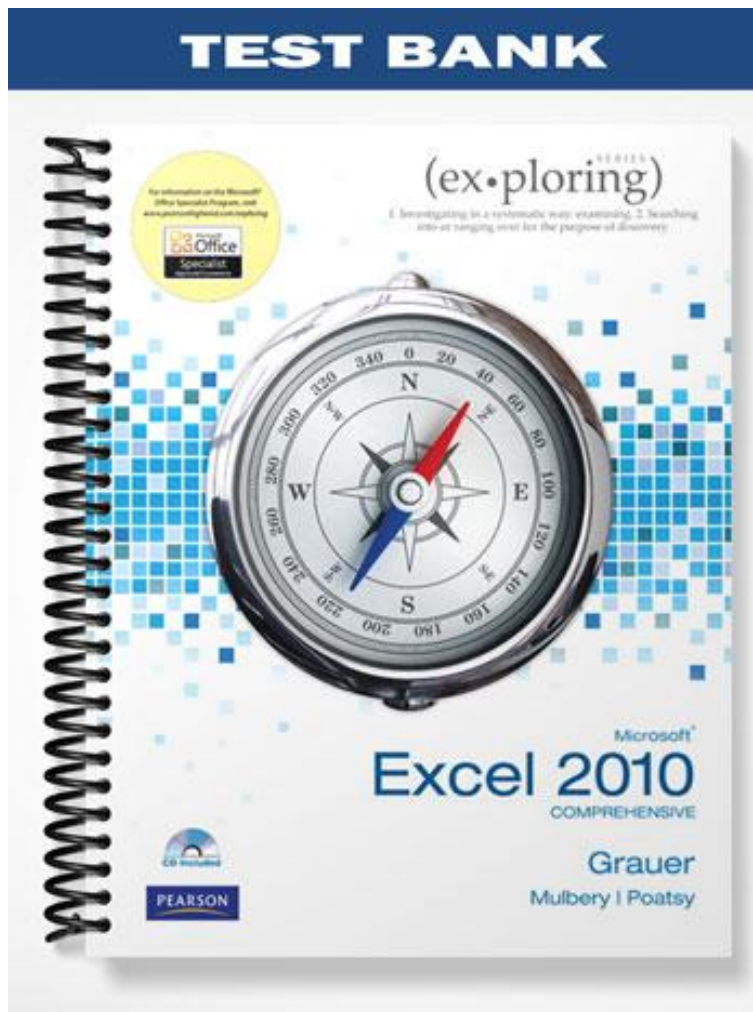


# TEST BANK



For information on the Microsoft Office Specialist Program, visit [www.microsoft.com/office/specialist](http://www.microsoft.com/office/specialist)

Microsoft Office Specialist

(ex•ploring)

Investigating in a systematic way; examining; searching into or ranging over for the purpose of discovery



Microsoft

## Excel 2010

COMPREHENSIVE

Grauer

Mulbery | Poatsy



PEARSON

## Testbank, Excel Chapter 2

1) Semi-selection or pointing

A) indicates a cell's relative location from the cell containing the formula.

B) indicates a cell's specific location and the reference does not change when you copy the formula.

C) is the process of using the mouse to select cells while building a formula.

D) creates an Equals (=) sign.

Answer: C

Diff: 1

Reference: Formula Basics

Objective: 1

AppChap: Excel 2: Formulas and Functions

2) A formula in Excel must begin with

A) a cell's specific location.

B) a cell's relative location.

C) both an absolute and a relative cell reference.

D) an Equals (=) sign.

Answer: D

Diff: 1

Reference: Formula Basics

Objective: 1

AppChap: Excel 2: Formulas and Functions

3) A relative cell reference

A) indicates a cell's specific location and the reference does not change when you copy the formula.

B) contains both an absolute and a relative cell reference.

C) indicates a cell's relative location from the cell containing the formula; the reference changes when you copy the formula.

D) occurs when a formula directly or indirectly refers to the cell containing the formula.

Answer: C

Diff: 1

Reference: Formula Basics

Objective: 2

AppChap: Excel 2: Formulas and Functions

4) An absolute cell reference

A) causes a potential error.

B) indicates a cell's specific location and the reference does not change when you copy the formula.

