

Excel 2016 - Module 2: Working with Formulas and Functions

*Test Bank for Illustrated Microsoft Office 365 and Excel 2016
Intermediate 1st Edition Reding Wermers 1305878094 9781305878099*

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1. An Excel complex formula uses more than one arithmetic operator.
a. True
b. False

ANSWER: True

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

2. According to the order of precedence for arithmetic operators, operations contained within parentheses are performed last.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

Excel 2016 - Module 2: Working with Formulas and Functions

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

3. With Auto Fill, dragging the fill handle on a cell copies the cell's contents or continues a series of data into adjacent cells.
- a. True
 - b. False

ANSWER: True

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.019 - Use the fill handle and Auto Fill

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

4. Using the order of precedence for arithmetic operators, these two formulas will calculate the same result: $=22/2*5$ $=22/(2*5)$.
- a. True
 - b. False

ANSWER: False

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

5. $=D8+E8*0.5$ is a complex formula.
- a. True
 - b. False

ANSWER: True

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

6. Predefined formulas in Excel are called functions and can be accessed using the Insert Function button. a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

7. When using the Insert Function button or the AutoSum list arrow, it is necessary to type the equal sign. a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

8. The COUNT function in Excel returns the number of all cells in a range that contain any type of data. a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 30
Type a Function
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.021 - Select a function by typing
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

9. Using the Cut command completely removes data from its original location, while the Copy command leaves information in its original location.

- a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 32

Excel 2016 - Module 2: Working with Formulas and Functions

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.022 - Copy cell contents
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

10. An absolute cell reference changes the cell references when the formula is copied to a new location.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.023 - Identify when to use absolute or relative cell references
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

11. According to the order of precedence, the formula $= (25 * 2) / 5$ would calculate the result of 10.

ANSWER: True
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

12. Clicking the Minimize button minimizes the Function Arguments dialog box so you can select cells in a worksheet.

ANSWER: False - Collapse
POINTS: 1
REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

13. To insert the AVERAGE function into a cell, click the cell, click the Function Options list arrow in the Editing group on the Home tab, and then click Average. _____

Excel 2016 - Module 2: Working with Formulas and Functions

ANSWER: False - AutoSum
POINTS: 1
REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.024 - Select a function from the AutoSum list arrow
DATE CREATED: 2/26/2016 8:03 PM *DATE*
MODIFIED: 4/3/2016 9:41 AM

14. Excel's Formula AutoComplete feature suggests functions depending on the letters typed by the user.

ANSWER: True
POINTS: 1
REFERENCES: Excel 30
Type a Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.025 - Use AutoComplete to copy formulas
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

15. You can close the Office Clipboard pane by clicking the dialog box launcher in the Clipboard group.

ANSWER: True
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

16. When pasting an item from the Office Clipboard or Clipboard into a worksheet, you only need to specify the lowerright cell of the range where you want to paste the selection. _____

ANSWER: False - upper-left, upper left
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.027 - Paste a Clipboard entry
DATE CREATED: 2/26/2016 8:03 PM

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

DATE MODIFIED: 2/26/2016 8:03 PM

17. The COUNTA function returns the number of cells in a range that contain numeric data.

ANSWER: False - COUNT

POINTS: 1

REFERENCES: Excel 30
Type a Function

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/3/2016 9:21 PM

DATE MODIFIED: 4/3/2016 9:23 PM

18. A cell reference that does not change when it is copied is called a(n) relative cell reference.

ANSWER: False - absolute

POINTS: 1

REFERENCES: Excel 34
Understand Relative and Absolute Cell References

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

19. In this formula, =(A6*A8)+\$D\$1, the cell references A6 and A8 are relative cell references.

ANSWER: True

POINTS: 1

REFERENCES: Excel 34
Understand Relative and Absolute Cell References

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

20. A(n) mixed reference means that either the column or row reference in the formula is absolute, but not both.

ANSWER: True

POINTS: 1

REFERENCES: Excel 35
Understand Relative and Absolute Cell References

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

21. After you use the fill handle to copy cell contents, the Quick Copy Options button appears, which can be used to fill the cells with only specific elements of the copied cell, if you wish. _____

ANSWER: False - Auto Fill Options

POINTS: 1

REFERENCES: Copy Formulas with Relative Cell References
Excel 36

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.029 - Use the Fill button

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

22. In the formula =D1+C1/F3, which calculation will be performed first?

- a. C1/F3 b. D1+C1
c. D1/F3 d. D1+F3

ANSWER: a

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

23. Which of the following is a complex formula?

- a. =SUM(B4:B8) b. =(B4/B8)*10
c. =AVERAGE(C6:D6) d. =MIN(D5:D7)

