Exploring Microsoft Office Excel 2016 Comprehensive (Poatsy/Grauer)
Chapter 1 Introduction to Excel

1) New workbooks typically contain how many worksheets?
A) 0
B) 1
C) 2
D) 3
Answer: B
Diff: 1
Objective: 1 Explore the Excel Window

2) What is the small green square in the bottom right of a cell called?
A) Sizing handle
B) Fill handle
C) Copy/Paste handle
D) Move Cell handle
Answer: B
Diff: 2
Objective: 1 Explore the Excel Window

3) What is *not* one of the tabs in Excel?
A) Formulas
B) Page Layout
C) File
D) Mailings
Answer: D
Diff: 1
Objective: 1 Explore the Excel Window

4) Which of the following is *not* considered an Excel element?
A) Formula Bar
B) Name Box
C) Active cell
D) Print Preview
Answer: D
Diff: 3
Objective: 1 Explore the Excel Window

5) Which of the following is *not* a valid keystroke for navigating around a worksheet?
A) Ctrl + Home
B) Ctrl + End
C) Alt + Up arrow
D) Page Down
Answer: C
Diff: 2
Objective: 1 Explore the Excel Window

6) Which of the following would *not* be considered text?

A) Phone number (111.111.1111)
B) Social Security number (111-11-1111)
C) Part number (PT111)
D) =2*2
Answer: D
Diff: 2
Objective: 2 Enter and Edit Cell Data

7) What does pressing the Enter key while in a cell, do?
A) The value is set, and the active cell remains the active cell
B) The value is set, and the cell to the right becomes the active cell
C) The value is set, and the cell below becomes the active cell
D) The value is set, and the action is the same as pressing the Tab key
Answer: C
Diff: 2
Objective: 2 Enter and Edit Cell Data

8) Which keyboard shortcut puts the user in cell edit mode?
A) F2
B) Shift F2
C) F3
D) Shift F3
Answer: A
Diff: 2
Objective: 2 Enter and Edit Cell Data

9) Which of the following is *not* one of the recommendations when first designing a spreadsheet?
A) Decide what your purpose is
B) Decide what inputs you will need
C) Estimate the amount of time required to complete the spreadsheet
D) Decide what outputs you will need
Answer: C
Diff: 2
Objective: 2 Enter and Edit Cell Data

10) How is text aligned by default?
A) Left
B) Center
C) Right
D) Decimal
Answer: A
Diff: 1
Objective: 2 Enter and Edit Cell Data

11) Which of the following is *not* a valid formula?
A) =D3
B) =2*2
C) =sum(1,2,3,4,5)
D) =#12/31/2014#-#12/31/2015#
Answer: D
Diff: 3
Objective: 3 Create Formulas

12) What can the phrase "Please Excuse My Dear Aunt Sally" help you remember?
A) How to do date calculations
B) Order of operations
C) Naming convention for cell ranges
D) The various printing options available in Excel
Answer: B
Diff: 3
Objective: 3 Create Formulas

13) In the formula, =1+(2-3)+5/6-6^2, what will Excel evaluate first?
A) 5/6
B) 1+
C) (2-3)
D) 6^2
Answer: C
Diff: 3
Objective: 3 Create Formulas

14) In the formula, =1+(2-3)+5/6-6^2, what will Excel evaluate second?
A) 5/6
B) 1+
C) (2-3)
D) 6^2
Answer: D
Diff: 3
Objective: 3 Create Formulas

15) Where is the Show Formulas command found?
A) Formula Auditing group on the Formulas tab
B) Formula Auditing group on the Data tab
C) Formula Auditing group on the Review tab
D) Formula Auditing group on the Developer tab
Answer: A
Diff: 1
Objective: 4 Display Cell Formulas

16) What should you do if there are columns you need, but do not want to display?
A) Delete the columns you do not want to display then undo your action when finished.
B) Move the columns you want to see so that they are together then move them back to their original locations with finished.
C) Cut and paste the columns you do not want to display to another area of the worksheet.
D) Hide the columns you do not want to display, then unhide them when finished.
Answer: D
Diff: 2
Objective: 5 Manage Columns and Rows

17) What does it mean when you see ####### in a cell?
A) Your formula is incorrect.
B) At least one of the cell references in your formula is pointing to an empty cell.
C) Your column is not wide enough.
D) Your row is not tall enough.
Answer: C
Diff: 2
Objective: 5 Manage Columns and Rows

18) One point is how big?
A) 1/72 of an inch
B) 1/36 of an inch
C) The same as a pixel
D) The same as one character
Answer: A
Diff: 3
Objective: 5 Manage Columns and Rows

19) Which of the following is *not* a way to widen a column?
A) Drag the line between the column headings to the desired size
B) In the Page Layout tab, Scale to Fit group, select Automatic in the Width drop-down box
C) Double-click the line between the column headings
D) Right-click a column heading and select Column Width
Answer: B
Diff: 3
Objective: 5 Manage Columns and Rows

20) A range is specified by its _____.
A) top and bottom row and left and right column
B) top row and leftmost column
C) top right and bottom left cells
D) top left and bottom right cells
Answer: D
Diff: 2
Objective: 6 Select, Move, Copy, and Paste Data

21) What is the best practice to switch the columns and rows in a range?
A) Cut the range, then use the Paste Special option called Values
B) Cut the range, then use the Paste Special option called Transpose
C) Cut the range, then use the Paste Special option called Switch
D) Cut the range, paste it into a blank area, then cut and paste each cell where you want it
Answer: B
Diff: 3
Objective: 6 Select, Move, Copy, and Paste Data

22) Which is *not* a valid range?
A) A1:A3, B1:B3
B) A1:A9
C) A1:F1
D) A1:F9
Answer: A
Diff: 2
Objective: 6 Select, Move, Copy, and Paste Data

23) Which Paste option would you choose if you wanted to flip the rows and columns?
A) Transpose
B) Rotate
C) Flip
D) Formulas
Answer: A
Diff: 2
Objective: 6 Select, Move, Copy, and Paste Data

24) Which Paste option would you choose if you wanted only the computed values to be pasted, but with all formatting intact?
A) Paste
B) Values
C) Values & Number Formatting
D) Values & Source Formatting
Answer: D
Diff: 3
Objective: 6 Select, Move, Copy, and Paste Data

25) What Paste option would you choose if you wanted to maintain the formatting of the copied cell, but not its contents?
A) Formatting
B) Keep Source Formatting
C) Paste
D) Keep Formating Only
Answer: A
Diff: 3
Objective: 6 Select, Move, Copy, and Paste Data

26) Where can you find more alignment options?
A) Format Cells dialog box

B) Format Alignment dialog box
C) Format dialog box
D) Format Rows and Columns dialog box
Answer: A
Diff: 1
Objective: 7 Apply Cell Styles, Alignment, and Font Options

27) Which of the following is *not* included when you use a cell style?
A) Font
B) Cell protection
C) Alignment
D) Borders
Answer: B
Diff: 2
Objective: 7 Apply Cell Styles, Alignment, and Font Options

28) What is the best practice for centering a title over multiple columns?
A) Enter the title in the center column of the range
B) Use the Merge Title feature
C) Use the Merge and Center alignment
D) Use the Combine and Center alignment
Answer: C
Diff: 2
Objective: 7 Apply Cell Styles, Alignment, and Font Options

29) Which of the following is *not* a valid Cell Style?
A) Heading 5
B) Accent 3
C) Input
D) Calculation
Answer: A
Diff: 3
Objective: 7 Apply Cell Styles, Alignment, and Font Options

30) The default number format is _____.
A) Number
B) Left aligned
C) Two decimal places
D) General
Answer: D
Diff: 3
Objective: 8 Apply Number Formats

31) Which of the following is *not* a valid number format?
A) $1,000.00
B) $ 1,000.000
C) (1,000.00)
D) $ -1,000.00
Answer: D
Diff: 3
Objective: 8 Apply Number Formats

32) What can you *not* do within the worksheet tabs shortcut menu?
A) Format the worksheet
B) Add color to the tab
C) Insert a worksheet
D) Delete a worksheet
Answer: A
Diff: 2
Objective: 9 Manage Worksheets

33) Which of the following names of worksheet tabs would be best?
A) Sheet 1
B) Jan
C) January Payroll Information
D) JPAE
Answer: C
Diff: 3
Objective: 9 Manage Worksheets

34) The best way to apply Page Setup options to multiple worksheets is to _____.
A) group the worksheets
B) use the Format Painter
C) copy and Paste the formatting codes from one sheet to another
D) use the Apply to Selected Sheets formatting command
Answer: A
Diff: 3
Objective: 10 Select Page Setup Options

35) What is the best way to make sure your worksheet prints on only one page?
A) Limit the amount of data you put on each worksheet
B) Make the font sizes smaller
C) Make the margins as small as possible
D) Use the Fit to option
Answer: D
Diff: 2
Objective: 10 Select Page Setup Options

36) Besides the Page Setup dialog box, where else can you create headers or footers?
A) Page Layout tab, Text group, Header & Footer
B) Insert tab, Text group, Header & Footer
C) Home tab, Text group, Header & Footer
D) View tab, Text group, Header & Footer
Answer: B
Diff: 2
Objective: 10 Select Page Setup Options

37) What would *not* be a typical item to have in a header or footer?
A) The spreadsheet designer's name
B) The filename or file path
C) The file size
D) The page number
Answer: C
Diff: 2
Objective: 10 Select Page Setup Options

38) What can you *not* do from the Page Setup, Sheet tab?
A) Set margins
B) Set a print area
C) Print gridlines
D) Change the page order
Answer: A
Diff: 2
Objective: 10 Select Page Setup Options

39) Where would you find the command to center the printout both horizontally and vertically on your paper?
A) On the Page Setup, Alignment tab
B) On the Page Setup, Sheet tab
C) On the Page Setup, Margins tab
D) On the Page Setup, Page tab
Answer: C
Diff: 3
Objective: 10 Select Page Setup Options

40) What can you *not* do directly from the Backstage, Print screen view?
A) Switch to formula view and print formulas
B) Select which printer you want to use
C) Select how much of the worksheet will be printed
D) Set the page orientation
Answer: A
Diff: 2
Objective: 11 Preview and Print a Worksheet

41) A(n) _____ is a type of file that organizes data in rows and columns.
Answer: spreadsheet
Diff: 1
Objective: 1 Explore the Excel Window

42) A(n) _____ is a collection of one or more related worksheets.
Answer: workbook, spreadsheet
Diff: 1
Objective: 1 Explore the Excel Window

43) The intersection between a column and a row is called a(n) _____.
Answer: cell
Diff: 1
Objective: 1 Explore the Excel Window

44) The current cell is also known as the _____ cell.
Answer: active
Diff: 1
Objective: 1 Explore the Excel Window

45) The _____ feature can pull only part of a cell's value and place it into another cell.
Answer: Flash Fill, FlashFill
Diff: 3
Objective: 2 Enter and Edit Cell Data

46) The _____ feature displays any values in the column that match what the user has typed so far.
Answer: AutoComplete, auto complete
Diff: 2
Objective: 2 Enter and Edit Cell Data

47) The _____ area is where you store the variable you will be using in the worksheet.
Answer: input
Diff: 2
Objective: 2 Enter and Edit Cell Data

48) The _____ area contains the formulas which are dependent on values found elsewhere in the sheet.
Answer: output
Diff: 1
Objective: 2 Enter and Edit Cell Data

49) The _____ feature helps you complete an incremental series.
Answer: AutoFill, auto fill
Diff: 2
Objective: 2 Enter and Edit Cell Data

50) _____ can be used in calculations, whereas text cannot.
Answer: Values

Diff: 2
Objective: 2 Enter and Edit Cell Data

51) Using _____ often decreases the amount of time it takes to enter cell references in formulas.
Answer: semi-selection, semi selection
Diff: 3
Objective: 3 Create Formulas

52) You should use _____ in formulas whenever possible instead of static numbers.
Answer: cell references
Diff: 2
Objective: 3 Create Formulas

53) A(n) _____ is a group of cells which have been selected at the same time.
Answer: range
Diff: 1
Objective: 6 Select, Move, Copy, and Paste Data

54) A(n) _____ range contains several ranges.
Answer: nonadjacent
Diff: 3
Objective: 6 Select, Move, Copy, and Paste Data

55) When you want to format your spreadsheet with a consistent look you should use the _____ feature.
Answer: cell style
Diff: 2
Objective: 7 Apply Cell Styles, Alignment, and Font Options

56) The _____ feature allows you to move some text to another line in the same row.
Answer: wrap text
Diff: 2
Objective: 7 Apply Cell Styles, Alignment, and Font Options

57) You can _____ a cell's contents to the right or left to help it stand out from the row above or below.
Answer: indent
Diff: 3
Objective: 7 Apply Cell Styles, Alignment, and Font Options

58) Cell _____ refers to how data are located within the boundaries of the cell.
Answer: alignment
Diff: 2
Objective: 7 Apply Cell Styles, Alignment, and Font Options

59) You can add _____ color to a cell or range of cells for emphasis.
Answer: fill
Diff: 1

Objective: 7 Apply Cell Styles, Alignment, and Font Options

60) The _____ color is what is visible behind the value in a cell.
Answer: fill
Diff: 2
Objective: 7 Apply Cell Styles, Alignment, and Font Options

61) A(n) _____ is a line you can put around a cell or range of cells for emphasis.
Answer: border
Diff: 1
Objective: 7 Apply Cell Styles, Alignment, and Font Options

62) Number _____ controls how a value appears in a cell.
Answer: formatting
Diff: 2
Objective: 8 Apply Number Formats

63) When you do not need the data on a worksheet you should _____ it to make the file smaller.
Answer: delete
Diff: 1
Objective: 9 Manage Worksheets

64) _____ a carefully formatted worksheet can save you a lot of time when you need that formatting on another sheet.
Answer: Copying
Diff: 2
Objective: 9 Manage Worksheets

65) The _____ feature allows you to see how a document would print before you actually print it.
Answer: print preview
Diff: 1
Objective: 11 Preview and Print a Worksheet

66) In Excel, columns are identified by numbers and rows by letters.
Answer: FALSE
Diff: 1
Objective: 1 Explore the Excel Window

67) Use the Find command to jump to a cell that is not currently visible.
Answer: FALSE
Diff: 2
Objective: 1 Explore the Excel Window

68) The cell at row 4 and column B, would be identified as 4B.
Answer: FALSE
Diff: 1
Objective: 1 Explore the Excel Window

69) Excel stores dates as numbers with 0 being 0 CE according to the Gregorian calendar.
Answer: FALSE
Diff: 2
Objective: 2 Enter and Edit Cell Data

70) Adding color to cells is *not* considered a professional design strategy.
Answer: FALSE
Diff: 2
Objective: 2 Enter and Edit Cell Data

71) It is always a good practice to test each formula you enter for accuracy.
Answer: TRUE
Diff: 1
Objective: 2 Enter and Edit Cell Data

72) The contents of a cell can be seen in the naming box.
Answer: FALSE
Diff: 2
Objective: 2 Enter and Edit Cell Data

73) For the fill handle to work you need to have two cells selected.
Answer: FALSE
Diff: 2
Objective: 2 Enter and Edit Cell Data

74) Make sure to enter all cell reference in upper case when putting them in formulas.
Answer: FALSE
Diff: 1
Objective: 3 Create Formulas

75) It is acceptable to use values in formulas when you know those values will never change.
Answer: TRUE
Diff: 2
Objective: 3 Create Formulas

76) The fill handle allows you to copy and paste formulas to adjacent cells.
Answer: TRUE
Diff: 2
Objective: 3 Create Formulas

77) When you insert rows or columns all relative references are updated but not any absolute references.
Answer: FALSE
Diff: 3
Objective: 5 Manage Columns and Rows

78) You can hide or delete multiple rows or columns by using the Ctrl or Shift key and then selecting the rows or columns you want to hide or delete.
Answer: TRUE
Diff: 2
Objective: 5 Manage Columns and Rows

79) Displaying cell formulas can help find errors in formulas more easily.
Answer: TRUE
Diff: 1
Objective: 4 Display Cell Formulas

80) If you do not need a row or column any more it is best to hide it instead of deleting it in case you change your mind.
Answer: FALSE
Diff: 3
Objective: 5 Manage Columns and Rows

81) Right-clicking a column heading, then selecting Insert, will add a new column to the left of the current column.
Answer: TRUE
Diff: 2
Objective: 5 Manage Columns and Rows

82) You cannot hide column A or row 1 because they cannot be unhidden.
Answer: FALSE
Diff: 3
Objective: 5 Manage Columns and Rows

83) You can select a range by using the Name Box.
Answer: TRUE
Diff: 2
Objective: 6 Select, Move, Copy, and Paste Data

84) It is relatively easy to copy Excel cells into other Office programs.
Answer: TRUE
Diff: 2
Objective: 6 Select, Move, Copy, and Paste Data

85) You can move a range by using the cut and paste commands.
Answer: TRUE
Diff: 2
Objective: 6 Select, Move, Copy, and Paste Data

86) When you copy and paste a range the relative references do not change.
Answer: FALSE
Diff: 2
Objective: 6 Select, Move, Copy, and Paste Data

87) When cells are merged, the merged cell's address becomes the address of the range.
Answer: FALSE
Diff: 2
Objective: 7 Apply Cell Styles, Alignment, and Font Options

88) Bottom Align is the default vertical alignment.
Answer: TRUE
Diff: 1
Objective: 7 Apply Cell Styles, Alignment, and Font Options

89) Using Alt + Enter is a text wrapping option.
Answer: TRUE
Diff: 3
Objective: 7 Apply Cell Styles, Alignment, and Font Options

90) If you want to unmerge cells you click the Unmerge alignment option.
Answer: FALSE
Diff: 2
Objective: 7 Apply Cell Styles, Alignment, and Font Options

91) Match the following terms with their description:

I.   XFD
II. Range
III. Value
IV. Semi-selection
V.   Text

A. A measurable amount
B. Also called pointing
C. The last possible column in a worksheet
D. A combination of letters not used in calculations
E. A group of cells selected at the same time
Answer: C, E, A, B, D
Diff: 1
Objective: Multiple Objectives

92) Match the following terms with their description:

I.   Zoom control
II. Workbook
III. Worksheet
IV. Sheet tab
V.   Cell

A. Makes the text on the screen smaller or larger
B. Contain labels, values and formulas
C. The intersection of a column and a row
D. Shows the name of the worksheet
E. The same as a spreadsheet
Answer: A, E, B, D, C
Diff: 1
Objective: Multiple Objectives

93) Match the following terms with their description:

I.   Name Box
II. Order of operations
III. Formula
IV. Fill handle
V.   Pointing

A. Always begins with an equals sign (=)
B. Small green square used to perform various actions
C. Displays the address of the active cell
D. Also known as semi-selection
E. PEMDAS
Answer: C, E, A, B, D
Diff: 2
Objective: Multiple Objectives

94) Match the following terms with their description:

I.   Paste Special, Add
II. Transpose
III. Flash Fill
IV. Accounting number format
V.   Currency number format

A. Sums the values of the pasted cells to the cells already there
B. Puts the $ at the left margin of the cell
C. Flips rows and columns when pasted
D. Puts the $ next to the leftmost number
E. Fills in data based on previous column's data
Answer: A, C, E, B, D
Diff: 2
Objective: Multiple Objectives

95) Match the following terms with their description:

I.   AutoComplete
II. Auto Fill
III. Column heading
IV. Row heading
V.   Enter icon

A. The letter in the cell reference "F4"
B. Helps complete a logical sequence
C. The number in the cell reference "F4"
D. Looks like a check mark next to the formula bar
E. Matches the letters you type to another value in the column if the letters match
Answer: E, B, A, C, D
Diff: 1
Objective: Multiple Objectives

96) Match the following terms with their description:

I.   Normal view
II. Page Layout view
III. Page Break Preview
IV. View controls
V.   Sheet tab navigation

A. Displays data and page breaks
B. Allows you to go to the first, previous, next, or last sheet in a workbook
C. Does not display margins or page breaks
D. Icons that let you change views
E. Displays data and margins
Answer: C, E, A, D, B
Diff: 2
Objective: Multiple Objectives

97) Match the following Ribbon tabs with their keyboard shortcuts:

I.   Data
II. View
III. Insert
IV. Home
V. File

A. Alt + F
B. Alt + N
C. Alt + A
D. Alt + W
E. Alt + H
Answer: C, D, B, E, A
Diff: 3
Objective: 1 Explore the Excel Window

98) Match the following Excel Elements with their description or action:

I.   Enter
II. Cancel
III. Status bar
IV. Zoom control
V. Formula bar

A. Reverts back to previous data
B. Shows the contents of the active cell
C. Displays information about a command or operation as it is being performed
D. Accepts the data
E. Allows you to see more or less on the screen at one time
Answer: D, A, C, E, B
Diff: 1
Objective: 1 Explore the Excel Window

99) Match the following navigation shortcuts with their actions:

I.   Right arrow
II. Page Down
III. Home
IV. End
V.   Ctrl + Home

A. Moves active cell down one screen
B. This does nothing by itself
C. Moves active cell to column A, row 1
D. Moves active cell to column A in that row
E. Moves right one cell in the same row
Answer: E, A, D, B, C
Diff: 1
Objective: 1 Explore the Excel Window

100) Match the following Paste options with their description:

I.   Values
II. Picture
III. Paste Link
IV. Linked Picture
V.   Paste

A. A reference to the cells, not the cell contents
B. Unformatted results of formulas
C. Cell contents and all formatting
D. A non-editable copy of your data
E. Changes if the content changes
Answer: B, D, A, E, C
Diff: 2
Objective: 6 Select, Move, Copy, and Paste Data