C) occurs when a formula directly or indirectly refers to the cell containing the formula.

D) contains both an absolute and a relative cell reference.

Answer: B

Diff: 1

Reference: Formula Basics

Objective: 2

AppChap: Excel 2: Formulas and Functions

5) A mixed cell reference

A) occurs when a formula directly or indirectly refers to the cell containing the formula.

B) causes a potential error.

C) contains absolute or relative cell references, but not both.

D) contains both an absolute and a relative cell reference.

Answer: D

Diff: 1

Reference: Formula Basics

Objective: 2

AppChap: Excel 2: Formulas and Functions

6) A circular reference

A) is a predefined formula that performs a calculation.

B) is a rule that governs the structure and components for functions.

C) occurs when a formula directly or indirectly refers to the cell containing the formula.

D) is an input such as a cell reference or a value needed to complete a function.

Answer: C

Diff: 1

Reference: Formula Basics

Objective: 3

AppChap: Excel 2: Formulas and Functions

7) Excel displays a green arrow in the top left corner of a cell if it detects a

A) cell reference or a value.

B) rule that governs components of functions.

C) potential error.

D) predefined formula that performs a calculation.

Answer: C

Diff: 1

Reference: Formula Basics

Objective: 3

AppChap: Excel 2: Formulas and Functions

- 8) A function is a
- A) predefined formula that performs a calculation.
  - B) cell reference or a value.
  - C) list of values and defined names as you enter a spreadsheet.
  - D) set of rules that govern the structure and components for a formula.

Answer: A

Diff: 1

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

- 9) Syntax (as it applies to Excel 2010)

- A) displays a list of functions and defined names as you enter a function.
- B) is a small pop-up description that displays the arguments for a function as you enter it.
- C) is a set of rules that govern the structure and components for a function.
- D) is an input such as a cell reference or a value needed to complete a function.

Answer: C

Diff: 1

Reference: Function Basics

Objective: 3

AppChap: Excel 2: Formulas and Functions

- 10) An Argument (as it applies to Excel 2010)

- A) calculates the total of values contained in two or more cells.
- B) displays a list of functions and defined names as you enter a function.
- C) is an input such as a cell reference or a value needed to complete a function.
- D) is a small pop-up description that displays the results of the cell.

Answer: C

Diff: 1

Reference: Function Basics

Objective: 3

AppChap: Excel 2: Formulas and Functions

- 11) Formula AutoComplete

- A) results in formulas such as =B4+C4.
- B) calculates the total of values contained in two or more cells.
- C) is a small pop-up description that displays the arguments for a function as you enter it.
- D) displays a list of functions and defined names as you enter a function.

Answer: D

Diff: 2

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

12) A function Screen Tip

- A) automatically inserts functions such as SUM (B4:C4).
- B) calculates the total of values contained in two or more cells.
- C) automatically inserts formulas such as =B4+C4.
- D) is a small pop-up description that displays the arguments for a function as you enter it.

Answer: D

Diff: 2

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

13) The SUM function

- A) identifies the midpoint value in a set of values.
- B) calculates the total of values contained in two or more cells.
- C) calculates the arithmetic mean or average of values in a range.
- D) displays the lowest value in a range.

Answer: B

Diff: 2

Reference: Function Basics

Objective: 5

AppChap: Excel 2: Formulas and Functions

14) For a basic mathematical expression it is best to use

- A) the arithmetic mean or average of values.
- B) formulas such as =B4+C4.
- C) functions such as SUM (B4:C4).
- D) the midpoint value in a set of values.

Answer: B

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

15) The AVERAGE function

- A) calculates the arithmetic mean of values in a range.
- B) identifies the midpoint value in a set of values.
- C) identifies the highest value in a range.
- D) displays the lowest value in a range.

Answer: A

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

16) The MEDIAN function

- A) displays the lowest value in a range.
- B) identifies the midpoint value in a set of values.
- C) identifies the highest value in a range.
- D) tallies the number of cells in a range that contain values.

Answer: B

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

17) The MIN function

- A) identifies the highest value in a range.
- B) tallies the number of blank cells in a range.
- C) displays the lowest value in a range.
- D) tallies the number of cells in a range that contain values.

