

***Exploring Microsoft Office 365, Excel 2019 Comprehensive (Poatsy)***  
**Chapter 3 Formulas and Functions**

1) If you wanted to reference a cell in a formula and you did not want that cell to change when copying and pasting you would use what kind of reference?

- A) Fixed
- B) Relative
- C) Mixed
- D) Absolute

Answer: D

Diff: 1

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

2) If a cell containing =B\$14 is copied and pasted three columns over and two rows down, what would the resultant cell reference become?

- A) E\$14
- B) \$E\$14
- C) B16
- D) B\$16

Answer: A

Diff: 2

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

3) If the cell reference \$A5 in a formula is copied and pasted over two columns and down two rows from its original cell, what the cell reference become in the new cell?

- A) \$A5
- B) \$A7
- C) \$C5
- D) \$C7

Answer: B

Diff: 2

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

4) What is the default method of referencing cells in formulas?

- A) Absolute
- B) Relative
- C) Mixed
- D) Default

Answer: B

Diff: 2

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

5) Which of the following is *not* a valid logical test?

- A) =>
- B) <=
- C) <>
- D) >=

Answer: A

Diff: 2

Objective: E2.07 Use the IF Function

6) Which keyboard shortcut toggles through the types of reference options?

- A) F2
- B) F3
- C) F4
- D) F5

Answer: C

Diff: 3

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

7) What type of cell reference should be used when a value remains constant?

- A) Absolute
- B) Relative
- C) Mixed
- D) Constant

Answer: A

Diff: 2

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

8) If a cell containing the formula =\$B\$14 is *not* copy and pasted, but *moved* four columns over and four rows down, what would the resultant cell reference become?

- A) =F18
- B) =\$F\$18
- C) =B14
- D) =\$B\$14

Answer: D

Diff: 2

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

9) Which Excel function changes the value to a desired number of decimal places?

- A) truncate
- B) Round
- C) Decrease decimal
- D) Increase decimal

Answer: B

Diff: 3

Objective: E2.03 Insert Basic Math and Statistics Functions

10) What describes a function's purpose?

- A) Arguments
- B) Name
- C) Category
- D) Variables

Answer: B

Diff: 2

Objective: E2.02 Insert a Function

11) Which of the following is *not* a category of functions?

- A) Logical
- B) Financial
- C) Statistical
- D) Graphing

Answer: D

Diff: 2

Objective: E2.02 Insert a Function

12) What punctuation is used to separate the two cell references in a range?

- A) Period (.)
- B) Semi-colon (;)
- C) Comma (,)
- D) Colon (:)

Answer: D

Diff: 1

Objective: E2.02 Insert a Function

13) Functions can be selected by using the \_\_\_\_\_.

- A) Add Function dialog box
- B) Format Function dialog box
- C) Insert Function dialog box
- D) Create Function dialog box

Answer: C

Diff: 2

Objective: E2.02 Insert a Function

14) What do you use to separate arguments in a function?

- A) Period (.)
- B) Semi-colon (;)
- C) Comma (,)
- D) Colon (:)

Answer: C

Diff: 1

Objective: E2.02 Insert a Function

15) What error will you get if you type a function name incorrectly?

- A) #FUNCTION?
- B) #VALUE?
- C) #ERROR?
- D) #NAME?

Answer: D

Diff: 3

Objective: E2.02 Insert a Function

16) What term refers to the necessity of following the rules when it comes to using functions?

- A) syntax
- B) formula
- C) arguments
- D) function logic

Answer: A

Diff: 1

Objective: E2.02 Insert a Function

17) What does Excel use to indicate optional arguments in a function?

- A) Square brackets []
- B) Parenthesis ()
- C) Curly brackets {}
- D) Quote marks ""

Answer: A

Diff: 2

Objective: E2.02 Insert a Function

18) Which function would you use if you wanted to count the number of values, but ignore cells that have text or are empty?

- A) COUNT
- B) COUNTA
- C) COUNTBLANK
- D) COUNTVALUES

Answer: A

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

19) What two functions compute the central tendency of values?

