GO! with Microsoft Excel 2016 Comprehensive **(Gaskin)**
Excel Chapter 1: Creating a Worksheet and Charting Data

1) When using a touchscreen, which of the following actions is the same as clicking an item?
A) Slide right
B) Tap the item
C) Press and hold for a few seconds
D) Touch the item with two fingers
Answer: B
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

2) Using a touchscreen, which of the following actions is the same as right-clicking the mouse?
A) Slide right
B) Slide right and then press
C) Press and hold for a few seconds
D) Touch the screen with two fingers
Answer: C
Diff: 2
Objective: 1. Create, Save, and Navigate an Excel Workbook

3) Which of the following is FALSE about a workbook?
A) It can contain only one worksheet.
B) It contains one or more worksheets.
C) It contains pages called worksheets.
D) It contains one or more worksheets with a series of cells.
Answer: A
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

4) The _____ displays the current cell mode, the page number, and the zoom buttons.
A) ribbon
B) status bar
C) Formula Bar
D) Quick Access Toolbar
Answer: B
Diff: 2
Objective: 1. Create, Save, and Navigate an Excel Workbook

5) In Excel 2016, row heading are identified by _____.
A) uppercase letters
B) lowercase letters
C) roman numerals
D) numbers
Answer: D
Diff: 2
Objective: 1. Create, Save, and Navigate an Excel Workbook

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6) A text value in Excel is also referred to as a _____.
A) label
B) formula
C) constant
D) cell address
Answer: A
Diff: 1
Objective: 2. Enter Data in a Worksheet

7) When you type data in a cell and press Enter, what cell becomes the active cell?
A) The cell to the right
B) The cell below
C) The cell above
D) The insertion point does not move
Answer: B
Diff: 2
Objective: 2. Enter Data in a Worksheet

8) When you type text in a cell it is _____.
A) right-aligned
B) fully justified
C) left-aligned
D) centered
Answer: C
Diff: 1
Objective: 2. Enter Data in a Worksheet

9) Where is the fill handle located?
A) In the top right of an active cell
B) In the lower right corner of a selected cell
C) On the Quick Access Toolbar
D) On the Home tab
Answer: B
Diff: 1
Objective: 2. Enter Data in a Worksheet

10) Which of the following is the default number format in Excel 2016?
A) General format, Calibri, 11 pt
B) Decimal format, Calibri, 11 pt
C) General format, Times New Roman, 12 pt
D) General format, Cambria, 12 pt
Answer: A
Diff: 2
Objective: 2. Enter Data in a Worksheet

11) All formulas begin with a(n) _____.
A) = sign
B) % sign
C) + sign
D) # sign
Answer: A
Diff: 1
Objective: 3. Construct and Copy Formulas and Use the SUM Function

12) When a cell is part of an active formula, it is surrounded with _____.
A) a colored border with small boxes on each side
B) a colored background with small circles on each corner
C) a bold, black border with small circles on each side
D) a white border with small boxes on each corner
Answer: A
Diff: 2
Objective: 3. Construct and Copy Formulas and Use the SUM Function

13) Which of the following is NOT a way to create a formula?
A) By typing
B) By using the point-and-click technique
C) By using a Function button located on the ribbon
D) By using a Function button on the status bar
Answer: D
Diff: 2
Objective: 3. Construct and Copy Formulas and Use the SUM Function

14) _____ is a procedure that determines which digit to the right of a number will be the last to be displayed.
A) Rounding
B) An absolute cell reference
C) A constant value
D) Cell addressing
Answer: A
Diff: 1
Objective: 3. Construct and Copy Formulas and Use the SUM Function

15) A defined set of formatting characteristics such as font, font size, and font color are known as a _____.
A) label
B) theme
C) cell style
D) series
Answer: C
Diff: 1
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

16) Hold down the _____ key to select nonadjacent cells.
A) Spacebar
B) Ctrl
C) Alt
D) F2
Answer: B
Diff: 1
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

17) Which of the following is NOT part of the Accounting Number Format?
A) A fixed dollar sign aligned at the left edge of the cell
B) A thousand comma separator
C) Small amount of space at the right edge of the cell
D) Three decimal places
Answer: D
Diff: 2
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

18) Tiny charts embedded in a cell that display a visual trend summary alongside your data are called _____.
A) Sparklines
B) Data labels
C) Data series
D) Data markers
Answer: A
Diff: 2
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

