Exam

Name_____

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

1) The _____ format displays text on multiple lines within a cell.   1) _____
   A) AutoFit   B) text wrap
   C) column heading   D) conditional

Answer: B

2) A document _____ is a set of design elements that provides a unified   2) _____
look for design, colors, fonts, and graphics.
   A) theme   B) style   C) layout   D) design

Answer: A

3) Excel fills a column that is too narrow to display its contents with   3) _____
_____ signs.
   A) dollar ($)   B) plus (+)
   C) caret (^)   D) pound (#)

Answer: D

4) The _____ feature of Excel is used to automatically change the   4) _____
column width to accomodate the longest entry.
   A) AutoFit   B) truncation
   C) data marker   D) unhide

Answer: A

5) A _____ error indicator will display when a cell formula breaks   5) _____
an Excel formula rule.
   A) red triangle   B) green triangle
   C) blue border   D) green border

Answer: B

6) If cell A1 contains the value 5 and cell B2 contains the value 0, which cell   6) _____
   formula would result in an error value?
     A) =A1-A1   B) =B2+A1   C) =B2*B2   D) =A1/B2
   Answer: D

7) To make a cell reference absolute, insert a(n) _____ sign before   7) _____
   the row and column of the cell address.
     A) at (@)   B) equal (=)
     C) asterisk (*)   D) dollar ($)
   Answer: D

8) After selecting the appropriate formula cell reference, press   8) _____
   _____ to make that cell reference absolute.
     A) [F2]   B) [F4]   C) [F3]   D) [F1]
   Answer: B

9) Which of the following is not a numeric format?   9) _____
     A) Number   B) Special
     C) Currency   D) Accounting
   Answer: B

10) The _____ number format inserts a fixed dollar sign aligned at   10) _____
   the left edge of the cell.
     A) Accounting   B) General
     C) Special   D) Currency
   Answer: A

11) Financial worksheets typically display dollar signs _____. 11) _____
    A) only in the total row.
    B) only in the first row and in the total row.
    C) in each numeric cell.
    D) in the bottom row of the worksheet.
Answer: B

12) To select two nonadjacent ranges, select the first range, and then, 12) _____
holding down the _____ key, select the second range.
    A) [Ctrl]   B) [Ctrl]+[Alt]
    C) [Shift]   D) [Alt]
Answer: A

13) A column chart is usually used to illustrate _____ among related 13) _____
numbers.
    A) trends   B) comparisons
    C) relationships   D) ratios
Answer: B

14) A _____ label is nonnumeric text that identifies the categories of 14) _____
data.
    A) value   B) y-axis
    C) category   D) data point
Answer: C

15) Chart tools include _____. 15) _____
    A) Design, Format, Insert.   B) Design, Layout, Format.
    C) Format, Insert, Data.   D) Layout, Format, Insert.
Answer: B

16) Which of the following mean the same axis? 16) _____
    A) category axis and x-axis   B) value axis and x-axis
    C) category axis and y-axis   D) value axis and y-axis
Answer: A

17) The _____ chart type illustrates data changes over a period of time or illustrates comparisons among items.　　17) _____
   A) column   B) line   C) area   D) pie

Answer: A

18) To choose the location options for the legend, click the Legend button in the Labels group on the _____ tab.　　18) _____
   A) Design   B) Insert   C) Format   D) Layout

Answer: D

19) A chart style applies the look to a chart by modifying ALL of the following EXCEPT:　　19) _____
   A) chart layouts   B) backgrounds
   C) graphic effects   D) colors

Answer: A

20) The _____ displays the relationship of parts to a whole.　　20) _____
   A) Bar   B) Pie   C) Column   D) Line

Answer: B

21) To create a Pie chart, click the Pie button in the Charts group on the _____ tab.　　21) _____
   A) Page Layout   B) Data
   C) View   D) Insert

Answer: D

22) The _____ Elements list selects any chart element.　　22) _____
   A) Chart   B) Type   C) Style   D) Settings

Answer: A

23) Which of the following is NOT an example of a Pie a chart label?   23) _____
    A) value   B) category
    C) content   D) series name

Answer: C

24) The order in which the data series is plotted on a pie chart is determined   24) _____
    by:
    A) the size of the data on the worksheet..
    B) the order of the data on the worksheet.
    C) the alphabetic order of the data labels on the worksheet.
    D) None of the above.

