

## **Excel Tutorial 1: Getting Started with Excel**

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### **TRUE/FALSE**

1. Microsoft Excel 2010 stores spreadsheets in files called workbooks.

ANS: T                      PTS: 1                      REF: EX 2

2. A spreadsheet is a collection of numbers, not text.

ANS: F                      PTS: 1                      REF: EX 4

3. The name of the active workbook appears in the status bar of the Excel window.

ANS: F                      PTS: 1                      REF: EX 5

4. Excel workbooks can contain two kinds of sheets.

ANS: T                      PTS: 1                      REF: EX 5

5. The formula bar displays the value or formula of the active cell.

ANS: T                      PTS: 1                      REF: EX 9

6. You can use the Go To dialog box to navigate to a specific worksheet.

ANS: F                      PTS: 1                      REF: EX 6

7. Scrolling through sheet tabs does not change the active sheet in the workbook window.

ANS: T                      PTS: 1                      REF: EX 5

8. The AutoComplete feature automatically completes an entry based on previous entries in a column.

ANS: T                      PTS: 1                      REF: EX 11



16. If you click the Print Active sheet(s) option button in the Print tab, the entire workbook will be printed.

ANS: F                      PTS: 1                      REF: EX 45

17. Text is truncated when the cell that it resides in is not wide enough to display all of it.

ANS: T                      PTS: 1                      REF: EX 10

18. Text is right-aligned in cells, like number data.

ANS: F                      PTS: 1                      REF: EX 11

19. To create a line break within a cell, press Alt + Enter.

ANS: T                      PTS: 1                      REF: EX 11

20. A documentation sheet is a valuable element if you intend to share the workbook with others.

ANS: T                      PTS: 1                      REF: EX 8 | EX 9

### MODIFIED TRUE/FALSE

1. Column width is expressed in terms of the number of characters a column can contain or the size of the column in points. \_\_\_\_\_

ANS: F, pixels

PTS: 1                      REF: EX 16

2. Autofitting eliminates space by matching the column to the width of its longest cell entry. \_\_\_\_\_

ANS: T    PTS: 1                      REF: EX 17

3. When you insert a new column, the existing columns are shifted to the left. \_\_\_\_\_

ANS: F, right

PTS: 1                      REF: EX 18

4. A newly inserted row has the same height as the row above it. \_\_\_\_\_

ANS: T    PTS: 1                      REF: EX 18

5. Clearing data from a worksheet removes the data and the cells. \_\_\_\_\_

ANS: F, Deleting

PTS: 1                      REF: EX 20

6. A group of cells is called a group reference. \_\_\_\_\_

ANS: F  
cell range  
range

PTS: 1 REF: EX 22

7. To move a cell, select it, then place the mouse over the bottom border of the cell before dragging it to a new location. \_\_\_\_\_

ANS: T PTS: 1 REF: EX 27

8. The range reference for nonadjacent ranges separates each adjacent range reference by a colon.  
\_\_\_\_\_

ANS: F, semicolon

PTS: 1 REF: EX 24

9. Expressions are used in a formula to combine different values, returning a single value that is then displayed in the cell. \_\_\_\_\_

ANS: F, Operators

PTS: 1 REF: EX 30

10. In the formula, =2+6\*2, addition would be calculated after multiplication.  
\_\_\_\_\_

ANS: T PTS: 1 REF: EX 30 | EX 31

11. Page Layout view displays the location of the different page breaks within the worksheet.  
\_\_\_\_\_

ANS: F, Page Break Preview

PTS: 1 REF: EX 43

12. A newly inserted sheet is inserted to the left of the active sheet. \_\_\_\_\_

ANS: T PTS: 1 REF: EX 37

13. A(n) nonadjacent range is comprised of two or more distinct adjacent ranges.  
\_\_\_\_\_

ANS: T PTS: 1 REF: EX 23

14. In landscape orientation, the page is wider than it is tall. \_\_\_\_\_

ANS: T PTS: 1 REF: EX 44

15. When you work in Edit mode, some keyboard shortcuts will only apply to the text in the selected cell.  
\_\_\_\_\_

ANS: T PTS: 1 REF: EX 39

## MATCHING

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

- |                        |                     |
|------------------------|---------------------|
| a. function            | g. Ctrl             |
| b. workbook            | h. Normal view      |
| c. worksheet           | i. AutoSum button   |
| d. range               | j. what-if analysis |
| e. order of precedence | k. formula view     |
| f. Name box            | l. sheet tabs       |

