

# MULTIPLE CHOICE

<ul><li>A is a prewritt</li><li>a. function</li><li>b. feature</li></ul>	ten forn	nula that is buil	c.	xcel. task calculation
ANS: A	PTS:	1	REF:	EX 66
To start a new line in a. CTRL+ENTER b. TAB+ENTER	a cell,	press the	_ keys. c. d.	ALT+ENTER SHIFT+ENTER
ANS: C	PTS:	1	REF:	EX 71
When you enter a tw a. 20xx b. 30xx	o-digit	year that is less	c.	), Excel changes the year to 18xx 19xx
ANS: A	PTS:	1	REF:	EX 72
All of the following a a. ^ b. *	are vali	d Excel arithme	-	%
ANS: D	PTS:	1	REF:	EX 76
Which of the followi a. =23% b. =23	ng calc	ulations multip	c.	by 0.01? =23+.01 =2401
ANS: A	PTS:	1	REF:	EX 76
				positioning
ANS: B	PTS:	1	REF:	EX 77
When Excel follows a. 40 b. 26	the ord	er of operations	с.	rmula, 8 * 3 + 2, equals 48 13
ANS: B	PTS:	1	REF:	EX 77
<ul><li>a. Excel recalculate worksheet</li><li>b. Excel assigns the</li></ul>	es all fo	rmulas in the f the values in t	c.	Excel assigns the value in cell G15 to the active cell
ANS: C			REF:	EX 77
	<ul> <li>a. function</li> <li>b. feature</li> <li>ANS: A</li> <li>To start a new line in</li> <li>a. CTRL+ENTER</li> <li>b. TAB+ENTER</li> <li>ANS: C</li> <li>When you enter a tw</li> <li>a. 20xx</li> <li>b. 30xx</li> <li>ANS: A</li> <li>All of the following a</li> <li>a. ^</li> <li>b. *</li> <li>ANS: D</li> <li>Which of the followi</li> <li>a. =23%</li> <li>b. =23</li> <li>ANS: A</li> <li>When more than one</li> <li>of that you use</li> <li>a. placement</li> <li>b. operations</li> <li>ANS: B</li> <li>When Excel follows</li> <li>a. 40</li> <li>b. 26</li> <li>ANS: B</li> <li>Which of the followi</li> <li>a. Excel recalculate worksheet</li> <li>b. Excel assigns the previous 15 cells</li> </ul>	<ul> <li>a. function</li> <li>b. feature</li> <li>ANS: A PTS:</li> <li>To start a new line in a cell,</li> <li>a. CTRL+ENTER</li> <li>b. TAB+ENTER</li> <li>ANS: C PTS:</li> <li>When you enter a two-digit</li> <li>a. 20xx</li> <li>b. 30xx</li> <li>ANS: A PTS:</li> <li>All of the following are valid</li> <li>a. ^</li> <li>b. *</li> <li>ANS: D PTS:</li> <li>Which of the following calca</li> <li>a. =23%</li> <li>b. =23</li> <li>ANS: A PTS:</li> <li>When more than one arithmoof that you use in algoenent</li> <li>b. operations</li> <li>ANS: B PTS:</li> <li>When Excel follows the orden</li> <li>a. 40</li> <li>b. 26</li> <li>ANS: B PTS:</li> <li>Which of the following happa</li> <li>a. Excel recalculates all for worksheet</li> <li>b. Excel assigns the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the analysis of the sum or previous 15 cells to the sum or previous 15 ce</li></ul>	<ul> <li>a. function</li> <li>b. feature</li> <li>ANS: A PTS: 1</li> <li>To start a new line in a cell, press thea. CTRL+ENTER</li> <li>b. TAB+ENTER</li> <li>ANS: C PTS: 1</li> <li>When you enter a two-digit year that is less a. 20xx</li> <li>b. 30xx</li> <li>ANS: A PTS: 1</li> <li>All of the following are valid Excel arithmer a. ^ b. *</li> <li>ANS: D PTS: 1</li> <li>Which of the following calculations multiple a. =23%</li> <li>b. =23</li> <li>ANS: A PTS: 1</li> <li>When more than one arithmetic operator is of that you use in algebra.</li> <li>a. placement</li> <li>b. operations</li> <li>ANS: B PTS: 1</li> <li>When Excel follows the order of operations</li> <li>a. 40</li> <li>b. 26</li> <li>ANS: B PTS: 1</li> <li>Which of the following happens when you</li> <li>a. Excel recalculates all formulas in the worksheet</li> <li>b. Excel assigns the sum of the values in the previous 15 cells to the active cell</li> </ul>	b. feature d. ANS: A PTS: 1 REF: To start a new line in a cell, press thekeys. a. CTRL+ENTER c. b. TAB+ENTER d. ANS: C PTS: 1 REF: When you enter a two-digit year that is less than 30 a. 20xx c. b. 30xx d. ANS: A PTS: 1 REF: All of the following are valid Excel arithmetic opera a. ^ c. b. * d. ANS: D PTS: 1 REF: Which of the following calculations multiplies 231 a. =23% c. b. =23 d. ANS: A PTS: 1 REF: When more than one arithmetic operator is involve of that you use in algebra. a. placement c. b. operations d. ANS: B PTS: 1 REF: When Excel follows the order of operations, the fo a. 40 c. b. 26 d. ANS: B PTS: 1 REF: Which of the following happens when you enter th a. Excel recalculates all formulas in the c. worksheet b. Excel assigns the sum of the values in the d. previous 15 cells to the active cell

