

Excel 2013 Unit A: Getting Started With Excel 2013

1. In an electronic spreadsheet, you need to manually recalculate when you change the entries.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.001 - Describe the uses of Excel

2. An Excel 2013 workbook has the file extension .xml.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.001 - Describe the uses of Excel

3. Charts are updated automatically in Excel whenever data changes.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.001 - Describe the uses of Excel

4. To open an Excel file, click Open Other Workbooks on the navigation bar, click Computer, and then click Browse to open the Open dialog box.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 4

LEARNING OBJECTIVES: ENHE.REDI.16.002 - Open and save an Excel file

5. You are in Edit mode any time you are entering or changing the contents of a cell.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

6. Arguments are Excel's built-in formulas.

- a. True
- b. False

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ANSWER: False

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

7. You use formulas in Excel to perform calculations such as adding, multiplying, and averaging.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 12

LEARNING OBJECTIVES: ENHE.REDI.16.004 - Enter a formula

8. A named range can begin with a letter or number.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Excel 12

LEARNING OBJECTIVES: ENHE.REDI.16.005 - Use cell references to create a formula

9. You can use a named range instead of a cell address in a formula.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 12

LEARNING OBJECTIVES: ENHE.REDI.16.005 - Use cell references to create a formula

10. You can change header and footer information using the Margins Design tab that opens on the Ribbon when a header or footer is active.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Excel 14

LEARNING OBJECTIVES: ENHE.REDI.16.006 - Create a header/footer

11. Printing gridlines makes data easier to read.

- a. True
- b. False

ANSWER: True

POINTS: 1

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REFERENCES: Excel 16

LEARNING OBJECTIVES: ENHE.REDI.16.007 - Hide/view gridlines when printing

12. Excel includes a(n) Scenario Manager where you can name and save different what-if versions of your worksheet.

ANSWER: True

POINTS: 1

REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.001 - Describe the uses of Excel

13. Labels are numbers, formulas, and functions that can be used in calculations. _____

ANSWER: False - Values

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

14. Reference operators compare values for the purpose of true/false results. _____

ANSWER: False - Comparison

POINTS: 1

REFERENCES: Excel 12

LEARNING OBJECTIVES: ENHE.REDI.16.004 - Enter a formula

15. One of the ways to change your view of the worksheet window is by using the VIEW tab on the Ribbon.

ANSWER: True

POINTS: 1

REFERENCES: Excel 14

LEARNING OBJECTIVES: ENHE.REDI.16.008 - Change worksheet views

16. When the paper orientation is portrait, the contents will print across the length of the page instead of across the width.

ANSWER: False - landscape

POINTS: 1

REFERENCES: Excel 16

LEARNING OBJECTIVES: ENHE.REDI.16.009 - Change the page orientation

17. An electronic _____ is an application you use to perform numeric calculations and to analyze and present numeric data.

- a. database
- b. spreadsheet
- c. dataform
- d. project

ANSWER: b

POINTS: 1

REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.001 - Describe the uses of Excel

18. In Excel, the electronic spreadsheet you work in is called a _____.

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- a. tablet
- b. databook
- c. numeric sheet
- d. worksheet

ANSWER: d

POINTS: 1

REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.010 - Define key spreadsheet terms

19. In Excel, a worksheet is contained in a file called a _____.

- a. workbook
- b. workpad
- c. notebook
- d. datapad

ANSWER: a

POINTS: 1

REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.010 - Define key spreadsheet terms

20. You can use predesigned, formatted files called _____ to create new worksheets quickly.

- a. format sheets
- b. layouts
- c. templates
- d. screens

ANSWER: c

POINTS: 1

REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.010 - Define key spreadsheet terms

21. You can use a spreadsheet to _____ by using variable values to investigate and sample different outcomes.

- a. represent values graphically
- b. organize data
- c. create what-if data scenarios
- d. perform calculations

ANSWER: c

POINTS: 1

REFERENCES: Excel 3

LEARNING OBJECTIVES: ENHE.REDI.16.001 - Describe the uses of Excel

22. _____ below the worksheet grid let you switch from sheet to sheet in a workbook.