1. Displays contents of a spreadsheet
2. Multiplication before addition
3. When you copy a range of cells, you must press this key while you drag the selection to its new location
4. A named operation that returns a value
5. A group of worksheet cells
6. Press Ctrl + ` to switch to this view
7. Where spreadsheets are stored
8. Shows the contents of the worksheet
9. Quickly inserts Excel functions
10. Allows you to use Excel to change one or more values in a spreadsheet and then assess the effect those changes have on the calculated values
11. Displays the name of the sheets in the workbook
12. Displays the cell reference of the active cell

- |            |        |            |
|------------|--------|------------|
| 1. ANS: C  | PTS: 1 | REF: EX 3  |
| 2. ANS: E  | PTS: 1 | REF: EX 30 |
| 3. ANS: G  | PTS: 1 | REF: EX 26 |
| 4. ANS: A  | PTS: 1 | REF: EX 34 |
| 5. ANS: D  | PTS: 1 | REF: EX 22 |
| 6. ANS: K  | PTS: 1 | REF: EX 46 |
| 7. ANS: B  | PTS: 1 | REF: EX 2  |
| 8. ANS: H  | PTS: 1 | REF: EX 43 |
| 9. ANS: I  | PTS: 1 | REF: EX 23 |
| 10. ANS: J | PTS: 1 | REF: EX 4  |
| 11. ANS: L | PTS: 1 | REF: EX 2  |
| 12. ANS: F | PTS: 1 | REF: EX 2  |

## MULTIPLE CHOICE

1. Excel is an electronic version of a(n) \_\_\_\_\_.  
a. database  
b. spreadsheet  
c. expression  
d. formula  
  
ANS: B                      PTS: 1                      REF: EX 4
2. Excel stores its documents as files called \_\_\_\_\_.  
a. worksheets  
b. sheet tabs  
c. workbooks  
d. books

ANS: C

PTS: 1

REF: EX 2

3. The contents of an active cell are displayed in the \_\_\_\_.
- |             |                |
|-------------|----------------|
| a. toolbar  | c. name box    |
| b. menu bar | d. formula bar |

ANS: D

PTS: 1

REF: EX 2

4. A chart can be displayed \_\_\_\_.
- a. in a worksheet  
b. in a chart sheet  
c. in a cell range  
d. both a and b are correct

ANS: D

PTS: 1

REF: EX 5

5. The name given to an Excel workbook before you rename it is \_\_\_\_.
- |              |              |
|--------------|--------------|
| a. Document1 | c. Workbook1 |
| b. Book1     | d. Untitled1 |

ANS: B

PTS: 1

REF: EX 5

6. By default, an Excel workbook is made up of \_\_\_\_ worksheets.
- |          |         |
|----------|---------|
| a. two   | c. four |
| b. three | d. five |

ANS: B

PTS: 1

REF: EX 5

7. By default, Excel starts with a \_\_\_\_ maximized to fill the Excel window.
- sample workbook with calculations
  - sample workbook with formulas
  - sample workbook with text, formulas, can calculations
  - blank workbook

ANS: D

PTS: 1

REF: EX 5

8. "AD" is an example of a \_\_\_\_.
- a. column heading                      c. cell reference
- b. row heading                         d. Name box

ANS: A

PTS: 1

REF: EX 6

9. Row headings identify each row using a different \_\_\_\_.
- a. operator
  - b. number
  - c. letter
  - d. number and letter combination

ANS: B

PTS: 1

REF: EX 2

10. The intersection of a row and column is known as a \_\_\_\_.
- |          |              |
|----------|--------------|
| a. cell  | c. reference |
| b. range | d. border    |

ANS: A

PTS: 1

REF: EX 3

11. To go to column A of the current row, click \_\_\_\_.
  - a. Ctrl + Home
  - b. Home
  - c. Shift + Tab
  - d. Tab + Enter

ANS: B

PTS: 1

REF: EX 6

12. An Excel worksheet can have a maximum of \_\_\_\_ columns in a worksheet.
- a. 156
  - b. 256
  - c. 16,385
  - d. 17 million

