

Skills for Success w/ Microsoft Excel 2013 Comprehensive (Townsend)
Chapter 2 Insert Summary Functions and Create Charts

1) A _____ is a group of numbers, text, dates, or time periods that come in succession.

- A) chain
- B) sequence
- C) series
- D) succession

Answer: C

Diff: 2

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

2) The Excel feature used to automatically adjust column width to the longest column entry is _____.

- A) AutoFit
- B) AutoComplete
- C) AutoAdjust
- D) AutoFill

Answer: A

Diff: 2

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

3) The displayed value of a cell is replaced with a series of # symbols when _____.

- A) there is an error in the underlying formula
- B) the name of a function is misspelled
- C) the column is too narrow to display the entire value
- D) a cell in the underlying formula has no value

Answer: C

Diff: 2

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

4) Which symbol is the error indicator that appears in a cell having a formula that has broken a rule?

- A) green triangle
- B) green square
- C) red exclamation point
- D) yellow caution sign

Answer: A

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

5) When a section of a worksheet displaying numeric values is selected, the _____ appears; this is used to apply conditional formatting or to insert a chart or table based on the selected content.

- A) Quick Access Lens button
- B) Quick Analysis Lens button
- C) Quick Analysis Lens contextual tab
- D) Quick Format Lens button

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

6) Which is NOT a category in the Quick Analysis gallery?

- A) Formatting
- B) Charts
- C) AutoSum
- D) Tables

Answer: C

Diff: 3

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

7) A cell that remains the same when it is copied or filled to other cells is a(n) _____.

- A) relative cell reference
- B) constant cell reference
- C) fixed cell reference
- D) absolute cell reference

Answer: D

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

8) The _____ outlines all the cells referenced in a formula.

- A) error value
- B) range finder
- C) error indicator
- D) range detector

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

9) A message that appears in a cell when a formula cannot perform the specified calculations is a(n) _____.

- A) error value
- B) failure message
- C) edit message
- D) error indicator

Answer: A

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

10) The number of decimals places and the appearance commas, dollar signs, or other symbols are features of number _____.

- A) format
- B) style
- C) layout
- D) alignment

Answer: A

Diff: 2

Skill: Excel Chapter 2, Skill 3: Format Numbers

11) The _____ format does not display commas or trailing zeros to the right of a decimal point.

- A) Currency
- B) General
- C) Accounting
- D) Percentage

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 3: Format Numbers

12) Moving between worksheets in a workbook is done by clicking on _____.

- A) the title bar
- B) the name box
- C) a worksheet tab
- D) the new option from the Quick Access Toolbar

Answer: C

Diff: 2

Skill: Excel Chapter 2, Skill 3: Format Numbers

13) The _____ is a statistical function that adds a group of values and then divides the result by the number of values in the group.

- A) SUM
- B) AVERAGE
- C) MAX
- D) MIN

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

14) In a function, the range in parentheses is the _____.

- A) argument
- B) variable
- C) underlying value
- D) display value

Answer: A

Diff: 2

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

15) When the function argument is automatically entered by Excel, the argument is _____.

- A) a relative reference
- B) an absolute reference
- C) entered in green text
- D) entered in red text

Answer: A

Diff: 3

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

16) The _____ suggests functions that match the initial characters being entered by a user.

- A) AutoSum arrow
- B) Formula AutoComplete
- C) Formula Preview
- D) Formula AutoFill

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 5: Insert the MIN and MAX Functions

17) When the Function AutoComplete list is used to enter the MAX function into an active cell, _____.

- A) single-click on the name of the function in the list
- B) right-click on the name of the function and click Insert
- C) double-click on the name of the function in the list
- D) click and drag the name of the function into the active cell

Answer: C

Diff: 3

Skill: Excel Chapter 2, Skill 5: Insert the MIN and MAX Functions

18) A _____ chart is used to illustrate comparisons of related numbers.

