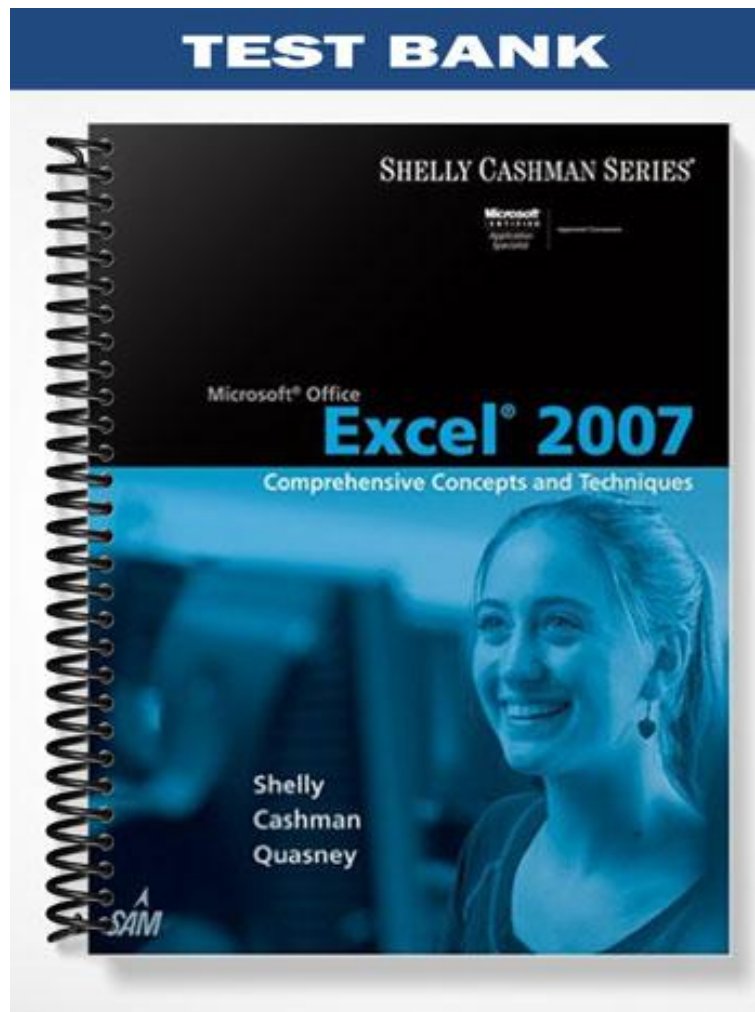


TEST BANK



9. In Excel, functions can be entered using any of the following methods *except* the ____.
- a. Function command on the Tools menu
 - b. keyboard or mouse
 - c. Insert Function box in the formula bar
 - d. AutoSum command on the Formulas tab

ANS: A PTS: 1 REF: EX 98

10. How do you activate Range Finder to verify a formula in a cell?
- a. Range Finder does not verify formulas
 - b. Press the ESC key
 - c. Double-click in the cell
 - d. Click the Range Finder button

ANS: C PTS: 1 REF: EX 106

11. Using the ____ button on the Ribbon instructs Excel to display additional decimal places in a cell.
- a. AutoFormat
 - b. Currency Style
 - c. Increase Decimal
 - d. Percent Style

ANS: C PTS: 1 REF: EX 116

12. Click ____ in the Conditional Formatting gallery to display the New Formatting Rule dialog box.
- a. Rule Format
 - b. New Rule
 - c. New Format
 - d. Format Rule

ANS: B PTS: 1 REF: EX 119

13. When Excel starts and the blank worksheet displays on the screen, all of the columns have a default width of ____.
- a. 8.43 characters, or 64 pixels
 - b. 64 characters, or 8.43 pixels
 - c. 12.75 points, or 17 pixels
 - d. 17 points, or 12.75 pixels

ANS: A PTS: 1 REF: EX 122

14. ____ means that the width of the column will be increased or decreased so the widest entry will fit in the column.
- a. Auto column adjust
 - b. Width fit
 - c. Auto adjust
 - d. Best fit

ANS: D PTS: 1 REF: EX 122

15. To instruct Excel to display a hidden column, position the mouse pointer to the ____.
- a. left of the column heading boundary where the hidden column is located and then drag to the right
 - b. right of the column heading boundary where the hidden column is located and then drag to the left
 - c. left of the column heading boundary where the hidden column is located and then drag to the left
 - d. right of the column heading boundary where the hidden column is located and then drag to the right

ANS: D PTS: 1 REF: EX 122

16. If you want to increase or decrease column width significantly, you can right-click a column heading and then use the ____ command on the shortcut menu to change the column's width.
- a. Column Width
 - b. Adjust Width
 - c. Width Adjustment
 - d. Increase Column