- a. Cell pointers
- b. Mode indicators
- c. Scroll bars
- d. Sheet tabs

ANSWER: d

POINTS: 1

REFERENCES: Excel 4

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

23. You can use _____ to move around in a document that is too large to fit on the screen at once.

- a. cell pointers
- b. mode indicators
- c. scroll bars
- d. sheet tabs

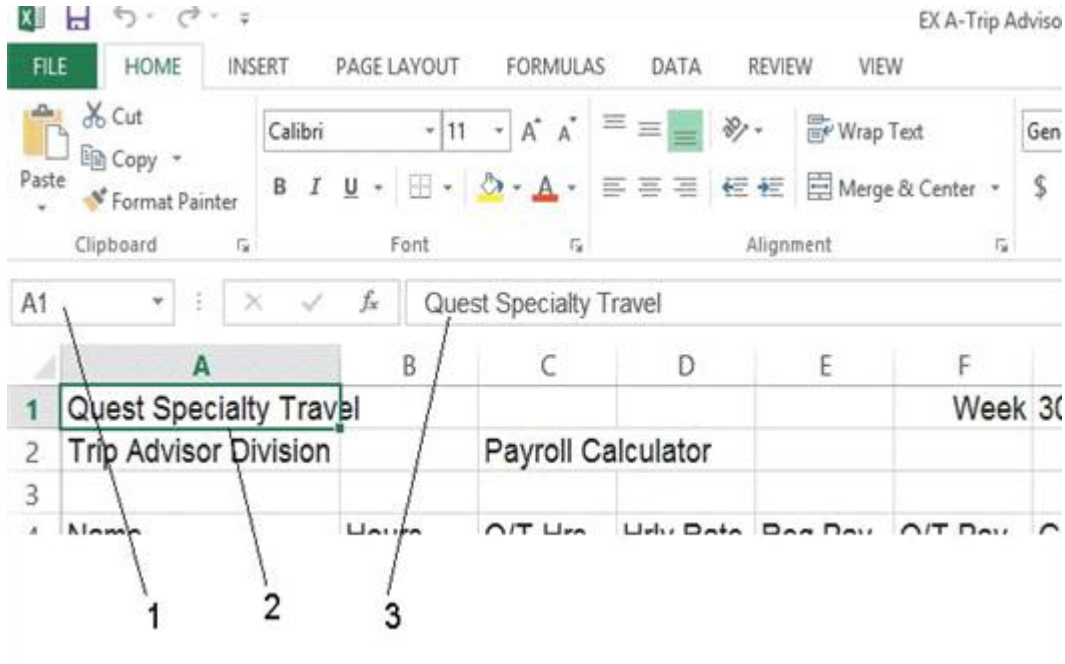
ANSWER: c

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POINTS: 1

REFERENCES: Excel 4

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements



24. As shown in the accompanying figure, item ____ points to the Name box.

- a. 1 b. 2
- c. 3 d. 4

ANSWER: a

POINTS: 1

REFERENCES: Excel 5

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

25. As shown in the accompanying figure, item ____ points to the formula bar.

- a. 1 b. 2
- c. 3 d. 4

ANSWER: c

POINTS: 1

REFERENCES: Excel 5

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

26. As shown in the accompanying figure, item ____ points to the cell pointer, which outlines the active cell.

- a. 1 b. 2
- c. 3 d. 4

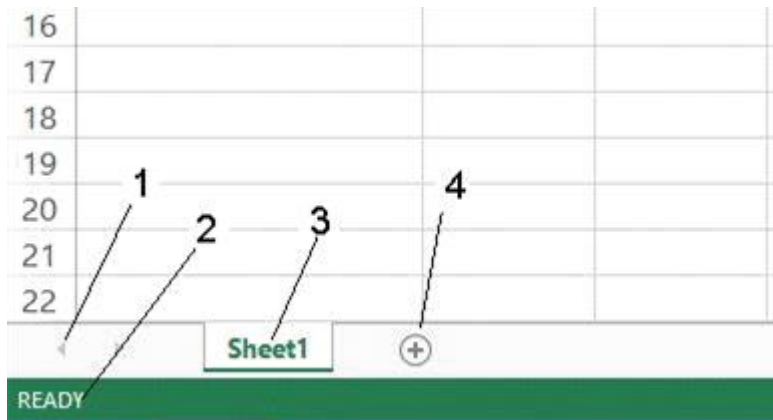
ANSWER: b

POINTS: 1

REFERENCES: Excel 5

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LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements



27. As shown in the accompanying figure, item 1 points to the ____.

- a. sheet tab
- b. status bar
- c. cell pointers
- d. sheet tab scrolling button

ANSWER: d

POINTS: 1

REFERENCES: Excel 5

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

28. As shown in the accompanying figure, item 2 points to the ____.

- a. sheet tab
- b. status bar
- c. mode indicator
- d. sheet tab scrolling button

ANSWER: c

POINTS: 1

REFERENCES: Excel 5

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

29. As shown in the accompanying figure, item 3 points to the ____.

- a. sheet tab
- b. status bar
- c. cell pointers
- d. sheet tab scrolling button

ANSWER: a

POINTS: 1

REFERENCES: Excel 5

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

30. As shown in the accompanying figure, item 4 points to the ____.

- a. formula button
- b. status bar
- c. mode indicator
- d. New sheet button

ANSWER: d

POINTS: 1

REFERENCES: Excel 5

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LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

31. All Excel formulas begin with the ____.

- a. plus sign (+)
- b. asterisk (*)
- c. equal sign (=)
- d. slash (/)

ANSWER: c

POINTS: 1

REFERENCES: Excel 6

LEARNING OBJECTIVES: ENHE.REDI.16.012 - Explain how a formula works

32. The Excel operator for exponent is ____.

- a. /
- b. \
- c. %
- d. ^

ANSWER: d

POINTS: 1

REFERENCES: Excel 7

LEARNING OBJECTIVES: ENHE.REDI.16.013 - Identify Excel arithmetic operators

33. The Excel operator for division is ____.

- a. /
- b. \
- c. %
- d. ^

ANSWER: a

POINTS: 1

REFERENCES: Excel 7

LEARNING OBJECTIVES: ENHE.REDI.16.013 - Identify Excel arithmetic operators

34. If cell A1 contained 10, cell A2 contained 2 and cell A3 contained =A1/A2, what would cell A3 show on the worksheet?

- a. =A1/A2
- b. =10/2
- c. 5
- d. =5

ANSWER: c

POINTS: 1

REFERENCES: Excel 7

LEARNING OBJECTIVES: ENHE.REDI.16.012 - Explain how a formula works

35. If cell A1 contained 10, cell A2 contained 2 and cell A3 contained =A1^A2, what would cell A3 show on the worksheet?

- a. =A1^A2
- b. 20
- c. 10^2
- d. 100

ANSWER: d

POINTS: 1

REFERENCES: Excel 7

LEARNING OBJECTIVES: ENHE.REDI.16.012 - Explain how a formula works

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Quest Specialty Travel		Payroll Calculator					Week 30
Name	Hours	O/T Hrs	Hrly Rate	Reg Pay	O/T Pay	Gross Pay	
Brueghel, Pieter	40	4	16.5	660	132		
Cortona, Livia	35	0	11	385	0		
Kliment, Gustave	40	2	13	520	52		
Le Pen, Jean-Marie	29	0	15	435	0		
Martinez, Juan	37	0	13	481	0		
Moshi, Keiko	39	0	20.5	799.5	0		
Sherwood, Burton	40	0	16.5	660	0		
Strano, Riccardo	40	8	16	640	256		
Wadsworth, Alicia	40	5	13	520	130		
Yamamoto, Johji	38	0	15	570	0		
Totals	=SUM(B5:B14)						

36. In the accompanying figure, the entry in cell B4 is a ____.

- a. label
- b. formula
- c. number
- d. value

ANSWER: a

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

37. In the accompanying figure, the entry in cell B15 is a ____.

- a. label
- b. formula
- c. calculation
- d. value

ANSWER: b

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

38. In the accompanying figure, the entry in cell B5 is a ____.

- a. label
- b. formula
- c. graphic
- d. value

ANSWER: d

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

39. A(n) ____ is an entry in a cell that contains text such as “2013 Sales” or “Travel Expenses.”

- a. value
- b. label
- c. formula
- d. argument

ANSWER: b

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

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40. A(n) _____ is a built-in formula that uses arguments to calculate information.

- a. label
- b. function
- c. template
- d. indicator

ANSWER: b

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

41. Excel recognizes an entry as a value if it is a number or it begins with _____.

- a. +
- b. =
- c. \$
- d. All of the above.