- A) AVERAGE and MODE
- B) AVERAGE and MEDIAN
- C) MIN and MAX
- D) AVERAGE and CENTER

Answer: B

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

20) Where does Excel automatically display statistics like count, average, and sum when a range of values is selected?

- A) Formula bar
- B) Name box
- C) Status bar
- D) Statistics bar

Answer: C

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

21) The ROUND function requires how many arguments?

- A) 2
- B) 3
- C) 4
- D) 1

Answer: A

Diff: 3

Objective: E2.03 Insert Basic Math and Statistics Functions

22) What is the term for the inputs required in a function?

- A) formulas
- B) syntax
- C) arguments
- D) terms

Answer: C

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

23) If you wanted to count the number of entries in a list that contained numbers, text, and blank cells, but ignore the text and blank cells, which function would you use?

- A) COUNT
- B) COUNTA
- C) COUNTBLANK
- D) COUNTIF

Answer: A

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

24) Which status bar statistic can you *not* enable?

- A) SUM
- B) MIN
- C) Range Name
- D) Page Number

Answer: C

Diff: 3

Objective: E2.03 Insert Basic Math and Statistics Functions

25) What action changes the actual number of decimal places Excel stores instead of just changing what is displayed?

- A) Decrease decimal setting
- B) Increase decimal setting
- C) ROUND function
- D) DECIMAL function

Answer: C

Diff: 3

Objective: E2.03 Insert Basic Math and Statistics Functions

26) What does the AVERAGE function *not* ignore?

- A) Text
- B) Empty cells
- C) Dates
- D) Cells with N/A

Answer: C

Diff: 3

Objective: E2.03 Insert Basic Math and Statistics Functions

27) What function computes the value in which one-half of the data is above and one-half is below.

- A) MIDDLE
- B) MODE
- C) AVERAGE
- D) MEDIAN

Answer: D

Diff: 3

Objective: E2.03 Insert Basic Math and Statistics Functions

28) Which of the following does *not* comply with the preferred way of using the SUM function?

- A) =SUM(A4:A11)
- B) =SUM(A4:A11, B9:E11)
- C) =SUM(A4, B8, D14)
- D) =SUM(A4/A11)

Answer: D

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

29) What will you see if you enter the TODAY function without the parenthesis?

- A) #VALUE?
- B) Nothing. It will fill in the parenthesis for you.
- C) #FUNCTION?
- D) #NAME?

Answer: D

Diff: 3

Objective: E2.04 Use Date Functions

30) Which function would you use to find the oldest date in a range?

- A) MIN
- B) MAX
- C) OLDEST
- D) MEDIAN

Answer: A

Diff: 1

Objective: E2.04 Use Date Functions

31) Which of the following will *not* return the system clock's date?

- A) NOW()
- B) TODAY()
- C) Ctrl+;
- D) DATE()

Answer: D

Diff: 3

Objective: E2.04 Use Date Functions

32) What keyboard shortcut will automatically update any formulas using =TODAY() or =NOW()?

- A) F8
- B) F9
- C) F10
- D) F11

Answer: B

Diff: 3

Objective: E2.04 Use Date Functions

33) Which of the following is *not* a valid test in an =IF statement?

- A) A4-B4
- B) A4<b4
- C) A4>A4
- D) B4<=B4

Answer: A

Diff: 1

Objective: E2.07 Use the IF Function

34) If A7=21, which of the following =IF statements would produce the result of "Much Greater"?

- A) =IF(A7>14,"Greater",IF(A7>20,"Much Greater","Not Greater than 20"))
- B) =IF(A7<50,"Greater",IF(A7>20,"Much Greater","Not Greater than 20"))
- C) =IF(A7<14,"Greater",IF(A7>20,"Much Greater","Not Greater than 20"))
- D) =IF(A7<14,"Greater",IF(A7>20,"Much Greater","Not Greater than 20"))

Answer: C

Diff: 3

Objective: E2.07 Use the IF Function

35) Which of the following is *not* an argument associated with the IF function?

- A) Test
- B) Value if true
- C) Value if false
- D) Value if neither true nor false

Answer: D

Diff: 2

Objective: E2.07 Use the IF Function

36) Which of the following is *not* a valid =IF statement?