ANSWER: b

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

24. In the formula =(G15-G14)*\$M\$3/4, which mathematical operation is performed first?

- a. \$M\$3/4 b. (G15-G14)*\$M\$3

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

c. (G15-G14) d. (G15-G14)/4

ANSWER: c

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

25. How can the order of precedence in this formula, =C12+C13*F4, be changed so that cells C12 and C13 are added together as the first operation that occurs?

a. =C12+(C13*F4) b. =(C12+C13)*F4

c. =\$C12+\$C13*F4 d. =C12*F4+C13

ANSWER: b

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

26. All functions begin with the formula prefix ____.

a. @ (at symbol) b. = (equals sign)

c. # (number symbol) d. + (plus sign)

ANSWER: b

POINTS: 1

REFERENCES: Excel 28
Insert a Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.030 - Select a range for use in a function

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

27. In Excel, MAX and AVERAGE are examples of ____.

a. functions b. arguments

c. lists d. buttons

ANSWER: a

POINTS: 1

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

REFERENCES: Excel 28
Excel 30
Insert a Function
Type a Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
ENHE.REDI.16.021 - Select a function by typing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

28. Functions can be entered for formulas using all of the following methods except _____.

- a. the Insert Function dialog box
- b. the AutoSum button
- c. typing the function
- d. typing the function argument

ANSWER: d

POINTS: 1

REFERENCES: Excel 30
Type a Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.021 - Select a function by typing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

29. The COUNTA function is used to count the number of cells in a range that contain which type of data? a. numbers

b. dates

- c. formulas
- d. All of the above.

ANSWER: d

POINTS: 1

REFERENCES: Excel 30
Type a Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.021 - Select a function by typing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

30. Which method of entering a function requires the user to know the name and initial characters of a function?

- a. manually typing the function
- b. using the Insert Function button
- c. using the Sum button
- d. using the Sum list arrow

ANSWER: a

POINTS: 1

REFERENCES: Excel 30
Type a Function

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.021 - Select a function by typing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

31. When cells are copied using Excel's copy function, what happens to the data in the copied cells?

- a. The data is permanently deleted from the copied cells.
- b. The data is temporarily deleted from the copied cells.
- c. The data remains in its original location.
- d. The data is moved to another location and removed from its original location.

ANSWER: c

POINTS: 1

REFERENCES: Copy and Move Cell Entries
Excel 32

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

32. Once the Office Clipboard reaches its maximum of 24 items, how does it handle new items that are copied or cut?
a. The user sees a "clipboard full" message.

- b. The clipboard automatically deletes all items and starts over with the new item.
- c. The clipboard prompts the user to delete items.
- d. The clipboard automatically deletes the oldest item on the clipboard.

ANSWER: d

POINTS: 1

REFERENCES: Copy and Move Cell Entries
Excel 32

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

33. When cells or rows are inserted or deleted in an Excel worksheet, how are cell references affected by the insertion or deletion?

- a. Cell references are not affected.
- b. The user must insert new cell references.
- c. The user is prompted to enter new cell references.
- d. Cell references are automatically adjusted.

ANSWER: d

Excel 2016 - Module 2: Working with Formulas and Functions

POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.031 - Empty cell contents
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

34. Which tab and group will allow the insertion of rows and columns in a worksheet?
a. Home tab, Styles group
b. Page Layout tab, Page Format group
c. Home tab, Cells group
d. Page Layout tab, Cells group

ANSWER: c
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.022 - Copy cell contents
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 4/3/2016 9:45 AM

35. To insert cells, click the Insert list arrow in the Cells group on the ____ tab, then click Insert Cells.
a. HOME b. CELLS
c. INSERT d. TOOLS

ANSWER: a
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.022 - Copy cell contents
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

36. You can create an absolute cell reference by placing a ____ in front of both the column letter and the row number of the cell address.
a. % b. &
c. \$ d. @

ANSWER: c
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

37. Which type of cell reference preserves the exact cell address in a formula?

- a. absolute
- b. mixed
- c. relative
- d. All of the above.