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b. AutoCorrect Options d. Paste Options

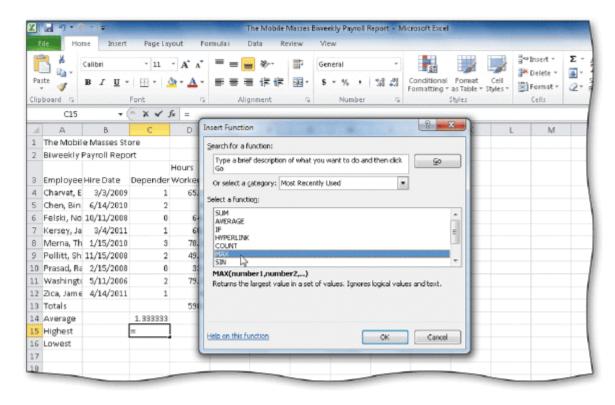
	ANS: A	PTS:	1	REF:	EX 82
14.	to a cell.	button li	sts error-check	ing opti	ons following the assignment of an invalid formula
	<ul><li>a. Find Error</li><li>b. Explain Error</li></ul>			c. d.	Fix Error Trace Error
	ANS: D	PTS:	1	REF:	EX 82
15.	You can select a ran a. F2 b. F4	ge using	g the keyboard	с.	sing the key and then an ARROW key. F6 F8
	ANS: D	PTS:	1	REF:	EX 82
16.	The Option b a. AutoCorrect b. Insert	utton lis	ts formatting o	с.	ollowing an insertion of cells, rows, or columns. Auto Fill Paste
	ANS: B	PTS:	1	REF:	EX 82
17.		el has a	numerical valu		
	<ul><li>a. blank</li><li>b. formatted</li></ul>				copied filled
	ANS: A	PTS:	1	REF:	EX 83
18.	The function of cells with numeric			ne speci	fied range and then divides the sum by the number
	a. MIN b. SUM		C		AVERAGE MAX
	ANS: C	PTS:	1	REF:	EX 84
19.	The AutoConfollowing the equals	-	st contains thos	se funct	ions that alphabetically match the letters you type
	a. Function	51611.			Equal
	b. Formula ANS: B	PTS:	1		Calculate EX 84
20					
20.	box or press the EN			-	e the AVERAGE function when you click the Enter
	<ul><li>a. left parenthesis</li><li>b. right bracket</li></ul>				right parenthesis left bracket
	ANS: C	PTS:	1	REF:	EX 85
21.	Which of the follow				
	<ul><li>a. (Editing tab   Ho</li><li>b. (Home tab   Edit</li></ul>				(Home tab   Clipboard group) (Calculation tab   Editing group)
	ANS: B	PTS:	1	REF:	EX 85
22.	You should a	function	n name in the F	Formula	AutoComplete list to select the function.

22. You should \_\_\_\_\_ a function name in the Formula AutoComplete list to select the function. a. double-click c. right-click

	b. click			d.	none of the above
	ANS: A	PTS:	1	REF:	EX 85
23.	The	function displays	the highest	value in a	range.

