

Exploring Microsoft Office Excel 2016 Comprehensive (Poatsy/Grauer)
Chapter 2 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: 1 Use Relative, Absolute, and Mixed Cell References in Formulas

2) If a cell containing =B\$14 is copy 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: 1 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: 1 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: 1 Use Relative, Absolute, and Mixed Cell References in Formulas

5) If a cell contains =\$N\$21 and two new columns are inserted in front of column N and three rows are inserted above row 21, what happens to the =\$N\$21?

- A) It becomes =\$P\$24
- B) It remains =\$N\$21
- C) It becomes =\$L\$18
- D) It becomes =\$Q\$23

Answer: A

Diff: 2

Objective: 1 Use Relative, Absolute, and Mixed Cell References in Formulas

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

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

Answer: C

Diff: 3

Objective: 1 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: 1 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: 1 Use Relative, Absolute, and Mixed Cell References in Formulas

9) How many functions does Excel provide?

- A) Over 40
- B) Over 400
- C) Over 4,000
- D) Unlimited

Answer: B

Diff: 3

Objective: 2 Insert a Function

10) What describes a function's purpose?

- A) Arguments

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

Answer: B

Diff: 2

Objective: 2 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: 2 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: 2 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: 2 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: 2 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: 2

Objective: 2 Insert a Function

16) What is *not* a direct option on the AutoSum drop down menu?

- A) Median
- B) Sum
- C) Count numbers
- D) Max

Answer: A

Diff: 1

Objective: 2 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: 2 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: 3 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: 3 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: 3 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: 2

Objective: 3 Insert Basic Math and Statistics Functions

22) Which of the following would *not* give the same result for $=(5+32+75+21)/4$?

- A) =SUM(5,32,75,21)/4
- B) =MEDIAN(5,32,75,21)+7.25
- C) =AVERAGEIF(5+32+75+21,4)
- D) =AVERAGE(5,32,75,21)

Answer: C

Diff: 2

Objective: 3 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: 3 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: 3 Insert Basic Math and Statistics Functions

25) What actually changes the value Excel stores to a user determined number of decimal places?

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

Answer: C

Diff: 3

Objective: 3 Insert Basic Math and Statistics Functions

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

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

Answer: B

Diff: 2

Objective: 3 Insert Basic Math and Statistics Functions

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

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

Answer: C

Diff: 3

Objective: 3 Insert Basic Math and Statistics Functions

28) 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: 3 Insert Basic Math and Statistics Functions

29) 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: 3 Insert Basic Math and Statistics Functions

30) 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: 2

Objective: 4 Use Date Functions

31) 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: 4 Use Date Functions

32) 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: 4 Use Date Functions

33) 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: 4 Use Date Functions

34) 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: 5 Determine Results with the IF Function

35) 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: 5 Determine Results with the IF Function

36) 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: 5 Determine Results with the IF Function

37) 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: 5 Determine Results with the IF Function

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

A) HLOOKUP

B) VLOOKUP

C) LLOOKUP

D) LOOKUP

Answer: C

Diff: 2

Objective: 6 Use Lookup Functions

39) 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: 6 Use Lookup Functions

40) 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: 7 Calculate Payments with the PMT Function

41) _____ references change when formulas are copy and pasted.

Answer: Relative, Mixed

Diff: 2

Objective: 1 Use Relative, Absolute, and Mixed Cell References in Formulas

42) The inputs in a function are specified by its _____.

Answer: arguments

Diff: 3

Objective: 2 Insert a Function

43) A function's _____ defines the rules by which the function operates.

Answer: syntax

Diff: 3

Objective: 2 Insert a Function

44) After you type a function and its opening parenthesis "(" the _____ appears and displays the function's arguments.

Answer: function screen-tip, function screen tip, Function ScreenTip

Diff: 3

Objective: 2 Insert a Function

45) Using _____ simplifies adding complex mathematical formulas to a cell.

Answer: functions, a function

Diff: 1

Objective: 2 Insert a Function

46) 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: 2 Insert a Function

47) _____ is a set of analytical tools that appears when you select a range.

Answer: Quick Analysis

Diff: 3

Objective: 3 Insert Basic Math and Statistics Functions

48) The _____ function finds the smallest value in a range.

Answer: MIN

Diff: 1

Objective: 3 Insert Basic Math and Statistics Functions

49) It is called a(n) _____ function when a function is used inside of another function.

Answer: nested

Diff: 2

Objective: 3 Insert Basic Math and Statistics Functions

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

Answer: COUNT

Diff: 2

Objective: 3 Insert Basic Math and Statistics Functions

51) The _____ function finds the largest value in a range.

Answer: MAX

Diff: 2

Objective: 3 Insert Basic Math and Statistics Functions

52) When working with dates, Excel actually assigns _____ numbers to each date.

Answer: serial

Diff: 3

Objective: 4 Use Date Functions

53) In military time, 15:00 is _____ in non-military time.

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

Diff: 2

Objective: 4 Use Date Functions

54) The TODAY() and NOW() functions are updated every time you open or _____ the spreadsheet.

Answer: print

Diff: 2

Objective: 4 Use Date Functions

55) The _____ function is similar to the TODAY() function, except that it also returns the system time.