ANS: C                      PTS: 1                      REF: EX 6

13. To make A1 the active cell, you should press which of the following keys?
- a. Page Up
  - b. Page Down
  - c. Home
  - d. Ctrl+Home

ANS: D                      PTS: 1                      REF: EX 6

14. The active cell has a \_\_\_\_ border.
- a. dotted
  - b. red
  - c. thick
  - d. dashed

ANS: C                      PTS: 1                      REF: EX 3

15. You can also move to the previous or next sheet by pressing the \_\_\_\_ keys.
- a. Alt+Page Up or Alt+Page Down
  - b. Ctrl+Page Up or Ctrl+Page Down
  - c. Tab+Page Up or Tab+Page Down
  - d. F4+Page Up or F4+Page Down

ANS: B                      PTS: 1                      REF: EX 5

16. Text data is any combination of \_\_\_\_.
- a. letters and numbers
  - b. letters, numbers, and dates
  - c. only letters
  - d. letters, numbers, and symbols

ANS: D                      PTS: 1                      REF: EX 9

17. To complete a cell entry, press the \_\_\_\_ key.
- a. Enter
  - b. Home
  - c. Backspace
  - d. Delete

ANS: A                      PTS: 1                      REF: EX 9

18. Text is \_\_\_\_-aligned in cells.
- a. right
  - b. left
  - c. center
  - d. justify

ANS: B                      PTS: 1                      REF: EX 9

19. The characters +, -, \*, and / are examples of \_\_\_\_.
- a. formulas
  - b. values
  - c. arithmetic operators
  - d. calculations

ANS: C                      PTS: 1                      REF: EX 30

20. The expression used to calculate values displayed in a worksheet is called a(n) \_\_\_\_.
- a. formula
  - b. equation
  - c. operator
  - d. relation

ANS: A                      PTS: 1                      REF: EX 30

21. An Excel formula always begins with a(n) \_\_\_\_.
- a. parentheses
  - c. plus sign

- b. equals sign                      d. colon

ANS: B                      PTS: 1                      REF: EX 30

22. The formula used to multiply cell A1 by cell C1 is \_\_\_\_.
- a. =A1\*C1                                      c. =A1/C1  
b. C1\*A1                                      d. A1\*C1

ANS: A                      PTS: 1                      REF: EX 30

23. To divide the value of a cell by some number, use the \_\_\_\_ operator.
- |      |      |
|------|------|
| a. + | c. / |
| b. = | d. * |

ANS: C                      PTS: 1                      REF: EX 30

24. A(n) \_\_\_\_ is a group of cells.
- |            |              |
|------------|--------------|
| a. cluster | c. selection |
| b. adjunct | d. range     |

ANS: D                      PTS: 1                      REF: EX 22

RipCity Digital Order				
<div> <div>File</div> <div>Home</div> <div>Insert</div> <div>Page Layout</div> <div>Formulas</div> <div>Data</div> <div>Review</div> <div>View</div> </div>				
<div> <div> <div>Paste</div> <div>Clipboard</div> </div> <div> <div>Font</div> <div> <div>Calibri</div> <div>11</div> <div>A</div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div> <div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> </div> </div> <div> <div>Alignment</div> <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> <div> <div>Currency</div> <div> <div>\$</div> <div>%</div> </div> </div> </div> </div></div>				
<div> <div>H10</div> <div>=SUM(H6:H9)</div> </div>				
	A	B	C	
1	RipCity Digital			
2	Customer Orders			
3	3/31/2013			
4				
5	Last	First	Address	Phone
6	Ferris	Andrew	135 College Avenue Bar Harbor, ME 04609	(207)
7	Garcia	Susan	1025 Drake Avenue Exeter, NH 03833	(603)
8	Torbet	Dr. Lila	5 North Lane Oswego, NY 13126	(315)
9	Rhoden	Tony	24 Mountain Drive Auburn, ME 04210	(207)
10				
11				
12				
13				
14				
15				
16				
17				

25. In the figure above, the formula shown SUM(H6:H9) appears in the \_\_\_\_.
- a. address box                      c. formula box
- b. address bar                     d. formula bar

ANS: D                  PTS: 1                  REF: EX 2 | EX 22

26. In the figure above, the row headings are the \_\_\_\_ of the worksheet window that identify the different rows in the worksheet. You click a row heading to select the entire worksheet row.
- a. letters along the top                      c. tabs at the bottom