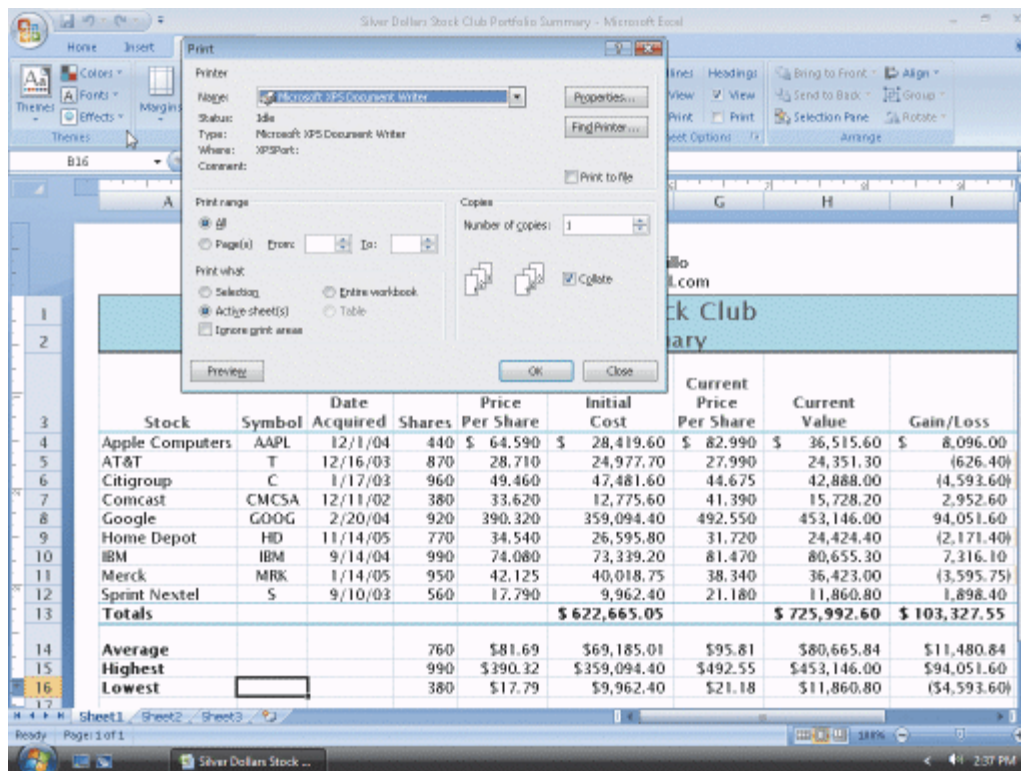


Figure 2-3

22. In the Print dialog box shown in the accompanying figure, the ____ instructs Excel to print the selected range.
- Selection option button
 - Print to file check box
 - Active sheet(s) option button
 - Collate check box

ANS: A PTS: 1 REF: EX 133

23. In the Print dialog shown in the accompanying figure, the ____ instructs Excel to print the worksheet currently on the screen or the selected worksheets.
- Selection option button
 - Print to file check box
 - Active sheet(s) option button
 - Collate check box

ANS: C PTS: 1 REF: EX 133

24. In the Print dialog box shown in the accompanying figure, the ____ instructs Excel to print all the worksheets with content in the workbook.
- Entire workbook option button
 - All option button
 - Selection option button
 - Active sheet(s) option button

ANS: A PTS: 1 REF: EX 133

25. In the accompanying figure, what will be printed when you click the OK button?
- The entire workbook
 - The active workbook
 - All pages in the worksheet
 - The active worksheet

ANS: D PTS: 1 REF: EX 133

26. Excel does *not* display the Print dialog box shown in the accompanying figure when the ____ is used.
- Print button in a dialog box
 - Print command on the File menu
 - Print button in the Preview window
 - Print button on the Quick Access Toolbar