ANSWER: a

POINTS: 1

REFERENCES: Excel 34

Understand Relative and Absolute Cell References

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

38. An Excel user should use a relative cell reference when it is important to ____.

- a. preserve the relationship to the formula location
- b. never change the formula
- c. preserve the exact cell address in a formula
- d. memorize the formula

ANSWER: a

POINTS: 1

REFERENCES: Excel 34

Understand Relative and Absolute Cell References

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.023 - Identify when to use absolute or relative cell references

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

39. Which formula contains a mixed cell reference?

- a. $=(A6+A7)*0.20$
- b. $=(\$A\$6+A7)*0.20$
- c. $=(\$A\$6+\$A\$7)*0.20$
- d. $=(\$A6+\$A\$7)*0.20$

ANSWER: d

POINTS: 1

REFERENCES: Excel 35

Understand Relative and Absolute Cell References

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

40. Which function key on the keyboard allows the Excel user to cycle through all possible combinations of relative, mixed, and absolute cell references for a formula?

- a. [F1] b. [F4]
- c. [F10] d. [F12]

ANSWER: b

POINTS: 1

REFERENCES: Excel 35
Understand Relative and Absolute Cell References

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

41. A(n) ____ cell reference tells Excel to substitute new cell references within the copied formulas as necessary. a. mixed
b. absolute

- c. relative d. parameter

ANSWER: c

POINTS: 1

REFERENCES: Copy Formulas with Relative Cell References
Excel 36

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.032 - Copy and paste formulas with relative cell references

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

42. Which of the following is NOT a Paste list arrow option?

- a. pasting values only b. pasting values with number formatting
- c. pasting cell selectors d. pasting formulas only

ANSWER: c

POINTS: 1

REFERENCES: Copy Formulas with Relative Cell References
Excel 37

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.032 - Copy and paste formulas with relative cell references

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

43. Which keyboard shortcut turns on Edit mode?

- a. [F1] b. [F2]
- c. [F4] d. [F8]

ANSWER: b

POINTS: 1

REFERENCES: Copy Formulas with Absolute Cell References
Excel 38

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.033 - Create an absolute cell reference

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

44. To continue a sequence in adjacent cells, such as months of the year, use the ____ feature of Excel.

- a. SUM function b. redo
- c. fill handle d. copy/paste

ANSWER: c

POINTS: 1

REFERENCES: Copy Formulas with Absolute Cell References
Excel 39

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.034 - Use the fill handle to copy absolute cell references

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

45. In the formula =ROUND(D4:F4,0), what does the zero indicate?

- a. The number of decimal places in the rounded number.
- b. The number of times the formula should be repeated.
- c. A null value.
- d. The value for cell F4.

ANSWER: a

POINTS: 1

REFERENCES: Excel 40
Round a Value with a Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

46. Excel templates make creating a professional looking spreadsheet easier by including all of the following EXCEPT ____ in the template.

- a. formulas b. formatting

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

c. labels d. data

ANSWER: d

POINTS: 1

REFERENCES: Excel 41
Round a Value with a Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

47. Excel templates include which of these common documents?

a. budgets b. balance sheets
c. time cards d. All of the above.

ANSWER: d

POINTS: 1

REFERENCES: Excel 41
Round a Value with a Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.036 - Copy an edited formula

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

48. The file extension .xltx indicates what type of Excel file?

a. Excel template b. Excel workbook
c. Excel worksheet d. Excel formulas only worksheet

ANSWER: a

POINTS: 1

REFERENCES: Excel 41
Round a Value with a Function

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.036 - Copy an edited formula

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

49. The default file extension for an Excel 2016 workbook is ____.

a. .xltx b. .xlsx
c. .xlxs d. .xlts

ANSWER: c

POINTS: 1

REFERENCES: Excel 41
Round a Value with a Function

Excel 2016 - Module 2: Working with Formulas and Functions

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.036 - Copy an edited formula

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 4/2/2016 10:06 PM

50. The formula =A4+A8*(\$B\$12) is an example of a(n) _____ formula.

ANSWER: complex

POINTS: 1

REFERENCES: Create a Complex Formula
Excel 26

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

51. A(n) _____ is a predefined worksheet formula that enables Excel users to easily perform complex calculations.

ANSWER: function

POINTS: 1

REFERENCES: Excel 28
Insert a Function

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

52. The _____ button on the formula bar is one way to easily insert a function into a worksheet cell.

ANSWER: Insert Function

POINTS: 1

REFERENCES: Excel 28
Insert a Function

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

53. The = sign is also called the _____ and is automatically inserted when a function is selected.

ANSWER: formula prefix

POINTS: 1

Excel 2016 - Module 2: Working with Formulas and Functions

REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

54. Excel's _____ feature suggests functions depending on the first letters typed by the user.

ANSWER: Formula AutoComplete
Formula Auto Complete
POINTS: 1
REFERENCES: Excel 30
Type a Function
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.025 - Use AutoComplete to copy formulas
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

55. The Office Clipboard contains up to 24 of the most recently cut or copied items from any Office application, and the items may be viewed using the _____ feature of Office.