- A) pie
- B) column
- C) line
- D) scatter

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

19) The Quick Analysis Lens button appears to the right of _____.

- A) a selected range of cells
- B) a sheet tab
- C) the Name Box
- D) the formula bar

Answer: A

Diff: 3

Skill: Excel Chapter 2, Skill 6: Create Column Charts

20) The _____, the line that borders the chart plot border area, is used as a frame of reference for measurement.

- A) chart border
- B) gridline
- C) category border
- D) axis

Answer: D

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

21) In a worksheet, each cell in the blue range finder is a(n) _____.

- A) data marker
- B) data point
- C) legend
- D) axis

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

22) Each cell in the blue range finder is represented by a _____, which can be a column, a bar, a dot, a slice of pie, or other appropriate symbol.

- A) data point
- B) legend character
- C) data marker
- D) data symbol

Answer: C

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

23) A unique color or pattern identifying data markers that belong to the same data series is displayed in the chart _____.

- A) caption
- B) title
- C) legend
- D) category label

Answer: C

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

24) A _____ is a prebuilt chart format that applies an overall visual look to a chart.

- A) chart layout
- B) chart style
- C) chart design
- D) chart template

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

25) Chart buttons are displayed when the _____ of the chart is clicked.

- A) border
- B) legend
- C) data marker
- D) caption

Answer: A

Diff: 3

Skill: Excel Chapter 2, Skill 7: Format Column Charts

26) The _____ button on the Design tab displays the locations where a title and a legend can be positioned in a chart.

- A) Chart Style
- B) Change Color
- C) Quick Layout
- D) Add Chart Elements

Answer: C

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

27) The _____ dialog box is used to relocate a chart to another worksheet.

- A) Insert Chart
- B) Move Chart
- C) Format Chart
- D) Chart Elements

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 8: Create and Format Pie Charts

28) The Chart Elements button displays options for all of these EXCEPT _____.

- A) Chart Title
- B) Data Labels
- C) Chart Caption
- D) Legend

Answer: C

Diff: 3

Skill: Excel Chapter 2, Skill 8: Create and Format Pie Charts

29) When a fill option is set in the Format Chart Area pane, the fill color is applied to the _____.

- A) data marks
- B) data labels
- C) chart title
- D) chart area

Answer: D

Diff: 3

Skill: Excel Chapter 2, Skill 8: Create and Format Pie Charts

30) The Insert WordArt button is on the _____ tab of the Ribbon.

- A) Home
- B) Insert
- C) Page Layout
- D) View

Answer: B

Diff: 1

Skill: Excel Chapter 2, Skill 9: Update Charts and Insert WordArt

31) When an embedded chart is selected and the worksheet is printed, _____.

- A) only the source data are printed
- B) only the chart is printed
- C) both the source data and the chart are printed
- D) nothing is printed

Answer: B

Diff: 2

Skill: Excel Chapter 2, Skill 10: Preview and Print Multiple Worksheets

32) When Print is clicked from the File tab, the right side of the Print pane is a _____.

- A) review of document properties
- B) list of possible printers
- C) preview of the page to be printed
- D) list of Page Setup settings

Answer: C

Diff: 3

Skill: Excel Chapter 2, Skill 10: Preview and Print Multiple Worksheets

33) Normal View does NOT display _____.

- A) headers and footers
- B) gridlines
- C) the formula bar
- D) row and column headings

Answer: A

Diff: 3

Skill: Excel Chapter 2, Skill 10: Preview and Print Multiple Worksheets

34) When the mouse is placed in the column heading between the border of columns B and C and is dragged to the right, column B becomes narrower.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

35) Both long text entries and long numeric entries are truncated when the column they are in is too narrow or when there is content in the column to the right.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

36) When the fill handle is used to copy a cell that contains content that is part of a series, the AutoFill feature continues the series in the copy.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

37) Excel uses rules to check for formula errors.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

38) The range finder is used to verify which cells are used in a formula and to edit formulas.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

39) Error values and error indicators CANNOT appear in the same cell.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

40) A formula that attempts to divide by zero displays both an error indicator and an error value.