ANS: D

PTS: 1

REF: EX 133

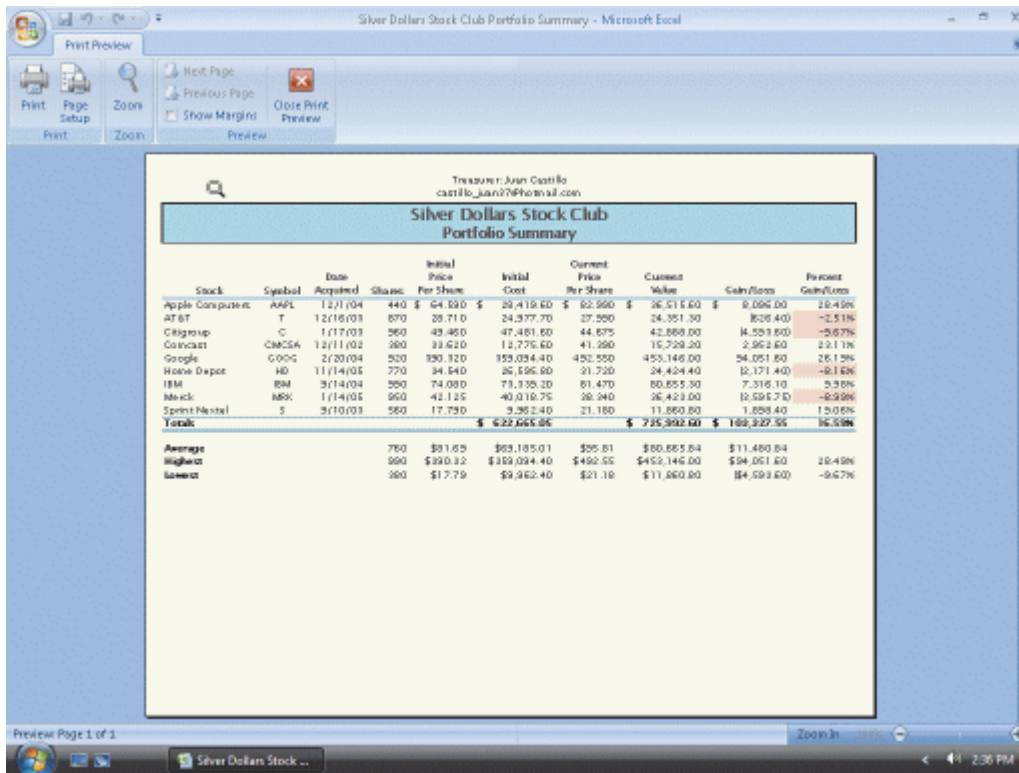


Figure 2-2

27. In the accompanying figure, the Page Setup button displays the ____ dialog box.
- Print setup for the page
 - Setup
 - Page Setup
 - Page

ANS: C

PTS: 1

REF: EX 133

28. The ____ button, in the accompanying figure, allows you to view the page in larger or smaller sizes in the Preview window.
- Next page
 - Zoom
 - Page Setup
 - Preview

ANS: B

PTS: 1

REF: EX 133

29. To toggle between the values version and the formulas version of a worksheet, hold down the ____ key.
- ALT key while pressing the ACCENT MARK (´)
 - ALT key while pressing the SINGLE QUOTATION MARK (')
 - CTRL key while pressing the ACCENT MARK (´)
 - CTRL key while pressing the SINGLE QUOTATION MARK (')

ANS: C

PTS: 1

REF: EX 135

30. The formulas version verifies that you entered formulas, rather than ____, in formula-based cells.
- text
 - numbers
 - functions
 - dollar signs