Answer: B

25) 3-D format categories include: 25) _____
    A) Bevel.   B) Texture.   C) Contour.   D) Depth.

Answer: B

26) Shadow is an example of Shape _____ used to modify chart   26) _____
    elements.
    A) Properties   B) Characteristics
    C) Effects   D) Formats

Answer: C

27) _____, and then click the desired pie chart slice to select an   27) _____
    individual pie chart slice.
    A) Double click   B) Triple click
    C) Click on the pie chart   D) Right click

Answer: C

28) To add emphasis to a specific slice, _____ , or pull out a pie   28) _____
    chart slice.
    A) resize,   B) explode,   C) expand,   D) move,

Answer: B

29) _____ tabs are the labels along the lower border of the workbooks window that identify each worksheet or chart sheet
    A) Chart   B) Worksheet
    C) Workbook   D) Sheet
Answer: D

29) _____

30) When _____ values are changed, the pie chart percentages and pie slices are automatically recalculated and resized.
    A) calculated   B) formatted
    C) displayed   D) worksheet
Answer: D

30) _____

31) To enter WordArt, click the WordArt button in the _____ group on the Insert tab.
    A) Symbols   B) Sparklines
    C) Illustrations   D) Text
Answer: D

31) _____

32) The _____ on a chart is linked to the source data in the worksheet.
    A) formatting   B) layout
    C) style   D) data series
Answer: D

32) _____

33) ALL of the following are true about preparing worksheets for printing EXCEPT:
    A) You must print worksheets in a workbook individually.
    B) Spell check should be done to prevent typos or misspellings.
    C) An embedded chart should not be selected unless that is the only object to be printed.
    D) Page layout view can be used for any worksheet adjustments.
Answer: A

33) _____

34) Which is NOT a reason to use comments?   34) _____
    A) To document your work.
    B) To provide an Excel version of footnotes.
    C) To provide reminders.
    D) To display clarifying information about data within the cells.
Answer: B

35) The comment and _____ will show when you point to a   35) _____
worksheet cell containing a comment.
    A) the priority rating of the comment
    B) related comments
    C) the name of the comment creator
    D) the date the comment was created
Answer: C

36) A(n) _____ will display in the upper right corner of a cell if a   36) _____
comment has been inserted in that cell.
    A) small blue triangle   B) orange asterisk
    C) green exclamation point   D) small red triangle
Answer: D

37) To make a change to a comment, right click the appropriate worksheet   37) _____
cell, and then click _____ from the resulting shortcut menu.
    A) Edit Comment   B) Alter Comment
    C) Modify Comment   D) Change Comment
Answer: A

38) The _____ chart displays categories on the vertical axis and   38) _____
values on the horizontal axis.
    A) Line   B) Bar   C) Column   D) Pie
Answer: B

39) Use the _____ chart where comparison of data is needed and   39) _____
   category labels are long.
      A) Scatter   B) Area   C) Bar   D) Line
   Answer: C

40) Each column in a Column chart represents a _____.   40) _____
      A) data marker.   B) data point.
      C) data series.   D) data range.
   Answer: B

41) Each data point in a chart is represented by a _____.   41) _____
      A) data range.   B) data value.
      C) data series.   D) data marker.
   Answer: D

42) Data that is to be copied from Excel to Word is temporarily stored in the   42) _____
   _____.
      A) Computer folder.   B) Office clipboard.
      C) Control Panel.   D) Documents folder.
   Answer: B

43) To include an Excel worksheet object or data in a Word document, you   43) _____
   _____.
      A) will lose the object or data in Excel when you copy it to Word.
       B) must use the import wizard.
      C) can use the copy and paste features of Office.
      D) first convert any numeric data into text prior to copying it to
         Word.
   Answer: C

44) _____ is/are used to copy a series of data based on a pattern into   44) _____
   adjacent cells.
      A) Cut and Paste   B) Copy and Paste
      C) A fill handle   D) Paste Special
   Answer: C

45) January, February, March is an example of a _____ marker.   45) _____

    A) data   B) data group

    C) data control   D) data series

Answer: D

FILL IN THE BLANK. Fill in the blank with the correct word.

46) Cell text is _____ when the column is too narrow to   46) _____
display values.