ANSWER: d

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

42. You can use the _____ key(s) on the keyboard to navigate a worksheet.

- a. [Ctrl]
- b. Zoom
- c. arrow
- d. [Enter]

ANSWER: c

POINTS: 1

REFERENCES: Excel 9

LEARNING OBJECTIVES: ENHE.REDI.16.014 - Copy formulas with the fill handle

43. To quickly jump to the first cell in a worksheet press _____.

- a. [Alt][Page Up]
- b. [Shift][Home]
- c. [Page Up]
- d. [Ctrl][Home]

ANSWER: d

POINTS: 1

REFERENCES: Excel 9

LEARNING OBJECTIVES: ENHE.REDI.16.014 - Copy formulas with the fill handle

44. To move one screen to the left press _____.

- a. [Ctrl][Home]
- b. [Alt][Page Up]
- c. [Ctrl][Page Left]
- d. [Alt][Page Down]

ANSWER: b

POINTS: 1

REFERENCES: Excel 9

LEARNING OBJECTIVES: ENHE.REDI.16.014 - Copy formulas with the fill handle

45. To quickly jump to the last cell in a worksheet press _____.

- a. [Alt][Page Down]
- b. [Shift][Down]
- c. [Page Down]
- d. [Ctrl][End]

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ANSWER: d

POINTS: 1

REFERENCES: Excel 9

LEARNING OBJECTIVES: ENHE.REDI.16.014 - Copy formulas with the fill handle

46. You can change, or _____, the contents of an active cell at any time.

- a. recover
- b. navigate
- c. edit
- d. calculate

ANSWER: c

POINTS: 1

REFERENCES: Excel 10

LEARNING OBJECTIVES: ENHE.REDI.16.015 - Edit cell entries in the formula bar

47. The Undo button allows you to reverse up to _____ previous actions, one at a time.

- a. 1
- b. 10
- c. 100
- d. 1,000

ANSWER: c

POINTS: 1

REFERENCES: Excel 11

LEARNING OBJECTIVES: ENHE.REDI.16.015 - Edit cell entries in the formula bar

48. You can edit the contents of the active cell by _____.

- a. pressing the [Enter] key and starting to type
- b. pressing the [Home] key and starting to type
- c. just starting to type
- d. pressing the [Ctrl] key and the [Home] key and starting to type

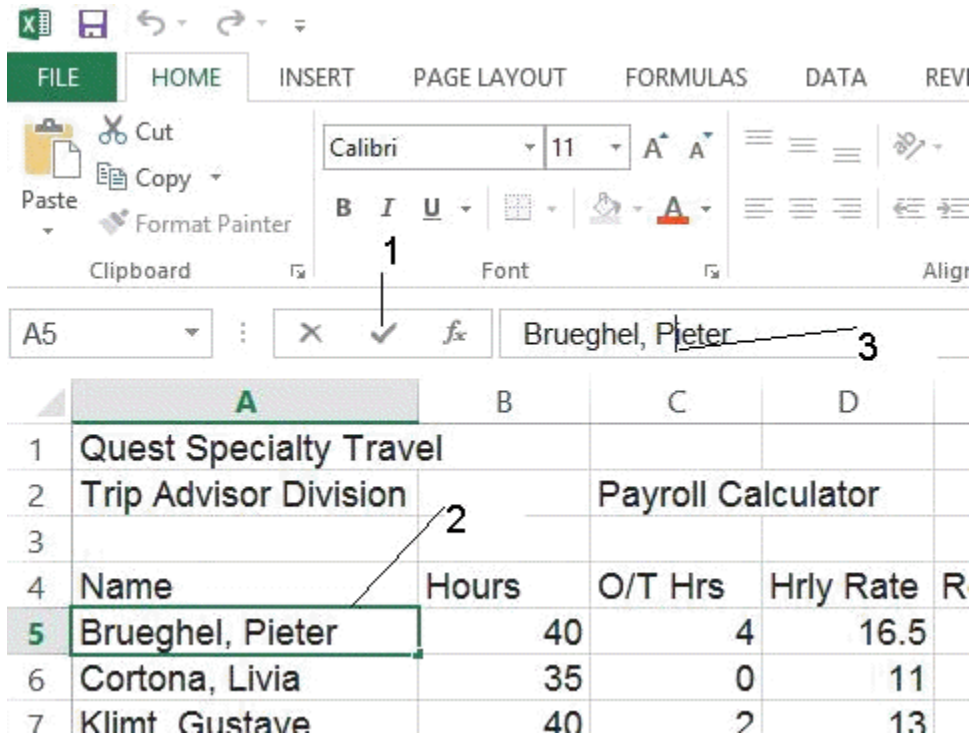
ANSWER: c

POINTS: 1

REFERENCES: Excel 11

LEARNING OBJECTIVES: ENHE.REDI.16.016 - Edit cell entries in the cell

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49. As shown in the accompanying figure, item 1 points to the ____.