Answer: C

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

18) The MAX function

- A) tallies the number of cells in a range that are not empty.
- B) identifies the highest value in a range.
- C) tallies the number of blank cells in a range.
- D) tallies the number of cells in a range that contain values.

Answer: B

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

19) The COUNT function

- A) tallies the number of cells in a range that are not empty.
- B) tallies the number of blank cells in a range.
- C) displays the current date.
- D) tallies the number of cells in a range that contain values.

Answer: D

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

20) The COUNTBLANK function

- A) tallies the number of blank cells in a range.
- B) displays the current date and time.
- C) displays the current date.
- D) tallies the number of cells in a range that are not empty.

Answer: A

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

21) The COUNTA function

- A) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
- B) evaluates true or false.
- C) tallies the number of cells in a range that are not empty.
- D) displays the current date.

Answer: C

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

22) The TODAY function

- A) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
- B) displays the current date and time.
- C) displays the current date.
- D) evaluates true or false.

Answer: C

Diff: 2

Reference: Function Basics

Objective: 7

AppChap: Excel 2: Formulas and Functions

23) The NOW function

- A) contains another function embedded inside one or more of its arguments.
- B) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
- C) evaluates true or false.
- D) displays the current date and time.

Answer: D

Diff: 2

Reference: Function Basics

Objective: 7

AppChap: Excel 2: Formulas and Functions

24) The IF function

- A) contains data for the basis of the lookup and data to be retrieved.
- B) looks up a value and returns a related result from the lookup table.
- C) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
- D) contains another function embedded inside one or more of its arguments.

Answer: C

Diff: 2

Reference: Function Basics

Objective: 8

AppChap: Excel 2: Formulas and Functions

25) The logical test

- A) is the lowest value for a specific category or series in a lookup table.
- B) evaluates true or false.
- C) contains another function embedded inside one or more of its arguments.
- D) contains data for the basis of the lookup and data to be retrieved.

Answer: B

Diff: 2

Reference: Function Basics

Objective: 8

AppChap: Excel 2: Formulas and Functions

26) A nested function

- A) contains data for the basis of the lookup and data to be retrieved.
- B) is the lowest value for a specific category or series in a lookup table.
- C) looks up a value and returns a related result from the lookup table.
- D) contains another function embedded inside one or more of its arguments.

Answer: D

Diff: 2

Reference: Function Basics

Objective: 8

AppChap: Excel 2: Formulas and Functions

27) A lookup table

- A) looks up a value and returns a related result.
- B) contains data for the basis of the lookup and the data to be retrieved.
- C) is the lowest value for a specific category or series.
- D) is a reference to a cell containing a value to look up.

Answer: B

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions



28) The breakpoint

- A) looks up a value and returns a related result from the lookup table.
- B) is a range containing a lookup table.
- C) is the lowest value for a specific category or series in a lookup table.
- D) is a reference to a cell containing a value to look up.

Answer: C

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

29) The VLOOKUP function.

- A) is the argument in a function that describes to which column to return a value.
- B) is a range containing a lookup table.
- C) is a reference to a cell containing a value to look up.
- D) looks up a value and returns a related result from the lookup table.

Answer: D

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

30) The lookup value

- A) is the argument in a function that identifies which lookup table column from which to return a value.
- B) looks in a horizontal table where the first row contains the values.
- C) is a reference to a cell containing a value to look up.
- D) is a range containing a lookup table.

Answer: C

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

31) The Table Array

- A) is the argument in a VLOOKUP function that identifies from which column to return a value.
- B) looks up a value in a horizontal table where the first row contains the values to compare with the lookup value.
- C) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
- D) is a range containing a lookup table.

Answer: D

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

32) The column index number

A) is the periodic interest rate, such as a monthly interest rate.

B) looks up a value in a horizontal lookup table where the first row contains the values to compare with the lookup value.

C) calculates the periodic payment for a loan with a fixed interest rate and fixed term.

D) is the argument in a VLOOKUP function that identifies from which column to return a value.

Answer: D

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

33) The HLOOKUP function

A) is the periodic interest rate, such as a monthly interest rate.

B) calculates the periodic payment for a loan with a fixed interest rate and fixed term.

C) looks up a value in a lookup table where the first column contains the values to compare with the lookup value.

D) looks up a value in a lookup table where the first row contains the values to compare with the lookup value.

