Excel Tutorial 1: Getting Started with Excel

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

9. Referring to the figure above, the row headings are the letters along the top of the worksheet window that identify the different rows in the worksheet.

   ANS: F   PTS: 1   REF: EX 3

10. The figure above shows part of a worksheet.

    ANS: T   PTS: 1   REF: EX 3

11. Referring to the figure above, the cell that is shown with the thick border, is called the primary cell.

    ANS: F   PTS: 1   REF: EX 3

12. Referring to the figure above, column heading K is orange because the entire row is selected.

    ANS: F   PTS: 1   REF: EX 3

13. Referring to the figure above, the intersection of each row and column is called a cell.

    ANS: T   PTS: 1   REF: EX 3

14. Referring to the figure above, the Zoom control is set at 100%.

    ANS: F   PTS: 1   REF: EX 3

15. Charts can be embedded into worksheets.

    ANS: T   PTS: 1   REF: EX 5

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 <u>points</u>. _____

ANS: F, pixels

PTS: 1   REF: EX 16

2. <u>Autofitting</u> 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 <u>left</u>. _____

ANS: F, right

PTS: 1   REF: EX 18

4. A newly inserted row has the same height as the row <u>above</u> it. _____

ANS: T   PTS: 1   REF: EX 18

5. <u>Clearing</u> 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 <u>group reference</u>. _____

ANS: F
cell range
range

PTS: 1   REF: EX 22

7. To move a cell, select it, then place the mouse over the <u>bottom</u> 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 <u>colon</u>. _____

ANS: F, semicolon

PTS: 1   REF: EX 24

9. <u>Expressions</u> 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 <u>after</u> multiplication. _____

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

11. <u>Page Layout view</u> 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 <u>left</u> of the active sheet. _____

    ANS: T   PTS: 1   REF: EX 37

13. A(n) <u>nonadjacent</u> range is comprised of two or more distinct adjacent ranges. _____

    ANS: T   PTS: 1   REF: EX 23

14. In <u>landscape</u> orientation, the page is wider than it is tall. _____

    ANS: T   PTS: 1   REF: EX 44

15. When you work in <u>Edit</u> 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	c.	expression
b.	spreadsheet	d.	formula

   ANS: B   PTS: 1   REF: EX 4

2. Excel stores its documents as files called ____.

a.	worksheets	c.	workbooks
b.	sheet tabs	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 | c. | in a cell range |
| b. | in a chart sheet | 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.

a.	sample workbook with calculations
b.	sample workbook with formulas
c.	sample workbook with text, formulas, can calculations
d.	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.ص | operator | c. | letter |
| b. | number | 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 | c. | Shift + Tab |

b.	Home	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	c.	16,385
b.	256	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	c.	Home
b.	Page Down	d.	Ctrl+Home

ANS: D   PTS: 1   REF: EX 6

14. The active cell has a ____ border.

a.	dotted	c.	thick
b.	red	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	c.	Tab+Page Up or Tab+Page Down
b.	Ctrl+Page Up or Ctrl+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	c.	only letters
b.	letters, numbers, and dates	d.	letters, numbers, and symbols

ANS: D   PTS: 1   REF: EX 9

17. To complete a cell entry, press the ____ key.

a.	Enter	c.	Backspace
b.	Home	d.	Delete

ANS: A   PTS: 1   REF: EX 9

18. Text is ____-aligned in cells.

a.	right	c.	center
b.	left	d.	justify

ANS: B   PTS: 1   REF: EX 9

19. The characters +, -, *, and / are examples of ____.

a.	formulas	c.	arithmetic operators
b.	values	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	c.	operator
b.	equation	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

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 | c. | glossary |
| b. | documentation | d. | precedence |

ANS: B   PTS: 1   REF: EX 8

46. ____ makes it easier to enter repetitive text in cells.

| a. | Editing mode | c. | AutoComplete |
| b. | AutoFit | 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 | c. | points |
| b. | picas | d. | decimal spaces |

ANS: A   PTS: 1   REF: EX 16

48. Which of the following takes precedence over multiplication?

| a. | division | c. | addition |
| b. | exponentiation | d. | subtraction |

ANS: B   PTS: 1   REF: EX 30

49. A ____ is a single point on a computer monitor.

| a. | pica | c. | bitmap |
| b. | point | 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	c.	Insert
b.	AutoFit	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	c.	Shrinking
b.	Scaling	d.	Resizing

ANS: B　　　　PTS: 1　　　　REF: EX 47

52. In ____ orientation, a page is taller than it is wide.

a.	natural	c.	portrait
b.	landscape	d.	basic

ANS: C　　　　PTS: 1　　　　REF: EX 44

53. From formula view, press ____ to switch the worksheet back to Normal view.

a.	Ctrl + >	c.	Ctrl + ?
b.	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	c.	fraction
b.	multiplication	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	c.	row and column headings
b.	gridlines around the worksheet cells	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
b.	Ctrl + Tab	d.	Ctrl + Enter

ANS: A   PTS: 1   REF: EX 6

60. Which of the following will not change the location of the active cell?

a.	drag and drop	c.	clicking another cell
b.	scrolling	d.	clicking a column heading

ANS: B   PTS: 1   REF: EX 7

61. When you copy a selection of cells using drag and drop, which appears before you release the mouse button?

a.	an outline of the new location of the selected range
b.	a ScreenTip
c.	a cell reference of the new location
d.	all of the above

ANS: D   PTS: 1   REF: EX 27

62. What is the syntax for a SUM formula adding the values of cell F6 to F9?

a.	/SUM(F9:F6)	c.	=END(F6:F9)
b.	=SUM(F6/F9)	d.	=SUM(F6:F9)

ANS: D   PTS: 1   REF: EX 34

63. Ctrl + G is used to access the ____.

a.	Go to Next worksheet command	c.	Go To dialog box
b.	G column	d.	formula view

ANS: C   PTS: 1   REF: EX 7

64. mm/dd/yyyy is known as ____.

a.	a text string	c.	a date format
b.	text data	d.	number data

ANS: C   PTS: 1   REF: EX 13

65. Which of the following number formats are converted by Excel once they are entered?

a.	percentages and integers	c.	decimals and percentages
b.	currency and integers	d.	percentages and currency

ANS: D   PTS: 1   REF: EX 13

66. Cutting a selection sends it to the ____ until you paste it.

a.	Sheet1	c.	Formula bar
b.	Clipboard	d.	active cell

ANS: B   PTS: 1   REF: EX 26

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 ____.

a.		uses the AutoComplete command to allow for complete entries
b.		uses the AutoFit command to remove unwanted space
c.		resizes the column width until all addresses are visible
d.		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	c.		dog age

b.		dog breed	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	c.	SUM
b.	ADD	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 ____.

a.	Excel only allows for 3 words in a sheet name
b.	Excel only allows for 31 characters in a sheet name
c.	Excel only allows one word in a sheet name
d.	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 ____.

a.	=E4+E5	c.	=E4*E5
b.	=E5/E4	d.	=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 ____.

a.	switched to editing mode by double-clicking the results cell

b.	switched to formula view by pressing Ctrl + Alt
c.	switched to editing mode by pressing Ctrl + Alt
d.	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