- b. numbers along the left side                      d. none of the above

ANS: B                      PTS: 1                      REF: EX 2 | EX 22

27. In the figure above, “Documentation” and “Customer Orders” are names of \_\_\_\_.
- a. worksheets                      c. workbooks  
b. files                      d. folders

ANS: A                      PTS: 1                      REF: EX 22

28. Which describes the nonadjacent range shown in the figure above?
- a. A6:A9;C6:C9                      c. A6:C9  
b. A6:A9-C6:C9                      d. A6;C9

ANS: A                      PTS: 1                      REF: EX 22

29. None of the data shown in the figure above is \_\_\_\_.
- a. aligned                      c. formatted  
b. truncated                      d. formulated

ANS: B                      PTS: 1                      REF: EX 10 | EX 13 | EX 22

30. Removing the contents of a cell is known as \_\_\_\_ a cell.
- a. clearing                      c. editing  
b. emptying                      d. deleting

ANS: A                      PTS: 1                      REF: EX 20

31. To view formulas, rather than the resulting values in a worksheet, switch to \_\_\_\_.
- a. formula view                      c. editing mode  
b. normal view                      d. AutoSum view

ANS: A                      PTS: 1                      REF: EX 46

32. To select a nonadjacent range, select an adjacent range, press and hold \_\_\_\_ and then select other adjacent ranges.
- a. Home                      c. Ctrl  
b. Shift                      d. ` (grave key)

ANS: C                      PTS: 1                      REF: EX 24

33. Excel provides the ability to create new worksheets and new \_\_\_\_ sheets
- a. documentation                      c. workbook  
b. chart                      d. reference

ANS: B                      PTS: 1                      REF: EX 5

34. To select a large range of cells, click the first cell in the range, press and hold \_\_\_\_, and then click the last cell in the range.
- a. Esc                      c. Shift  
b. Ctrl                      d. F3

ANS: C                      PTS: 1                      REF: EX 24

35. Copying a range of cells is similar to moving a range, except that you must press the \_\_\_\_ key while you drag the selection to its new location.
- a. Shift                      c. Esc

b. F3 d. Ctrl

ANS: D PTS: 1 REF: EX 26

36. \_\_\_\_ headings are identified by a number.

- a. Sheet c. Row
- b. Workbook d. Column

ANS: C PTS: 1 REF: EX 2

37. To insert a new column, select a column, then click the Insert button in the \_\_\_\_ group on the Home tab.

- a. Insert c. Number
- b. Cells d. Editing

ANS: B PTS: 1 REF: EX 19

38. What is the result of the expression =50/(10\*5)?

- a. 1/5 c. 25
- b. 1 d. 50

ANS: B PTS: 1 REF: EX 30

39. To change the order of operations, enclose part of the formula in \_\_\_\_.

- a. brackets c. parentheses
- b. italics d. quotation marks

ANS: C PTS: 1 REF: EX 30

40. Excel makes reading formulas simpler by \_\_\_\_ each cell reference in the formula and its corresponding cell in the worksheet.

- a. color coding c. highlighting
- b. bolding d. italicizing

ANS: A PTS: 1 REF: EX 32

41. Press the \_\_\_\_ key to switch to editing mode.

- a. ` (grave key) c. F2
- b. Num Lock d. F9

ANS: C PTS: 1 REF: EX 39

42. The default column width is 8.43 standard-sized \_\_\_\_.

- a. letters c. characters
- b. pixels d. numbers

ANS: C PTS: 1 REF: EX 16

43. The Undo and Redo buttons are found on the \_\_\_\_.

- a. formula bar c. Clipboard group
- b. Quick Access Toolbar d. Office Button

ANS: B PTS: 1 REF: EX 40

44. To change a column width, you can click \_\_\_\_ on the Column submenu to make the column(s) as wide as the longest entry of the cells in the column.