Answer: truncated

47) Theme colors, fonts, and effects can be applied to a   47) _____

_____.

Answer: workbook

48) The _____ finder outlines all of the cells referenced in a   48) _____
formula.

Answer: range

49) An error _____ is a message that displays whenever a   49) _____
formula cannot perform the calculation in the cell formula.

Answer: value

50) A(n) _____ format is a specific way that Excel displays   50) _____
numbers.

Answer: number

51) The Comma[0] _____ style inserts commas and rounds the values so that no decimals display.
Answer: cell

51) _____

52) A(n) _____ is a line bordering the chart plot area used as a frame of reference for measurement.
Answer: axis

52) _____

53) A(n) _____ chart is a chart that is placed on the worksheet containing the data.
Answer: embedded

53) _____

54) A chart _____ is a prebuilt set of chart elements that can inlcude a title and legend.
Answer: layout

54) _____

55) A 3-D image appears to have length, width, and _____.
Answer: depth

55) _____

56) Totals are often used as the data series, which determines the size of each pie _____.
Answer: slice

56) _____

57) A _____ chart can be rotated up to 360 degrees.
Answer: pie

57) _____

58) For column charts, the x-axis is the _____ axis of a chart.
Answer: vertical

58) _____

59) You can pull out one or more slices, or _____ , a pie chart to emphasize a specific slide in a pie chart.
Answer: explode
Diff: 1
Skill: Excel, Chapter 2, Skill 8: Explode and Color Pie Slices, and Insert Text Boxes
In Textbook:

59) _____

60) The Text Box button is located in the _____ group on the Layout tab
Answer: Insert
Diff: 3
Skill: Excel, Chapter 2, Skill 8: Explode and Color Pie Slices, and Insert Text Boxes
In Textbook:

60) _____

61) A column in a column chart is an example of a _____ marker.
Answer: data
Diff: 3
Skill: Excel, Chapter 2, Skill 9: Update Charts and Insert WordArt
In Textbook:

61) _____

62) Sheet _____ are the labels along the lower border of the workbook window that identify each worksheet.
Answer: tabs
Diff: 2
Skill: Excel, Chapter 2, Skill 9: Update Charts and Insert WordArt
In Textbook:

62) _____

63) When an embedded _____ is selected, only the chart will print.
Answer: chart
Diff: 1
Skill: Excel, Chapter 2, Skill 10: Prepare Chart Sheets for Printing
In Textbook:

63) _____

64) To create a new comment, right click on the appropriate worksheet cell and click _____ Comment.
Answer: Insert
Diff: 2
Skill: Excel, Chapter 2, More Skills 11: Insert and Edit Comments
In Textbook:

64) _____

65) If a comment does not close when an empty cell is clicked, the _____ /Hide Comments feature might be turned on.
Answer: Show
Diff: 2
Skill: Excel, Chapter 2, More Skills 11: Insert and Edit Comments

65) _____

66) After a chart is selected, the chart's associated _____   66) _____
point cells are bordered in blue.
Answer: data

67) Each data series has a unique color or pattern represented on   67) _____
the chart _____ providing data series identification.
Answer: legend

68) The Office _____ is used to temporarily store data   68) _____
copied from Excel before it is pasted to another worksheet
location or Office application.
Answer: Clipboard

69) Auto_____ is an Excel feature that can generate a series of   69) _____
values into adjacent cells.
Answer: Fill

70) A(n) _____ is a group of data that comes one after   70) _____
another in succession.
Answer: series

TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.

71) Autofit is an Excel feature that manually changes the column width.   71) _____
Answer: True   ○ False

72) To choose a theme, click the Theme button in the Themes group on the   72) _____
Page layout tab.
Answer: ○ True   False

73) #DIV/0 is an example of an error value.   73) _____

Answer: ● True   False

74) An absolute cell reference remains the same when it is copied or filled to   74) _____
other cells.

Answer: ● True   False

75) The Comma cell style applies the same formatting as the Accounting   75) _____
number format without the dollar sign.

Answer: ● True   False

76) The Total cell style applies a double top and bottom border.   76) _____

Answer: True   ● False

77) Convex adds a convex beveled frame around an entire chart.   77) _____

Answer: ● True   False

78) Data points that are related to one another form a data series.   78) _____

Answer: ● True   False

79) Chart styles are identified by Style numbers, such as Style 26.   79) _____

Answer: ● True   False

80) A Bar chart emphasizes the magnitude of change over time.   80) _____

Answer: True   ● False

81) The line chart displays the relationship of parts to a whole.   81) _____

Answer: True   ● False

82) Chart1 is the default name on the sheet tab for the first Chart moved to   82) _____

its own chart sheet.

Answer: ● True   False

83) Only one type of label or data can be listed in each pie chart's slices.   83) _____

Answer: True   ● False

84) Rotating pie chart slices presents a different visual perspective of the   84) _____

chart.

Answer: ● True   False

85) Lines indicate the outline of a text box as it is drawn .   85) _____

Answer: ● True   False

86) The size and position of both data labels and text boxes can be adjusted   86) _____

after their insertion in a chart.

Answer: ● True   False

87) Category labels are NOT linked to the source data in the worksheet.   87) _____

Answer: True   ● False

88) Only one slice can be exploded in a pie chart at a time.   88) _____

Answer: True   ● False

89) When an embedded chart is selected, only the chart will print.   89) _____
    Answer: ● True   False

90) Comments automatically print with the worksheet.   90) _____
    Answer: True   ● False

91) Excel adjusts the location of comments to ensure worksheet data is not   91) _____
    obscured.
    Answer: True   ● False

92) Data point values are based on a worksheet's data marker.   92) _____
    Answer: True   ● False

93) Both column chart and bar charts are good choices for illustrating   93) _____
    comparisons among items.
    Answer: ● True   False

94) Copying data from one application to another makes it possible to use   94) _____
    the strengths of each application without having to retype the data.
    Answer: ● True   False

95) You must first select at least two cells having the desired pattern prior to   95) _____
    using the fill handle to copy a series.
    Answer: ● True   False

MATCHING. Choose the item in column 2 that best matches each item in column 1.
Matching:: Match each term to its correct definition.

96) Auto Fit

A) The symbol repeated in a column when the column size cannot accommodate numeric data

96) _____

B)

Changes the width of a column to accommodate the longest entry

97) #

C) A cell that remains the same when it is copied or filled to other cells

97) _____

D) An example of a number using Comma format

98) Absolute cell reference

E) The symbol entered before the column and row of a cell reference to make that cell absolute

98) _____

99) $

99) _____

100) 218,000.00

100) _____

Answer: D

Matching: Match each term to its correct definitin.

101) Error indicator

A) Messages that display whenever a
   formula cannot perofrm a formula
   calculation

101) _____

Answer: B

B) Displays when an Excel rule checking for
   formula errors has been broken

C)
   An example of a number using
   Accounting format

102) Error values

102) _____

Answer: A

D) An example of a number using General
   format

E)

   A specific way that Excel displays
   numbers

103) $ 218,000.00

103) _____

Answer: C

104) 218000

104) _____

Answer: D

105) Number format   105) _____

Answer: E

Matching: Match each term to its correct definition.

106) General format   A) A number format that does not display   106) _____
commas or trailing zeros to the right of a
decimal point

Answer: A

B)

Applies comma separators where
appropriate and inserts a fixed dollar sign
aligned at the left edge of the cell

107) Accounting number format   107) _____

Answer: B   C) Adds commas where appropriate and
applies the same formatting as the
Accounting number format without the
dollar sign

D) Applies a single top border and double
bottom border

108) Comma cell style   108) _____

Answer: C

E) A chart value that originates in a
worksheet cell

109) Total cell style   109) _____

110) Data point   110) _____

Matching: Match each term to its correct definition.

111) Data marker   A) the axis that displays the category labels   111) _____

                                              B) Data points that are related to one
                                                 another
                                              C)

                                                 A column, bar, area, pie slice, or another
                                                 symbol that represents a single data
                                                 point.

112) Data series   D) the axis that displays the worksheet's   112) _____
                                                 numeric data

113) y-axis   113) _____

114) x-axis   114) _____

115) Embedded chart   115) _____

Answer: E

Matching: Match each term to its correct definition.

116) Chart   A) Illustrates comparisons among items and   116) _____
                                                      columns appear vertically

Answer: E
B) Illustrates trends over time
C)
                                                      Illistrates the relationship of parts to a
                                                      whole

117) Chart layout   117) _____
Answer: F   D) A prebuilt chart format that applies an
                                                      overall visual look to a chart by
                                                      modifying its graphic effects, colors, and
                                                      backgrounds

                                                   E) A graphic representation of data used to
                                                      show comparisons, patterns, and trends.