1 11		unetion displays the inglies	varae ili a	runge.
a.	MIN		с.	MAX
b.	SUM		d.	AVERAGE

ANS: C PTS: 1 REF: EX 86



24. Clicking the \_\_\_\_\_ opens the Insert Function dialog box shown in the accompanying figure. a. Insert Function box on the formula bar c. Function button (Home tab | Function

b. Function dialog box launcher (Home tab | d. Calculations group)
 b. Functions & Formulas button on the status bar

ANS: A PTS: 1 REF: EX 86

25. The \_\_\_\_\_\_ function determines the lowest number in a range.  $\sum_{n=1}^{\infty} MAX$ 

a. MAX b. AVERAGE		d. MIN
ANS: D	PTS: 1	<b>REF:</b> EX 87

26. To copy cell contents, you can select the cell and then press the \_\_\_\_\_ keys.a. CTRL+Vc. CTRL+Bb. CTRL+Xd. CTRL+CANS: DPTS: 1REF: EX 90

27. To paste copied cell contents, you can press the \_\_\_\_\_ keys. a. CTRL+C c. CTRL+V

	b. CTRL+P			d.	CTRL+X
	ANS: C	PTS:	1	REF:	EX 90
28.	You can use the a. Formula Finder b. Range Finder	to che	eck which cells	с.	Terenced in the formula assigned to the active cell. Calculation Finder Function Finder
	ANS: B	PTS:	1	REF:	EX 91
29.	A is a predefine a. scheme b. gallery	ed set of	colors, fonts, c	с.	yles, cell styles, and fill effects. theme style
	ANS: C	PTS:	1	REF:	EX 93
30.	You can open the Fo a. SHIFT+TAB b. CTRL+1	rmat Cel	lls dialog box t	c.	sing the keys. ALT+1 SHIFT+F1
	ANS: B	PTS:	1	REF:	EX 97
31.	The most popular bac a. blue b. white	-		c. d.	red yellow
	ANS: A	PTS:	1	REF:	EX 98
32.	1 · ·	of the dec mat	cimal point, and	d displa c.	gn to the left of the number, a comma every three ays numbers to the nearest cent. Percent style format Currency style format
	ANS: B	PTS:	1	REF:	EX 100

A <sup>*</sup>	mulas Data	s Review ≫ 副 建建 國	Accounting	Condition		ell es +	Σ · ŽT J · ŽT Sort &	2 - 2 ≥ Find &
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ent	Worked	Pay Rate	Gross Pay	Federal Tax	State Tax	Net Pay	Tax %	
	65.25	\$ 20.50	\$ 1,337.63	\$ 288.93	\$ 53.51	\$ 995.19	0.256	
	80	25.85	2068	444.2592	82.72	1541.0208	0.254826	
	64.5	12.6	812.7	178.794	32.508	601.398	0.26	
	68.5	21.45	1469.325	317.9011	58.773	1092.6509	0.256359	
	78.25	22.6	1768.45	373.0078	70.738	1324.7042	0.250924	
	49.25	18.25	898.8125	187.03795	35.9525	675.82205	0.248095	
	33.5	9.35	313.225	68.9095	12.529	231.7865	0.26	
	79.25	23.75	1882.1875	403.38045	75.2875	1403.51955	0.254315	
	80	19.65	1572	340.4896	62.88	1168.6304	0.256596	
	598.5		\$12,122.33	\$ 2,602.71	\$484.89	\$ 9,034.73	0.2547	
333	66.5	19.33333	1346.925	289.189633	53.877	1003.85837		
з	80		2068	444.2592	-		0.26	

33. In the accompanying figure, the ranges E4:I4 and F13:I13 are formatted with a \_\_\_\_\_ dollar sign. a. fixed c. floating b. formatted

d. none of the above

	o. Tormatica			
	ANS: A	<b>PTS:</b> 1	REF: EX 100	
34.	Which of the followi	ng is the path to the C	omma Style button?	
	a. (Home tab   Alig	nment group)	c. (Home tab   Cells group	))

b. (Home tab | Font group) d. (Home tab | Number group)

