRUE
58) TRUE
59) FALSE
60) TRUE
61) TRUE
62) TRUE
63) FALSE
64) TRUE
65) TRUE
66) TRUE
67) FALSE
68) FALSE
69) TRUE
70) FALSE
71) FALSE
72) TRUE
73) FALSE
74) TRUE
75) TRUE
76) FALSE
77) FALSE
78) TRUE
79) TRUE
80) TRUE
81) FALSE
82) TRUE
83) FALSE
84) FALSE
85) FALSE
86) TRUE
87) FALSE
88) TRUE
89) TRUE
90) TRUE
91) TRUE
92) TRUE
93) TRUE
94) FALSE
95) FALSE
96) FALSE
97) FALSE
98) TRUE
99) FALSE
100) TRUE
101) formula
102) point
103) fill handle

104) Relative
105) Absolute
106) mixed
107) mixed
108) function
109) numeric
110) Syntax
111) range
112) statistical
113) MAX
114) COUNTA
115) 5
116) TODAY
117) computer clock
118) condition
119) vertical
120) present value
121) interest rate
122) components
123) AutoSum
124) decisions
125) Text
126) C, E, A, B, D
127) A, E, C, D, B
128) C, A, D, E, B
129) B, E, C, A, D
130) D, C, B, A, E