Answer: D

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

34) The PMT function

A) is the periodic interest rate, such as a monthly interest rate.

B) is the total number of payment periods.

C) is the present value of a loan.

D) calculates the periodic payment for a loan with a fixed interest rate and fixed term.

Answer: D

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

35) The RATE

A) is the periodic interest rate, such as a monthly interest rate.

B) is the total number of payment periods.

C) is a word or a string of characters that represent one or more cells.

D) the present value of the loan.

Answer: A

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

36) The NPER

- A) is the total number of payment periods.
- B) is a word or a string of characters that represent one or more cells.
- C) the present value of the loan.
- D) a set of range names.

Answer: A

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

37) The PV is

- A) a set of range names.
- B) is a word or a string of characters that represent one or more cells.
- C) the present value of the loan.
- D) why you do not have to make the cell reference absolute in the formula.

Answer: C

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

38) A range name

- A) Indicates a cell's specific location and the reference does not change when you copy the formula.
- B) is a word or a string of characters that represent one or more cells.
- C) indicates a cells relative location from the cell containing the formula.
- D) creates an Equals (=) sign.

Answer: B

Diff: 3

Reference: Range Names

Objective: 11

AppChap: Excel 2: Formulas and Functions

39) To simplify entering ranges in formulas you can use

- A) range names.
- B) a cells relative location.
- C) both an absolute and a relative cell reference.
- D) a cell's specific location.

Answer: A

Diff: 3

Reference: Range Names

Objective: 11

AppChap: Excel 2: Formulas and Functions

40) One benefit of using range names in formulas is  
A) it directly or indirectly refers to the cell containing the formula.  
B) it contains both an absolute and a relative cell reference.  
C) it identifies the present value of the loan.  
D) if you copy the formula, you do not have to make the cell reference absolute.

Answer: D

Diff: 3

Reference: Range Names

Objective: 11

AppChap: Excel 2: Formulas and Functions

41) Semi-selection or pointing is the process of using the mouse to select cells while building a formula.

Answer: TRUE

Diff: 1

Reference: Formula Basics

Objective: 1

AppChap: Excel 2: Formulas and Functions

42) A formula in Excel must begin with a Plus (+) sign.

Answer: FALSE

Diff: 1

Reference: Formula Basics

Objective: 1

AppChap: Excel 2: Formulas and Functions

43) A relative cell reference indicates a cell's relative location from the cell containing the formula; the reference changes when you copy the formula.

Answer: TRUE

Diff: 1

Reference: Formula Basics

Objective: 2

AppChap: Excel 2: Formulas and Functions

44) An absolute cell reference indicates a cell's specific location and the reference changes when you copy the formula.

Answer: FALSE

Diff: 1

Reference: Formula Basics

Objective: 2

AppChap: Excel 2: Formulas and Functions

45) A circular reference occurs when a formula directly or indirectly refers to the cell containing the formula.

Answer: TRUE

Diff: 1

Reference: Formula Basics

Objective: 3

AppChap: Excel 2: Formulas and Functions

46) Excel displays a green arrow in the top left corner of a cell if it detects no possible error.

Answer: FALSE

Diff: 2

Reference: Formula Basics

Objective: 3

AppChap: Excel 2: Formulas and Functions

47) A function is a predefined formula that performs a calculation.

Answer: TRUE

Diff: 2

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

48) An Argument (as it applies to Excel 2010) is an operator such as an equals sign or a plus sign needed to complete a function.

Answer: FALSE

Diff: 2

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

49) The SUM function calculates the total of values contained in two or more cells.

Answer: TRUE

Diff: 2

Reference: Function Basics

Objective: 5

AppChap: Excel 2: Formulas and Functions

50) Because the SUM function is a rarely used function it has no button on the Ribbon.

Answer: FALSE

Diff: 2

Reference: Function Basics

Objective: 5

AppChap: Excel 2: Formulas and Functions

51) The AVERAGE function CANNOT calculate the arithmetic mean or average of values in a range.

Answer: FALSE

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

52) The MAX function identifies the highest value in a range.

Answer: TRUE

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

53) The TODAY function displays what is due to be done today.

Answer: FALSE

Diff: 2

Reference: Function Basics

Objective: 7

AppChap: Excel 2: Formulas and Functions

54) The NOW function displays the current date and time.