19) What are the two contextual tabs that display under Chart Tools when a chart is selected?
A) Insert and Format
B) Format and Design
C) Insert and Design
D) Home and Design
Answer: B
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

20) Which of the following does not display to the right side of a selected chart?
A) Chart Styles button
B) Chart Filters button
C) Chart Elements button
D) Move Chart button
Answer: D
Diff: 2
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

21) The value axis is also known as the _____.
A) x-axis
B) y-axis
C) category axis
D) legend
Answer: B
Diff: 2
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

22) A chart value that originates in a worksheet cell is referred to as _____.
A) a data point
B) a data marker
C) a data series
D) the x-axis
Answer: A
Diff: 2
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

23) To display the document properties, click the _____ tab.
A) Design
B) Home
C) Page Layout
D) File
Answer: D
Diff: 2
Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

24) When preparing a document for printing, a _____ indicates that only the columns to the left will be printed on the first page.
A) vertical dotted line between columns
B) vertical bolded, black line between columns
C) horizontal bolded line between rows
D) vertical red, bold line between columns
Answer: A
Diff: 2
Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

25) The keyboard shortcut to display Print Preview is _____.
A) Alt + F2
B) F2
C) Ctrl + F2
D) F3
Answer: C
Diff: 2
Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

26) _____ is the keyboard shortcut for the Spelling command.
A) F1
B) F2
C) F7
D) F12
Answer: C
Diff: 1
Objective: 7. Check Spelling in a Worksheet

27) The default number format for cells is the _____ number format.
A) General
B) Currency
C) Comma Style
D) Accounting Number
Answer: A
Diff: 1
Objective: 8. Enter Data by Range

28) Comma Style format displays a number with _____.
A) two decimal places
B) a dollar sign and two decimal places
C) three decimal places
D) no decimal places
Answer: A
Diff: 1
Objective: 9. Construct Formulas for Mathematical Operations

29) Which of the following is NOT one of the default calculations displayed by AutoCalculate?
A) Sum
B) Average
C) Maximum
D) Count
Answer: C
Diff: 1
Objective: 9. Construct Formulas for Mathematical Operations

30) The Percent Style button formats selected cells as a percentage with _____.
A) zero decimal places
B) one decimal place
C) two decimal places
D) three decimal places
Answer: A
Diff: 1
Objective: 10. Edit Values in a Worksheet

31) Normal view maximizes the number of cells visible on your screen.
Answer: TRUE
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

32) The Formula Bar in Excel 2016 displays the value or formula in the active cell.
Answer: TRUE
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

33) The status bar displays the ribbon as well as the Quick Access Toolbar directly above it.
Answer: FALSE
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

34) After column Z in an Excel worksheet, the next column is AA.
Answer: TRUE
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

35) An outlined cell in a worksheet is the active cell.
Answer: TRUE
Diff: 1
Objective: 2. Enter Data in a Worksheet

36) Auto Fill works only with alphabetic values.
Answer: FALSE
Diff: 1
Objective: 2. Enter Data in a Worksheet

37) Auto Fill generates and extends a series of value into adjacent cells in a worksheet.
Answer: TRUE
Diff: 1
Objective: 2. Enter Data in a Worksheet

38) The default font for Excel 2016 is Times New Roman 11 pt.
Answer: FALSE
Diff: 1
Objective: 2. Enter Data in a Worksheet

39) The Quick Analysis tool displays in the lower right corner of a selected range in a worksheet.
Answer: TRUE
Diff: 1
Objective: 2. Enter Data in a Worksheet

40) To indicate a range, include a dash between the two cell references.
Answer: FALSE
Diff: 1
Objective: 2. Enter Data in a Worksheet

41) The Sum function is so frequently used that it has its own button on the Quick Access Toolbar.
Answer: FALSE
Diff: 1
Objective: 3. Construct and Copy Formulas and Use the SUM Function

42) Ctrl + = starts the Sum function in a worksheet.
Answer: FALSE
Diff: 1
Objective: 3. Construct and Copy Formulas and Use the SUM Function

43) The Sum button resides on both the Home tab and the Formulas tab.
Answer: TRUE
Diff: 1
Objective: 3. Construct and Copy Formulas and Use the SUM Function

44) A relative cell reference is a reference based on the relative position of a cell that contains the formula and the cells referred to in the formula.
Answer: TRUE
Diff: 1
Objective: 3. Construct and Copy Formulas and Use the SUM Function

45) If two cells are merged into one, the cell contents are automatically left justified in the new, merged cell.
Answer: FALSE
Diff: 2
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

