

Excel Module 02

1. When you run the Spell Checker in a workbook, Excel automatically checks the spelling in all worksheets at once.
- a. True
 - b. False

ANSWER: False
POINTS: 1
REFERENCES: SCEX 2-39
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.4.1 - Remember
CORPORATE STANDARDS: 1144 - Check spelling.
TOPICS: Shelly Cashman Series: Checking Spelling
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 6:32 AM
DATE MODIFIED: 7/30/2019 6:35 AM

2. Currency is an example of a number format.
- a. True
 - b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 2-30
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.2.4 - Apply number formats.
CORPORATE STANDARDS: 565 - Apply the Currency number format.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 6:36 AM
DATE MODIFIED: 7/30/2019 6:39 AM

3. You can apply date formats to cells by using the Date category in the Format Cells dialog box.
- a. True
 - b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 2-28
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.2.4 - Apply number formats.
CORPORATE STANDARDS: 567 - Apply the Date number format.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Understand

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DATE MODIFIED: 7/30/2019 10:16 AM

4. To remove conditional formatting from a selected range, you can select the rule in the Conditional Formatting Rules Manager dialog box, then click the Delete Rule button.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 2-34
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.9.2.2 - Manage conditional formatting rules.
CORPORATE STANDARDS: 1742 - Delete a conditional formatting rule.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:21 AM
DATE MODIFIED: 7/30/2019 10:23 AM

5. To change the background color of a cell, you use the Background color button.

ANSWER: False - Fill
False - fill
False - FILL
POINTS: 1
REFERENCES: SCEX 2-26
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: SCEX.CABL.20.3.2.5 - Apply cell formatting.
CORPORATE STANDARDS: 833 - Change the fill color of a cell.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:24 AM
DATE MODIFIED: 7/30/2019 10:28 AM

6. To format the cell value 44.54 as 44.540, you can use the Increase Decimal button.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 2-4
QUESTION TYPE: True / False
HAS VARIABLES: False

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LEARNING OBJECTIVES: SCEX.CABL.20.3.2.4 - Apply number formats.
CORPORATE STANDARDS: 2410 - Increase the number of displayed decimal places.
TOPICS: Shelly Cashman Series: Project: Worksheet with Formulas and Functions
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:28 AM
DATE MODIFIED: 7/30/2019 10:32 AM

7. To apply formats to data when it meets criteria you specify, you can use conditional formatting.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 2-32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.9.2.1 - Create custom conditional formatting rules.
CORPORATE STANDARDS: 1369 - Create a conditional formatting rule.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:33 AM
DATE MODIFIED: 7/30/2019 10:36 AM

8. Which of the following is true of the Excel spell checker?

- a. You can change all instances of a flagged word to a selected suggestion.
- b. You cannot add words to the spell checker dictionary.
- c. You must accept all spell checker suggested replacement words.
- d. For multiple instances of a misspelled word, you must change each one individually.

ANSWER: a
POINTS: 1
REFERENCES: SCEX 2-39
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.4.2 - Accept suggested spelling changes.
CORPORATE STANDARDS: 1 - Accept all instances of suggested spelling change.
TOPICS: Shelly Cashman Series: Checking Spelling
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 10:36 AM
DATE MODIFIED: 7/30/2019 10:40 AM

9. To accept a suggested spelling for that instance only, which of the following would you click?

- a. Change
- b. Change All
- c. Ignore Once

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d. Add to Dictionary

ANSWER: a
POINTS: 1
REFERENCES: SCEX 2-39
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.4.2 - Accept suggested spelling changes.
CORPORATE STANDARDS: 6 - Accept suggested spelling change.
TOPICS: Shelly Cashman Series: Checking Spelling
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:41 AM
DATE MODIFIED: 7/30/2019 10:44 AM

10. Which of the following is true about adding cell borders?

- a. You cannot apply borders to all worksheet cells.
- b. A cell border underlines the cell text, not the entire cell.
- c. A cell border extends the width of the cell.
- d. You can only apply a border to the bottom of a cell.

ANSWER: c
POINTS: 1
REFERENCES: SCEX 2-26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.2.5 - Apply cell formatting.
CORPORATE STANDARDS: 19 - Add a border to a cell.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 10:45 AM
DATE MODIFIED: 7/30/2019 11:03 AM

11. Clicking the Percentage style in the Number Format list applies _____ decimal places by default.

- a. one
- b. two
- c. three
- d. four

ANSWER: b
POINTS: 1
REFERENCES: SCEX 2-31
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.2.4 - Apply number formats.
CORPORATE STANDARDS: 577 - Apply the Percentage number format.