ANS: B

PTS: 1

REF: EX 135

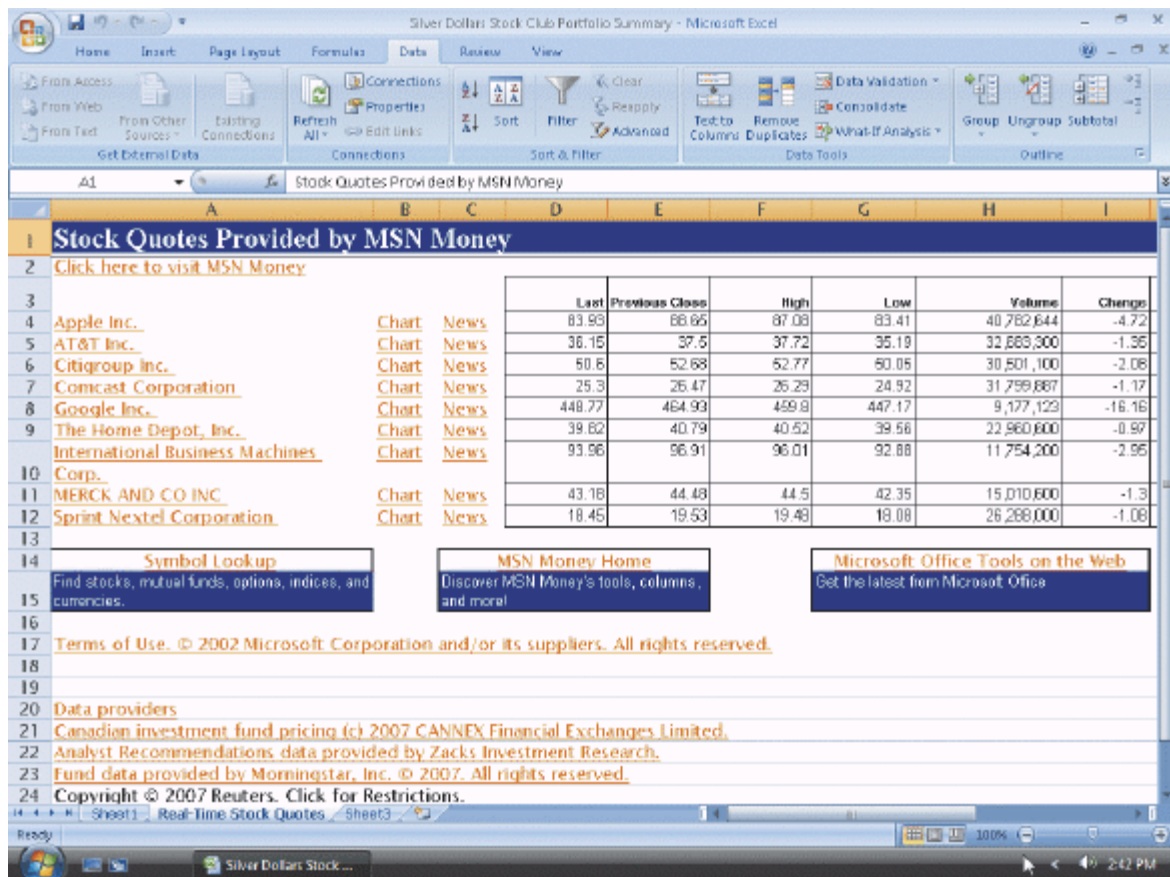


Fig 2-5

37. In the accompanying figure, what is the first step in renaming the worksheet?
- Copy the name from an existing worksheet.
 - Double-click the worksheet tab.
 - Type the new name next to the old one.
 - Delete the first worksheet in the workbook.

ANS: B PTS: 1 REF: EX 141

38. In the accompanying figure, to move between worksheets, use the ____ to the left of the sheet tabs.
- worksheet scrolling button
 - worksheet advancing button
 - tab scrolling buttons
 - sheet open-close button

ANS: C PTS: 1 REF: EX 141

39. Longer worksheet names also can mean that ____ sheet tabs will show.
- fewer
 - all
 - more
 - no more

ANS: A PTS: 1 REF: EX 141

40. E-mailing a workbook from Excel sends the workbook as a(n) ____ in the e-mail.
- picture
 - attachment
 - box
 - table

ANS: B PTS: 1 REF: EX 143

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
 - b. Identify how to format various elements of the worksheet
 - c. Specify how the printed worksheet should appear
 - d. Enter data into the worksheets and format the cells

ANS: A, B, C PTS: 1 REF: EX 85

2. Using arithmetic operation, the formula, =d4*e4, is the same as which formulas?
- a. D4 * E4
 - b. d4 * e4
 - c. =D4 * E4
 - d. =d4 * e4

ANS: C, D PTS: 1 REF: EX 92

3. You can apply conditional formatting to ____.
- a. a cell
 - b. the entire worksheet
 - c. a range of cells
 - d. the entire workbook

ANS: A, B, C, D PTS: 1 REF: EX 118

4. Which buttons in the Spelling dialog box will not change the spelling of the word?
- a. AutoCorrect
 - b. Undo Last
 - c. Ignore Once
 - d. Ignore All

ANS: C, D PTS: 1 REF: EX 128

5. Which statements are true about the Excel spell checker?
- a. It can check notes and embedded charts.
 - b. It can check all sheets in a workbook.
 - c. It can check in one language and offer suggestions in another language.
 - d. When it reaches the end of the worksheet, it will ask if you want to continue checking at the beginning.

ANS: A, B, D PTS: 1 REF: EX 129

TRUE/FALSE

1. The arithmetic operator, ^, directs Excel to perform the division operation.

ANS: F PTS: 1 REF: EX 92

2. Cell references in formulas must be entered in uppercase, and spaces cannot be added before or after arithmetic operators.

ANS: F PTS: 1 REF: EX 92

3. Regardless of the length and complexity of a formula, using Point mode to enter formulas always is slower and less accurate than using the keyboard.

ANS: F PTS: 1 REF: EX 94

4. When a formula is copied, Excel adjusts the cell references so the new formulas contain references corresponding to the new location and performs calculations using the appropriate values.

ANS: T PTS: 1 REF: EX 96

5. A smart tag indicator is a block plus sign located in the center of the cell.

ANS: F PTS: 1 REF: EX 96

6. The AVERAGE function requires that the argument (the range) be included within parentheses before the function name.

ANS: F PTS: 1 REF: EX 98

7. When Point mode is used to enter a formula or function, the arrow keys can be used to complete the entry.

ANS: F PTS: 1 REF: EX 100

8. Excel has more than 400 functions.

ANS: T PTS: 1 REF: EX 104

9. One of the least common mistakes made with Excel is to include the wrong cell reference in a formula.

ANS: F PTS: 1 REF: EX 106

10. To use Range Finder to verify that a formula contains the intended cell references, right-click the cell with the formula to be checked.

ANS: F PTS: 1 REF: EX 106

11. Excel does not allow the contents of a cell to be aligned vertically.

ANS: F PTS: 1 REF: EX 114

12. The Comma Style button is located on the Ribbon.

ANS: T PTS: 1 REF: EX 115

13. When using conditional formatting, if the condition is true, then Excel applies the formatting.

ANS: T PTS: 1 REF: EX 118

14. With conditional formatting, if the value of the cell changes and no longer meets the specified condition, Excel suppresses the conditional formatting.