- A) =IF(A5>19,"Greater","Not Greater")
- B) =IF(A5>19,b7,b9)
- C) =IF(A5>19,1,9)
- D) =IF(A5>19,Greater,Not Greater)

Answer: D

Diff: 2

Objective: E2.07 Use the IF Function

37) Which of the following is *not* a valid lookup function?

- A) HLOOKUP
- B) VLOOKUP
- C) LLOOKUP
- D) LOOKUP

Answer: C

Diff: 2

Objective: E2.05 Use Lookup Functions

38) To look up an exact match, what should you enter in the range\_lookup argument?

- A) FALSE
- B) TRUE
- C) EXACT
- D) Leave it blank

Answer: A

Diff: 3

Objective: E2.05 Use Lookup Functions

39) Which of the following would *not* produce the correct monthly payment on a loan of \$13,000 which will be paid off in 5 years with an annual interest rate of 6%?

- A) =PMT(6%,60,-13000)
- B) =PMT(.5%,60,-13000)
- C) =PMT(.5%,5\*12,-13000)
- D) =PMT(6%/12,60,-13000)

Answer: A

Diff: 2

Objective: E2.06 Use the PMT Function



40) If you will never copy and paste a formula you do not have to be concerned about absolute, relative, or mixed references.

Answer: TRUE

Diff: 2

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

41) In a mixed reference you can put the dollar sign (\$) in front of the column or row indicator.

Answer: TRUE

Diff: 2

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

42) A good practice when entering function names is to type them in lowercase and see if Excel converts them to upper case.

Answer: TRUE

Diff: 3

Objective: E2.02 Insert a Function

43) When entering functions, the square brackets, [], indicate required values.

Answer: FALSE

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

44) The COUNTBLANK function will count cells that contain formulas that compute to a value of zero (0).

Answer: FALSE

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

45) This is a valid way to use the MAX function: =MAX(a4:d11, f1:f2)

Answer: TRUE

Diff: 3

Objective: E2.03 Insert Basic Math and Statistics Functions

46) The COUNTA function only counts text entries. It does not count calculable values or blank cells.

Answer: FALSE

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

47) Excel assigns date number 1 to January 1, 1900.

Answer: TRUE

Diff: 2

Objective: E2.04 Use Date Functions

48) All IF functions have three arguments.

Answer: TRUE

Diff: 1

Objective: E2.07 Use the IF Function

49) You could use both  $A3 > B9$  or  $B9 < A3$  as the test in an IF function and get the same results. You would just switch the second and third arguments.

Answer: TRUE

Diff: 3

Objective: E2.07 Use the IF Function

50) There are rare occasions when both the second and third argument of an IF function are executed.

Answer: FALSE

Diff: 1

Objective: E2.07 Use the IF Function

51) The most used logical function is the IF function.

Answer: TRUE

Diff: 1

Objective: E2.07 Use the IF Function

52) The test in an IF function must evaluate to either a True or a False.

Answer: TRUE

Diff: 1

Objective: E2.07 Use the IF Function

53) The VLOOKUP function has four required arguments.

Answer: FALSE

Diff: 3

Objective: E2.05 Use Lookup Functions

54) It is very important to sort the first column in a table lookup array in descending order.

Answer: FALSE

Diff: 2

Objective: E2.05 Use Lookup Functions

55) If you omit the fourth argument in a VLOOKUP function, Excel will assume you intend the fourth argument to be False.

Answer: FALSE

Diff: 3

Objective: E2.05 Use Lookup Functions

56) If you are looking up exact values in a lookup table then it does not matter how the table is sorted.

Answer: TRUE

Diff: 2

Objective: E2.05 Use Lookup Functions

57) In the HLOOKUP function, the third argument is the column index number.

Answer: FALSE

Diff: 3

Objective: E2.05 Use Lookup Functions

58) A lookup table should contain at least two rows and two columns, not counting headings.

Answer: TRUE

Diff: 2

Objective: E2.05 Use Lookup Functions

59) The HLOOKUP function can only be used to find exact matches.