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TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:03 AM
DATE MODIFIED: 7/30/2019 11:06 AM

12. To help you easily identify sheets in a workbook, you can add _____ to the sheet tab.
- a. Alignment
 - b. Fonts
 - c. Color
 - d. Styles

ANSWER: c
POINTS: 1
REFERENCES: SCEX 2-8
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.2.4.1 - Change worksheet tab color.
CORPORATE STANDARDS: 802 - Change the color of a worksheet tab.
TOPICS: Shelly Cashman Series: Flash Fill
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 11:07 AM
DATE MODIFIED: 7/30/2019 11:09 AM

13. To format a range so that all values greater than \$500 appear in red, which of the following can you use?
- a. conditional formatting
 - b. cell formatting
 - c. cell styles
 - d. Quick Access toolbar

ANSWER: a
POINTS: 1
REFERENCES: SCEX 2-32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.9.2.1 - Create custom conditional formatting rules.
CORPORATE STANDARDS: 1369 - Create a conditional formatting rule.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:13 AM
DATE MODIFIED: 8/20/2019 5:49 AM

14. Your worksheet contains confidential information in column C; to prevent others who use your worksheet from seeing the data, you can _____ column C.
- a. delete
 - b. conditionally format

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- c. edit
- d. hide

ANSWER: d
POINTS: 1
REFERENCES: SCEX 2-35
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.2.5.2 - Hide and unhide worksheets.
CORPORATE STANDARDS: 2318 - Hide a column.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:17 AM
DATE MODIFIED: 7/30/2019 11:19 AM

15. You receive a worksheet in which the rows are numbered 1, 2, 3, 5,6. This means that row 4 is _____.
- a. deleted
 - b. hidden
 - c. cut
 - d. conditionally formatted

ANSWER: b
POINTS: 1
REFERENCES: SCEX 2-35
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.2.5.2 - Hide and unhide worksheets.
CORPORATE STANDARDS: 2323 - Hide a row.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 11:19 AM
DATE MODIFIED: 7/30/2019 11:22 AM

16. The spell checker flags your company's name as a misspelling. Which of the following will stop the spell checker from flagging later occurrences in the document?
- a. Change All
 - b. Change
 - c. Ignore Once
 - d. Ignore All

ANSWER: d
POINTS: 1
REFERENCES: SCEX 2-41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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LEARNING OBJECTIVES: SCEX.CABL.20.3.4.3 - Ignore suggested changes.
CORPORATE STANDARDS: 2349 - Ignore all instances of suggested spelling change.
TOPICS: Shelly Cashman Series: Checking Spelling
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:23 AM
DATE MODIFIED: 8/24/2019 12:46 AM

17. To change a range's conditional formatting from data bars to icon sets, which of the following can you do?
- a. Delete the conditional formatting rule.
 - b. Edit the conditional formatting rule.
 - c. Format the range in the Font dialog box.
 - d. Format the range as a table.

ANSWER: b
POINTS: 1
REFERENCES: SCEX 2-32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.9.2.2 - Manage conditional formatting rules.
CORPORATE STANDARDS: 1968 - Edit a conditional formatting rule.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:25 AM
DATE MODIFIED: 7/30/2019 11:28 AM

18. Which of the following are ways to align cell contents in relation to cell edges? Select all the options that apply.
- a. left
 - b. center
 - c. bold
 - d. underline

ANSWER: a
POINTS: 1
REFERENCES: SCEX 2-28
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.2.2 - Modify cell alignment and indentation.
CORPORATE STANDARDS: 348 - Align cell contents horizontally.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:28 AM
DATE MODIFIED: 8/20/2019 5:52 AM

19. Sam wants to count the number of cells between B1 and B20 that contain numbers in them. Which of the following formula should he use to do so?

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- a. =COUNT(B1:B20)
- b. =COUNTIF(B1:B20)
- c. =SUM(B1:B20)
- d. =CALCULATE(B1:B20)

ANSWER: a
POINTS: 1
REFERENCES: SCEX 3-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1422 - Create a formula using the COUNT function.
TOPICS: Shelly Cashman Series: Build a Statistical Formula with the COUNTA function
KEYWORDS: Bloom's: UNDERSTAND
DATE CREATED: 7/30/2019 11:32 AM
DATE MODIFIED: 8/20/2019 5:52 AM

20. A student is given the task of counting the number of nonblank cells in the range of cells B1 to B20. Which of the following formulas should he use to do so?

