Quiz3 CSC101 Key

1. If you have formula that must always reference Column A but the row needs to adjust as you copy your formula, you want to use a(n) \_\_\_\_\_\_\_\_ cell reference.
A. absolute
B. relative
**C.** mixed
D. abstract

*Quiz3 #7*

2. To get a cell to display $10.00 you must:
A. enter $10.00 in the cell
B. enter $1$0 in the cell
**C.** enter 10.00 and format the cell to currency
D. it cannot be done

*Quiz3 #3*

3. If the active cell is B1 and you insert a new row, where will it be inserted?
A. You will be prompted where you want to insert it.
B. Below B1
C. You cannot insert new rows after you have begun editing your worksheet.
**D.** Above B1

*Quiz3 #8*

4. A range:
A. must be rectangular
B. must be contiguous
C. cannot overlap with other ranges
**D.** can contain non-adjoining cells

*Quiz3 #20*

5. The PMT function has three arguments: the amount of the loan, the interest rate per period, and the:
A. future value of the loan.
**B.** number of periods.
C. payment amount.
D. square footage of the home you are purchasing.

*Quiz3 #6*

6.  Common, pre-designed formulas provided by Excel in a spreadsheet are handled by:
A.  formatting
B.  tables
**C.**  functions
D.  formulas

*Quiz3 #2*

7. You can widen a cell by dragging the border between column headings or \_\_\_\_\_\_\_\_ the border between the columns.
A. point to
B. single click
**C.** double click
D. right click

*Quiz3 #9*

8. Cell references in a spreadsheet are not case sensitive.
**TRUE**

*Quiz3 #22*

9. To easily select predefined functions in Excel, select the:
A. Status Link.
**B.** Function Wizard.
C. Calculations Library.
D. Formula Bar.

*Quiz3 #17*

10. If you double-click a cell with a formula, Excel \_\_\_\_\_\_\_\_ the formula for easy editing.
**A.** highlights
B. deletes
C. bolds
D. magnifies

*Quiz3 #16*

11. =$E2+C3-G$4 is an example of a(n) \_\_\_\_\_\_\_\_ cell reference.
A. relative
**B.** mixed
C. absolute
D. constant

*Quiz3 #19*

12.  =$E2+C2-G$4 is in A1.You copy this formula to B2. What will be the formula in B2?
A.  =$E2+C3-H$5
**B.**  =$E3+D3-H$4
C.  =$F3+D3-H$4
D.  None of the above

*Quiz3*

13. A(n) \_\_\_\_\_\_\_\_ is tested in an IF function to determine if it is true or false.
A. feature
B. option
**C.** condition
D. formula

*Quiz3 #14*

14. The number of payments in a PMT function is entered in years.
**FALSE**

*Quiz3 #23*

15. The Function Wizard can be used to help you locate a function.
**TRUE**

*Quiz3 #24*

16. When new rows are added to an existing worksheet, cell references in formulas:
A. display an error.
B. disappear.
C. become absolute cell references.
**D.** automatically adjust.

*Quiz3 #11*

17. It you type the label “Monthly Budget for 2007” in cell B1 and the content overflows to C1, what displays if C1 is not empty?
A. Monthly Budget for 2007
**B.** The text is truncated behind the content in cell C1.
C. The text displays normally as it overwrites the content in C1.
D. Nothing displays since the text is too long for the column width.

*Quiz3 #10*

18. A range of cells can include:
A. cells from more than one column
B. cells from more than one row
C. the entire spreadsheet
**D.** all of the above

*Quiz3 #1*

19. What is the result of the formula =6((2\*3)/2)+4?
A. 20
B. 17
C. 42
**D.** 22

*Quiz3 #12*

20.  What is the result of the formula **=IF(B4>20,B4\*A4,IF(A4<20,B4\*C5^2,0))**? Assume that A4, B4 and C4 each contain 10 and C5 contains 2
A.  20
B.  0
C.  400
**D.**  40

*Quiz3*

21.  To determine the length of time an employee has worked for you, use the \_\_\_\_\_\_\_\_ function to calculate the difference between the employee’s start date and the present date.
A.  NOW
B.  ANALYZE
**C.**  TODAY
D.  None of the above

*Quiz3 #13*

22. To display cell formulas, click the \_\_\_\_\_\_\_\_ + ~ keys.
A. F4
B. SHFT
**C.** CTRL
D. END

*Quiz3 #5*

23. To copy a formula across a range of cells and have the formula automatically update the cell row and column, use \_\_\_\_\_\_\_\_ cell referencing.
**A.** relative
B. abstract
C. mixed
D. absolute

*Quiz3 2 #4*

24. Spreadsheets recalculate whenever a number is changed.
**TRUE**

*Quiz3 2 #1*

25.*(p. EX5.7)*  If the annual percentage rate of a loan is 12% and is stored in B4 and you are trying to find the monthly payment, then the rate argument would be what?
A.  B4
B.  .01
C.  .12
**D.**  B4/12

*Difficulty: 2
OLeary - Excel 005—Lab... #40*

26.*(p. EX5.11)* If you select two adjacent cells with the values 5.5 and 6.25 and use the fill handle, the next cell will have a value of 7.
**TRUE**

If you select two adjacent cells with the values 5.5 and 6.25 and use the fill handle, the next cell will have a value of 7.

*Difficulty: 2
OLeary - Excel 005—Lab... #8*

27.*(p. EX4.52)*  The TODAY function updates the date automatically.
**TRUE**

 The NOW function updates the date and time automatically.

*Difficulty: 1
OLeary - Excel 004—Lab... #33*