Answer: FALSE

Diff: 3

Objective: E2.05 Use Lookup Functions

60) The PMT function uses three required arguments and no optional arguments.

Answer: FALSE

Diff: 3

Objective: E2.06 Use the PMT Function

61) The default calculation using the PMT function will produce a negative number.

Answer: TRUE

Diff: 2

Objective: E2.06 Use the PMT Function

62) FV is a required argument in the PMT function.

Answer: FALSE

Diff: 3

Objective: E2.06 Use the PMT Function

63) The two optional arguments in the PMT function allows the function to be used with variable loans.

Answer: FALSE

Diff: 3

Objective: E2.06 Use the PMT Function

64) Functions can be nested inside the arguments in the various lookup functions.

Answer: TRUE

Diff: 3

Objective: E2.06 Use the PMT Function

65) \_\_\_\_\_ references change when formulas are copy and pasted.

Answer: Relative, Mixed

Diff: 2

Objective: E2.01 Use Relative, Absolute, and Mixed Cell References in Formulas

66) The inputs in a function are specified by its \_\_\_\_\_.

Answer: arguments

Diff: 3

Objective: E2.02 Insert a Function

67) A function's \_\_\_\_\_ defines the rules by which the function operates.

Answer: syntax

Diff: 3

Objective: E2.02 Insert a Function

68) Using \_\_\_\_\_ simplifies adding complex mathematical formulas to a cell.

Answer: functions, a function

Diff: 1

Objective: E2.02 Insert a Function

69) The \_\_\_\_\_ feature in Excel displays various options when you type an equal (=) sign and then begin typing a function name.

Answer: Formula AutoComplete, Formula Auto Complete

Diff: 3

Objective: E2.02 Insert a Function

70) \_\_\_\_\_ tool is a set of analytical tools that appears when you select a range.

Answer: Quick Analysis

Diff: 3

Objective: E2.03 Insert Basic Math and Statistics Functions

71) The \_\_\_\_\_ function finds the smallest value in a range.

Answer: MIN

Diff: 1

Objective: E2.03 Insert Basic Math and Statistics Functions

72) It is called a(n) \_\_\_\_\_ function when a function is used inside of another function.

Answer: nested

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

73) The \_\_\_\_\_ function counts the number of calculable values, but ignores cells that have text or are empty.

Answer: COUNT

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

74) The \_\_\_\_\_ function finds the largest value in a range.

Answer: MAX

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

75) When working with dates, Excel actually assigns \_\_\_\_\_ numbers to each date.

Answer: serial

Diff: 3

Objective: E2.04 Use Date Functions

76) In military time, 15:00 is \_\_\_\_\_ in non-military time.

Answer: 3:00 PM, 3 PM, 3 P.M.

Diff: 2

Objective: E2.04 Use Date Functions

77) The TODAY() and NOW() functions are updated every time you open or \_\_\_\_\_ the spreadsheet.

Answer: print

Diff: 2

Objective: E2.04 Use Date Functions

78) The \_\_\_\_\_ function is similar to the TODAY() function, except that it also returns the system time.

Answer: NOW(), =NOW()

Diff: 3

Objective: E2.04 Use Date Functions

79) The MIN and MAX functions can be used with \_\_\_\_\_ as well as numbers.

Answer: dates, variables, arguments, expressions

Diff: 3

Objective: E2.04 Use Date Functions

80) The test argument in an IF statement must evaluate to either \_\_\_\_\_.

Answer: true or false, false or true

Diff: 1

Objective: E2.07 Use the IF Function

81) The \_\_\_\_\_ function actually changes the number of decimal places in the value.

Answer: Round

Diff: 2

Objective: E2.03 Insert Basic Math and Statistics Functions

82) When you use the VLOOKUP function, the \_\_\_\_\_ column in the array is used to look up the value.

Answer: left, first

Diff: 3

Objective: E2.05 Use Lookup Functions

83) The range that contains the lookup table is called the \_\_\_\_\_.

Answer: table array

Diff: 3

Objective: E2.05 Use Lookup Functions

84) In a lookup table, the number of the column which contains the return values is called the \_\_\_\_\_.