- a. =COUNT(B1:B20)
- b. =COUNTIF(B1:B20)
- c. =COUNTA(B1:B20)
- d. =DCOUNTA(B1:B20)

ANSWER: c
POINTS: 1
REFERENCES: SCEX 3-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1423 - Create a formula using the COUNTA function.
TOPICS: Shelly Cashman Series: Build a Statistical Formula with the COUNTA function
KEYWORDS: Bloom's: UNDERSTAND
DATE CREATED: 7/30/2019 11:40 AM
DATE MODIFIED: 7/30/2019 11:42 AM

21. Which of the following should be selected as X in the given series of clicks to set formulas for manual calculation:
File < Options < X < Manual?

- a. Formulas
- b. Proofing
- c. Language
- d. Advanced

ANSWER: a
POINTS: 1
REFERENCES: SCEX 2-9

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.8.2.4 - Configure formula calculation options.
CORPORATE STANDARDS: 3934 - Set formulas for manual calculation.
TOPICS: Shelly Cashman Series: Entering formulas
KEYWORDS: Bloom's: REMEMBER
DATE CREATED: 7/30/2019 11:43 AM
DATE MODIFIED: 7/30/2019 11:45 AM

22. Which of the following options should one choose to prompt Excel to calculate all open workbooks manually?

- a. F5
- b. F9
- c. F10
- d. F12

ANSWER: b
POINTS: 1
REFERENCES: SCEX 2-9
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.8.2.4 - Configure formula calculation options.
CORPORATE STANDARDS: 677 - Calculate a workbook manually.
TOPICS: Shelly Cashman Series: Entering formulas
KEYWORDS: Bloom's: REMEMBER
DATE CREATED: 7/30/2019 12:06 PM
DATE MODIFIED: 7/30/2019 12:18 PM

23. Amanda needs to manually calculate an open worksheet. Which of the following options should she click on in the Formulas tab in the Calculation group?

- a. Calculate Now
- b. Calculate Sheet
- c. Watch Window
- d. Calculation Options

ANSWER: a
POINTS: 1
REFERENCES: SCEX 2-9
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.8.2.4 - Configure formula calculation options.
CORPORATE STANDARDS: 678 - Calculate a worksheet manually.
TOPICS: Shelly Cashman Series: Entering formulas
KEYWORDS: Bloom's: REMEMBER
DATE CREATED: 7/30/2019 12:18 PM

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DATE MODIFIED: 7/30/2019 12:20 PM

24. What should be chosen as X in the given series of clicks to calculate formulas automatically except for data tables: File < Options < X < Automatic?

- a. Formulas
- b. Proofing
- c. Language
- d. Advanced

ANSWER: a

POINTS: 1

REFERENCES: SCEX 2-10

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SCEX.CABL.20.8.2.4 - Configure formula calculation options.

CORPORATE STANDARDS: 679 - Calculate formulas automatically except for data tables.

TOPICS: Shelly Cashman Series: Entering formulas

KEYWORDS: Bloom's: REMEMBER

DATE CREATED: 7/30/2019 12:21 PM

DATE MODIFIED: 7/30/2019 12:24 PM

25. What would you choose as X in the given series of clicks to calculate formulas automatically: File < Options < X < Automatic?

- a. Formulas
- b. Proofing
- c. Language
- d. Advanced

ANSWER: a

POINTS: 1

REFERENCES: SCEX 2-10

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SCEX.CABL.20.8.2.4 - Configure formula calculation options.

CORPORATE STANDARDS: 680 - Calculate formulas automatically.

TOPICS: Shelly Cashman Series: Entering formulas

KEYWORDS: Bloom's: REMEMBER

DATE CREATED: 7/30/2019 12:25 PM

DATE MODIFIED: 7/30/2019 12:27 PM

26. Jim frequently prints out the same section of a worksheet. To do so, he selects the cells he wants to define as print area, then clicks Print Area and then clicks Set Print Area on the Page Layout tab in the Scale to Fit group.