Answer: NOW(), =NOW()

Diff: 3

Objective: 4 Use Date Functions

56) The MIN and MAX functions can be used with _____ as well as numbers.

Answer: dates, variables, arguments, expressions

Diff: 3

Objective: 4 Use Date Functions

57) The test argument in an IF statement must evaluate to either _____.

Answer: true or false, false or true

Diff: 1

Objective: 5 Determine Results with the IF Function

58) If $A9 > B7$ is the test in an IF function, _____ would result in the same results as long as the value if true and the value if false arguments are switched.

Answer: $B7 < A9$

Diff: 3

Objective: 5 Determine Results with the IF Function

59) When you use the VLOOKUP function, the _____ column in the array is used to look up the value.

Answer: left, first

Diff: 3

Objective: 6 Use Lookup Functions

60) The range that contains the lookup table is called the _____.

Answer: table array

Diff: 3

Objective: 6 Use Lookup Functions

61) In a lookup table, the number of the column which contains the return values is called the _____.

Answer: column index number

Diff: 3

Objective: 6 Use Lookup Functions

62) The _____ is the lowest value for a category in the table lookup table.

Answer: breakpoint, break point

Diff: 3

Objective: 6 Use Lookup Functions

63) If the annual interest rate is 12% and payments are made monthly, then you would enter _____ in the RATE argument in the PMT function.

Answer: 1%, $12\%/12$, .01

Diff: 3

Objective: 7 Calculate Payments with the PMT Function

64) In the PMT function, the PV argument refers to the _____ of the loan.

Answer: present value

Diff: 2

Objective: 7 Calculate Payments with the PMT Function

65) 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: 2

Objective: 7 Calculate Payments with the PMT Function

66) 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: 1 Use Relative, Absolute, and Mixed Cell References in Formulas

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

Answer: TRUE

Diff: 2

Objective: 1 Use Relative, Absolute, and Mixed Cell References in Formulas

68) 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: 2 Insert a Function

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

Answer: FALSE

Diff: 2

Objective: 3 Insert Basic Math and Statistics Functions

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

Answer: FALSE

Diff: 2

Objective: 3 Insert Basic Math and Statistics Functions

71) This is *not* a valid way to use the MAX function: =MAX(a4:d11, f1:f2)

Answer: FALSE

Diff: 3

Objective: 3 Insert Basic Math and Statistics Functions

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

Answer: FALSE

Diff: 2

Objective: 3 Insert Basic Math and Statistics Functions

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

Answer: TRUE

Diff: 2

Objective: 4 Use Date Functions

74) All IF functions have three arguments.

Answer: TRUE

Diff: 1

Objective: 5 Determine Results with the IF Function

75) 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: 5 Determine Results with the IF Function

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

Answer: FALSE

Diff: 1

Objective: 5 Determine Results with the IF Function

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

Answer: TRUE

Diff: 1

Objective: 5 Determine Results with the IF Function

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

Answer: TRUE

Diff: 1

Objective: 5 Determine Results with the IF Function

79) The VLOOKUP function has four required arguments.

Answer: FALSE

Diff: 2

Objective: 6 Use Lookup Functions

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

Answer: FALSE

Diff: 2

Objective: 6 Use Lookup Functions

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

Answer: FALSE

Diff: 2

Objective: 6 Use Lookup Functions

82) 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: 6 Use Lookup Functions

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

Answer: FALSE

Diff: 3

Objective: 6 Use Lookup Functions

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

Answer: TRUE

Diff: 2

Objective: 6 Use Lookup Functions

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

Answer: FALSE

Diff: 3

Objective: 6 Use Lookup Functions

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

Answer: FALSE

Diff: 2

Objective: 7 Calculate Payments with the PMT Function

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

Answer: TRUE

Diff: 2

Objective: 7 Calculate Payments with the PMT Function

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

Answer: FALSE

Diff: 3

Objective: 7 Calculate Payments with the PMT Function

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

Answer: FALSE

Diff: 3

Objective: 7 Calculate Payments with the PMT Function

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

Answer: TRUE

Diff: 3

Objective: 7 Calculate Payments with the PMT Function

91) 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

92) 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

93) 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

94) 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

95) 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

96) 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

97) 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

98) Match the result with the function using the following numbers, 21, 42, 97, 1, 14, 199 [to two decimal places]:

I. 31.50

II. 62.33

III. 1

IV. 6

V. 199

A. MIN

B. MEDIAN

C. MAX

D. COUNT

E. AVERAGE

Answer: B, E, A, D, C

Diff: 3

Objective: Multiple Objectives

99) Match the example with the function or feature:

- I. 1,2,3,4,5
- II. Winona Lake, Winchester, Perrysburg, Clear Spring
- III. Return 52 from the list: 29, 47, 21, 52, 1
- IV. Return 30 from the list: 29, 47, 21, 52, 1
- V. Return 29 from the list: 29, 47, 21, 52, 1

- A. MAX
- B. Sort descending
- C. MEDIAN
- D. Sort ascending
- E. AVERAGE

Answer: D, B, A, E, C

Diff: 2

Objective: 3 Insert Basic Math and Statistics Functions

100) 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: 6 Use Lookup Functions