- a. QuickFit c. FullColumn

b. AutoFit d. Longest

ANS: B PTS: 1 REF: EX 15

45. A \_\_\_\_ sheet is a worksheet that provides information about the content and purpose of the workbook.
- a. planning analysis
  - b. documentation
  - c. glossary
  - d. precedence

ANS: B PTS: 1 REF: EX 8

46. \_\_\_\_ makes it easier to enter repetitive text in cells.
- a. Editing mode
  - b. AutoFit
  - c. AutoComplete
  - d. AutoFill

ANS: C PTS: 1 REF: EX 11

47. It is recommended to set your column widths based on the maximum number of characters you wish to display, rather than \_\_\_\_.
- a. pixels
  - b. picas
  - c. points
  - d. decimal spaces

ANS: A PTS: 1 REF: EX 16

48. Which of the following takes precedence over multiplication?
- a. division
  - b. exponentiation
  - c. addition
  - d. subtraction

ANS: B PTS: 1 REF: EX 30

49. A \_\_\_\_ is a single point on a computer monitor.
- a. pica
  - b. point
  - c. bitmap
  - d. pixel

ANS: D PTS: 1 REF: EX 16

50. The \_\_\_\_ command gives you precise control in setting column widths and row heights.
- a. Format
  - b. AutoFit
  - c. Insert
  - d. Cells

ANS: A PTS: 1 REF: EX 17

51. \_\_\_\_ a printout reduces the width and the height of the printout to fit the number of pages you specify by shrinking the text size as needed.
- a. Autofitting
  - b. Scaling
  - c. Shrinking
  - d. Resizing

ANS: B PTS: 1 REF: EX 47

52. In \_\_\_\_ orientation, a page is taller than it is wide.
- a. natural
  - b. landscape
  - c. portrait
  - d. basic

ANS: C PTS: 1 REF: EX 44

53. From formula view, press \_\_\_\_ to switch the worksheet back to Normal view.
- a. Ctrl + >
  - b. Ctrl + <
  - c. Ctrl + ?
  - d. Ctrl + `

ANS: D

PTS: 1

REF: EX 46

54. Put the following steps for entering multiple lines of text within a cell in the proper order:

1. Press and hold the Alt key, then press the Enter key to move the insertion point to a new line within the cell, then enter the next line of text.
2. Press the Alt + Enter keys for each new line of text you need to enter within the cell.
3. Click the cell in which you want to enter the text.
4. Enter the line of text.

a. 2, 1, 3, 4

c. 3, 4, 1, 2

b. 1, 2, 3, 4

d. 3, 4, 2, 1

ANS: C

PTS: 1

REF: EX 11

55. According to the order of precedence in Excel:

- a. Excel performs exponentiation, then multiplication and division, then addition and subtraction.
- b. Excel performs multiplication, then exponentiation, then division, then addition, then subtraction.
- c. Excel performs exponentiation, then multiplication, then division, then subtraction, then addition.
- d. Excel performs multiplication, then division, then exponentiation, then addition, then subtraction.

ANS: A

PTS: 1

REF: EX 30 | EX 31

56. Put the following steps for selecting a nonadjacent range of cells in the proper order:

1. Select an adjacent range of cells.
2. With the Ctrl key still pressed, continue to select other cell ranges until all of the ranges are selected.
3. Release the mouse button and the Ctrl key.
4. Press and hold the Ctrl key, and then select another adjacent cell range.

a. 1, 4, 2, 3

c. 2, 1, 3, 4

b. 1, 4, 3, 2

d. 2, 1, 4, 3

ANS: A

PTS: 1

REF: EX 24

57. What type of operation does the formula "C9/B10" use?

- a. division
- b. multiplication
- c. fraction
- d. exponentiation

ANS: A

PTS: 1

REF: EX 30

58. By default, a printout of your worksheet will include \_\_\_\_.

- a. the data in the worksheet
- b. gridlines around the worksheet cells
- c. row and column headings
- d. all of the above

