

Excel 2016 – Charts and Pivots

Assessment: Sorting

1. Which of the following are ways you can sort data?
 - a. By Numerical values
 - b. By Dates
 - c. By number formats
 - d. Alphabetical order
2. You always need to use the Sort window to sort a range. True or false?
 - a. True
 - b. False

Assessment answers: Sorting

1. Which of the following are ways you can sort data?
 - a. By Numerical values**
 - b. By Dates**
 - c. By number formats
 - d. Alphabetical order**
2. You always need to use the Sort window to sort a range. True or false?
 - a. True
 - b. False**

Assessment: Filtering tables

1. An Excel table must have a header row. True or false?
 - a. True
 - b. False
2. Which of the following is NOT a type of data by which you can filter a table? Select the correct answer.
 - a. Text
 - b. Formulas
 - c. Numbers
 - d. Dates
3. Does adding a condition using AND make criteria more or less restrictive?
 - a. More restrictive
 - b. Less restrictive

4. How would you create criteria to filter for numbers below a minimum value or above a maximum value?
 - a. Use the Between button filter command.
 - b. Use an OR condition.
 - c. Use the Not Between filter command.

Assessment answers: Filtering tables

1. An Excel table must have a header row. True or false?
 - a. True
 - b. False**
2. Which of the following is NOT a type of data by which you can filter a table? Select the correct answer.
 - a. Text
 - b. Formulas**
 - c. Numbers
 - d. Dates
3. Does adding a condition using AND make criteria more or less restrictive?
 - a. More restrictive**
 - b. Less restrictive
4. How would you create criteria to filter for numbers below a minimum value or above a maximum value?
 - a. Use the Between button filter command.
 - b. Use an OR condition.**
 - c. Use the Not Between filter command.

Assessment: Structured references

1. You can use structured on any Excel data that is arranged with headings. True or false.
 - a. True
 - b. False
2. Which of the following are valid special item identifiers for structured references? Choose all correct options.
 - a. #Data
 - b. #Totals
 - c. #This Column
 - d. #This Row

Assessment answers: Structured references

1. You can use structured on any Excel data that is arranged with headings. True or false.
 - a. True
 - b. False**
2. Which of the following are valid special item identifiers for structured references? Choose all correct options.

- a. **#Data**
- b. **#Totals**
- c. #This Column
- d. **#This Row**

Assessment: Validation

1. Which of the following types of validation you can apply to a cell or range without creating a custom formula? Choose all the correct answers.
 - a. Text of a particular length
 - b. Whole numbers
 - c. List of values
2. You must create an input message and an error alert for all validation rules. True or false?
 - a. True
 - b. False
3. For list validation, you can enter a list of values directly in the Data validation window. True or false?
 - a. True
 - b. False

Assessment answers: Validation

1. Which of the following types of validation you can apply to a cell or range without creating a custom formula? Choose all the correct answers.
 - a. **Text of a particular length**
 - b. **Whole numbers**
 - c. **List of values**
2. You must create an input message and an error alert for all validation rules. True or false?
 - a. True
 - b. **False**
3. For list validation, you can enter a list of values directly in the Data validation window. True or false?
 - a. **True**
 - b. False

Assessment: Transposing data

1. You can use the Copy and the Cut commands to transpose data. True or false?
 - a. True
 - b. False
2. Excel updates references in transposed formulas. True or false?
 - a. True
 - b. False

Assessment answers: Transposing data

1. You can use the Copy and the Cut commands to transpose data. True or false?
 - a. True
 - b. False**
2. Excel updates references in transposed formulas. True or false?
 - a. True**
 - b. False

Assessment: Consolidation

1. To consolidate data, the source ranges must be structured identically. True or false?
 - a. True
 - b. False
2. Which of the following are functions that you can use when consolidating? Choose all that apply.
 - a. STTDEV
 - b. LOOKUP
 - c. SUM
 - d. MATCH
 - e. COUNT
3. You must create an outline manually in Excel. True or false?
 - a. True
 - b. False

Assessment answers: Consolidation

4. To consolidate data, the source ranges must be structured identically. True or false?
 - a. True
 - b. False**
5. Which of the following are functions that you can use when consolidating? Choose all that apply.
 - a. STTDEV**
 - b. LOOKUP
 - c. SUM**
 - d. MATCH
 - e. COUNT**
6. You must create an outline manually in Excel. True or false?
 - a. True
 - b. False**

Assessment: Subtotals

1. Subtotals are possibly only in a range as an Excel table. True or false?
 - a. True
 - b. False
2. How would you add two levels of subtotals to a list? Select the best answer.
 - a. Insert both levels in a single step.