ANS: T PTS: 1 REF: EX 121

15. A character is a dot on the screen that contains a color.

ANS: F PTS: 1 REF: EX 122

16. A pixel is defined as a letter, number, symbol, or punctuation mark in 10-point Arial font, the default font used by Excel.

ANS: F PTS: 1 REF: EX 122

17. The default row height in a blank worksheet is 12.75 points (or 17 pixels).

ANS: F PTS: 1 REF: EX 122

18. To skip correcting a word identified by the spell checker, click the Ignore Once button in the Spelling dialog box.

ANS: T PTS: 1 REF: EX 128

19. If a cell other than cell A1 is selected before starting the spell checker, Excel will display a dialog box when the spell checker reaches the end of the worksheet, asking if the spell checker should continue checking at the beginning.

ANS: T PTS: 1 REF: EX 129

20. You can preview a worksheet using the Print Preview button on the menu bar.

ANS: F PTS: 1 REF: EX 133

21. To import external data from a World Wide Web site, it is necessary to have access to the Internet.

ANS: T PTS: 1 REF: EX 137

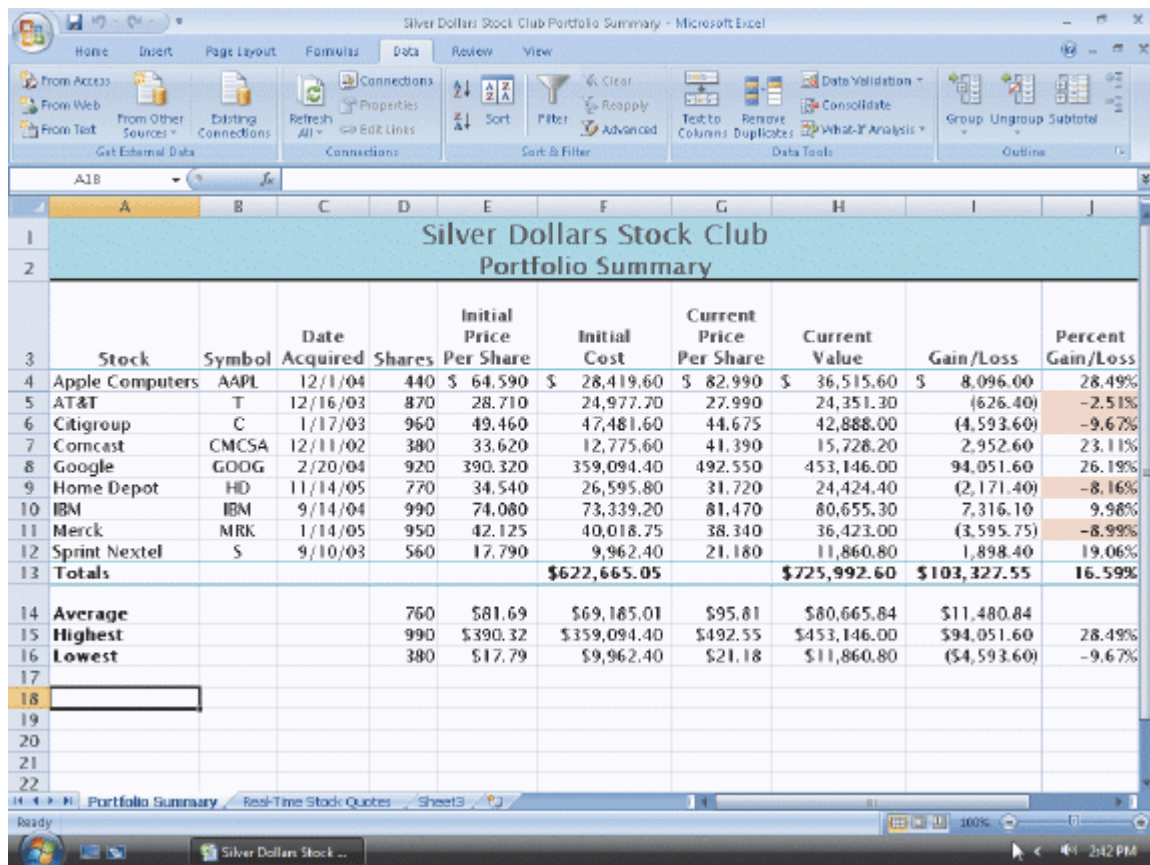


Figure 2-1

22. In the accompanying figure, the two middle scroll buttons to the left of the sheet tabs move to the first or last worksheet in the workbook.

ANS: F PTS: 1 REF: EX 141

23. In the accompanying figure, the leftmost and rightmost scroll buttons to the left of the sheet tabs move one worksheet to the left or right.

ANS: F PTS: 1 REF: EX 141

24. The tabs at the bottom of the worksheet window, in the accompanying figure, allow any of the worksheets in the workbook to be viewed.