ANS: A

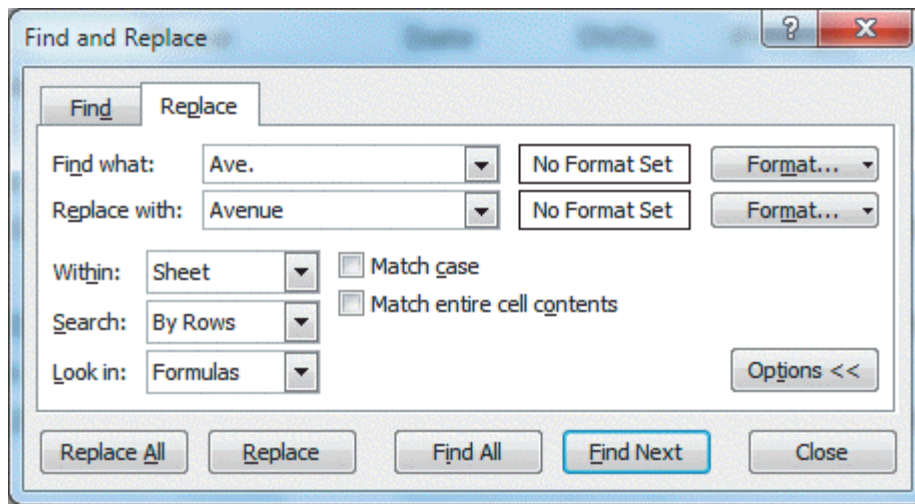
PTS: 1

REF: EX 45

59. To move the active cell up one row, press \_\_\_\_.

- a. Shift + Enter
- c. Shift + Tab





67. In the above figure, the search string is \_\_\_\_.
- |           |            |
|-----------|------------|
| a. Ave.   | c. Sheet   |
| b. Avenue | d. By Rows |

ANS: A                      PTS: 1                      REF: EX 41

68. In the above figure, the replacement string is \_\_\_\_.
- |           |            |
|-----------|------------|
| a. Ave.   | c. Sheet   |
| b. Avenue | d. By Rows |

ANS: B                      PTS: 1                      REF: EX 41

69. In the figure above, the \_\_\_\_ replaces the current occurrence of the search string.
- |                       |                     |
|-----------------------|---------------------|
| a. Replace button     | c. Find All button  |
| b. Replace All button | d. Find Next button |

ANS: A                      PTS: 1                      REF: EX 41

70. In the figure above, the \_\_\_\_ highlights all occurrences of the search string.
- |                       |                     |
|-----------------------|---------------------|
| a. Replace button     | c. Find All         |
| b. Replace All button | d. Find Next button |

ANS: C                      PTS: 1                      REF: EX 41

### Case-Based Critical Thinking Questions

#### Case 1-1

Roger has created a spreadsheet to keep track of his customers for his dog-walking business. In the spreadsheet, he includes the dog owners' names, addresses, phone numbers, dog name, dog breed, dog age, and days of the week his services are needed.

71. Column B in Roger's spreadsheet contains the addresses of his clients. Some of the addresses are truncated so Roger \_\_\_\_.
- uses the AutoComplete command to allow for complete entries
  - uses the AutoFit command to remove unwanted space
  - resizes the column width until all addresses are visible
  - switches to Edit mode

ANS: C                      PTS: 1                      REF: EX 16                      TOP: Critical Thinking

72. One of the entries Roger enters into the spreadsheet automatically right-aligns in the cell. Which entry does this?

- a. customer phone number
- b. dog breed
- c. dog age
- d. customer address

ANS: C                      PTS: 1                      REF: EX 9                      TOP: Critical Thinking

73. Roger wants to include the year that each client has been with him. He wishes to insert a new column called “Year” between Column D (Dog Owner Name) and Column E (Address). \_\_\_\_

- a. Roger selects Column D, then clicks the Insert button in the Cells group
- b. Roger selects Columns D & E, then clicks the Insert button in the Cells group
- c. Roger selects Column E, then clicks the Insert button in the Cells group
- d. Roger selects Columns D & E, then clicks the Insert Column Between button in the Cells group

ANS: C                      PTS: 1                      REF: EX 19                      TOP: Critical Thinking

74. The newly inserted column has the same width as \_\_\_\_.

- a. the original column D
- b. the original column E
- c. the default width which is applied to all new columns
- d. the average width of all columns in the worksheet

ANS: A                      PTS: 1                      REF: EX 19                      TOP: Critical Thinking

75. Roger notices that the Dog Name column is too wide and he could use that extra space for other columns so he \_\_\_\_.