ANS: D PTS: 1 **REF: EX 101** 

35. Which of the following is the path to the Conditional Formatting button? a. (Home tab | Editing group) c. (Formatting tab | Styles group)

b. (Styles tab | Formatting group) d. (Home tab | Styles group)

ANS: D PTS: 1 REF: EX 104

36. If you do not assign a format to a cell or cells in a column, the column width will remain \_\_\_\_\_ characters. a. 8.43 c. 11.65 b. 7.52 d. 9.43

ANS: A PTS: 1 **REF: EX 107** 

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

a. 0 c. 2 b. 1 d. 3 ANS: A PTS: 1 REF: EX 111

38.	Which of the following	g is the	path to the	Spelling button?
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- a. (Home tab | Proofing group) c.
- b. (Proofing tab | Spelling group)
- c. (Review tab | Proofing group)
- d. (Review tab | Checking group)

ANS: C PTS: 1

REF: EX 112

39. \_\_\_\_\_ 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

ANS: B	PTS: 1	<b>REF</b> :	EX 114
	110. 1	ILLI .	

3. 6. 1.	The Mobil	e Masses Bhweekly Payroll Report - Microsoft Excel	-
Home Hit	Insert Page Layout Formulas Data	Roview View	<ul><li>○ ○ ○ ○</li></ul>
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- 40. To print a range of cells in the active worksheet, click \_\_\_\_\_ in the Settings area in the Print gallery, as shown in the accompanying figure.
  - a. Print Active Sheets
  - b. Print Selection

- c. Print Entire Workbook
- d. none of the above

ANS: B PTS: 1 REF: EX 118

## **MULTIPLE RESPONSE**

### **Modified Multiple Choice**

- 1. Which of the following are considered guidelines to use when making decisions about creating a new workbook?
  - a. Determine the necessary formulas and functions needed c. Specify how the hard copy of the worksheet should appear
  - functions needed worksheet should appearb. Identify how to format various elements of d. the worksheetEnter data into the worksheets and format the cells

ANS: A, B, C PTS: 1 REF: EX 69

2. Which of the following is true of a function?

		es a value or v orms a calcula				Returns a result to the cell Contains arguments	
	ANS: A	, B, C, D	PTS:	1	REF:	EX 75	
3.	Which or a. =3 ^ b. =H3.	4	ıg are v	alid formulas?		=11+9 =22-F15	
	ANS: A	, B, C, D	PTS:	1	REF:	EX 76	
4.	a. Paste inclu	es an exact co iding contents	opy of v s and fo	what you copied prmatting	d c.	Paste Options button? Pastes just formulas	
		es synonyms				Pastes just formatting	
		., C, D				EX 82	
5.	a. chec	k the spelling k the spelling	, in a si	r, you can ngle cell rds in a selected	c.	add words to the dictionary add words to the AutoCorrect list	
	ANS: A	, B, C, D	PTS:	1	REF:	EX 113	
TRU	E/FALSE						
1.	The equa	al sign (=) pre	ecedes a	a formula.			
	ANS: T		PTS:	1	REF:	EX 75	
2.	An asterisk (*) following a cell reference in a formula is the arithmetic operator that directs Excel to perform the division operation.						
	ANS: F		PTS:	1	REF:	EX 75	
3.	Pressing	the F9 key in	structs	Excel to recald	culate a	ll formulas.	
	ANS: T		PTS:	1	REF:	EX 75	
4.	The arithmetic operator, ^, directs Excel to perform the division operation.						
	ANS: F		PTS:	1	REF:	EX 76	
5.	Point mo	ode allows yo	u to sel	ect cells for us	e in a fo	ormula by using the keyboard.	
	ANS: F		PTS:	1	REF:	EX 77	
6.	As in algebra, you can use brackets to override the order of operations Excel follows to perform formula calculations.						
	ANS: F		PTS:	1	REF:	EX 77	
7.	Moving	from left to ri	ght, the	e first calculatio	on in th	e order of operations is negation (-).	

ANS: T PTS: 1 REF: EX 77

8. Using Point mode to enter formulas often is faster and more accurate than using the keyboard to type the entire formula.

ANS: T PTS: 1 REF: EX 79

- 9. The Insert Options button lists formatting options.
  - ANS: T PTS: 1 REF: EX 82
- 10. You can use the arrow keys to complete an entry in Point mode.