- a. insertion point
- b. mode indicator
- c. Enter button
- d. active cell

ANSWER:

c

POINTS:

1

REFERENCES:

Excel 11

LEARNING OBJECTIVES: ENHE.REDI.16.015 - Edit cell entries in the formula bar

50. As shown in the accompanying figure, item 2 points to the ____.

- a. insertion point
- b. mode indicator
- c. Enter button
- d. active cell

ANSWER:

d

POINTS:

1

REFERENCES:

Excel 11

LEARNING OBJECTIVES: ENHE.REDI.16.015 - Edit cell entries in the formula bar

51. As shown in the accompanying figure, item 3 points to the ____.

- a. insertion point
- b. mode indicator
- c. Enter button
- d. active cell

ANSWER:

a

POINTS:

1

REFERENCES:

Excel 11

LEARNING OBJECTIVES: ENHE.REDI.16.015 - Edit cell entries in the formula bar

52. In a worksheet, the ____ is called the formula prefix.

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- a. minus sign (-)
- b. plus sign (+)
- c. pound sign (#)
- d. equal sign (=)

ANSWER: d

POINTS: 1

REFERENCES: Excel 12

LEARNING OBJECTIVES: ENHE.REDI.16.004 - Enter a formula

53. ____ operators perform mathematical calculations such as adding and subtracting.