Answer: TRUE

Diff: 3

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

41) When used on a cell containing a number value, the Decrease Decimal button removes decimals from the displayed value and the underlying value.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 3: Format Numbers

42) Another way to select a range of cells is to use the arrow keys while holding down the [Ctrl] key.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 3: Format Numbers

43) By default, Excel displays numbers in General format.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 3: Format Numbers

44) SUM and AVERAGE are the only functions listed in the options displayed by the AutoSum arrow.

Answer: FALSE

Diff: 3

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

45) When the AVERAGE function is used, the division operation is NOT visible in the formula bar, as it is part of the predefined function.

Answer: TRUE

Diff: 3

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

46) When the data cells are below and to the right of the cell containing a function, the function argument is automatically entered.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

47) The AutoFill feature does NOT work with statistical functions.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 5: Insert the MIN and MAX Functions

48) Cells containing a sum or average are usually included in the MAX and MIN function argument.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 5: Insert the MIN and MAX Functions

49) When there is a change in a cell value in a function argument, the function display value is automatically updated to reflect that change.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 5: Insert the MIN and MAX Functions

50) A chart can be sized by clicking and dragging on its sizing handles.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

51) The range finder uses different colors to identify sections of a selected range that are used to create different chart elements.

Answer: TRUE

Diff: 3

Skill: Excel Chapter 2, Skill 6: Create Column Charts

52) Rows and columns of totals are usually included in a column chart.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

53) Selecting a chart from the Quick Analysis gallery inserts the chart into the active worksheet.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

54) Design and Layout are the only two tabs on the Chart Tools contextual tab.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

55) Once inserted into a worksheet, a chart CANNOT be relocated.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

56) Chart styles and chart layouts affect the same chart elements and features.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

57) When a chart layout is changed, placeholders appear for the elements that have no content.

Answer: TRUE

Diff: 3

Skill: Excel Chapter 2, Skill 7: Format Column Charts

58) When options are moused over in the Quick Layout gallery, the preview is displayed on the actual chart in the worksheet.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

59) A chart type can be changed after a chart is created.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 8: Create and Format Pie Charts

60) Headers and footers CANNOT be inserted into a chart sheet.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 8: Create and Format Pie Charts

61) All data labels in a chart can be selected by clicking on one of the data labels.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 9: Update Charts and Insert WordArt

62) When there is a change in the worksheet data, the corresponding chart is updated automatically.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 9: Update Charts and Insert WordArt

63) Percentages displayed with data labels on a pie chart are NEVER rounded.

Answer: FALSE

Diff: 2

Skill: Excel Chapter 2, Skill 9: Update Charts and Insert WordArt

64) Text created in WordArt is an object, which can be resized and relocated in the worksheet.

Answer: TRUE

Diff: 2

Skill: Excel Chapter 2, Skill 9: Update Charts and Insert WordArt

65) If Quarter 1 is the label in cell B2 and the AutoFill handle is used to copy the content of cell B2 through the range C2:E2, what is the content in cell E2 after copying?

Answer: Quarter 4

Diff: 3

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

66) The Wrap Text button is in the Alignment group on the _____ tab.

Answer: Home

Diff: 1

Skill: Excel Chapter 2, Skill 8: Create and Format Pie Charts

67) AutoFit is applied to a column by double-clicking on the right border of the column in the _____.

Answer: column heading

Diff: 2

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

68) A cell displays a series of _____ when the numeric value displayed is longer than the column width.

Answer: pound signs (#)

Diff: 3

Skill: Excel Chapter 2, Skill 1: Align and Wrap Text

69) The _____ indicates an absolute cell reference.

Answer: dollar sign

Diff: 3

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

70) Press the _____ key to close the range finder.