- b. Insert the lower level first, then insert the higher level.
- c. Insert the higher level first, then insert the lower level.
- 3. Which command do you use to select visible cells only? Choose the best response.
 - a. Find
 - b. Replace
 - c. Go To Special
 - d. Go To

Assessment answers: Subtotals

- 1. Subtotals are possibly only in a range as an Excel table. True or false?
 - a. True
 - b. False**
- 2. How would you add two levels of subtotals to a list? Select the best answer.
 - a. Insert both levels in a single step.
 - b. Insert the lower level first, then insert the higher level.
 - c. Insert the higher level first, then insert the lower level.**
- 3. Which command do you use to select visible cells only? Choose the best response.
 - a. Find
 - b. Replace
 - c. Go To Special**
 - d. Go To

Assessment: Creating and formatting PivotTables

- 1. Which of the following are elements of a pivotable? Choose all that apply.
 - a. Category fields
 - b. Row labels
 - c. Values
 - d. AutoFilter
 - e. Column labels
- 2. Which of the following is the best way to format the values in a PivotTable?
 - a. Formatting tools on the Home tab of the ribbon
 - b. Value field settings
 - c. Format Painter

Assessment answers: Creating and formatting PivotTables

- 1. Which of the following are elements of a pivotable? Choose all that apply.
 - a. Category fields
 - b. Row labels**
 - c. Values**
 - d. AutoFilter
 - e. Column labels**
- 2. Which of the following is the best way to format the values in a PivotTable?
 - a. Formatting tools on the Home tab of the ribbon
 - b. Value field settings**

c. Format Painter

Assessment: Manipulating PivotTables

1. You can filter a PivotTable based on row and column label values. True or false?
 - a. True
 - b. False
2. Which of the following are ways to view subsets of data in a PivotTable? Select the best answer.
 - a. Slicers
 - b. Subtotals
 - c. Report filters
 - d. Autofilter
3. How do you control how values are being summarized in a PivotTable? Select the best answer.
 - a. Grouping
 - b. The Summarize Values By tab of the Field Setting window.
 - c. The Show Values As tab of the Field Settings window.
4. You can show values as percentages only of the grand totals. True or false?
 - a. True
 - b. False
5. The only way to enter the GETPIVOTDATA function is by manually constructing it. True or false?
 - a. True
 - b. False

Assessment answer: Manipulating PivotTables

1. You can filter a PivotTable based on row and column label values. True or false?
 - a. True**
 - b. False
2. Which of the following are ways to view subsets of data in a PivotTable? Select the best answer.
 - a. Slicers**
 - b. Subtotals
 - c. Report filters**
 - d. Autofilter
3. How do you control how values are being summarized in a PivotTable? Select the best answer.
 - a. Grouping
 - b. The Summarize Values By tab of the Field Setting window.**
 - c. The Show Values As tab of the Field Settings window.
4. You can show values as percentages only of the grand totals. True or false?
 - a. True
 - b. False**
5. The only way to enter the GETPIVOTDATA function is by manually constructing it. True or false?
 - a. True
 - b. False**

Assessment: PivotCharts

1. You can create a PivotChart without first creating a pivotable. True or false?

- a. True
 - b. False
2. Which of the following statements is most accurate?
 - a. PivotCharts have the features of PivotTables, but not of normal Excel charts.
 - b. PivotCharts have the features of normal Excel charts, but not of PivotTables.
 - c. PivotCharts have the features of Both PivotTables and the normal Excel charts.

Assessment answers: PivotCharts

1. You can create a PivotChart without first creating a pivotable. True or false?
 - a. **True**
 - b. False
2. Which of the following statements is most accurate?
 - a. PivotCharts have the features of PivotTables, but not of normal Excel charts.
 - b. PivotCharts have the features of normal Excel charts, but not of PivotTables.
 - c. **PivotCharts have the features of Both PivotTables and the normal Excel charts.**

Assessment: Special chart types

1. Which of the following are regressive types for a trendline? Choose all that apply.
 - a. Linear
 - b. Curved
 - c. Exponential
 - d. Polynomial
 - e. Static
2. An R-Squared value of close to zero shows the best fit for trendline. True or false?
 - a. True
 - b. False
3. You add a secondary axis to the chart by using the Format Axis command for the primary value axis. True or false?
 - a. True
 - b. False
4. You apply a chart template in the Change Chart Type window. True or false?
 - a. True
 - b. False

Assessment answers: Special chart types

1. Which of the following are regressive types for a trendline? Choose all that apply.
 - a. **Linear**
 - b. Curved
 - c. **Exponential**
 - d. **Polynomial**
 - e. Static
2. An R-Squared value of close to zero shows the best fit for trendline. True or false?

- a. True
 - b. False**
3. You add a secondary axis to the chart by using the Format Axis command for the primary value axis. True or false?
- a. True
 - b. False**
4. You apply a chart template in the Change Chart Type window. True or false?
- a. True**
 - b. False

Assessment: Quick Analysis

1. How do you access Quick Analysis features? Choose the one correct answer.
- a. The Data tab open the ribbon
 - b. The Quick Analysis button on the Home tab
 - c. The Quick Analysis button for a selected range
2. Which of the following is NOT a main Quick Analysis optio? Choose the one correct answer.
- a. Conditional formatting
 - b. Number formatting
 - c. Tables
 - d. Charts

Assessment answers: Quick Analysis

1. How do you access Quick Analysis features? Choose the one correct answer.
- a. The Data tab open the ribbon
 - b. The Quick Analysis button on the Home tab
 - c. The Quick Analysis button for a selected range**
2. Which of the following is NOT a main Quick Analysis optio? Choose the one correct answer.
- a. Conditional formatting
 - b. Number formatting**
 - c. Tables
 - d. Charts