46) When two or more cells are merged, the individual cells cannot be selected.
Answer: TRUE
Diff: 1
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

47) A cell style often includes font, font size, font color, and cell borders.
Answer: TRUE
Diff: 1
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

48) Sparklines are tiny charts located within a cell that provide a visual trend summary of data.
Answer: TRUE
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

49) Typically, you should include totals when creating a chart.
Answer: FALSE
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

50) You can use the Switch/Row Column command to move a chart from a set of rows on one worksheet to a set of columns on another.
Answer: FALSE
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

51) The category axis is also known as the y-axis.
Answer: FALSE
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

52) A data marker is a value that originates in a worksheet cell.
Answer: FALSE
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

53) A data series is a collection of related data points.
Answer: TRUE
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

54) Sparklines cannot be formatted.
Answer: FALSE
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

55) You can create a custom footer in Excel.
Answer: TRUE
Diff: 1
Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

56) The Show Formulas button is a toggle button—it is either on or off.
Answer: TRUE
Diff: 1
Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

57) AutoFit adjusts the width of a column to fit the cell content of the widest cell in the column.
Answer: TRUE
Diff: 1
Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

58) Scaling often works well for printing formulas since it shrinks the width and/or height of a printed worksheet.
Answer: TRUE
Diff: 1
Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

59) Text that is typed in a cell that extends into the next cell only displays if the two cells are merged.
Answer: FALSE
Diff: 1
Objective: 7. Check Spelling in a Worksheet

60) When you type in a cell and the cell to the right contains data, the text in the cell to the left is truncated.
Answer: TRUE
Diff: 1
Objective: 7. Check Spelling in a Worksheet

61) The spelling checker in Excel performs similarly to other Microsoft Office programs.
Answer: TRUE
Diff: 1
Objective: 7. Check Spelling in a Worksheet

62) Selecting the range before you enter data saves time because it confines the movement of the active cell to the selected range.
Answer: TRUE
Diff: 1
Objective: 8. Enter Data by Range

63) The asterisk (*) indicates multiplication in Excel 2016.
Answer: TRUE
Diff: 1
Objective: 9. Construct Formulas for Mathematical Operations

64) The AutoCalculate feature display three calculations by default: Sum, Subtraction, and Multiplication.
Answer: FALSE
Diff: 1
Objective: 9. Construct Formulas for Mathematical Operations

65) The range finder feature in Excel is useful for verifying formulas.
Answer: TRUE
Diff: 1
Objective: 9. Construct Formulas for Mathematical Operations

66) The Percent Style can have fewer or more places after the decimal that the default setting.
Answer: TRUE
Diff: 1
Objective: 10. Edit Values in a Worksheet

67) The orientation of a worksheet can be changed on the Home tab as well as in Print Preview.
Answer: FALSE
Diff: 1
Objective: 11. Format a Worksheet

68) The Wrap Text command displays numbers or formulas on multiple lines as well as text.
Answer: FALSE
Diff: 1
Objective: 11. Format a Worksheet

69) When you delete a column, the remaining columns shift to the left.
Answer: TRUE
Diff: 1
Objective: 11. Format a Worksheet

70) If you move formulas by inserting additional rows or columns in your worksheet, Excel automatically adjusts the formulas.
Answer: TRUE
Diff: 1
Objective: 11. Format a Worksheet

71) A(n) _____ is an Excel document that stores data.
Answer: workbook
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

72) An Excel workbook contains one or more _____ that are stored in the workbook.
Answer: worksheets or spreadsheets
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

73) The _____ displays the name given to a selected cell, table, chart, or object.
Answer: Name Box
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

74) A(n) _____ is a vertical group of cells in an Excel worksheet.
Answer: column
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

75) Cell content can be one of two things: a constant value or a(n) _____.
Answer: formula
Diff: 2
Objective: 2. Enter Data in a Worksheet

76) A cell address is also referred to as a(n) _____.
Answer: cell reference
Diff: 1
Objective: 2. Enter Data in a Worksheet

77) A(n) _____ is a point of light measured in dots per square inch.
Answer: pixel or picture element
Diff: 2
Objective: 2. Enter Data in a Worksheet

78) Text or numbers located in a cell in a worksheet are referred to as _____.
Answer: data
Diff: 1
Objective: 2. Enter Data in a Worksheet

