Illustrated Microsoft Office 365 and Excel 2016 Intermediate 1st edition Reding Test Bank

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Name:_____ Class:_____ Date:_____

Excel 2016 - Module 2: Working with Formulas and Functions

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
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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
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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
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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

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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
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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
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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
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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

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	Insert a Function
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.020 - Use the Insert Function button
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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
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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
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.022 - Copy cell contents
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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

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Illustrated Microsoft Office 365 and Excel 2016 Intermediate 1st edition Reding Test Bank

Excel 2016 - Module 2: Working with Formulas and Functions

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

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

_____

ANSWER: True
POINTS: 1

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Excel 2016 - Module 2: Working with Formulas and Functions

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
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16. When pasting an item from the Office Clipboard or Clipboard into a worksheet, you only need to specify the lower-right 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
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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
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18. A cell reference that does not change when it is copied is called a(n) relative cell reference. _____

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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
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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
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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
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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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
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Excel 2016 - Module 2: Working with Formulas and Functions

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

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

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
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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

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

a. functions b. arguments
c. lists d. buttons

ANSWER: a
POINTS: 1
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
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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

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Excel 2016 - Module 2: Working with Formulas and Functions

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
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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
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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
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
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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

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Excel 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard
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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
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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
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
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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

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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
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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
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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
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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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

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Understand Relative and Absolute Cell References
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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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
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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
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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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

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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
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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
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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

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
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Excel 2016 - Module 2: Working with Formulas and Functions

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

a. formulas b. formatting

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

a. .xltx b. .xslx

c. .xlsx d. .xlts

ANSWER: c
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: 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

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

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

ANSWER:	Formula AutoComplete Formula Auto Complete

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Excel 2016 - Module 2: Working with Formulas and Functions

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
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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
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Excel 2016 - Module 2: Working with Formulas and Functions

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
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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
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
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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

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	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
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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
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

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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

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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

HAS VARIABLES: False

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

TOPICS: Critical Thinking

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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.

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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
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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
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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?

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

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Excel 2016 - Module 2: Working with Formulas and Functions

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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
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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

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Excel 2016 - Module 2: Working with Formulas and Functions

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

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