ANS: T PTS: 1 REF: EX 141

25. When a workbook is sent as an attachment to an e-mail, the recipient can double-click the attachment to open it in Excel, or save it on disk and then open it at a later time.

ANS: T PTS: 1 REF: EX 143

COMPLETION

1. The _____ preceding a formula is important because it alerts Excel that a formula or function is being entered and not text.

ANS: equal sign

PTS: 1 REF: EX 91

2. Excel places a small purple triangle, called a(n) _____, in a cell to indicate that a smart tag is available.

ANS: smart tag indicator

PTS: 1 REF: EX 96

3. A blank cell in Excel has a numerical value of _____.

ANS:

zero

0

PTS: 1 REF: EX 98

4. The values used with a function are called _____.

ANS: arguments

PTS: 1 REF: EX 98

5. The _____ function sums the numbers in the specified range and then divides the sum by the number of non-zero cells in the range.

ANS: AVERAGE function

PTS: 1 REF: EX 99

6. The _____ function displays the highest value in a range.

ANS: MAX

PTS: 1 REF: EX 101

7. The _____ function determines the lowest value in a range.

ANS: MIN

PTS: 1 REF: EX 102

8. The _____ inserts a comma every three positions to the left of the decimal point and causes numbers to be displayed to the nearest hundredths.

ANS: Comma style format

PTS: 1 REF: EX 114

9. A(n) _____ is a dollar sign that appears immediately to the left of the first digit in a cell with no spaces.

ANS: floating dollar sign

PTS: 1 REF: EX 117

10. Formatting that appears only when the value in a cell meets specified conditions is called _____.

ANS: conditional formatting

PTS: 1 REF: EX 118

11. A(n) _____ is defined as a letter, number, symbol, or punctuation mark in the default font used by Excel.

ANS: character

PTS: 1 REF: EX 122

12. A(n) _____ is a dot on the screen that contains a color.

ANS: pixel

PTS: 1 REF: EX 122

13. _____ means that the width of a column will be increased or decreased so the widest entry will fit in the column.

ANS: Best fit

PTS: 1 REF: EX 122

14. _____ is a technique that can be used to conceal data that might not be relevant to a particular report or sensitive data that others should not see.

ANS: Hiding cells

PTS: 1 REF: EX 122

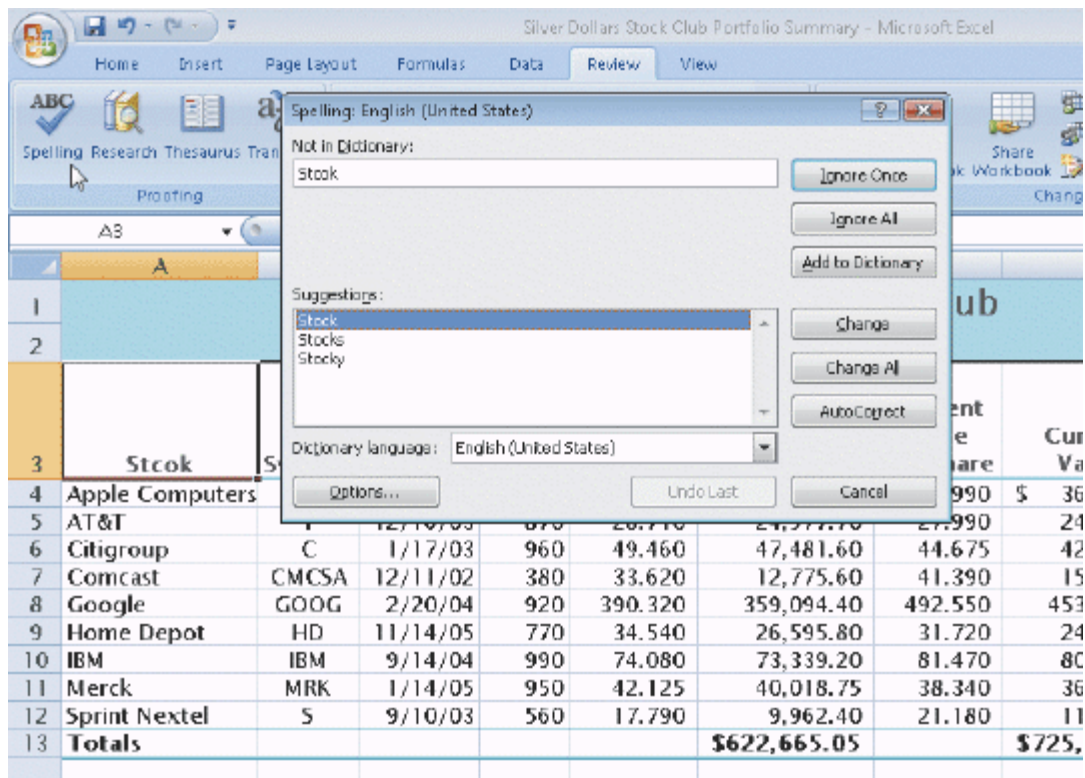


Figure 2-4

15. To correct a word throughout a worksheet, click the _____ in the Spelling dialog box shown in the accompanying figure.