- a. autofits the column by double-clicking the cell with the longest entry
- b. autofits the column by double-clicking its border
- c. autofits the column by selecting it, then clicking the AutoFit button in the Cells group
- d. places the mouse pointer on the column border and drags to the right

ANS: B                      PTS: 1                      REF: EX 15                      TOP: Critical Thinking

### Case-Based Critical Thinking Questions

#### Case 1-2

Sam is a distributor of ceramics. He uses Excel 2010 to record his inventory and order forms. Sam’s worksheet for his company’s monthly orders needs to display summary information including total number of items ordered, and the amount of revenue generated from those orders.

76. First Sam will add the number of orders. He chooses to use the \_\_\_\_ function from the AutoSum feature.

- a. MAX
- b. ADD
- c. SUM
- d. TOTAL

ANS: C                      PTS: 1                      REF: EX 35                      TOP: Critical Thinking

77. To activate the AutoSum feature, Sam clicks \_\_\_\_.

- a. in the cell below the group of cells he wants to add
- b. in the cell to the right of the last cell in the group of cells he wants to add
- c. in the formula bar
- d. in the active cell

ANS: A                      PTS: 1                      REF: EX 36                      TOP: Critical Thinking

78. Sam decides to rename his worksheet “Sam’s Ceramic Business Worksheet” but he is unable to complete the word Worksheet because \_\_\_\_.
- Excel only allows for 3 words in a sheet name
  - Excel only allows for 31 characters in a sheet name
  - Excel only allows one word in a sheet name
  - Excel does not allow for symbols such as the apostrophe in Sam’s in sheet names

ANS: B                      PTS: 1                      REF: EX 38                      TOP: Critical Thinking

79. Sam now wants to find out how much money he will make on his largest order, which is currently in row E. Cell E4 contains the number of items ordered and cell E5 contains the price per item. An appropriate formula would be \_\_\_\_.

- =E4+E5
- =E5/E4
- =E4\*E5
- =E4^E5

ANS: C                      PTS: 1                      REF: EX 30                      TOP: Critical Thinking

80. Sam is happy with the results of the formula. All of a sudden he realizes that the cell that once displayed the result is now displaying the formula and all of the columns are wider. He must have \_\_\_\_.

- switched to editing mode by double-clicking the results cell
- switched to formula view by pressing Ctrl + Alt
- switched to editing mode by pressing Ctrl + Alt
- switched to formula view by pressing Ctrl + `

ANS: D                      PTS: 1                      REF: EX 46                      TOP: Critical Thinking

## COMPLETION

1. A(n) \_\_\_\_\_ is a collection of text and numbers laid out in a rectangular grid.

ANS: spreadsheet

PTS: 1                      REF: EX 4

2. A worksheet displays the contents of the spreadsheet laid out in a grid of rows and \_\_\_\_\_.

ANS: columns

PTS: 1                      REF: EX 3

3. The cell reference for the active cell appears in the \_\_\_\_\_ located in the upper-left corner of the worksheet.

ANS: Name Box

PTS: 1                      REF: EX 2

4. The \_\_\_\_\_ bar displays the contents of an active cell.

ANS: Formula



PTS: 1 REF: EX 2

5. A text string contains a string of text \_\_\_\_\_.

ANS: characters

PTS: 1 REF: EX 9

6. The \_\_\_\_\_ is a set of predefined rules used to determine the sequence in which operators are applied in a calculation.

ANS: order of precedence

PTS: 1 REF: EX 30

7. Each worksheet has a(n) \_\_\_\_\_ that identifies the name of the worksheet.

ANS: sheet tab

PTS: 1 REF: EX 2

8. Each cell is identified by a cell \_\_\_\_\_, which is its column and row location.

ANS: reference

PTS: 1 REF: EX 6

9. The \_\_\_\_\_ sheet has a white sheet tab.

ANS: active

PTS: 1 REF: EX 2

10. A(n) \_\_\_\_\_ sheet reminds you why you created a workbook and what it contains.

ANS: documentation sheet

PTS: 1 REF: EX 8

11. A(n) \_\_\_\_\_ includes a series of questions that help you think about the purpose of the workbook and how to achieve your desired results.

ANS: planning analysis sheet

PTS: 1 REF: EX 8

12. A \_\_\_\_\_ provides a visual representation of spreadsheet data.

ANS: chart

PTS: 1 REF: EX 5

13. \_\_\_\_\_ data include any number of letters, symbols, numbers, and spaces in a cell.

ANS: Text

PTS: 1 REF: EX 9

14. \_\_\_\_\_ eliminates any empty space by matching the column to the width of its longest cell entry or the row to the height of its tallest cell entry.