Answer: TRUE

Diff: 2

Reference: Function Basics

Objective: 7

AppChap: Excel 2: Formulas and Functions

55) The IF function only evaluates a condition if the condition is true.

Answer: FALSE

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 8

AppChap: Excel 2: Formulas and Functions

56) The logical test evaluates true or false.

Answer: TRUE

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 8

AppChap: Excel 2: Formulas and Functions

57) A lookup table contains The available functions for this specific workbook.

Answer: FALSE

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

58) The breakpoint is the lowest value for a specific category or series in a lookup table.

Answer: TRUE

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

59) The PMT function calculates The breakpoint of the lowest value for a specific category.

Answer: FALSE

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

60) The RATE is the periodic interest rate, such as a monthly interest rate.

Answer: TRUE

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

61) The NPER is the total number of payment periods.

Answer: TRUE

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

62) The PV is the payment vector of the loan.

Answer: FALSE

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

63) A range name is a word or a string of characters that represent one or more cells.

Answer: TRUE

Diff: 3

Reference: Range Names

Objective: 11

AppChap: Excel 2: Formulas and Functions

64) A Range name can contain up to 1000 characters but it must begin with a number.

Answer: FALSE

Diff: 3

Reference: Range Names

Objective: 11

AppChap: Excel 2: Formulas and Functions

65) One benefit of using range names is that if you copy the formula, you do not have to make the cell reference absolute in the formula.

Answer: TRUE

Diff: 3

Reference: Range Names

Objective: 12

AppChap: Excel 2: Formulas and Functions

66) To decrease typing time and ensure accuracy, use semi-\_\_\_\_\_ to select cells.

Answer: selection

Diff: 1

Reference: Formula Basics

Objective: 1

AppChap: Excel 2: Formulas and Functions

67) Semi-selection is often called \_\_\_\_\_ because you use the mouse to select cells as you build the formula.

Answer: pointing

Diff: 1

Reference: Formula Basics

Objective: 1

AppChap: Excel 2: Formulas and Functions

68) A relative cell \_\_\_\_\_ indicates a cell's relative location.

Answer: reference

Diff: 1

Reference: Formula Basics

Objective: 2

AppChap: Excel 2: Formulas and Functions



69) An (A) \_\_\_\_\_ cell reference provides a permanent reference to a specific cell.

Answer: absolute

Diff: 1

Reference: Formula Basics

Objective: 2

AppChap: Excel 2: Formulas and Functions

70) If a formula contains a reference to the cell containing the formula a \_\_\_\_\_ reference exists.

Answer: circular

Diff: 1

Reference: Formula Basics

Objective: 3

AppChap: Excel 2: Formulas and Functions

71) \_\_\_\_\_ references usually cause inaccurate results.

Answer: Circular

Diff: 1

Reference: Formula Basics

Objective: 3

AppChap: Excel 2: Formulas and Functions

72) An Excel \_\_\_\_\_ is a pre-defined computation that simplifies creating formulas.

Answer: function

Diff: 1

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

73) To insert a function by typing first type an (a) \_\_\_\_\_ sign.

Answer: equal or equals or =

Diff: 1

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

74) The \_\_\_\_\_ function totals the values in two or more cells and displays the result in the cell containing the function.

Answer: sum or SUM or Sum

Diff: 2

Reference: Function Basics

Objective: 5

AppChap: Excel 2: Formulas and Functions

75) Because the \_\_\_\_\_ function is so commonly used, it is available on the Home tab and the Formulas tab under AutoSum.

Answer: Sum or sum or SUM

Diff: 2

Reference: Function Basics

Objective: 5

AppChap: Excel 2: Formulas and Functions

76) The \_\_\_\_\_ function finds the midpoint value of a list.

Answer: MEDIAN or Median or median

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

77) The \_\_\_\_\_ function finds the lowest value in a list.

Answer: MIN or Min or min

Diff: 2

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

78) The \_\_\_\_\_ function displays the current date (not time) in a cell.

Answer: TODAY or today or TODAY

Diff: 2

Reference: Function Basics

Objective: 7

AppChap: Excel 2: Formulas and Functions

79) The \_\_\_\_\_ function displays the current date and time in a cell.