- a. True
- b. False

ANSWER: False

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POINTS: 1
REFERENCES: SCEX 2-44
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.2.6.2 - Print all and part of a workbook.
CORPORATE STANDARDS: 3189 - Print a section of a worksheet.
TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 4:53 AM
DATE MODIFIED: 7/31/2019 5:02 AM

27. Steffie wants to change the margins of a worksheet to Normal to align it better on a printed page. To do this, what can she do after selecting the worksheet for this purpose?

- a. Click Margins in the Page Setup group on the Page Layout tab and then click on Normal.
- b. Set Width and Height to Automatic and Scale to 100% in the Scale to Fit group on the Page Layout tab.
- c. Click Orientation and then select from the drop down menu in the Page Setup group on the Page Layout tab.
- d. Check the boxes beside Gridlines View Point and Headings View Point in the Sheet Options group on the Page Layout tab.

ANSWER: a
POINTS: 1
REFERENCES: SCEX 2-42
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.2.4.4 - Modify page setup.
CORPORATE STANDARDS: 1134 - Change worksheet margins.
TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: UNDERSTAND
DATE CREATED: 7/31/2019 5:02 AM
DATE MODIFIED: 7/31/2019 5:07 AM

28. To enter data in a cell using examples already in your workbook, you can use the flash fill feature.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 2-6
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.1.6 - Fill cells by using AutoFill.
CORPORATE STANDARDS: 2064 - Enter a series of data using Flash Fill.
TOPICS: Shelly Cashman Series: Flash Fill
KEYWORDS: Bloom's: Remember
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29. Changing a worksheet window to Normal view changes the contents of the worksheet.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: SCEX 2-46
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.2.5.6 - Change workbook and window views.
CORPORATE STANDARDS: 4353 - Switch to Normal view.
TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 5:14 AM
DATE MODIFIED: 7/31/2019 5:17 AM

30. In formulas, calculations in square brackets are calculated first.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: SCEX 2-10
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.5.1.1 - Insert formulas.
CORPORATE STANDARDS: 1414 - Create a formula using order of operations.
TOPICS: Shelly Cashman Series: Entering Formulas
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 5:17 AM
DATE MODIFIED: 7/31/2019 5:20 AM

31. To view a worksheet without headers, margins, and rulers, use Page Layout view.

ANSWER: False - Normal
False - normal
False - NORMAL
POINTS: 1
REFERENCES: SCEX 2-46
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: SCEX.CABL.20.2.5.6 - Change workbook and window views.
CORPORATE STANDARDS: 4353 - Switch to Normal view.

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TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: Remember
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DATE MODIFIED: 7/31/2019 5:23 AM

32. When you copy and paste a formula to a new location, the formula's relative references do not change.

ANSWER: False - absolute
False - ABSOLUTE
False - Absolute

POINTS: 1
REFERENCES: SCEX 2-13
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: SCEX.CABL.20.5.1.2 - Insert formula references.
CORPORATE STANDARDS: 1415 - Create a formula using relative cell references.
TOPICS: Shelly Cashman Series: Entering Formulas
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 5:24 AM
DATE MODIFIED: 7/31/2019 5:29 AM

33. What feature inserts a function that totals the cells above or to the left of the selected cell?

- a. AutoSum button
- b. absolute reference
- c. reference operator
- d. mode indicator

ANSWER: a
POINTS: 1
REFERENCES: SCEX 2-16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1418 - Create a formula using the AutoSum button.
TOPICS: Shelly Cashman Series: Using the AVERAGE, MAX, MIN, and other Statistical Functions
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 5:30 AM
DATE MODIFIED: 7/31/2019 5:35 AM

34. Which of the following inserts a function into a cell?

- a. mode indicator
- b. AutoSum button
- c. argument

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d. formula prefix

ANSWER: b
POINTS: 1
REFERENCES: SCEX 2-16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1418 - Create a formula using the AutoSum button.
TOPICS: Shelly Cashman Series: Using the AVERAGE, MAX, MIN, and other Statistical Functions
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 5:37 AM
DATE MODIFIED: 7/31/2019 5:50 AM

35. Which of the following statements is true about COUNT functions?

- a. The COUNT function returns the number of calls in a range that are not blank.
- b. The COUNT function returns the number of calls in a range that contain any data at all.
- c. Using the COUNT function is useful for computing the average of a cell range.
- d. The COUNT function returns the number of calls in a range that contain numeric data.