ANS: Autofitting

PTS: 1 REF: EX 17

15. \$87.25 is a(n) \_\_\_\_\_ value.

ANS: currency

PTS: 1 REF: EX 13

16. A group of cells is called a cell \_\_\_\_\_.

ANS: range

PTS: 1 REF: EX 22

17. In Excel, the arithmetic operator ^ indicates the arithmetic operation called \_\_\_\_\_.

ANS: exponentiation

PTS: 1 REF: EX 30

18. SUM, MAX, and MIN are \_\_\_\_\_.

ANS: functions

PTS: 1 REF: EX35

19. The AutoSum button is in the \_\_\_\_\_ group on the Home tab.

ANS: Editing

PTS: 1 REF: EX 36

20. When you are in \_\_\_\_\_ mode, some keyboard shortcuts will work differently.

ANS: Edit

PTS: 1 REF: EX 39

## ESSAY

1. Explain the following Excel 2010 terms: cell, worksheet, active cell, and column headings.

ANS:

Each intersection of a row and column is a cell. Worksheet data is placed within separate cells.

The cell currently selected in the active worksheet is the active cell. The active cell is outlined with a thick border and the corresponding row and column headings are highlighted.

A worksheet displays the contents of the spreadsheet laid out in a grid of rows and columns.

The column headings are the letters along the top of the worksheet window that identify the different columns in the worksheet.

PTS: 1                      REF: EX 3                      TOP: Critical Thinking

2. The order of precedence for arithmetic operators is exponentiation, multiplication, division, addition, subtraction. In your opinion, what is the best order of precedence for the following Excel tasks and why: 1) work in editing mode, 2) switch to formula view, 3) rename sheet tabs, 4) resize columns and rows, 5) create a planning analysis sheet, and 6) enter data?

ANS:

Instructors: There is some flexibility in this answer - the main thing to look for is that students understand that the planning analysis sheet should be the first task performed. Entering data should be next. Renaming sheet tabs, resizing columns and rows, working in editing mode and switching to formula view can be ordered as the student wishes, as long as they can support their answer with good reasons. Here is an example answer:

I think the best order of precedence for the following Excel tasks (1) work in editing mode, 2) switch to formula view, 3) rename sheet tabs, 4) resize columns and rows, 5) create a planning analysis sheet, and 6) enter data) should be:

1. Create a planning analysis sheet
2. Enter data
3. Resize columns and rows
4. Rename sheet tabs
5. Work in editing mode
6. Switch to formula view

Planning should be the first step in any project. Creating a planning analysis sheet before creating an Excel workbook allows the user to figure out what the purpose of the workbook should be and how to achieve the desired results. Entering data should be next so that the workbook can be created and relationships between numbers can be established. Once the data is entered, it might be necessary to resize columns and rows in order to see all of the data. Also, once the data is entered, it makes sense to label sheet tabs if the data is placed on more than one sheet. This step is important for organization, especially considering the last two steps of working in editing mode and switching to formula view. The order of the last two steps depends on the nature of the worksheet. If there are many text entries or number entries that need to be edited, having the worksheet as organized as possible will make working in editing mode that much easier. If the worksheet is full of formulas, the same is true.

PTS: 1                      REF: EX 8                      TOP: Critical Thinking

3. You have three teenage children to whom you have given cellular phones. You wish to record the monthly statements for each child's phone usage in Excel because the children have been given an incentive to keep their yearly bill under \$1000.00. Do you decide to create three Excel workbooks or one Excel workbook with three worksheets and why?

ANS:

Instructors: There is no right or wrong answer to this question, however the answer should show some critical thinking to support the students' decisions. Here is an example:

I would create three separate workbooks for my three children because in addition to their cellular phone usage, I could use the workbooks for other purposes. For example, I might create a worksheet for tracking college applications, for summer job income, grades, and medical records, such as dates of all immunizations. As the children get older, I could pass on each child his/her workbook for his/her own records. If I had only created one workbook for all three children, I'd have to cut and paste information into two new workbooks to distribute their personal information to them. I think it would be much more efficient for each child to have his or her own customized workbook made up of as many individual worksheets as needed.

PTS: 1

REF: EX 2

TOP: Critical Thinking