Answer: [Esc]

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

71) When a cell formula is being edited, pressing the _____ key changes the selected cell reference from relative to absolute.

Answer: [F4]

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

72) A green triangle in the upper left corner of a cell is a(n) _____.

Answer: error indicator

Diff: 3

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

73) #DIV/0! is an example of a(n) _____.

Answer: error value

Diff: 2

Skill: Excel Chapter 2, Skill 2: Apply Absolute Cell References

74) If 17.8 is the displayed value in the active cell when the Decrease Decimal button is clicked, the displayed value changes to _____.

Answer: 18

Diff: 3

Skill: Excel Chapter 2, Skill 3: Format Numbers

75) Clicking the _____ button displays additional decimal values in the active cell.

Answer: Increase Decimal

Diff: 2

Skill: Excel Chapter 2, Skill 3: Format Numbers

76) The AutoSum button is in the _____ group on the Home tab.

Answer: Editing

Diff: 2

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

77) Numbers, text, cell references, and range names are common examples of a function _____.

Answer: argument

Diff: 2

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

78) What are the small squares that appear in all four corners of the range finder?

Answer: Sizing handles

Diff: 3

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

79) A function argument is the cell range that appears in _____.

Answer: parentheses

Diff: 2

Skill: Excel Chapter 2, Skill 4: Insert the AVERAGE Function

80) The _____ function evaluates all values in a range and returns the largest value.

Answer: MAX

Diff: 2

Skill: Excel Chapter 2, Skill 5: Insert the MIN and MAX Functions

81) A(n) _____ chart is a chart that is displayed with its source data.

Answer: embedded

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

82) When a chart is selected, the _____ contextual tab appears on the Ribbon.

Answer: Chart Tools

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

83) Data points related to one another (e.g., first-quarter sales from each region) create a(n) _____.

Answer: data series.

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

84) A(n) _____ chart is best used to illustrate trends over time.

Answer: line

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

85) Press the _____ key to insert text from a Chart Title or Axis Title placeholder into the formula bar.

Answer: [Enter]

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

86) A(n) _____ image has the spatial dimensions of length, width, and depth.

Answer: three-dimensional

Diff: 2

Skill: Excel Chapter 2, Skill 8: Create and Format Pie Charts

87) In the Move Chart dialog box, the default name for a new worksheet is _____.

Answer: Chart1

Diff: 2

Skill: Excel Chapter 2, Skill 8: Create and Format Pie Charts

88) The labels and data series of a chart are linked to the worksheet cells referred to as the _____.

Answer: source data

Diff: 2

Skill: Excel Chapter 2, Skill 9: Update Charts and Insert WordArt

89) Using _____ can give text a banner-like appearance in a worksheet.

Answer: WordArt

Diff: 2

Skill: Excel Chapter 2, Skill 9: Update Charts and Insert WordArt

90) Print is an option on the _____ tab.

Answer: File

Diff: 2

Skill: Excel Chapter 2, Skill 10: Preview and Print Multiple Worksheets

Select the description that best matches the chart type.

- A) Illustrates trends over time
- B) Illustrates change in data over time
- C) Illustrates comparisons of individual items
- D) Displays part-whole relationship
- E) Emphasizes magnitude of change over time

91) Area chart

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

92) Bar chart

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

93) Column chart

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

94) Line chart

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

95) Pie chart

Diff: 2

Skill: Excel Chapter 2, Skill 7: Format Column Charts

Answers: 91) E 92) C 93) B 94) A 95) D

Select the description that best matches the chart element.

- A) Horizontal axis of chart
- B) Axis that displays data identifiers
- C) Nonnumeric text that identifies data categories
- D) Vertical axis of chart
- E) Axis that displays the numeric data

96) Category axis

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

97) Category label

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

98) Value axis

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

99) x-axis

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

100) y-axis

Diff: 2

Skill: Excel Chapter 2, Skill 6: Create Column Charts

Answers: 96) B 97) C 98) E 99) A 100) D