ANSWER: d
POINTS: 1
REFERENCES: SCEX 3-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1422 - Create a formula using the COUNT function.
TOPICS: Shelly Cashman Series: Build a Statistical Formula with the COUNTA function
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 5:51 AM
DATE MODIFIED: 7/31/2019 5:54 AM

36. To enter a range of text based on examples that are already in your worksheet, which of the following can you use?

- a. Business Intelligence
- b. Flash fill
- c. Quick Analysis tools
- d. What-if analysis

ANSWER: b
POINTS: 1
REFERENCES: SCEX 2-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.3.1.6 - Fill cells by using AutoFill.

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CORPORATE STANDARDS: 2064 - Enter a series of data using Flash Fill.

TOPICS: Shelly Cashman Series: Flash Fill

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/31/2019 5:54 AM

DATE MODIFIED: 7/31/2019 5:57 AM

37. In the formula =A8*\$A\$1, which of the following describes A8?

- a. Relative cell reference
- b. Absolute cell reference
- c. Function
- d. AutoSum

ANSWER: a

POINTS: 1

REFERENCES: SCEX 2-13

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SCEX.CABL.20.5.1.2 - Insert formula references.

CORPORATE STANDARDS: 1415 - Create a formula using relative cell references.

TOPICS: Shelly Cashman Series: Entering Formulas

KEYWORDS: Bloom's: Apply

DATE CREATED: 7/31/2019 5:57 AM

DATE MODIFIED: 7/31/2019 6:09 AM

38. When should you use relative cell references?

- a. When you want to preserve the exact cell address in a formula.
- b. When you want to preserve the relationship to the formula location.
- c. When you want to insert a function.
- d. When you want to enter sequential values in a range of cells.

ANSWER: b

POINTS: 1

REFERENCES: SCEX 2-13

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SCEX.CABL.20.5.1.2 - Insert formula references.

CORPORATE STANDARDS: 1415 - Create a formula using relative cell references.

TOPICS: Shelly Cashman Series: Entering Formulas

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/31/2019 6:23 AM

DATE MODIFIED: 7/31/2019 6:26 AM

39. Your worksheet appears with a reduced view of each page and blue dividers where new pages begin. What view are you in?

- a. Normal view

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- b. Page Layout view
- c. Page Break Preview
- d. Print Preview

ANSWER: c
POINTS: 1
REFERENCES: SCEX 2-42
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.2.5.6 - Change workbook and window views.
CORPORATE STANDARDS: 4360 - Switch to Page Break Preview.
TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 6:11 AM
DATE MODIFIED: 7/31/2019 6:14 AM

40. Where can you see a brief description of a selected function?
- a. Formula bar
 - b. Insert Function dialog box
 - c. Insert dialog box
 - d. Insert tab

ANSWER: b
POINTS: 1
REFERENCES: SCEX 2-16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.10.1.1 - Insert the appropriate function into a related formula.
CORPORATE STANDARDS: 2501 - Insert a function using the Insert Function dialog box.
TOPICS: Shelly Cashman Series: Using the Average, Max, and Min Functions
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 6:14 AM
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41. In a complex formula, how does Excel determine which calculation to perform first?
- a. It calculates the leftmost formulas first.
 - b. It calculates operations outside parentheses first.
 - c. It follows the order of operations.
 - d. It calculates functions first.

ANSWER: c
POINTS: 1
REFERENCES: SCEX 2-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

Excel Module 02

LEARNING OBJECTIVES: SCEX.CABL.20.5.1.1 - Insert formulas.
CORPORATE STANDARDS: 1414 - Create a formula using order of operations.
TOPICS: Shelly Cashman Series: Entering Formulas
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 6:27 AM
DATE MODIFIED: 7/31/2019 6:29 AM

42. Which of the following is true about entering a function using the Insert Function dialog box?
- a. You open the dialog box by typing "function" in the formula bar.
 - b. You can search for a function that meets your needs.
 - c. You don't need to type an equal sign to begin the formula.
 - d. You can select a function you've recently used.

ANSWER: b, c, d
POINTS: 1
REFERENCES: SCEX 2-16
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCEX.CABL.20.10.1.1 - Insert the appropriate function into a related formula.
CORPORATE STANDARDS: 2501 - Insert a function using the Insert Function dialog box.
TOPICS: Shelly Cashman Series: Using the Average, Max, and Min Functions
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 6:30 AM
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