ANSWER: Clipboard task pane
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

56. When copying or moving formulas in an Excel worksheet, the default type of cell reference is _____.

ANSWER: relative
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

Excel 2016 - Module 2: Working with Formulas and Functions

57. The \$ symbol placed before a row and column address indicates a(n) _____ cell reference.

ANSWER: absolute

POINTS: 1

REFERENCES: Excel 34
Understand Relative and Absolute Cell References

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 4/3/2016 9:50 AM

58. To complete the days of the week sequence that begins with the days Monday, Tuesday; the Excel user would select the cells containing Monday and Tuesday and use the _____ to complete the sequence.

ANSWER: fill handle

POINTS: 1

REFERENCES: Copy Formulas with Absolute Cell References
Excel 39

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.034 - Use the fill handle to copy absolute cell references

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

59. The _____ function specifies the number of decimal places to be used for values and formulas.

ANSWER: ROUND

POINTS: 1

REFERENCES: Excel 40
Round a Value with a Function

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

60. Discuss how the order of precedence works in the formula $=25+2/3$ and $=(25+2)/3$. Describe the order of calculations in your answer.

ANSWER: The order of precedence in Excel is that operations in parentheses are calculated first, then exponents, then multiplication and division, then addition and subtraction. Multiplication and division are calculated left to right, as are addition and subtraction. In the formula $=25+2/3$, 2 is divided by 3 first, then that value is added to 25. In the formula $=(25+2)/3$, 25 is added to 2 first, because it is in parentheses, then that value is divided by 3. The formulas will have two different results.

POINTS: 1

REFERENCES: Create a Complex Formula Excel
26

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

QUESTION TYPE: Essay

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

61. Excel Module 2 demonstrated the use of several functions: AVERAGE, MAX, COUNT, and COUNTA. Explain how the COUNT and COUNTA functions work.

ANSWER: After the Excel user selects a range of cells, the COUNT function returns the number of cells in the range that contains any numeric data such as numbers, dates, and formulas. The COUNTA function returns the number of cells in the range that contains any kind of data, including labels and blank spaces.

POINTS: 1

REFERENCES: Excel 30
Type a Function

QUESTION TYPE: Essay

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.021 - Select a function by typing

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 4/2/2016 10:07 PM

62. Discuss the difference between a relative cell reference and an absolute cell reference. Include the following information in your answer: how the two types of cell addresses are designated, what happens when each type of cell reference is copied, and when it is appropriate to use each type of reference.

ANSWER: A relative cell reference is used when the relationship to the formula must be preserved; it is the most commonly used type of cell reference in Excel. An absolute cell reference is used when the exact cell reference must be maintained in all formulas referencing the cell address. Absolute cell references do not change even if formulas are copied to other locations. Relative cell addresses change when copied to reflect the appropriate column and row where the formula is being copied. The \$ symbol placed before a column letter or row number in a cell address makes that portion of the cell reference absolute. It is appropriate to use an absolute cell reference (or mixed cell reference) when the value of a column, row, or cell address MUST be used in a formula. All other times, relative cell references may be used.

POINTS: 1

REFERENCES: Excel 34
Excel 38
Understand Relative and Absolute Cell References
Copy Formulas with Absolute Cell References

QUESTION TYPE: Essay

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 8:03 PM

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

DATE MODIFIED: 2/26/2016 8:03 PM

63. Explain the use of the fill handle to fill cells with sequential information.

ANSWER: Often, you need to fill cells with sequential text: months of the year, days of the week, years, or text plus a number (Quarter 1, Quarter 2,...). For example, you might want to create a worksheet that calculates data for every month of the year. Using the fill handle, you can quickly and easily create labels for the months of the year just by typing “January” in a cell. Drag the fill handle from the cell containing “January” until you have all the monthly labels you need. You can also easily fill cells with a date sequence by dragging the fill handle on a single cell containing a date. You can fill cells with a number sequence (such as 1, 2, 3,...) by dragging the fill handle on a selection of two or more cells that contain the sequence. To create a number sequence using the value in a single cell, press and hold [Ctrl] as you drag the fill handle of the cell. As you drag the fill handle, Excel automatically extends the existing sequence into the additional cells. (The content of the last filled cell appears in the ScreenTip.) To examine all the fill series options for the current selection, click the Fill button in the Editing group on the HOME tab, then click Series to open the Series dialog box.