118) Chart style   118) _____
Answer: D   F)
                                                      A prebuilt set of chart elements that
                                                      include a title, a legend, or labels

119) Column chart   119) _____

Answer: A

120) Line chart   120) _____

Answer: B
Diff: 2
Skill: Excel, Chapter 2, Skill 5: Format
    Column Charts
In Textbook:

121) Pie chart   121) _____

Answer: C
Diff: 2
Skill: Excel, Chapter 2, Skill 5: Format
    Column Charts
In Textbook:

Matching: Match each term to its correct definition.

122) Bar chart   A) A workbook sheet that contains only a   122) _____
                                           chart separated from the worksheet data

Answer: D
Diff: 2
Skill: Excel, Chapter 2, Skill 5: Format   B) Emphasizes the magnitude of change
    Column Charts   over time
In Textbook:
                                        C) Generates a series of values in adjacent
                                           cells

123) Area chart   123) _____
Answer: B
Diff: 2   D) Illustrates comparisons among individual
                                           items and columns appear horizontally

Skill: Excel, Chapter 2, Skill 5: Format
    Column Charts
In Textbook:

124) Chart sheet   124) _____
Answer: A
Diff: 1
Skill: Excel, Chapter 2, Skill 6: Create Pie
    Charts and Chart Sheets
In Textbook:

125) Auto Fill   125) _____
Answer: C
Diff: 2
Skill: Excel, Chapter 2, More Skills 14: Fill
    Series Data into Worksheet Cells

End of Chapter Matching

126) ___ **1.** A command with which you can display text on multiple lines within a cell.

___ **2.** A cell reference that refers to a cell by its fixed position in a worksheet and that does not change when the formula is copied.

___ **3.** A specific way that Excel displays numbers.

___ **4.** The default format that Excel applies to numbers——whatever you type in the cell will display, with the exception that trailing zeros to the right of a decimal point will not display.

___ **5.** The Excel number format that applies a comma separator where appropriate, inserts a fixed dollar sign aligned at the left edge of the cell, applies two decimal places, and leaves a small amount of space at both the right and left edges of the cell to accommodate parentheses for negative numbers.

___ **6.** A graphic representation of data in a worksheet that shows comparisons, patterns, and trends.

___ **7.** The chart axis that is usually the horizontal axis and contains categories.

___ **8.** The chart axis that is usually the vertical axis and contains data.

___ **9.** To pull out one or more slices of a 3-D pie chart to emphasize a specific slice or slices.

___ **10.** A set of design elements that provides a unified look for

colors, fonts, and graphics.

A Absolute cell reference

B Accounting number format

C Category axis

D Chart

E Explode

F General format

G Number format

H Theme

I Text wrap

J Value axis

126) _____

End of Chapter Multiple Choice

127) Automatically changing the column width to accommodate the longest column entry is called: 127) _____
    A) AutoFit   B) Drag and drop   C) Auto adjust
Answer: A

128) A green triangle that indicates a possible error in a formula is called: 128) _____
    A) A message
    B) An error indicator
    C) A Dialog Box Launcher
Answer: B

129) The Excel feature that outlines all of the cells referenced in a formula is the: 129) _____
    A) Range finder   B) Cell finder   C) Formula finder
Answer: A

130) A chart type useful for illustrating comparisons among related numbers is called: 130) _____
    A) A column chart   B) A pie chart   C) An area chart
Answer: A

131) A chart placed on a worksheet with the source data is: 131) _____
    A) A chart sheet
    B) An embedded chart
    C) A column chart
Answer: B

132) The chart data points related to one another are known as a: 132) _____
    A) Chart point   B) Data series   C) Column

Answer: B

133) The box that identifies the patterns or colors assigned to the data series 133) _____
in a chart is called a:
    A) Dialog box   B) Legend   C) Message box

Answer: B

134) A predesigned combination of chart elements is referred to as a: 134) _____
    A) 3-D chart   B) Chart   C) Chart layout

Answer: C

135) The chart type that displays the relationship of parts to a whole is: 135) _____
    A) A pie chart   B) A column chart   C) An area chart

Answer: A

136) A worksheet that contains only a chart is referred to as a: 136) _____
    A) Chart area   B) Chart sheet   C) Worksheet

Answer: B