Data Analytics Using Microsoft Excel Version 2 With Accounting and Finance Datasets 2nd edition Manzo Test Bank

SKU: 9781453395226-TEST-BANK

Data Analytics Using Microsoft Excel Version 2 With Accounting and Finance Datasets 2nd edition Manzo Test Bank

Chapter 2 Essential Skills for Basic Data Analytics Projects

MULTIPLE CHOICE

1. Which of the following is true when working with an Excel worksheet that was created by another person?
   a. You should never use an Excel worksheet that was created by another person.
   b. Since the Excel worksheet was already used by another person, tasks such as a data audit can be skipped.
   c. A data audit must be conducted before using an Excel worksheet that was created by another person.
   d. Understanding the data included in the workbook will be easier since it was created by another person.
   e. The Excel file can only be opened and used on the PC of the person who originally created the worksheet.

   ANS: C DIF: Easy

2. When entering numeric data into an Excel worksheet, you should omit any symbols such as commas or dollar signs because:
   a. Excel will not accept these entries into a cell location.
   b. it slows down the data entry process.
   c. this will prevent any additional formatting enhancements from being added to the cell later.
   d. Excel will convert all numeric data to text data.
   e. any numbers will not be useable in formulas and functions.

   ANS: B DIF: Easy

3. When conducting a data audit to determine the sum of the values in a highlighted range of cells, which of the following should be used?
   a. Status Bar
   b. Quick Access Bar
   c. Task Bar
   d. Formula Bar
   e. Formula Tab

   ANS: A DIF: Moderate

4. When the mouse pointer is dragged to the outer edge of a highlighted range of cells and changes to cross arrows, it indicates that:
   a. the right-click menu can be opened to access commonly used commands.
   b. a border can be added around the highlighted range of cells.
   c. double clicking will delete the highlighted range.
   d. the highlighted range of cells can be moved by clicking and dragging.
   e. the sequence in the highlighted range can be continued by clicking and dragging.

Created exclusively for Leann Benedict <leann.benedict@alumni.lsu.edu>

Data Analytics Using Microsoft Excel Version 2 With Accounting and Finance Datasets 2nd edition Manzo Test Bank

ANS: D DIF: Moderate

5. Proofreading to ensure there are no errors such as transposed numbers should be done after which of the following?

a. Data Design
b. Data Audit
c. Data Formatting
d. Data Analysis
e. Data Entry

ANS: E DIF: Moderate

6. Which of the following can be used to duplicate data on a worksheet?

a. CTRL C then CTRL X
b. ALT H C C then ALT H C X
c. Auto Fill
d. CTRL V then CTRL X
e. ALT H V S then ALT H C X

ANS: C DIF: Hard

7. The mouse pointer will turn into a black plus sign when it is dragged over the:

a. Fill Handle.
b. edge of a highlighted range of cells.
c. the lower left corner of any activated cell.
d. Formula Bar.
e. Status Bar.

ANS: A DIF: Easy

8. The row numbers along the left side of a worksheet are as follows: 1 2 4 5 6. This indicates that row 3 is _____.

a. deleted
b. moved
c. protected
d. collapsed
e. hidden

ANS: E DIF: Moderate

9. Which of the following is where you would find commands to hide or unhide a column?

a. Home tab, Cell Styles button
b. Home tab, Format button
c. Home tab, Insert button
d. Home tab, Delete button

Created exclusively for Leann Benedict <leann.benedict@alumni.lsu.edu>

e. Page Layout tab, Orientation button

ANS: B DIF: Easy

10. Which of the following would be done first if using Auto Fill to complete a sequence of data?
a. Place the mouse pointer over the Fill Handle.
b. Left click with the mouse pointer becomes a black plus sign.
c. Click the Fill button in the Home tab of the Ribbon.
d. Highlight two or more cell locations that contain data in a logical sequence.
e. Click and drag over the desired range of cells where the complete sequence will appear.

ANS: D DIF: Moderate

11. When the mouse pointer is placed between two column letters at the top of a worksheet, which of the following is true when the mouse pointer turns into two arrows pointing in opposite directions?
a. The data in the column can be moved.
b. A column can be moved.
c. An entire column can be highlighted.
d. The width of the column can be changed.
e. The column can be hidden.

ANS: D DIF: Easy

12. If the pound signs (###) appear in a cell location, which of the following is true?
a. An error has occurred in that cell.
b. The column width needs to be increased.
c. The data in the cell has been protected.
d. The data in the cell has been hidden.
e. The cell is in a column that has been deleted.