ANS: F PTS: 1 REF: EX 85

X 🖬 🔊 - (* - ) =	The Mobile Masses Biweekly Payroll Report - Microsoft Excel
Home Insert P	age Layout Formulas Data Review View
· · · · · · · · · · · · · · · · · · ·	III → A* A*       = = ⇒ →       IF       General       IF       <
MAX • (= ¥	≪ <u>f</u> =MAX(c4:c12)
A B 3 1 The Mobile Masses Store 2 Biweekly Payroll Report	Function Arguments M
3 Employee Hire Date Dep 4 Charvat, E 3/3/2009 5 Chen, Bin 6/14/2010 6 Felski, No 10/11/2008 7 Kersey, Ja 3/4/2011	Number1         c4xc12         I         Image: Second se
8 Merna, Th 1/15/2010 9 Pollitt, Sh 11/15/2000 10 Prasad, Rs 2/15/2008 11 Washingti 5/11/2006 12 Zica, Jame 4/14/2011	= 3 Returns the largest value in a set of values. Ignores logical values and text. Number1: number1, number2, are 1 to 255 numbers, empty cells, logical values, or text numbers for which you want the maximum.
13 Totals 14 Average 1.33 15 Highest (oko 16 Lowest 17 18	Formula result = 3 Help on this function OK Cencel

11. Clicking the Insert Function box opens the Function Arguments dialog box, as shown in the accompanying figure.

ANS: F PTS: 1 REF: EX 86

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

ANS: T PTS: 1 REF: EX 87

13. 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.

ANS: T PTS: 1 REF: EX 88

14. Excel has more than 400 additional functions that perform just about every type of calculation you can imagine.

ANS: T PTS: 1 REF: EX 89

15. To use Range Finder to verify that a formula contains the intended cell references, click the cell with the formula you want to check.

ANS: F PTS: 1 REF: EX 91

16. The use of a fill color in a cell or range of cells sets off the cell or range from other portions of the worksheet and provides visual impact to draw the user's eye toward the cell or range.

ANS: T PTS: 1 REF: EX 93

17. Dates that include years both before and after the year 2000 should be formatted with a two-digit year.

ANS: F PTS: 1 REF: EX 93

18. When you click the Decrease Font Size button, Excel assigns the next highest font size in the Font Size gallery.

ANS: F PTS: 1 REF: EX 96

19. You can click the Format Cells Dialog Box Launcher to open the Format Cells dialog box.

ANS: T PTS: 1 REF: EX 97

20. You cannot format an entire column at once.

ANS: F PTS: 1 REF: EX 99

21. A floating dollar sign appears immediately to the left of the first digit in a dollar value with no spaces.

ANS: T PTS: 1 REF: EX 100

22. 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.

ANS: T PTS: 1 REF: EX 102

23. 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.

ANS: T PTS: 1 REF: EX 103

24. Formatting that appears only when the value in a cell meets conditions that you specify is called conditional formatting.

ANS: T PTS: 1 REF: EX 104

25. Best fit means that the width of the column will be increased or decreased by a percentage you specify.

1. Worksheet \_\_\_\_\_\_\_ typically contain items analogous to items in a list.

ANS: rows

PTS: 1 REF: EX 69

2. The function, or \_\_\_\_\_\_, of a worksheet is to provide a user with direct ways to accomplish tasks.

ANS: purpose

PTS: 1 REF: EX 69

3. When Excel recognizes that you entered a date in mm/dd/yy format, it automatically formats the date as \_\_\_\_\_.

ANS: mm/dd/yyyy

PTS: 1 REF: EX 72

4. If you have a long text entry, such as a paragraph, you can instruct Excel to \_\_\_\_\_\_ text in the cell.

ANS: wrap

PTS: 1 REF: EX 72

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.

ANS: formula

PTS: 1 REF: EX 74

6. A formula in a cell that contains a reference back to itself is called a(n)

ANS: circular reference

PTS: 1 REF: EX 75

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

ANS: division

PTS: 1 REF: EX 76

8. In the order of operations, the last operation Excel performs is \_\_\_\_\_\_.

ANS: subtraction addition

	uaanno					
	PTS:	1	REF:	EX 77		
9.	Typing	g =av in a cell	displays	s the		
	ANS:	Formula Auto	Comple	ete list		
	PTS:	1	REF:	EX 84		
10.	You ca box.	an learn more a	about E	ccel's functions with option	ons in the	dialog
	ANS:	Insert Functio	n			
	PTS:	1	REF:	EX 89		
11.	You ca	an press the		key	to quit Range Finder.	
	ANS:	ESC				
	PTS:	1	REF:	EX 91		
12.	A(n) _			is a dot on the sc	reen that contains a color.	
	ANS:	pixel				
	PTS:	1	REF:	EX 107		
13.	widest	entry will fit i	n the co	means that the width outputs.	of a column will be increased or decreased	d so the
	ANS:	Best fit				
	PTS:	1	REF:	EX 107		
14.				is a technique that can t or sensitive data that oth	be used to conceal data that might not be ters should not see.	•
	ANS:	Hiding cells				
	PTS:	1	REF:	EX 108		
15.	To set	row height to	best fit,		the bottom boundary of the row he	ading.
	ANS:	double-click				
	PTS:	1	REF:	EX 111		
16.	Excel i errors.	includes a(n) _		yc	ou can use to check a worksheet for spelling	ng

	ANS:	spell checker								
	PTS:	1	REF:	EX 112						
17.		ys take time to oupervisor.	check t	ne			_ of a worksheet be	fore submitting it to		
	ANS:	formulas								
	PTS:	1	REF:	EX 113						
18.		You can click the Page Layout view button on the to switch to Page Layout view.								
	ANS:	status bar								
	PTS:	1	REF:	EX 114						
19.		are those portions of a printed page outside the main body of the								
	printed document and always are blank when printed. ANS: Margins									
		-	DEE	EV 114						
		1								
20.				view shows	s the wo	rksheet div	vided into pages.			
	ANS:	Page Layout								
	PTS:	1	REF:	EX 114						
MOD	IFIED	TRUE/FALS	E							
1.	In des	igning a works	heet, <u>vi</u>	sual aesthetics	should	come first.				
	ANS:	F, functional	conside	rations						
	PTS:	1	REF:	EX 69	TOP:	Critical T	hinking			
2.	The va	alues that you u	ise with	a function are	called a	arguments.				
	ANS: TOP:	T Critical Think	ting		PTS:	1	REF: EX 75			
3.	Statist	tical functions i	gnore <u>l</u>	olank cells.						
	ANS:	Т			PTS:	1	REF: EX 84			

TOP: Critical Thinking

4. When cell entries are short, <u>right-aligning</u> the entries within their respective columns improves the appearance of the worksheet.

ANS: F, centering

PTS: 1 REF: EX 93 TOP: Critical Thinking

5. The Accounting number format assigns a <u>floating</u> dollar sign.

ANS: F, fixed

PTS: 1 REF: EX 100 TOP: Critical Thinking

### MATCHING

Identify the letter of the choice that best matches the phrase or definition.

- a. ALT+ENTER
- b. #REF!
- c. F9
- d. F8
- e. CTRL+C

- g. CTRL+SHIFT+\$ h. F7
- i. CTRL+ACCENT MARK (`)
- j. CTRL+V

f. CTRL+1

- 1. Select cells using the keyboard.
- 2. Copies a formula.
- 3. Applies the Currency style with a floating dollar sign and two decimal places.
- 4. Wraps text in a cell.
- 5. Spell-checking a worksheet.
- 6. Manually recalculates formulas.
- 7. Pastes a formula.
- 8. Opens the Format Cells dialog box.
- 9. An invalid cell reference in a formula.
- 10. Displays the worksheet with formulas.

1.	ANS:	D	PTS:	1	REF:	EX 82
2.	ANS:	E	PTS:	1	REF:	EX 90
3.	ANS:	G	PTS:	1	REF:	EX103
4.	ANS:	А	PTS:	1	REF:	EX 71
5.	ANS:	Н	PTS:	1	REF:	EX 113
6.	ANS:	С	PTS:	1	REF:	EX 75
7.	ANS:	J	PTS:	1	REF:	EX 90
8.	ANS:	F	PTS:	1	REF:	EX 97
9.	ANS:	В	PTS:	1	REF:	EX 74
10.	ANS:	Ι	PTS:	1	REF:	EX 119

1. Discuss how to determine the formulas and functions needed for a worksheet.

## ANS:

As you have learned, formulas and functions simplify the creation and maintenance of worksheets because Excel performs calculations for you. When formulas and functions are used together properly, the amount of data that a user manually must enter in a worksheet greatly can be diminished:

• Utilize proper algebraic notation. Most Excel formulas are the result of algebraic calculations. A solid understanding of algebraic operators and the order of operations is important to writing sound formulas.

