Excel Tutorial 3

1. (1.0 point)
Which of the following is a Statistical function?
- a. INT
- b. RAND
- c. ROUND
- d. AVERAGE

2. (1.0 point)
Which of the following is a Math & Trig function? ___
- a. INT
- b. COUNT
- c. MIN
- d. AVERAGE

3. (1.0 point)
Every function has to follow ____.
- a. a formula
- b. directions
- c. syntax
- d. a format

4. (1.0 point)
In the following formula: =IF(A1="YES", "DONE", "RESTART"), what happens if A1 = “NO”?
- a. The formula returns the text “RESTART”.
- b. The formula returns the text “DONE”.
- c. The formula returns the text “NO”.
- d. The formula returns the text “NO, RESTART”.

5. (1.0 point)
Which of the following is not a date function? ____
- a. Year
- b. Now
- c. And
- d. Today

6. (1.0 point)
The amount of money being loaned is known as the ____.
- a. mortgage
- b. principal
- c. loan amount
- d. proposed principal

7. (1.0 point)
When you copy a formula that contains an absolute reference to a new location, the reference ____.
- a. is updated automatically
- b. does not change
- c. becomes bold
- d. has a dotted outline in its cell
8. (1.0 point) The ____ is most often used with data that has only a few possible values.
   a. mode
   b. median
   c. middle
   d. sum

9. (1.0 point) ____ arguments may provide more control over the returned value.
   a. Relative
   b. Required
   c. Optional
   d. Absolute

10. (1.0 point) If an optional argument is not included, Excel assumes a(n) ____ value for it.
    a. default
    b. generic
    c. static
    d. absolute

11. (1.0 point) When you nest functions, you should have ____.
    a. the equal sign
    b. the same number of left and right parentheses
    c. at least two functions
    d. the correct number of brackets

12. (1.0 point) Optional arguments are in ____ type.
    a. Bold
    b. Italic
    c. Normal
    d. Red

13. (1.0 point) Which function is used to change 3,162.50 to 3,163? ____
    a. RAND
    b. ROUND
    c. DROP
    d. ROUNDUP

14. (1.0 point) Most Recently Used is a ____.
    a. group on the Formula tab on the Ribbon
    b. category in the Insert Function dialog box
    c. category in the Function Arguments dialog box
    d. command on the Office Button menu
15. (1.0 point)  
Using AutoFill is ____ than copying and pasting.  
a. slower  
b. faster  
c. safer  
d. riskier

16. (1.0 point)  
Blue, Accent1, Light 60% is an example of cell ____.  
a. size  
b. formatting  
c. border color  
d. height

17. (1.0 point)  
Using AutoFill, what would be the extended series of the initial entry Jan? ____  
a. uary  
b. Feb, Mar, Apr  
c. Kan, Lan, Man, Nan  
d. Jan1, Jan2, Jan3,

18. (1.0 point)  
For most loan and investment calculations, you need to enter the annual interest rate ____ the number of times the interest is compounded during the year.  
a. added to  
b. subtracted from  
c. multiplied by  
d. divided by

19. (1.0 point)  
In the formula =IF(A1=B1, C1, C2), the result will be C2 if ____.  
a. A is equal to B  
b. A does not equal B  
c. A1+B1 is equal to C1  
d. none of the above

20. (1.0 point)  
When you enter a formula into a cell, Excel interprets cell references in the formula in relation to the cell’s location.  
a. True  
b. False

21. (1.0 point)  
The Rand() function falls under the Statistical category.  
a. True  
b. False

22. (1.0 point)  
One challenge of nesting functions is to make sure that you include all of the parentheses.  
a. True  
b. False
23. (1.0 point)
Functions are organized in the Function Library group in the Function tab on the Ribbon.
  a. True
  b. False

24. (1.0 point)
To enter a mixed reference, type $ after either the row or column reference.
  a. True
  b. False

25. (1.0 point)
Not all functions have arguments.
  a. True
  b. False

26. (1.0 point)
COUNT is a Statistical function.
  a. True
  b. False

27. (1.0 point)
In the Function Arguments dialog box, required arguments are in bold type.
  a. True
  b. False

28. (1.0 point)
You can open the Insert Function dialog box by clicking the Insert Function button on the Ribbon.
  a. True
  b. False

29. (1.0 point)
The Format Painter button is on the Clipboard group.
  a. True
  b. False

30. (1.0 point)
Using the AutoFill feature is more efficient than copying and pasting.
  a. True
  b. False

31. (1.0 point)
In the list of AutoFill Options, the Fill Formatting Only option is the default setting.
  a. True
  b. False
32. (1.0 point)
AutoFill can recognize some patterns if you plug in a minimum of at least two values, such as “Monday, Tuesday.”
a. True  
b. False

33. (1.0 point)
You can build decision-making capability into a formula through the use of a logical function.
a. True  
b. False

34. (1.0 point)
As you begin to type a function name within a formula into a cell, a list of functions that begin with the letters you typed appears.
a. True  
b. False

35. (1.0 point)
The OR function is a logical function that returns one value if the statement is true and returns a different value if the statement is false.
a. True  
b. False

36. (1.0 point)
The statement “A1 >= B1” tests whether the value in cell A1 is lesser than or equal to the value in cell B1.
a. True  
b. False

37. (1.0 point)
Use relative references when you want to repeat the same formula with different cells.
a. True  
b. False

38. (1.0 point)
A mixed formula contains both relative and absolute references.
a. True  
b. False

39. (1.0 point)
When the data includes a few extremely large or extremely small values, it might be best to use the median value from the sample.
a. True  
b. False