ANS: B DIF: Moderate

13. If the pound signs (###) appear in a cell, which of the following would be used to remove them?
a. the Format button in the Home tab of the Ribbon
b. the Wrap Text button in the Home tab of the Ribbon
c. the Insert button in the Home tab of the Ribbon
d. the Size button in the Page Layout tab of the Ribbon
e. the Orientation button in the Page Layout tab of the Ribbon

ANS: A DIF: Hard

Created exclusively for Leann Benedict <leann.benedict@alumni.nsu.edu>

Data Analytics Using Microsoft Excel Version 2 With Accounting and Finance Datasets 2nd edition Manzo Test Bank

14. If the Delete Sheet command is used to delete a worksheet that contains data, what will happen if the Undo command is used?

a. The worksheet and the data contained in it will be restored.
b. The data will be restored in an existing worksheet in the workbook.
c. Nothing will happen. The Undo command will not restore the worksheet once it is deleted using the Delete Sheet command.
d. The worksheet will be restored in a new workbook.
e. The worksheet will be restored but not the data that was contained in it.

ANS: C DIF: Moderate

15. Which of the following will paste data that has been copied?

a. Hold the CTRL key and tap the X key.
b. Hold the CTRL key and tap the V key.
c. Hold the CTRL key and tap the P key.
d. Hold the ALT key and tap the X key.
e. Hold the ALT key and tap the P key.

ANS: B DIF: Moderate

16. After highlighting a range of cells, holding the CTRL key and tapping the X key on your keyboard will do which of the following?

a. copy data in the highlighted range
b. paste data into the highlighted range
c. transfer the data in the highlighted range to a blank worksheet in the workbook
d. transpose all values in the highlighted range
e. cut the data in the highlighted range

ANS: E DIF: Moderate

17. Tapping the F2 key would be used for which of the following?

a. editing the data in a cell
b. opening the Save As dialog box
c. opening the Help window
d. activating the Undo command
e. inserting a blank worksheet into a workbook

ANS: A DIF: Moderate

18. Holding the CTRL key and tapping the 0 (zero) key on your keyboard will do which of the following?

a. activate the Undo command
b. cut the data in the activated cell
c. hide a column
d. reduce the decimal places for all values in a highlighted range to zero
e. format values in a highlighted range to U.S. currency with zero decimal places

Created exclusively for Leann Benedict <leann.benedict@alumni.lsu.edu>

ANS: C DIF: Hard

19. To unhide a column, which of the following should be done first?
a. tap the ALT key
b. hold the CTRL key and click any cell to the left of the hidden column
c. click the Home tab of the Ribbon
d. highlight cells on either side of the hidden column
e. activate the cell to the left of the hidden column

ANS: D DIF: Moderate

20. Tapping the ALT key and then tapping the H, I, and C keys one at a time will do which of the following?
a. copy the data in an activated cell
b. paste data into an activated cell
c. cut data in the activated cell
d. open the column width dialog box
e. insert a blank column

ANS: E DIF: Hard

21. Tapping the ALT key and then tapping the H, O, and W keys one at a time will do which of the following?
a. insert a blank column
b. unhide a column
c. paste data into an activated cell
d. open the column width dialog box
e. hide a column

ANS: D DIF: Hard

22. Tapping the ALT key and then tapping the H, D, and S keys one at a time will do which of the following?
a. insert a blank row
b. delete a worksheet
c. delete a row
d. open the row height dialog box
e. hide a row

ANS: B DIF: Hard

23. Which of the following will help make the most efficient use of horizontal space on a worksheet during the data design process by maximizing the number of visible columns on one screen?
a. Auto Fill

Created exclusively for Learn Benedict <leann.benedict@alumni.lsu.edu>

b. Font Size
c. Horizontal Alignment
d. Vertical Alignment
e. Wrap Text

ANS: E DIF: Hard

24. Which of the following commands is used to center data horizontally in a cell?
a. Align Left
b. Wrap Text
c. Center
d. Merge Across
e. Align Right

ANS: C DIF: Easy

25. An Excel worksheet is being used to record employee data for a small company. The mailing address for each employee will be entered into the first five cells of each row beginning in column A row 1. The range A1:E25 has been highlighted. Which of the following is the most appropriate command to use for this project?
a. Merge Across
b. Merge Align Left
c. Merge Cells
d. Merge & Center
e. Merge Align Right

ANS: A DIF: Hard

26. Which of the following commands would be used to center a title above several rows of data on a worksheet?
a. Align Left
b. Wrap Text
c. Center
d. Merge & Center
e. Top Align

ANS: D DIF: Moderate

27. When typing a long text entry into a cell location, such as a mailing address, you can decide to start typing on a second line in the cell by doing which of the following?
a. Use the Wrap Text format.
b. Hold the ALT key and tap the ENTER key on your keyboard.
c. Hold the CTRL key and tap the RIGHT ARROW key on your keyboard.
d. Use the Merge & Center command.
e. Hold the CTRL key and the SHIFT key and then tap the RIGHT ARROW key.

Created exclusively for Lenn Benedict <lean[illegible]ict@alumni.lsu.edu>

Data Analytics Using Microsoft Excel Version 2 With Accounting and Finance Datasets 2nd edition Manzo Test Bank

ANS: B DIF: Hard

28. Tapping the ALT key followed by the H and W keys will do which of the following?
a. Open the Column Width dialog box.
b. Open the Row Height dialog box.
c. Apply the Merge & Center command.
d. Hide a Column.
e. Apply the Wrap Text command.