ANS: Change All button

PTS: 1 REF: EX 127

16. To append words to the dictionary, click the _____ in the Spelling dialog box shown in the accompanying figure when Excel identifies the word as not in the dictionary.

ANS: Add to Dictionary button

PTS: 1 REF: EX 127

17. Click the _____ in the Spelling dialog box shown in the accompanying figure to add a misspelled word and its correct spelling to the list of words that Excel automatically will change.

ANS: AutoCorrect button

PTS: 1 REF: EX 127

18. The _____ of a worksheet is the version that shows the results of the formulas entered, rather than the actual formulas.

ANS: values version

PTS: 1 REF: EX 135

19. The _____ of a worksheet is the version that shows the actual formulas entered, rather than the resulting values.

ANS: formulas version

PTS: 1 REF: EX 135

20. _____ is the process of finding and correcting errors in a worksheet.

ANS: Debugging

PTS: 1 REF: EX 135

MODIFIED TRUE/FALSE

1. The TOTAL function sums the numbers in the specified range and then divides the sum by the number of nonzero cells in the range.

ANS: F, AVERAGE

PTS: 1 REF: EX 99 TOP: Critical Thinking

2. The HIGHVALUE function displays the highest value in a range.

ANS: F, MAX

PTS: 1 REF: EX 101 TOP: Critical Thinking

3. The AVERAGE function displays the lowest value in a range.

ANS: F, MIN

PTS: 1 REF: EX 102 TOP: Critical Thinking

4. A theme is a predefined set of colors, fonts, chart styles, cell styles, and fill effects that can be applied to an entire workbook.

ANS: T PTS: 1 REF: EX 107
TOP: Critical Thinking

5. A fixed dollar sign appears to the far left in the cell, often with spaces between it and the first digit; whereas a moving dollar sign appears immediately to the left of the first digit with no spaces.

ANS: F, floating

PTS: 1 REF: EX 114 TOP: Critical Thinking

MATCHING

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

- | | |
|------------------------|--------------|
| a. Web query | f. smart tag |
| b. order of operations | g. function |

- | | |
|--------------|------------------|
| c. arguments | h. pixel |
| d. theme | i. debugging |
| e. condition | j. spell checker |

1. Identifies certain actions to take on specific data in workbooks.
2. Used for importing into Excel data that is stored on a Web site.
3. Takes a value or values, performs an operation, and returns a result to the cell.
4. When more than one arithmetic operator is involved in a formula, Excel follows an order from left to right in a formula calculation.
5. A predefined set of colors, fonts, chart styles, cell styles, and fill effects that can be applied to an entire workbook.
6. A dot on the screen that contains a color and its size is based on the screen's resolution.
7. If true, then Excel applies the formatting. If false, then Excel suppresses the formatting.
8. Compares words on the worksheet to words contained in its standard dictionary.
9. Values that are used with a function.
10. Finding and correcting errors in the worksheet.

- | | | |
|------------|--------|-------------|
| 1. ANS: F | PTS: 1 | REF: EX 96 |
| 2. ANS: A | PTS: 1 | REF: EX 137 |
| 3. ANS: G | PTS: 1 | REF: EX 98 |
| 4. ANS: B | PTS: 1 | REF: EX 92 |
| 5. ANS: D | PTS: 1 | REF: EX 107 |
| 6. ANS: H | PTS: 1 | REF: EX 122 |
| 7. ANS: E | PTS: 1 | REF: EX 118 |
| 8. ANS: J | PTS: 1 | REF: EX 127 |
| 9. ANS: C | PTS: 1 | REF: EX 98 |
| 10. ANS: I | PTS: 1 | REF: EX 135 |

ESSAY

1. Excel's strength lies in its handling of numbers and the presentation of them. Discuss some of the considerations to keep in mind when formatting numbers. In the discussion, include the terms fixed dollar sign, floating dollar sign, currency, and percent.

ANS:

Excel displays numbers using the Accounting Number Format with a dollar sign to the left of the number, inserts a comma every three positions to the left of the decimal point, and displays numbers to the nearest cent (hundredths place). Clicking the Accounting Number Format button on the Ribbon assigns the desired accounting number format. When you use the Accounting Number Format button to assign the accounting number format, Excel displays a fixed dollar sign to the far left in the cell, often with spaces between it and the first digit. The Accounting Number Format button assigns a fixed dollar sign to the numbers.

To assign a floating dollar sign that appears immediately to the left of the first digit with no spaces, use the Currency Style in the Format Cells dialog box. The Comma Style format is used to instruct Excel to display numbers with commas and no dollar signs. The Comma Style format, which can be assigned to a range of cells by clicking the Comma Style button on the Ribbon, inserts a comma every three positions to the left of the decimal point and causes numbers to be displayed to the nearest hundredths.

