Enhanced Microsoft Excel 2013 Illustrated Complete 1st edition Reding Test Bank

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Name:_____ Class:_____ Date:_____

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. numericsheet 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. formatsheets 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

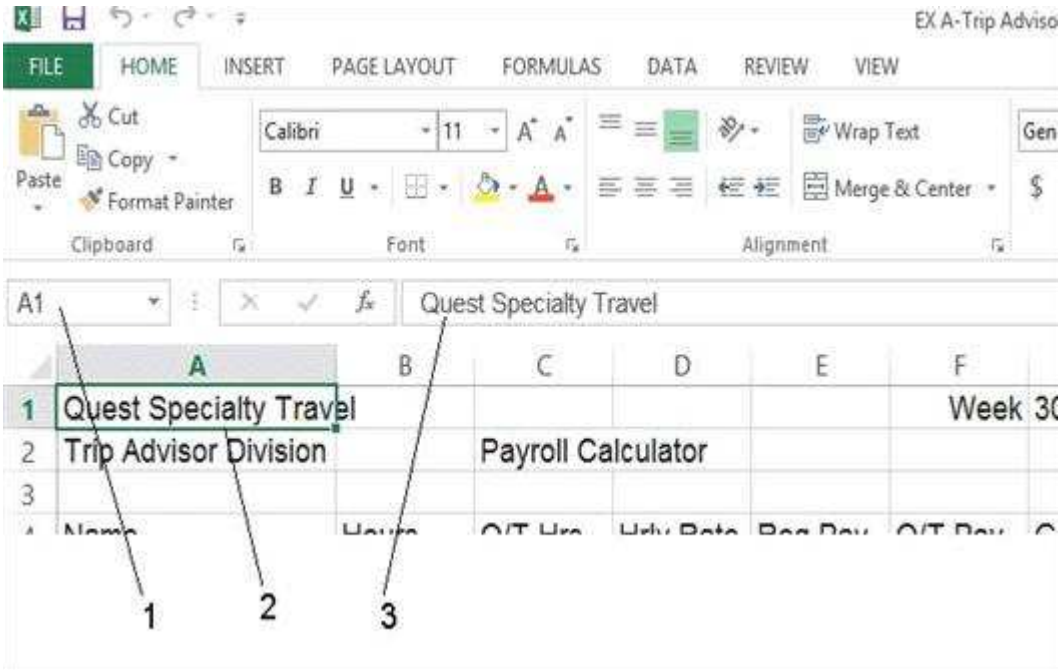
22. ____ below the worksheet grid let you switch from sheet to sheet in a workbook.
a. Cell pointers b. Mode indicators
c. Scroll bars d. Sheet tabs
ANSWER: d
POINTS: 1
REFERENCES: Excel 4
LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

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

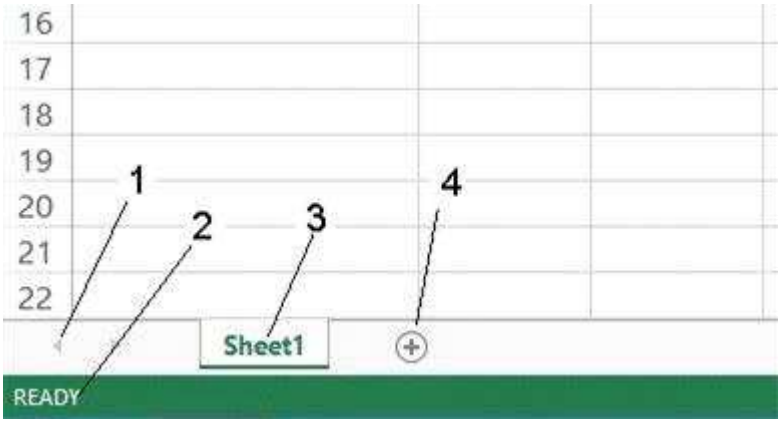
25. As shown in the accompanying figure, item ____ points to the formula bar.
a. 1 b. 2
c. 3 d. 4
ANSWER: c
POINTS: 1
REFERENCES: Excel 5
LEARNING OBJECTIVES: ENHE.REDI.16.011 - Identify Excel window elements

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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Excel 2013 Unit A: Getting Started With Excel 2013

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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Excel 2013 Unit A: Getting Started With Excel 2013