POINTS: 1

REFERENCES: Copy Formulas with Absolute Cell References Excel
39

QUESTION TYPE: Essay

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.034 - Use the fill handle to copy absolute cell references

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

64. Discuss the use of an Excel template to create a workbook.

ANSWER: Excel templates are predesigned workbook files intended to save time when you create common documents such as balance sheets, budgets, or time cards. Templates contain labels, values, formulas, and formatting, so all you have to do is customize them with your own information. Excel comes with many templates, and you can also create your own or find additional templates on the Web. Unlike a typical workbook, which has the file extension .xlsx, a template has the extension .xltx. To create a workbook using a template, click the File tab, then click New on the navigation bar. The New pane in Backstage view lists templates available through Office.com. The Blank workbook template is selected by default and is used to create a blank workbook with no content or special formatting. A preview of the selected template appears in a separate window on top of the New pane. To select a template, click one of the selections in the New pane, then click Create. When you click Create, a new workbook is created based on the template; when you save the new file in the default format, it has the regular .xlsx extension. To save a workbook of your own as a template, open the Save As dialog box, click the Save as type list arrow, then change the file type to Excel Template.

POINTS: 1

REFERENCES: Excel 41
Round a Value with a Function

QUESTION TYPE: Essay

Excel 2016 - Module 2: Working with Formulas and Functions

HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:03 PM *DATE*
MODIFIED: 4/3/2016 9:51 AM

Critical Thinking Questions
Case 1-1

You have created a simple worksheet like the one in the accompanying figure to help you keep track of your available funds based on your monthly costs for rent, gas, food, and entertainment. You have a monthly income of 2000 that is stored in cell B3. Your rent expense is 450 that is stored in cell B6.

65. Write a formula using an absolute cell reference that would return a value of 1550 in cell C6.

- a. =\$B\$3-B6
- b. =\$B\$4-B6
- c. =B\$3-B6
- d. =\$B\$9-B6

ANSWER: A
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References

QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-1-40244
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 4/3/2016 9:28 PM

66. In your budget, which function can be used to eliminate the two decimal places in all cells with values that include decimal places?

- a. VARY
- b. ROUND
- c. SIGDIGIT
- d. MIN

ANSWER: B
POINTS: 1
REFERENCES: Excel 40
Round a Value with a Function
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-1-40244
LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 4/3/2016 9:33 PM

67. In your budget, there is a formula in cell C7 that you want to copy to cells C8 and C9. What Excel feature would you use to accomplish this?

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

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

ANSWER: C

POINTS: 1

REFERENCES: Copy Formulas with Absolute Cell References
Excel 39

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-1-40244

LEARNING OBJECTIVES: ENHE.REDI.16.034 - Use the fill handle to copy absolute cell references

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 8:03 PM *DATE*

MODIFIED: 4/3/2016 9:32 PM

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

- a. drag-and-drop method
- b. template
- c. COUNT
- d. \$G\$6
- e. \$G6
- f. relative
- g. Paste list arrow
- h. AVERAGE

REFERENCES: Copy and Move Cell Entries
Copy Formulas with Relative Cell References
Excel 28
Excel 30
Excel 32
Excel 34
Excel 35
Excel 37
Excel 41
Insert a Function
Round a Value with a Function
Type a Function
Understand Relative and Absolute Cell References

QUESTION TYPE: Matching

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
ENHE.REDI.16.021 - Select a function by typing
ENHE.REDI.16.026 - Copy a range to the Clipboard
ENHE.REDI.16.028 - Identify cell referencing
ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function
ENHE.REDI.16.037 - Examine Auto Fill and Paste Options

Name: _____

Class: _____

Date: _____

Excel 2016 - Module 2: Working with Formulas and Functions

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

68. Allows the user to move or copy data from one cell to another without using the Clipboard.

ANSWER: a

POINTS: 1

69. Predesigned workbook files that contain labels, values, formulas, and formatting.

ANSWER: b

POINTS: 1

70. The Excel function that returns the number of cells in a range containing numeric data.

ANSWER: c

POINTS: 1

71. Absolute cell reference.

ANSWER: d

POINTS: 1

72. Mixed cell reference.

ANSWER: e

POINTS: 1

73. The type of cell reference used to preserve the relationship to the formula location.

ANSWER: f

POINTS: 1

74. The Excel feature used to selectively copy formulas, values, etc. by choosing options such as “paste formulas only.”

ANSWER: g

POINTS: 1

75. A statistical function.

ANSWER: h

POINTS: 1