You can choose from 12 categories of formats. Once you select a category, you can select the number of decimal places, whether or not a dollar sign should be displayed, and how negative numbers should appear. Selecting the appropriate negative numbers format is important, because doing so adds a space to the right of the number in order to align the numbers in the worksheet on the decimal points. Some of the available negative number formats do not align the numbers in the worksheet on the decimal points.

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.

PTS: 1 TOP: Critical Thinking

2. Discuss how to use conditional formatting, which is the feature of applying conditional operators to a cell, range, worksheet, or workbook.

ANS:

Excel allows an applied formatting to appear only when the value in a cell meets conditions specified by the user. This type of formatting is called conditional formatting.

Any format can be conditionally assigned to a cell, a range of cells, a worksheet, or an entire workbook. If the value of the cell changes and no longer meets the specified condition, Excel suppresses the conditional formatting.

Usually, conditional formatting is applied to a range of cells that contains values to highlight, if conditions warrant. For example, instructing Excel to change the color of the background of a cell if the value in the cell meets a condition, such as being less than 0.

A condition, which is made up of two values and a relational operator, is true or false for each cell in the range. If the condition is true, then Excel applies the formatting. If the condition is false, then Excel suppresses the formatting. What makes conditional formatting so powerful is that the cell's appearance can change as you enter new values in the worksheet.

Conditional formatting (relational) operators include cell values that are: between or not between two numbers; equal to or not equal to a number; greater than or less than a number; greater than or equal to a number; and less than or equal to a number.

PTS: 1 TOP: Critical Thinking

3. Discuss the relationship of debugging and displaying or printing the formulas version of a worksheet. Also describe the difference between the formulas version and the values version.

ANS:

The values version of the worksheet shows the results of the formulas entered, rather than the actual formulas. Excel also can display and print the formulas version of the worksheet, which shows the actual formulas entered, rather than the resulting values. Toggling between the values version and formulas version is possible by holding down the CTRL key while pressing the ACCENT MARK (') key.

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 changing from the values version to the formulas version, Excel increases the width of the columns so the formulas and text do not overflow to adjacent cells on the right. The formulas version of the worksheet usually is significantly wider than the values version. To fit the wide printout on one page, set the orientation to landscape, and the Fit to option in the Page sheet in the Page Setup dialog box.

PTS: 1 TOP: Critical Thinking

CASE

Critical Thinking Questions

Case 1

Leo, owner of Leo's Bread Company, has recently acquired Excel 2007. He would like to set up a workbook to track sales of different types of breads to determine which types are the most popular among customers. He is particularly interested in sales of rye bread, onion rolls, and bagels. Leo uses the Accounting Number Format with the sales numbers he enters into the cells.

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 white spaces from the actual value. He would prefer that the dollar sign appear immediately to the left of the first digit of the number. To format the location of the dollar sign, which category on the Number tab in the Format Cells dialog box would he select?
 - a. General
 - b. Number
 - c. Currency
 - d. Accounting

ANS:
C

PTS: 1 REF: EX 114 | EX 116 TOP: Critical Thinking

2. The worksheets still have the default names assigned to them automatically by Excel. How would Leo rename the worksheets to Rye Bread, Onion Rolls, and Bagels?
 - a. In cell A1, press ALT+ENTER keys and type the new name.
 - b. Double-click the worksheet tab, type the new name, and press the ENTER key.
 - c. Select cell A1 of the worksheet and type the new name.
 - d. Click the top center cell on the worksheet and type the new name.

ANS:
B

PTS: 1 REF: EX 141 TOP: Critical Thinking

Critical Thinking Questions

Case 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 affects performance numbers. On a single worksheet, she labels the columns B through E as follows: (B) Start Time, (C) End Time, (D) Total Time, (E) Distance. The rows are labeled: (2) Date, (3) Maximum, (4) Average, (5) Minimum.

3. After three months, Anna wants to know the longest total time she has run, as listed in the Total Time column. By looking at the values in the column, she finds the longest total time to be 54 minutes. Instead of manually entering that value in cell D3 (Maximum Total Time), Anna decides to use the MAX function to determine the value rather than manually entering the 54 minutes. 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 102

TOP: Critical Thinking

4. When she sets up the worksheet, Anna wants to know the average distance she runs. What should she do in cell E4 to determine the average distance?
- a. Enter the text =av and then select the AVERAGE function from the AutoComplete list; then enter the cell range.
 - b. Enter the text E2:E9 and then enter the cell range.
 - c. Enter the text =function and then select the AVERAGE function from the AutoFunction list; then enter the cell range.
 - d. Enter the text E2:E9/9 and then enter the cell range.

ANS:

A

PTS: 1

REF: EX 99

TOP: Critical Thinking