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

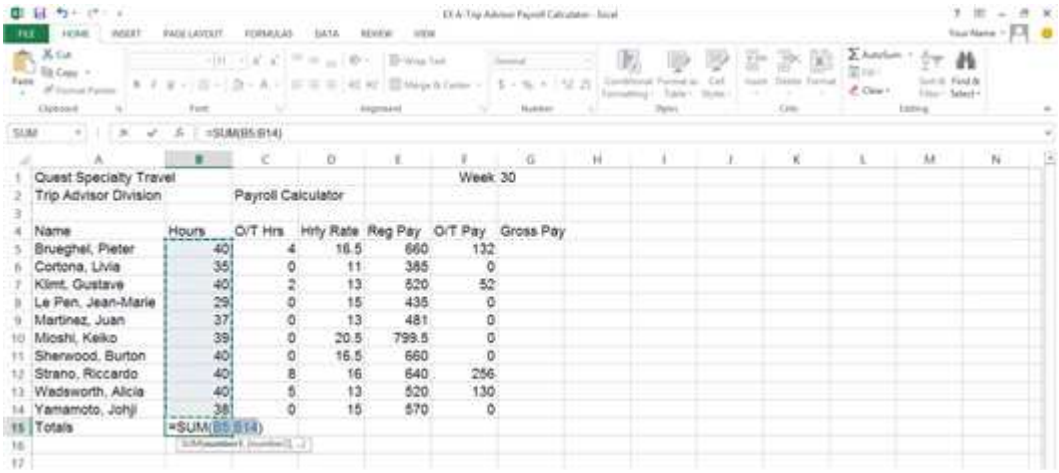
ANSWER: c
POINTS: 1
REFERENCES: Excel 7
LEARNING OBJECTIVES: ENHE.REDI.16.012 - Explain how a formula works

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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	A	B	C	D	E	F	G
1	Quest Specialty Travel					Week 30	
2	Trip Advisor Division		Payroll Calculator				
3							
4	Name	Hours	O/T Hrs	Hrly Rate	Reg Pay	O/T Pay	Gross Pay
5	Brueghel, Pieter	40	4	16.5	660	132	
6	Cortona, Livia	35	0	11	385	0	
7	Klimt, Gustave	40	2	13	520	52	
8	Le Pen, Jean-Marie	29	0	15	435	0	
9	Martinez, Juan	37	0	13	481	0	
10	Mioshi, Keiko	39	0	20.5	799.5	0	
11	Sherwood, Burton	40	0	16.5	660	0	
12	Strano, Riccardo	40	8	16	640	256	
13	Wadsworth, Alicia	40	5	13	520	130	
14	Yamamoto, Johji	38	0	15	570	0	
15	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

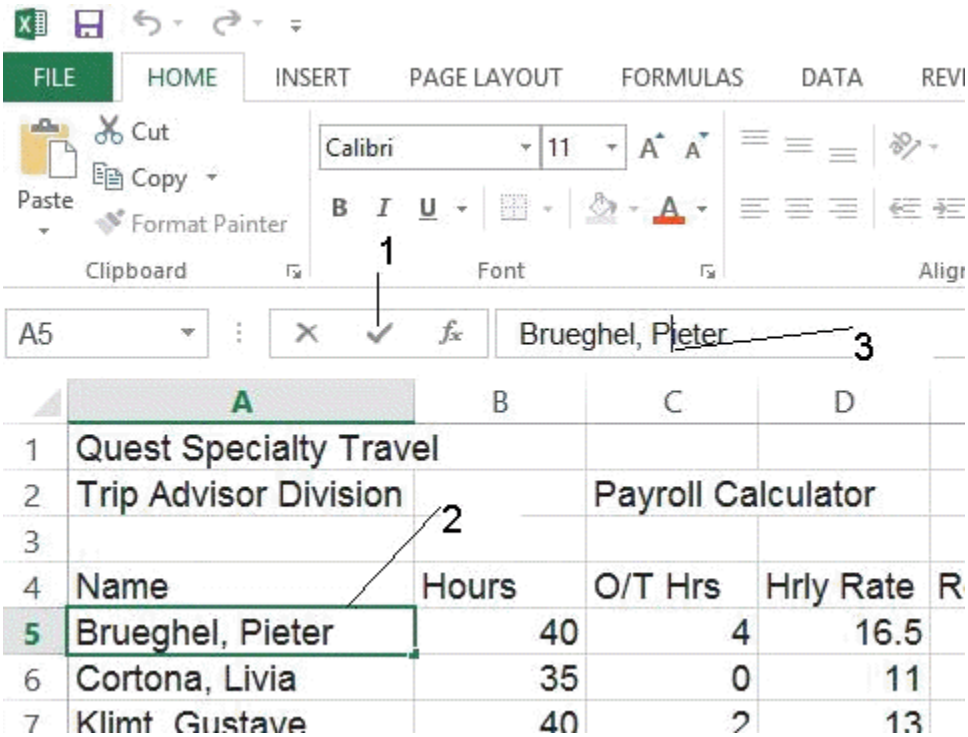
47. The Undo button allows you to reverse up to ____ previous actions, one at a time.
a. 1 b. 10
c. 100 d. 1,000
ANSWER: c
POINTS: 1
REFERENCES: Excel 11
LEARNING OBJECTIVES: ENHE.REDI.16.015 - Edit cell entries in the formula bar

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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Name:_____ Class:_____ Date:_____

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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

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POINTS: 1

75. A selection of two or more cells
ANSWER: a
POINTS: 1

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