Answer: column index number

Diff: 3

Objective: E2.05 Use Lookup Functions

85) The \_\_\_\_\_ is the lowest value for a category in the table lookup table.

Answer: breakpoint, break point

Diff: 3

Objective: E2.05 Use Lookup Functions

86) If the annual interest rate is 12% and payments are made monthly, then you would enter .01 in the \_\_\_\_\_ argument in the PMT function.

Answer: Rate

Diff: 3

Objective: E2.06 Use the PMT Function

87) In the PMT function, the PV argument refers to the \_\_\_\_\_ of the loan.

Answer: present value

Diff: 2

Objective: E2.06 Use the PMT Function

88) If you will be paying monthly for six years to pay off a car, then you would enter \_\_\_\_\_ in the NPER argument in the PMT function.

Answer: 6\*12, 72

Diff: 3

Objective: E2.06 Use the PMT Function

89) Match the following terms with their description:

- I. Absolute cell references
- II. Relative cell references
- III. Mixed cell references
- IV. Argument
- V. Function

- A. Part of it changes when you copy and paste a formula
- B. Changes when you copy and paste a formula
- C. Simplifies complex calculations
- D. Does not change when you copy and paste a formula
- E. Required input in a function

Answer: D, B, A, E, C

Diff: 1

Objective: Multiple Objectives

90) Match the following terms with their description:

- I. Median
- II. Average
- III. Sum
- IV. Table array
- V. Breakpoint

- A. Total
- B. Lowest value in a series
- C. Midpoint value
- D. Range used for looking up values
- E. Arithmetic mean

Answer: C, E, A, D, B

Diff: 2

Objective: Multiple Objectives

91) Match the following terms with their description:

- I. NOW()
- II. TODAY()
- III. PV
- IV. RATE
- V. PMT

- A. Current amount of a loan
- B. Helps figure out how much a loan will cost each month
- C. A good example is interest
- D. Returns the system date
- E. Returns the system date and time

Answer: E, D, A, C, B

Diff: 2

Objective: Multiple Objectives

92) Match the following terms with their description:

- I. COUNT
- II. COUNTA
- III. COUNTBLANK
- IV. IF
- V. NPER

- A. Only uses calculable values
- B. Evaluates true and false statements
- C. Includes text, but not blank cells
- D. Length of time you will be paying on a loan
- E. Only includes empty cells

Answer: A, C, E, B, D

Diff: 2

Objective: Multiple Objectives



93) Match the following terms with their description:

- I. Formula AutoComplete
- II. Quick Analysis
- III. Function ScreenTip
- IV. Logical test
- V. Syntax

- A. Can be used to apply formatting and insert basic functions
- B. Pop-up description
- C. A set of rules
- D. Matches letters as you type
- E. Evaluates to True or False

Answer: D, A, B, E, C

Diff: 2

Objective: Multiple Objectives

94) Match the example with the function or feature:

- I. =A54
- II. =\$A54
- III. =\$A\$54
- IV. =SUM(A54:B97)
- V. "Ohio"

- A. Function
- B. Relative reference
- C. Ensures text entry
- D. Mixed reference
- E. Absolute reference

Answer: B, D, E, A, C

Diff: 1

Objective: Multiple Objectives

95) Match the example by replacing the ??? with the proper function:

- I. =???(B7>9,"Bigger","Smaller")
- II. =???(12%/12,360,-120000)
- III. =???(A4,B4:F9,2)
- IV. =???(B9:E21)
- V. =???()

- A. NOW
- B. PMT
- C. VLOOKUP
- D. IF
- E. SUM

Answer: D, B, C, E, A

Diff: 3

Objective: Multiple Objectives

96) Match the following terms with their description:

- I. VLOOKUP
- II. HLOOKUP
- III. Lookup table
- IV. Lookup value
- V. Column index number

- A. Data is organized in rows
- B. Column that contains the return values
- C. Cell that contains the value to be looked up
- D. Has the data used with HLOOKUP or VLOOKUP
- E. Data is organized in columns

Answer: E, A, D, C, B

Diff: 2

Objective: E2.05 Use Lookup Functions