Answer: NOW Now now

Diff: 2

Reference: Function Basics

Objective: 7

AppChap: Excel 2: Formulas and Functions

80) The \_\_\_\_\_ returns one value if a condition is true and another value if a condition is false.

Answer: if If IF

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 8

AppChap: Excel 2: Formulas and Functions

81) The \_\_\_\_\_ test formula is one that tests for true or false.

Answer: logical or Logical

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 8

AppChap: Excel 2: Formulas and Functions

82) The V\_\_\_\_\_ function looks up a value in a table and returns a result from a specified column in the table.

Answer: LOOKUP or lookup or LookUp or Lookup

Diff: 2

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

83) The \_\_\_\_\_ value is a reference to a cell containing a value to look up for a function.

Answer: lookup or LOOKUP or LookUp or Lookup

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

84) The H\_\_\_\_\_ function looks up a value in a horizontal table and returns a result from a row in the table.

Answer: LOOKUP or lookup or LookUp or Lookup

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 9

AppChap: Excel 2: Formulas and Functions

85) The \_\_\_\_\_ function calculates the periodic payment for a loan with interest.

Answer: PMT pmt Pmt

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

86) The \_\_\_\_\_ is the periodic interest on a loan.

Answer: rate RATE Rate

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

87) The \_\_\_\_\_ is the number of payments over the life of a loan.

Answer: NPER nper NPer Nper

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

88) The \_\_\_\_\_ is the Present Value of a loan or in other words; how much was borrowed.

Answer: PV pv Pv

Diff: 3

Reference: Logical, Lookup, and Financial Functions

Objective: 10

AppChap: Excel 2: Formulas and Functions

89) A \_\_\_\_\_ name is a word or string of characters that represent one or more cells.

Answer: Range range RANGE

Diff: 3

Reference: Range Names

Objective: 11

AppChap: Excel 2: Formulas and Functions

90) You can use \_\_\_\_\_ names in formulas instead of cell references.

Answer: Range range RANGE

Diff: 3

Reference: Range Names

Objective: 12

AppChap: Excel 2: Formulas and Functions

91) Match the function categories to their descriptions:

- |                  |  |
|------------------|--|
| I. Database      | A. Provides information about the contents of a cell.                          |
| II. Date & Time  | B. Analyzes data stored in a database format Excel and returns key values.     |
| III. Engineering | C. Provides methods for manipulating date and time values.                     |
| IV. Financial    | D. Calculates values used by engineers such as value conversions.              |
| V. Information   | E. Performs financial calculations such as payments, rates, and present value. |

Answer: B, C, D, E, A

Diff: 1

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

92) Match the function categories to their descriptions:

- |                        |  |
|------------------------|--|
| I. Logical             | A. Tests such as AND, OR, and NOT  |
| II. Lookup & Reference | B. Standard Math and trigonometry calculations                                       |
| III. Math & Trig       | C. Calculations such as averages and standard deviations                             |
| IV. Statistical        | D. Manipulates text strings  |
| V. Text                | E. Looks up values in cells, creates links to cells, or provides references to cells |

Answer: A, E, B, C, D

Diff: 1

Reference: Function Basics

Objective: 4

AppChap: Excel 2: Formulas and Functions

93) Match the math and statistical functions to their descriptions:

- |                                       |   |
|---------------------------------------|---|
| I. =ABS(number)                       | A. Counts how often a value appears in a given range      |
| II. FREQUENCY(data_array,bins_array)  | B. Displays the absolute value of a number                |
| III. =INT(number)                     | C. Rounds a value number down to the whole number         |
| IV. =MODE.SNGL(number1,[number2],...) | D. Displays the most frequently occurring value in a list |
| V. =PI()                              | E. Returns the value of pi accurate up to 15 digits       |

Answer: B, A, C, D, E

Diff: 1

Reference: Function Basics

Objective: 5

AppChap: Excel 2: Formulas and Functions

94) Match the math and statistical functions to their descriptions:

- |                                      |   |
|--------------------------------------|---|
| I. =PI()                             | A. Identifies a value's rank within a list of values; returns an average rank for identical values        |
| II. =PRODUCT(number1, [number2],...) | B. Generates a random number between two numbers you specify  |
| III. =RANDBETWEEN(bottom,top)        | C. Multiplies all values in the argument list   |
| IV. =RANK.AVE(number,ref,[order])    | D. Returns the value of pi accurate up to 15 digits   |
| V. =RANK.EQ(number,ref,[order])      | E. Identifies a value's rank within a list of values; the top rank is identified for all identical values |

Answer: D, C, B, A, E

Diff: 1

Reference: Function Basics

Objective: 5

AppChap: Excel 2: Formulas and Functions

95) Match the math and statistical functions to their descriptions:

- |   |   |
|---|---|
| I. =ROUND(number,num_digits)                  | A. Returns the average of the internal values in a range by excluding the outliers  |
| II. =SUMPRODUCT(array1,[array2],[array3],...) | B. Finds the result of multiplying the values in one range by the related values in another column and then adding those products |
| III. =TRIMMEAN(array1,percent)                | C. Rounds a value to a specific number of digits  |
| IV. =TRUNC(number,[num_digits])               | D. Displays the absolute value of a number  |
| V. =ABS(number)                               | E. Returns the integer equivalent of a number by removing the decimal or fractional portion                                       |

Answer: C, B, A, E, D

Diff: 1

Reference: Function Basics

Objective: 5

AppChap: Excel 2: Formulas and Functions

96) Match the date/time function syntax to their descriptions:

- |                                |   |
|--------------------------------|---|
| I. =TODAY()                    | A. Returns the serial number for a date   |
| II. =NOW()                     | B. Displays today's date: moth, day, year   |
| III. =DATE(year,month)         | C. Displays the day within a month for a serial number of months from a serial number representing a date |
| IV. =EDATE(start,_date,months) | D. Displays the serial number of a date a specified number of months in the future or past                |
| V. =DAY(serial_number)         | E. Displays today's date and current military time  |

Answer: B, E, A, D, C

Diff: 1

Reference: Function Basics

Objective: 6

AppChap: Excel 2: Formulas and Functions

97) Match the date/time function syntax to their descriptions:

- |   |  |
|---|--|
| I. =EOMONTH(start_date,months)                        | A. Identifies the last day of the month, a specified number of months from a serial number representing a date |
| II. =MONTH(serial_number)                             | B. Returns the month (1 to 12) for a serial number   |
| III. =NETWORKDAYS<br>(start_date,end_date,[holidays]) | C. Calculates a serial number of a date  |
| IV. =WEEKDAY(serial_number,return_type)               | D. Calculates the number of workdays excluding weekends and specified holidays) between two dates              |
| V. =WORKDAY(start_date,days,[holidays])               | E. Identifies the weekday (1-7) for a serial number  |

Answer: A, B, D, E, C

Diff: 1

Reference: Function Basics

Objective: 7

AppChap: Excel 2: Formulas and Functions

98) Match the logical operators to their descriptions:

- I. =                   A. Less than or equal to
- II. <>                B. Equal to
- III. <                C. Not equal to
- IV. >                D. Less than
- V. <=                E. Greater than

Answer: B, C, D, E, A

Diff: 1

Reference: Logical, Lookup, and Financial Functions

Objective: 8

AppChap: Excel 2: Formulas and Functions

99) Match the range names to their descriptions:

- I. Grades                   A. Unacceptable name; can't use spaces in names
- II. COL                    B. Acceptable abbreviation for cost-of-living
- III. Tax\_Rate              C. Unacceptable name; can't use special symbols and spaces
- IV. Commission Rate      D. Acceptable range name
- V. Discount Rate %      E. Acceptable name with underscore

Answer: D, B, E, A, C

Diff: 3

Reference: Range Names

Objective: 11

AppChap: Excel 2: Formulas and Functions

100) Match the range names to their descriptions:

- I. Tax\_Rate                A. Acceptable name with underscore and numbers
- II. Commission Rate      B. Unacceptable name; can't start with a number
- III. Discount Rate %     C. Acceptable name with underscore
- IV. 2009\_Rate            D. Unacceptable name; can't use special symbols and spaces
- V. Rate\_2012             E. Unacceptable name; can't use spaces in names

Answer: C, E, D, B, A

Diff: 2

Reference: Range Names

Objective: 11

AppChap: Excel 2: Formulas and Functions