Excel Tutorial 5

1. (1.0 point) Using Excel, you can ____.
   a. store data
   b. retrieve subsets of data
   c. create reports
   d. all of the above

2. (1.0 point) Press ____ to return to cell A1 in a worksheet.
   a. Ctrl+Home
   b. Ctrl+Esc
   c. F1
   d. Alt+Esc

3. (1.0 point) A dark, horizontal line appears ____ the column headers to indicate which row is frozen.
   a. above
   b. below
   c. both a. and b.
   d. neither a. nor b.

4. (1.0 point) To create a table, click the ____ tab on the Ribbon and then, in the Tables group, click the Table button.
   a. Design
   b. Home
   c. Insert
   d. View

5. (1.0 point) A table name can include all of the following EXCEPT ____
   a. numbers
   b. spaces
   c. underscores
   d. letters

6. (1.0 point) Excel provides ____ predefined custom sort lists.
   a. three
   b. four
   c. six
   d. seven

7. (1.0 point) After data is filtered, you can ____ it.
   a. sort
   b. chart
   c. copy
   d. all of the above
8. (1.0 point)
You can display or hide filter arrows for an Excel table by using the Filter button in the Sort & Filter group on the ____ tab.
a. Category
b. View
c. Data
d. Home

9. (1.0 point)
You use ____ filters to find all objects with a value greater than X or acquired after a certain date.
a. custom
b. criteria
c. index
d. pivot

10. (1.0 point)
The ____ criteria filter requires the records displayed to have the specified text string anywhere.
a. Has
b. Is
c. Contains
d. Matches

11. (1.0 point)
The ____ criteria filter requires the records displayed not to have the specified text string anywhere.
a. Does Not Have
b. Is Not
c. Does Not Match
d. Does Not Contain

12. (1.0 point)
You can split the worksheet window into ____ separate panes.
a. two or four
b. four or six
c. six or eight
d. all of the above

13. (1.0 point)
The three ____ buttons at the top of the outline area allow you to show or hide different levels of detail in the worksheet.
a. Expansion
b. Outline
c. Summary
d. Function

14. (1.0 point)
A PivotTable summarizes data in different categories using functions such as ____.
a. SUM
b. AVERAGE
c. MIN
d. Any of the above
15. (1.0 point)
The PivotTable button is available in the Tables group on the ____ tab.
a. Format  
b. Design  
c. Home  
d. Insert

16. (1.0 point)
PivotTable data can be a(n) ____.
a. an Access database file  
b. an Excel table in the current workbook  
c. an Excel range in the current workbook  
d. any of the above

17. (1.0 point)
You can create a PivotTable by clicking the Summarize with PivotTable button in the Tools group on the ____ tab.
a. Home  
b. View  
c. Table Tools Design  
d. PivotTable

18. (1.0 point)
The header row must be row 1.  
a. True  
b. False

19. (1.0 point)
If you freeze the top row in a worksheet and press Ctrl+Home, you will return to the cell directly above the frozen row.  
a. True  
b. False

20. (1.0 point)
You can create at most one Excel table in a worksheet.  
a. True  
b. False

21. (1.0 point)
When you create a table, if your data does not contain column headers, Excel adds headers with default names.  
a. True  
b. False

22. (1.0 point)
The simplest and most convenient way to add a record to a table is to enter the data in the first blank row below the last record.  
a. True  
b. False
23. (1.0 point)
To rearrange records in a list, you sort based on the data in one or more of the fields.
  a. True
  b. False

24. (1.0 point)
Before you complete a sort, you need to decide whether you want to put the list in ascending or descending order.
  a. True
  b. False

25. (1.0 point)
An easy way to sort data when there is only one sort field is to use the Sort A to Z or Sort Z to A buttons.
  a. True
  b. False

26. (1.0 point)
When you filter your data, all records that do not meet your criteria are temporarily hidden from view.
  a. True
  b. False

27. (1.0 point)
When you clear a filter, all filters in the worksheet are cleared.
  a. True
  b. False

28. (1.0 point)
You can format cells in a PivotTable the same way as you do cells in the worksheet.
  a. True
  b. False

29. (1.0 point)
Each column represents a record that describes some attribute or characteristic of a person, place, or thing.
  a. True
  b. False

30. (1.0 point)
The row of field names across the top of an Excel list is referred to as the header row.
  a. True
  b. False

31. (1.0 point)
Table names cannot include underscores.
  a. True
  b. False
32. (1.0 point)
Ascending order arranges labels alphabetically from A to Z.
  a. True
  b. False

33. (1.0 point)
The first sort field in a sort is called the major sort field.
  a. True
  b. False

34. (1.0 point)
To create a custom list, in the Sort & Filter group on the Home tab, click the Sort button. Click the Order arrow, and then click Custom List.
  a. True
  b. False

35. (1.0 point)
You can display or hide filter arrows for an Excel table or a range of data by using the Filter button in the Sort & Filter group on the View tab.
  a. True
  b. False

36. (1.0 point)
Custom filters enable you to specify various conditions in addition to those that are based on an “equals” criterion.
  a. True
  b. False