Data Analytics Using Excel Microsoft 365 v4 1st edition Manzo Test Bank

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Chapter 1:
Introduction to Data Analytics and Microsoft Excel 365

MULTIPLE CHOICE

1. The F12 key is used to _____.
a. add a blank worksheet to a workbook
b. open the Help window
c. open the Save As dialog box
d. open a blank workbook
e. open a cell for editing

ANS: C DIF: Hard

2. The F1 key is used to _____.
a. add a blank worksheet to a workbook
b. open the Help window
c. open the Save As dialog box
d. open a blank workbook
e. open a cell for editing

ANS: B DIF: Hard

3. Which of the following represents a contiguous range of cells?
a. Sheet1:Sheet2
b. A5,D15
c. Sheet1:A5,Sheet1:D15
d. A5:D15
e. None of the above are true.

ANS: D DIF: Moderate

4. Which of the following can be used to access commonly used Excel commands?
a. Quick Access Toolbar
b. Status Bar
c. Task Bar
d. Scroll Bar
e. Tell me input box

ANS: A DIF: Moderate

5. Which of the following commands can be used to save an Excel workbook to the cloud using OneDrive?
a. Save
b. Save As
c. Layout

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d. File
e. Print

ANS: B DIF: Easy

6. Which of the following is *not* one of the components of the DATA Analytics Framework?
a. Decision
b. Time
c. Acquisition
d. Analysis
e. Data Design

ANS: B DIF: Easy

7. Which of the following is one of the components of the DATA Analytics Framework?
a. Data Audit
b. Data Design
c. Decision
d. Data Internal Controls
e. None of the above are true.

ANS: C DIF: Easy

8. Which of the following is found in the Data Analytics Model?
a. Data Design
b. DATA Analytics Framework
c. Data Audit
d. Data Internal Control
e. All of the above are true.

ANS: E DIF: Easy

9. Which of the following is the first step of the DATA Analytics framework?
a. Data Design
b. Decision
c. Data Audit
d. Data Internal Control
e. Data Analytics Model

ANS: B DIF: Easy

10. _____ is the way in which data is presented or visualized to an audience to explain circumstances and decisions in professional settings.
a. Data Presentation
b. Data Design

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c. Data Audit
d. Data Internal Control
e. Data Analytics

ANS: A DIF: Easy

11. Using data analytics to predict what might happen in the future is called _____.
a. Data Visualization
b. Data Design
c. Data Audit
d. Data Analytics
e. Predictive Analytics

ANS: E DIF: Easy

12. To save a workbook, hold the CTRL key and tap which of the following keys?
a. 1
b. A and then the letter S
c. S
d. S and then the letter A
e. A

ANS: C DIF: Easy

13. Which of the following best describes Key Tips?
a. hints that appear on a worksheet when entering data
b. a way of accessing commands by right clicking anywhere on a worksheet
c. part of the Excel Help function that is accessed through the Tell Me input box
d. a way to access commands on the Ribbon by tapping the ALT key
e. None of the above are true.

ANS: D DIF: Moderate

14. Holding the CTRL key and tapping the F11 key on your keyboard will do which of the following?
a. Add a blank Chart sheet to a workbook.
b. Open a blank workbook.
c. Open the Save As dialog box.
d. Add a PivotTable to a worksheet.
e. Add a blank worksheet to a workbook.

ANS: E DIF: Moderate

15. Holding the CTRL key and tapping the N key on your keyboard will do which of the following?
a. Open a blank workbook.

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b. Add a blank Chart sheet to a workbook.
c. Open the Save As dialog box.
d. Add a PivotTable to a worksheet.
e. Add a blank worksheet to a workbook.

ANS: A DIF: Moderate

16. Which of the following will open the Backstage View?
a. Hold the SHIFT key and tap the F1 key.
b. Hold the CTRL key and tap the F1 key.
c. Tap the F2 key.
d. Hold the CTRL key and tap the O key.
e. Tap the F12 key.

ANS: D DIF: Moderate

17. To open the Backstage View, which tab of the Ribbon should be clicked?
a. Home
b. Formula
c. File
d. Page Layout
e. Insert

ANS: C DIF: Easy

18. Which tab of the Ribbon contains commands to change the color of cells or text on a worksheet?
a. Home
b. Formula
c. File
d. Page Layout
e. Insert

ANS: A DIF: Easy

19. Which tab of the Ribbon contains commands to prepare a worksheet for printing?
a. Home
b. Formula
c. File
d. Page Layout
e. Insert

ANS: D DIF: Moderate

20. When creating a PivotTable, you would click which of the following Ribbon tabs?
a. Home

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b. Formula
c. File
d. Page Layout
e. Insert

ANS: E DIF: Moderate

21. Which of the following Ribbon tabs contains a command used to sort the data on a worksheet?
a. Developer
b. Formula
c. Data
d. Page Layout
e. Review

ANS: C DIF: Moderate

22. Which of the following Ribbon tabs contains a command used to record a macro?
a. Developer
b. Formula
c. Data
d. Page Layout
e. Review

ANS: A DIF: Moderate

23. Which of the following Ribbon tabs contains the Spell Check command?
a. Developer
b. Formula
c. Data
d. Page Layout
e. Review

ANS: E DIF: Easy

24. Which of the following Ribbon tabs would be used to add a header or footer to a worksheet?
a. Developer
b. Formula
c. Data
d. Page Layout
e. Review

ANS: D DIF: Easy

COMPLETION

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25. The _____ is used to inform Data Design decisions.

ANS: DATA Analytics Framework DIF: Moderate

26. A _____ can be used to assess the risks that might occur if drastic changes occur in the data you are analyzing.

ANS: what-if analysis DIF: Hard

27. If you intend to share a spreadsheet with someone else, _____ should be added at the conclusion of your project to prevent any outputs from becoming distorted or corrupt.

ANS: data internal controls DIF: Hard

28. _____ is a comprehensive process to analyze data and produce outputs that can inform decision making.

ANS: Data analytics DIF: Moderate

29. A _____ contains several cells for entering data.

ANS: worksheet DIF: Easy

30. Open files will be displayed in the _____.

ANS: taskbar DIF: Moderate

31. The _____ is used to enlarge the view of a worksheet.

ANS: zoom slider DIF: Moderate

SHORT ANSWER

32. Identify one limitation of Data Analytics.

ANS:
There are two possible answers:
(a) The quality of the results of a data analytics project will depend on the quality of the data.
(b) It can be difficult to predict what data will become in the future.

DIF: Moderate

33. Briefly explain how you would open worksheets in a workbook by using your keyboard.

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ANS:
Hold the CTRL key and tap either the PAGE UP or PAGE DOWN keys.

DIF: Moderate

34. Briefly explain how you would highlight cells on a worksheet by using your keyboard.

ANS:
Hold the SHIFT key and use the ARROW keys.

DIF: Moderate

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