- a. Text concatenation
- b. Reference
- c. Arithmetic
- d. Comparison

ANSWER: c

POINTS: 1

REFERENCES: Excel 12

LEARNING OBJECTIVES: ENHE.REDI.16.004 - Enter a formula

54. Possible paper orientations for printing a worksheet are landscape and ____.

- a. preview
- b. portrait
- c. normal
- d. page break

ANSWER: b

POINTS: 1

REFERENCES: Excel 16

LEARNING OBJECTIVES: ENHE.REDI.16.009 - Change the page orientation

55. The ____ option helps fit the data on a single page without making changes to individual margins.

- a. Scale to Fit
- b. Paginate
- c. Page Break View
- d. Squeeze

ANSWER: a

POINTS: 1

REFERENCES: Excel 16

LEARNING OBJECTIVES: ENHE.REDI.16.017 - Preview and print a worksheet

56. You can use the ____ slider on the status bar to enlarge your view of specific areas of your worksheet.

- a. Preview
- b. Zoom
- c. Orientation
- d. Layout

ANSWER: b

POINTS: 1

REFERENCES: Excel 16

LEARNING OBJECTIVES: ENHE.REDI.16.017 - Preview and print a worksheet

57. Any time you use a worksheet to ask the question “what if?” you are performing _____ analysis.

ANSWER: what-if
what if

POINTS: 1

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REFERENCES: Excel 2

LEARNING OBJECTIVES: ENHE.REDI.16.010 - Define key spreadsheet terms

58. The cell in which you are working is called the _____ cell.

ANSWER: active

POINTS: 1

REFERENCES: Excel 4

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

59. A(n) _____ is an equation in a worksheet.

ANSWER: formula

POINTS: 1

REFERENCES: Excel 6

LEARNING OBJECTIVES: ENHE.REDI.16.012 - Explain how a formula works

60. Clicking the _____ button sums the adjacent cell range above or to the left.

ANSWER: AutoSum

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button

61. What do you have the ability to do when you use Excel?

- ANSWER:*
- Enter data quickly and accurately: With Excel, you can enter information faster and more accurately than with pencil and paper.
 - Recalculate data easily: Fixing typing errors or updating data is easy in Excel.
 - Perform what-if analysis: The ability to change data and quickly view the recalculated results gives you the power to make informed business decisions. Any time you use a worksheet to ask the question “What if?” you are performing what-if analysis. Excel also includes a Scenario Manager where you can name and save different what-if versions of your worksheet.
 - Change the appearance of information: Excel provides powerful features, such as the Quick Analysis tool, for making information visually appealing and easier to understand. Format text and numbers in different fonts, colors, and styles to make it stand out.
 - Create charts: Excel makes it easy to create charts based on worksheet information. Charts are updated automatically in Excel whenever data changes.
 - Share information: You can collaborate in Excel using the company intranet, the Internet, or a network storage device. You can also take advantage of collaboration tools such as shared workbooks, so that multiple people can edit a workbook simultaneously.
 - Build on previous work: Instead of creating a new worksheet for every project, it’s easy to modify an existing Excel worksheet. You can also use predesigned, formatted files called templates to create new worksheets quickly. Excel comes with many templates that you can customize.

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POINTS: 1
REFERENCES: Excel 2
LEARNING OBJECTIVES: ENHE.REDI.16.001 - Describe the uses of Excel
TOPICS: Critical Thinking

62. Discuss the five guidelines for creating calculations in Excel.

ANSWER:

- * Know where the formulas should be. Excel formulas are created in the cell where they are viewed.
- * Know exactly what cells and arithmetic operations are needed. Don't guess; make sure you know exactly what cells are involved before creating a formula.
- * Create formulas with care. Make sure you know exactly what you want a formula to accomplish before it is created. An inaccurate formula may have far-reaching effects if the formula or its results are referenced by other formulas.
- * Use cell references rather than values. The beauty of Excel is that whenever you change a value in a cell, any formula containing a reference to that cell is automatically updated. For this reason, it's important that you use cell references in formulas, rather than actual values whenever possible.
- * Determine what calculations will be needed. Sometimes it's difficult to predict what data will be needed within a worksheet, but you should try to anticipate what statistical information may be required.

POINTS: 1
REFERENCES: Excel 6
LEARNING OBJECTIVES: ENHE.REDI.16.012 - Explain how a formula works
TOPICS: Critical Thinking

63. Describe Excel's AutoRecover feature.

ANSWER: You can use Excel's AutoRecover feature to automatically save (Autosave) your work as often as you want. This means that if you suddenly lose power or if Excel closes unexpectedly while you're working, you can recover all or some of the changes you made since you saved it last. (Of course, this is no substitute for regularly saving your work: this is just added insurance.) To customize the AutoRecover settings, click the FILE tab, click Options, then click Save. AutoRecover lets you decide how often and into which location it should Autosave files. When you restart Excel after losing power, a Document Recovery pane opens and provides access to the saved and Autosaved versions of the files that were open when Excel closed. You can also click the FILE tab, click Open on the navigation bar, then click any file in the Recent Workbooks list to open Autosaved workbooks.

POINTS: 1
REFERENCES: Excel 10
LEARNING OBJECTIVES: ENHE.REDI.16.015 - Edit cell entries in the formula bar
TOPICS: Critical Thinking

64. Describe calculation operators, including the different types of calculation operators.

ANSWER: Calculation operators indicate what type of calculation you want to perform on the cells, ranges or values. They can include arithmetic operators, which perform mathematical

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calculations such as adding and subtracting, comparison operators, which compare values for the purpose of true/false results, text concatenation operators, which join strings of text in different cells, and reference operators, which enable you to use ranges in calculations.

- POINTS:** 1
- REFERENCES:** Excel 12
- LEARNING OBJECTIVES:** ENHE.REDI.16.004 - Enter a formula
- TOPICS:** Critical Thinking

65. Explain the difference between Normal view and Page Layout view in Excel.

ANSWER: Normal view shows the worksheet without including certain details like headers and footers or tools like rulers and a page number indicator; it's great for creating and editing a worksheet, but may not be detailed enough when you want to put the finishing touches on a document. Page Layout View provides a more accurate view of how a worksheet will look when printed. The margins of the page are displayed, along with a text box for the header. A footer text box appears at the bottom of the page, but your screen may not be large enough to view it without scrolling. Above and to the left of the page are rulers. Part of an additional page appears to the right of this page, but it is dimmed, indicating that it does not contain any data. A page number indicator on the status bar tells you the current page and the total number of pages in this worksheet.