• Utilize the fill handle and copy and paste operations to copy formulas. The fill handle and the Excel copy and paste functionality help to minimize errors caused by retyping formulas. When possible, if a similar formula will be used repeatedly in a worksheet, avoid retyping the formula and instead use the fill handle.

• Be careful about using invalid and circular cell references. An invalid reference occurs when Excel does not understand a cell reference used in a formula, resulting in Excel displaying a #REF! error message in the cell.

A formula in a cell that contains a reference back to itself is called a circular reference. Excel often warns you when you create a circular reference. In almost all cases, circular references are the result of an incorrect formula. A circular reference can be direct or indirect. For example, placing the formula =A1 in cell A1 results in a direct circular reference. An indirect 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.

• Employ the Excel built-in functions whenever possible. Excel includes prewritten formulas called functions to help you compute a range of values and statistics. A function takes a value or values, performs an operation, and returns a result to the cell. The values that you use with a function are called arguments. All functions begin with an equal sign and include the arguments in parentheses after the function name. For example, in the function =AVERAGE(C4:C12), the function name is AVERAGE, and the argument is the range C4:C12. Become familiar with the extensive number of built-in functions. When you have the choice, always use built-in functions instead of writing and typing a formula version of your mathematical expression. Such a practice reduces the possibility of errors and simplifies the formula used in a cell, resulting in improved readability.

PTS: 1 REF: EX 74-EX 75 TOP: Critical Thinking

2. Briefly discuss the order of operations.

## ANS:

When more than one arithmetic operator is involved in a formula, Excel follows the same basic order of operations that you use in algebra. Moving from left to right in a formula, the order of operations is as follows: first negation (–), then all percentages (%), then all exponentiations (^), then all multiplications (\*) and divisions (/), and finally, all additions (+) and subtractions (–).

As in algebra, you can use parentheses to override the order of operations. For example, if Excel follows the order of operations, 8 \* 3 + 2 equals 26. If you use parentheses, however, to change the formula to 8 \* (3 + 2), the result is 40, because the parentheses instruct Excel to add 3 and 2 before multiplying by 8.

PTS: 1 REF: EX 77 TOP: Critical Thinking

3. Briefly discuss displaying the formulas version of a worksheet.

ANS:

The values version of the worksheet, shows the results of the formulas you have entered, rather than the actual formulas. Excel also can display and print the formulas version of the worksheet, which shows the actual formulas you have entered, rather than the resulting values.

The formulas version is useful for debugging a worksheet. Debugging is the process of finding and correcting errors in the worksheet. Viewing and printing the formulas version instead of the values version makes it easier to see any mistakes in the formulas.

When you change from the values version to the formulas version, Excel increases the width of the columns so that the formulas and text do not overflow into adjacent cells on the right. The formulas version of the worksheet, thus, usually is significantly wider than the values version.

PTS: 1 REF: EX 119 TOP: Critical Thinking

### CASE

### **Critical Thinking Questions**

Case 2-1

Leo, owner of Leo's Bread Company, recently installed Excel 2010 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.

1. 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?

	Comma style Percent style	Currency style General number
ANS:		

C

PTS: 1

REF: EX 100 TOP: Critical Thinking

2. 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?

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

PTS: 1 REF: EX 104 TOP: Critical Thinking

**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.

- 3. 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.

ANS:

Α

PTS: 1 REF: EX 84 TOP: Critical Thinking

- 4. 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?
  - a. She believes that 54 minutes is her best running time.
  - b. The MAX function recalculates the highest value each time a new value is entered into the worksheet.
- c. She believes that 54 minutes is not her best running time.
- d. The MAX function provides a constant value that will not change for this cell when a new value is entered into the worksheet.

ANS: B

PTS: 1

REF: EX 87

TOP: Critical Thinking