ANS: E DIF: Moderate

29. Which of the following will apply the Center alignment command to an activated cell on a worksheet?
a. Tap the ALT, H, A, and C keys on your keyboard.
b. Hold the CTRL key and tap the C key on your keyboard.
c. Hold the CTRL and SHIFT keys and then tap the C key on your keyboard.
d. Tap the ALT, H, and C keys on your keyboard.
e. Hold the CTRL key and tap the C and A keys on your keyboard.

ANS: A DIF: Hard

30. To apply the bold font to an activated cell, hold the CTRL key and tap which of the following keys?
a. O
b. U
c. B
d. C
e. I

ANS: C DIF: Easy

31. To apply the Italics font to an activated cell, hold the CTRL key and tap which of the following keys?
a. O
b. U
c. B
d. C
e. I

ANS: E DIF: Easy

32. To apply the underline format to an activated cell, hold the CTRL key and tap which of the following keys?
a. O
b. U
c. B

Created exclusively for Leann Benedict <leann.benedict@alumni.lsu.edu>

d. C
e. I

ANS: B DIF: Easy

33. Holding the CTRL and SHIFT keys and tapping the 4 key will do which of the following?
a. reduce the decimal places shown for a number
b. format numbers with commas and two decimal places
c. increase the decimal places shown for a number
d. apply the U.S. currency format with two decimal places
e. apply a border around the perimeter of a highlighted range

ANS: D DIF: Hard

34. Holding the CTRL and SHIFT keys and tapping the 1 key will do which of the following?
a. reduce the decimal places shown for a number
b. format numbers with commas and two decimal places
c. increase the decimal places shown for a number
d. apply the U.S. currency format with two decimal places
e. apply a border around the perimeter of a highlighted range

ANS: B DIF: Hard

35. Tapping the ALT key and then tapping the H and number 9 key will do which of the following?
a. reduce the decimal places shown for a number
b. format numbers with commas and two decimal places
c. increase the decimal places shown for a number
d. apply the U.S. currency format with two decimal places
e. apply a border around the perimeter of a highlighted range

ANS: A DIF: Hard

36. Tapping the ALT key and then tapping the H and number 0 key will do which of the following?
a. reduce the decimal places shown for a number
b. format numbers with commas and two decimal places
c. increase the decimal places shown for a number
d. apply the U.S. currency format with two decimal places
e. apply a border around the perimeter of a highlighted range

ANS: C DIF: Hard

COMPLETION

Data Analytics Using Microsoft Excel Version 2 With Accounting and Finance Datasets 2nd edition Manzo Test Bank

37. When using the Insert Sheet Rows command a blank row will be added _____ the activated cell.

ANS: above DIF: Hard

38. When using the Insert Sheet Columns command a blank column will be inserted to the _____ of the activated cell.

ANS: left DIF: Hard

39. The _____button in the Home tab of the Ribbon can be used to set several columns to the same width at one time.

ANS: Format DIF: Easy

40. To copy data in a highlighted range of cells, hold the CTRL key and tap the _____ key on your keyboard.

ANS: X DIF: Easy

41. The _____ command is activated by holding the CTRL key and tapping the Z key on your keyboard.

ANS: Undo DIF: Moderate

42. To insert a blank row into a workbook, tap the ALT key, and then tap the H, I, and _____ keys one at a time.

ANS: R DIF: Moderate

43. To delete a row on a worksheet, tap the ALT key, and then tap the H, _____, and R keys one at a time.

ANS: D DIF: Moderate

44. The _____ command is used to stack nonnumeric data vertically in a cell.

ANS: Wrap Text DIF: Moderate

45. The _____ button in the Home tab of the Ribbon is used to change the color of the cells on a worksheet.

ANS: Fill Color DIF: Moderate

Created exclusively for Leann Benedict <leann.benedict@alumni.lsu.edu>

46. The _____ command is used to add custom lines to a worksheet that can make the data easier to read.

ANS: Borders DIF: Moderate

SHORT ANSWER

47. Identify which keys on the keyboard are used to enter data into a cell location.

ANS:
The ENTER key and the ARROW keys used for this purpose.

DIF: Easy

48. The column letters at the top of a worksheet are as follows: A B C E F. Explain why column D is missing.

ANS:
The column is hidden.

DIF: Moderate

49. Briefly explain why the pound signs (###) would appear in a cell.

ANS:
A number has been entered into the cell and it exceeds the width of the cell or column.

DIF: Hard

50. Using a KO command, list the keys that would be used to delete a column from a worksheet. Keys must be listed in the appropriate order.

ANS:
ALT, H, D, and C

DIF: Hard

Created exclusively for Leann Benedict <leann.benedict@alumni.lsu.edu>