79) A(n) _____ is a prewritten formula that uses one or more cell references, performs an operation, and then returns a value.
Answer: function
Diff: 2
Objective: 3. Construct and Copy Formulas and Use the SUM Function

80) The _____ command joins two or more selected cells together into one cell.
Answer: Merge & Center
Diff: 1
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

81) A(n) _____ is a predefined set of colors, fonts, line, and fill effects that coordinate for an attractive look.
Answer: theme
Diff: 2
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

82) A(n) _____ is a graphic representation of data in a worksheet.
Answer: chart
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

83) The _____ command moves charted data from the vertical axis to the horizontal axis or vice versa.
Answer: Switch/Row Column
Diff: 2
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

84) A(n) _____ is a chart element that identifies the patterns or colors that are assigned to each category in the chart.
Answer: legend
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

85) The _____ gallery displays a set of predefined characteristics that change the overall visual look of a chart.
Answer: Chart Styles
Diff: 1
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

86) The shortcut key for accessing the Spelling command is _____.
Answer: F7
Diff: 1
Objective: 7. Check Spelling in a Worksheet

87) When you select a range of data, the _____ button displays.
Answer: Quick Analysis
Diff: 2
Objective: 8. Enter Data by Range

88) A(n) _____ is a symbol with which you can specify the type of calculation that you want in a formula.
Answer: operator
Diff: 2
Objective: 9. Construct Formulas for Mathematical Operations

89) A(n) _____ refers to a cell with a fixed position in the worksheet.
Answer: absolute cell reference
Diff: 2
Objective: 9. Construct Formulas for Mathematical Operations

90) _____ is the term for specifying the appearance of cells and overall layout of a worksheet.
Answer: Formatting
Diff: 1
Objective: 11. Format a Worksheet

91) Match each of the following terms to its definition:
I.   cell
II. worksheet
III. spreadsheet
IV. workbook
V.   column

A. displays upon startup of Excel
B. group of vertical cells on a worksheet
C. also known as a spreadsheet
D. intersection of a row and column
E. also known as a worksheet
Answer: D, C, E, A, B
Diff: 1
Objective: 1. Create, Save, and Navigate an Excel Workbook

92) Match each of the following actions with the tab on which it is activated:
I.   display formulas on the screen
II. exporting a document as a PDF file
III. create a recommended chart
IV. AutoFit column widths
V.   change a worksheet to landscape orientation

A. Formulas tab
B. Page Layout tab
C. Insert tab
D. File tab
E. Home tab
Answer: A, D, C, E, B
Diff: 1
Objective: Multiple Objectives

93) Match each of the following terms to its definition:
I.   row
II. column
III. formula
IV. label
V.   value

A. an equation that performs mathematical calculations
B. a text value
C. group of vertical cells on a worksheet
D. group of horizontal cells on a worksheet
E. a number, date, or time of day
Answer: D, C, A, B, E
Diff: 1
Objective: 2. Enter Data in a Worksheet

94) Match each of the keyboard shortcuts to its action:
I.   Shift + Tab
II. Shift + Enter
III. PageDown
IV. Ctrl + End
V.   Tab

A. moves left one cell
B. moves right one cell
C. moves down one full screen
D. moves one cell up
E. moves to the last cell in the last column of the active area of a worksheet
Answer: A, D, C, E, B
Diff: 1
Objective: 2. Enter Data in a Worksheet

95) Match each of the following terms to its definition:
I.   cell style
II. theme
III. format
IV. Accounting Number Format
V.   Comma Style

A. a thousand comma separator, dollar sign, and two decimal places
B. a thousand comma separator, two decimal places, and space at the right of the cell
C. defined set of formatting characteristics
D. change the appearance of cell contents
E. predefined set of features that coordinate for an attractive look
Answer: C, E, D, A, B
Diff: 1
Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

96) Match each of the following terms to its definition:
I.   data series
II. data point
III. data marker
IV. y-axis
V.   x-axis

A.   a symbol in a chart that represents a single data point
B.   related data points
C.   also known as the category axis
D.   also known as the value axis
E.   a value that originates in a cell
Answer: B, E, A, D, C
Diff: 2
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

97) Match each of the following terms to its definition:
I.   operator
II. pixel
III. number values
IV. underlying value
V.   data

A.   symbol used to specify the type of calculation that you want in a formula
B.   text or numbers in a cell
C.   a dot of light on a screen
D.   constant values consisting only of numbers
E.   data that displays in the Formula bar
Answer: A, C, D, E, B
Diff: 2
Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines