

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

1) When using a touchscreen, which of the following actions is the same as clicking an item?

- A) Slide right
- B) Tap the item
- C) Press and hold for a few seconds
- D) Touch the item with two fingers

Answer: B

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

2) Using a touchscreen, which of the following actions is the same as right-clicking the mouse?

- A) Slide right
- B) Slide right and then press
- C) Press and hold for a few seconds
- D) Touch the screen with two fingers

Answer: C

Diff: 2

Objective: 1. Create, Save, and Navigate an Excel Workbook

3) Which of the following is FALSE about a workbook?

- A) It can contain only one worksheet.
- B) It contains one or more worksheets.
- C) It contains pages called worksheets.
- D) It contains one or more worksheets with a series of cells.

Answer: A

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

4) The _____ displays the current cell mode, the page number, and the zoom buttons.

- A) ribbon
- B) status bar
- C) Formula Bar
- D) Quick Access Toolbar

Answer: B

Diff: 2

Objective: 1. Create, Save, and Navigate an Excel Workbook

5) In Excel 2016, row heading are identified by _____.

- A) uppercase letters
- B) lowercase letters
- C) roman numerals
- D) numbers

Answer: D

Diff: 2

Objective: 1. Create, Save, and Navigate an Excel Workbook

6) A text value in Excel is also referred to as a _____.

- A) label
- B) formula
- C) constant
- D) cell address

Answer: A

Diff: 1

Objective: 2. Enter Data in a Worksheet

7) When you type data in a cell and press Enter, what cell becomes the active cell?

- A) The cell to the right
- B) The cell below
- C) The cell above
- D) The insertion point does not move

Answer: B

Diff: 2

Objective: 2. Enter Data in a Worksheet

8) When you type text in a cell it is _____.

- A) right-aligned
- B) fully justified
- C) left-aligned
- D) centered

Answer: C

Diff: 1

Objective: 2. Enter Data in a Worksheet

9) Where is the fill handle located?

- A) In the top right of an active cell
- B) In the lower right corner of a selected cell
- C) On the Quick Access Toolbar
- D) On the Home tab

Answer: B

Diff: 1

Objective: 2. Enter Data in a Worksheet

10) Which of the following is the default number format in Excel 2016?

- A) General format, Calibri, 11 pt
- B) Decimal format, Calibri, 11 pt
- C) General format, Times New Roman, 12 pt
- D) General format, Cambria, 12 pt

Answer: A

Diff: 2

Objective: 2. Enter Data in a Worksheet

11) All formulas begin with a(n) _____.

A) = sign

B) % sign

C) + sign

D) # sign

Answer: A

Diff: 1

Objective: 3. Construct and Copy Formulas and Use the SUM Function

12) When a cell is part of an active formula, it is surrounded with _____.

A) a colored border with small boxes on each side

B) a colored background with small circles on each corner

C) a bold, black border with small circles on each side

D) a white border with small boxes on each corner

Answer: A

Diff: 2

Objective: 3. Construct and Copy Formulas and Use the SUM Function

13) Which of the following is NOT a way to create a formula?

A) By typing

B) By using the point-and-click technique

C) By using a Function button located on the ribbon

D) By using a Function button on the status bar

Answer: D

Diff: 2

Objective: 3. Construct and Copy Formulas and Use the SUM Function

14) _____ is a procedure that determines which digit to the right of a number will be the last to be displayed.

A) Rounding

B) An absolute cell reference

C) A constant value

D) Cell addressing

Answer: A

Diff: 1

Objective: 3. Construct and Copy Formulas and Use the SUM Function

15) A defined set of formatting characteristics such as font, font size, and font color are known as a _____.

A) label

B) theme

C) cell style

D) series

Answer: C

Diff: 1

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

16) Hold down the _____ key to select nonadjacent cells.

- A) Spacebar
- B) Ctrl
- C) Alt
- D) F2

Answer: B

Diff: 1

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

17) Which of the following is NOT part of the Accounting Number Format?

- A) A fixed dollar sign aligned at the left edge of the cell
- B) A thousand comma separator
- C) Small amount of space at the right edge of the cell
- D) Three decimal places

Answer: D

Diff: 2

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

18) Tiny charts embedded in a cell that display a visual trend summary alongside your data are called _____.

- A) Sparklines
- B) Data labels
- C) Data series
- D) Data markers

Answer: A

Diff: 2

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

19) What are the two contextual tabs that display under Chart Tools when a chart is selected?

- A) Insert and Format
- B) Format and Design
- C) Insert and Design
- D) Home and Design

Answer: B

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

20) Which of the following does not display to the right side of a selected chart?

- A) Chart Styles button
- B) Chart Filters button
- C) Chart Elements button
- D) Move Chart button

Answer: D

Diff: 2

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

21) The value axis is also known as the _____.

- A) x-axis
- B) y-axis
- C) category axis
- D) legend

Answer: B

Diff: 2

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

22) A chart value that originates in a worksheet cell is referred to as _____.

- A) a data point
- B) a data marker
- C) a data series
- D) the x-axis

Answer: A

Diff: 2

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

23) To display the document properties, click the _____ tab.

- A) Design
- B) Home
- C) Page Layout
- D) File

Answer: D

Diff: 2

Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

24) When preparing a document for printing, a _____ indicates that only the columns to the left will be printed on the first page.

- A) vertical dotted line between columns
- B) vertical bolded, black line between columns
- C) horizontal bolded line between rows
- D) vertical red, bold line between columns

Answer: A

Diff: 2

Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

25) The keyboard shortcut to display Print Preview is _____.

- A) Alt + F2
- B) F2
- C) Ctrl + F2
- D) F3

Answer: C

Diff: 2

Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

26) _____ is the keyboard shortcut for the Spelling command.

- A) F1
- B) F2
- C) F7
- D) F12

Answer: C

Diff: 1

Objective: 7. Check Spelling in a Worksheet

27) The default number format for cells is the _____ number format.

- A) General
- B) Currency
- C) Comma Style
- D) Accounting Number

Answer: A

Diff: 1

Objective: 8. Enter Data by Range

28) Comma Style format displays a number with _____.

- A) two decimal places
- B) a dollar sign and two decimal places
- C) three decimal places
- D) no decimal places

Answer: A

Diff: 1

Objective: 9. Construct Formulas for Mathematical Operations

29) Which of the following is NOT one of the default calculations displayed by AutoCalculate?

- A) Sum
- B) Average
- C) Maximum
- D) Count

Answer: C

Diff: 1

Objective: 9. Construct Formulas for Mathematical Operations

30) The Percent Style button formats selected cells as a percentage with _____.

- A) zero decimal places
- B) one decimal place
- C) two decimal places
- D) three decimal places

Answer: A

Diff: 1

Objective: 10. Edit Values in a Worksheet

31) Normal view maximizes the number of cells visible on your screen.

Answer: TRUE

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

32) The Formula Bar in Excel 2016 displays the value or formula in the active cell.

Answer: TRUE

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

33) The status bar displays the ribbon as well as the Quick Access Toolbar directly above it.

Answer: FALSE

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

34) After column Z in an Excel worksheet, the next column is AA.

Answer: TRUE

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

35) An outlined cell in a worksheet is the active cell.

Answer: TRUE

Diff: 1

Objective: 2. Enter Data in a Worksheet

36) Auto Fill works only with alphabetic values.

Answer: FALSE

Diff: 1

Objective: 2. Enter Data in a Worksheet

37) Auto Fill generates and extends a series of value into adjacent cells in a worksheet.

Answer: TRUE

Diff: 1

Objective: 2. Enter Data in a Worksheet

38) The default font for Excel 2016 is Times New Roman 11 pt.

Answer: FALSE

Diff: 1

Objective: 2. Enter Data in a Worksheet

39) The Quick Analysis tool displays in the lower right corner of a selected range in a worksheet.

Answer: TRUE

Diff: 1

Objective: 2. Enter Data in a Worksheet

40) To indicate a range, include a dash between the two cell references.

Answer: FALSE

Diff: 1

Objective: 2. Enter Data in a Worksheet

41) The Sum function is so frequently used that it has its own button on the Quick Access Toolbar.

Answer: FALSE

Diff: 1

Objective: 3. Construct and Copy Formulas and Use the SUM Function

42) Ctrl + = starts the Sum function in a worksheet.

Answer: FALSE

Diff: 1

Objective: 3. Construct and Copy Formulas and Use the SUM Function

43) The Sum button resides on both the Home tab and the Formulas tab.

Answer: TRUE

Diff: 1

Objective: 3. Construct and Copy Formulas and Use the SUM Function

44) A relative cell reference is a reference based on the relative position of a cell that contains the formula and the cells referred to in the formula.

Answer: TRUE

Diff: 1

Objective: 3. Construct and Copy Formulas and Use the SUM Function

45) If two cells are merged into one, the cell contents are automatically left justified in the new, merged cell.

Answer: FALSE

Diff: 2

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

46) When two or more cells are merged, the individual cells cannot be selected.

Answer: TRUE

Diff: 1

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

47) A cell style often includes font, font size, font color, and cell borders.

Answer: TRUE

Diff: 1

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

48) Sparklines are tiny charts located within a cell that provide a visual trend summary of data.

Answer: TRUE

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

49) Typically, you should include totals when creating a chart.

Answer: FALSE

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

50) You can use the Switch/Row Column command to move a chart from a set of rows on one worksheet to a set of columns on another.

Answer: FALSE

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

51) The category axis is also known as the y-axis.

Answer: FALSE

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

52) A data marker is a value that originates in a worksheet cell.

Answer: FALSE

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

53) A data series is a collection of related data points.

Answer: TRUE

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

54) Sparklines cannot be formatted.

Answer: FALSE

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

55) You can create a custom footer in Excel.

Answer: TRUE

Diff: 1

Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

56) The Show Formulas button is a toggle button—it is either on or off.

Answer: TRUE

Diff: 1

Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

57) AutoFit adjusts the width of a column to fit the cell content of the widest cell in the column.

Answer: TRUE

Diff: 1

Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

58) Scaling often works well for printing formulas since it shrinks the width and/or height of a printed worksheet.

Answer: TRUE

Diff: 1

Objective: 6. Print a Worksheet, Display Formulas, and Close Excel

59) Text that is typed in a cell that extends into the next cell only displays if the two cells are merged.

Answer: FALSE

Diff: 1

Objective: 7. Check Spelling in a Worksheet

60) When you type in a cell and the cell to the right contains data, the text in the cell to the left is truncated.

Answer: TRUE

Diff: 1

Objective: 7. Check Spelling in a Worksheet

61) The spelling checker in Excel performs similarly to other Microsoft Office programs.

Answer: TRUE

Diff: 1

Objective: 7. Check Spelling in a Worksheet

62) Selecting the range before you enter data saves time because it confines the movement of the active cell to the selected range.

Answer: TRUE

Diff: 1

Objective: 8. Enter Data by Range

63) The asterisk (*) indicates multiplication in Excel 2016.

Answer: TRUE

Diff: 1

Objective: 9. Construct Formulas for Mathematical Operations

64) The AutoCalculate feature display three calculations by default: Sum, Subtraction, and Multiplication.

Answer: FALSE

Diff: 1

Objective: 9. Construct Formulas for Mathematical Operations

65) The range finder feature in Excel is useful for verifying formulas.

Answer: TRUE

Diff: 1

Objective: 9. Construct Formulas for Mathematical Operations

66) The Percent Style can have fewer or more places after the decimal than the default setting.

Answer: TRUE

Diff: 1

Objective: 10. Edit Values in a Worksheet

67) The orientation of a worksheet can be changed on the Home tab as well as in Print Preview.

Answer: FALSE

Diff: 1

Objective: 11. Format a Worksheet

68) The Wrap Text command displays numbers or formulas on multiple lines as well as text.

Answer: FALSE

Diff: 1

Objective: 11. Format a Worksheet

69) When you delete a column, the remaining columns shift to the left.

Answer: TRUE

Diff: 1

Objective: 11. Format a Worksheet

70) If you move formulas by inserting additional rows or columns in your worksheet, Excel automatically adjusts the formulas.

Answer: TRUE

Diff: 1

Objective: 11. Format a Worksheet

71) A(n) _____ is an Excel document that stores data.

Answer: workbook

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

72) An Excel workbook contains one or more _____ that are stored in the workbook.

Answer: worksheets or spreadsheets

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

73) The _____ displays the name given to a selected cell, table, chart, or object.

Answer: Name Box

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

74) A(n) _____ is a vertical group of cells in an Excel worksheet.

Answer: column

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

75) Cell content can be one of two things: a constant value or a(n) _____.

Answer: formula

Diff: 2

Objective: 2. Enter Data in a Worksheet

76) A cell address is also referred to as a(n) _____.

Answer: cell reference

Diff: 1

Objective: 2. Enter Data in a Worksheet

77) A(n) _____ is a point of light measured in dots per square inch.

Answer: pixel or picture element

Diff: 2

Objective: 2. Enter Data in a Worksheet

78) Text or numbers located in a cell in a worksheet are referred to as _____.

Answer: data

Diff: 1

Objective: 2. Enter Data in a Worksheet

79) A(n) _____ is a prewritten formula that uses one or more cell references, performs an operation, and then returns a value.

Answer: function

Diff: 2

Objective: 3. Construct and Copy Formulas and Use the SUM Function

80) The _____ command joins two or more selected cells together into one cell.

Answer: Merge & Center

Diff: 1

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

81) A(n) _____ is a predefined set of colors, fonts, line, and fill effects that coordinate for an attractive look.

Answer: theme

Diff: 2

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

82) A(n) _____ is a graphic representation of data in a worksheet.

Answer: chart

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

83) The _____ command moves charted data from the vertical axis to the horizontal axis or vice versa.

Answer: Switch/Row Column

Diff: 2

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

84) A(n) _____ is a chart element that identifies the patterns or colors that are assigned to each category in the chart.

Answer: legend

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

85) The _____ gallery displays a set of predefined characteristics that change the overall visual look of a chart.

Answer: Chart Styles

Diff: 1

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

86) The shortcut key for accessing the Spelling command is _____.

Answer: F7

Diff: 1

Objective: 7. Check Spelling in a Worksheet

87) When you select a range of data, the _____ button displays.

Answer: Quick Analysis

Diff: 2

Objective: 8. Enter Data by Range

88) A(n) _____ is a symbol with which you can specify the type of calculation that you want in a formula.

Answer: operator

Diff: 2

Objective: 9. Construct Formulas for Mathematical Operations

89) A(n) _____ refers to a cell with a fixed position in the worksheet.

Answer: absolute cell reference

Diff: 2

Objective: 9. Construct Formulas for Mathematical Operations

90) _____ is the term for specifying the appearance of cells and overall layout of a worksheet.

Answer: Formatting

Diff: 1

Objective: 11. Format a Worksheet

91) Match each of the following terms to its definition:

- I. cell
- II. worksheet
- III. spreadsheet
- IV. workbook
- V. column

- A. displays upon startup of Excel
- B. group of vertical cells on a worksheet
- C. also known as a spreadsheet
- D. intersection of a row and column
- E. also known as a worksheet

Answer: D, C, E, A, B

Diff: 1

Objective: 1. Create, Save, and Navigate an Excel Workbook

92) Match each of the following actions with the tab on which it is activated:

- I. display formulas on the screen
- II. exporting a document as a PDF file
- III. create a recommended chart
- IV. AutoFit column widths
- V. change a worksheet to landscape orientation

- A. Formulas tab
- B. Page Layout tab
- C. Insert tab
- D. File tab
- E. Home tab

Answer: A, D, C, E, B

Diff: 1

Objective: Multiple Objectives

93) Match each of the following terms to its definition:

- I. row
- II. column
- III. formula
- IV. label
- V. value

- A. an equation that performs mathematical calculations
- B. a text value
- C. group of vertical cells on a worksheet
- D. group of horizontal cells on a worksheet
- E. a number, date, or time of day

Answer: D, C, A, B, E

Diff: 1

Objective: 2. Enter Data in a Worksheet

94) Match each of the keyboard shortcuts to its action:

- I. Shift + Tab
- II. Shift + Enter
- III. PageDown
- IV. Ctrl + End
- V. Tab

- A. moves left one cell
- B. moves right one cell
- C. moves down one full screen
- D. moves one cell up
- E. moves to the last cell in the last column of the active area of a worksheet

Answer: A, D, C, E, B

Diff: 1

Objective: 2. Enter Data in a Worksheet

95) Match each of the following terms to its definition:

- I. cell style
- II. theme
- III. format
- IV. Accounting Number Format
- V. Comma Style

- A. a thousand comma separator, dollar sign, and two decimal places
- B. a thousand comma separator, two decimal places, and space at the right of the cell
- C. defined set of formatting characteristics
- D. change the appearance of cell contents
- E. predefined set of features that coordinate for an attractive look

Answer: C, E, D, A, B

Diff: 1

Objective: 4. Format Cells with Merge & Center, Cell Styles, and Themes

96) Match each of the following terms to its definition:

- I. data series
- II. data point
- III. data marker
- IV. y-axis
- V. x-axis

- A. a symbol in a chart that represents a single data point
- B. related data points
- C. also known as the category axis
- D. also known as the value axis
- E. a value that originates in a cell

Answer: B, E, A, D, C

Diff: 2

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines

97) Match each of the following terms to its definition:

- I. operator
- II. pixel
- III. number values
- IV. underlying value
- V. data

- A. symbol used to specify the type of calculation that you want in a formula
- B. text or numbers in a cell
- C. a dot of light on a screen
- D. constant values consisting only of numbers
- E. data that displays in the Formula bar

Answer: A, C, D, E, B

Diff: 2

Objective: 5. Chart Data to Create a Column Chart and Insert Sparklines