- POINTS:** 1
- REFERENCES:** Excel 14
- LEARNING OBJECTIVES:** ENHE.REDI.16.008 - Change worksheet views
- TOPICS:** Critical Thinking

Critical Thinking Questions

Case 1-1

You work in the Sales department of a company that has three store locations. You are creating a summarized worksheet about the company's sales to send to the General Manager. The accompanying figure is the worksheet that you have created so far.

	A	B	C	D	E	F
1	Sales Report					
2						
3	Stores	1st Quarter Sales	2nd Quarter Sales	3rd Quarter Sales	4th Quarter Sales	Yearly Sales
4	Downtown	\$ 20,945	\$ 21,203	\$ 21,833	\$ 19,383	
5	Midtown	\$ 23,346	\$ 23,046	\$ 23,783	\$ 20,832	
6	Uptown	\$ 27,303	\$ 28,038	\$ 27,203	\$ 25,396	
7						
8	Total					
9						

66. Write the complete formulas for finding the Yearly Sales figures in cell F4 for the Downtown store.
- a. =TOT(B4:E4)
 - b. =SUM(B4:E4)
 - c. =AVERAGE(B4:E4)
 - d. =ADD(B4:E4)

ANSWER: B

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POINTS: 1
REFERENCES: Excel 8
LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button
TOPICS: Critical Thinking

67. Write the complete formulas for the Total row, cell C8 to calculate the second quarter sales for the three stores.

- a. =SUM(C4:C6)
- b. =TOT(C4-C6)
- c. =TOT(C4:C6)
- d. =SUM(C4_C6)

ANSWER: A
POINTS: 1
REFERENCES: Excel 8
LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button
TOPICS: Critical Thinking

Critical Thinking Questions
Case 1-2

You are a 7th grade science teacher. You are in the process of creating a simple worksheet to keep track of the test grades for your class. The accompanying figure is the worksheet that you have created so far.

	A	B	C	D
1	Test Grades			
2				
3	Student	Test 1	Test 2	Difference
4	Graham	86	67	
5	Andrew	78	83	
6	Wendy	79	81	
7	Gretchen	82	95	
8	Rose	92	93	
9	Isaac	71	80	
10	Trish	78	85	
11	Ronald	87	78	
12				
13	Average:			
14				

68. Which of the following is NOT a valid formula for use in cell B13 for finding the average of the test?

- a. =(B4+B5+B6+B7+B8+B9+B10+B11)/8
- b. =SUM(B4:B11)/8
- c. =(B4+B5+B6+B7+B8+B9+B10+B11)/COUNT(B4:B11)
- d. =AVG(B4:B11)

ANSWER: D
POINTS: 1
REFERENCES: Excel 8
 Excel 12
LEARNING OBJECTIVES: ENHE.REDI.16.003 - Build formulas with the AutoSum button
 ENHE.REDI.16.004 - Enter a formula

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TOPICS: Critical Thinking

69. You realize that you have made an error in the spreadsheet. Graham's score for test 2 should be 76, not 67. To fix this error, navigate to cell C4, type 76, and then press what key?

- a. [F4]
- b. [Ctrl]
- c. [Enter]
- d. [Alt]

ANSWER: C

POINTS: 1

REFERENCES: Excel 11

LEARNING OBJECTIVES: ENHE.REDI.16.016 - Edit cell entries in the cell

TOPICS: Critical Thinking

70. You want to put a formula in cells D4 through D11 for finding the difference between the two test scores for each student. You enter =C4-B4 in cell D4 and then use what feature to copy the formula down the column through cell D11?

- a. formula copier
- b. fill handle
- c. formula painter
- d. formula index

ANSWER: B

POINTS: 1

REFERENCES: Excel 8

LEARNING OBJECTIVES: ENHE.REDI.16.014 - Copy formulas with the fill handle

TOPICS: Critical Thinking

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

- a. range
- b. Name box
- c. cell pointer
- d. cell address
- e. status bar

REFERENCES: Excel 4

LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

71. A dark rectangle that outlines the cell in which you are working

ANSWER: c

POINTS: 1

72. Provides a brief description of the active command or task in progress

ANSWER: e

POINTS: 1

73. Identified by the coordinates of the intersecting column and row

ANSWER: d

POINTS: 1

74. Displays the active cell address

ANSWER: b

Name: _____ Class: _____ Date: _____

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POINTS: 1

75. A selection of two or more cells

ANSWER: a

POINTS: 1