

Chapter 1: Managing workbooks

Module A: Managing worksheets

You use the Insert tab on the ribbon to insert new worksheets. True or False?

- True
- **False**

Which of the following are options for moving or copying a worksheet? Choose all that apply.

- **Moving or copying to a new workbook.**
- **Moving or copying within the current workbook.**
- Moving or copying to Microsoft Word.
- Moving or copying to a workbook that is not currently open.

Which of the following is *not* a valid worksheet name?

- Sales 2014
- **Sales/Rep**
- 2014 Sales

You cannot use hyperlinks to send email. True or false?

- True
- **False**

Which of the following is the character that separates the workbook and worksheet name from the cell reference in an external reference? Choose the single correct answer.

- Single quotation mark (')
- **Exclamation point (!)**
- Closing bracket (])

Module B: Customizing Excel

You must use the Excel Options window to customize the Quick Access toolbar. True or false?

- True
- **False**

You can add buttons only to a custom ribbon group. True or False?

- **True**
- False

How do you rearrange commands or groups on the ribbon?

- Drag them where you want them.
- Right-click the ribbon, and click Rearrange.
- **Use the Move Up and Move Down buttons in the Customize Ribbon options of the Excel Options window.**

Chapter 2: Named ranges

Module A: Using names in formulas

Which of the following can Excel names refer to? Choose all that apply.

- **Ranges**
- **Values**
- Formats
- **Formulas**

Which of the following is *not* a valid Excel name?

- **Commission Rate**
- Commission
- Commission_for_Sales_in_Pacific_Region

Which of the following are ways to define names? Choose all that apply.

- **Select a range and then type a name in the Name box.**
- **Click Define Name.**
- Use the Insert tab of the ribbon.
- **Select a range and click Create from Selection.**

The only way to use a name for a reference in a formula you've already created is to edit the formula. True or false?

- True
- **False**

You use the Name Manager to make changes to a name, such as changing the reference to which it refers or its name. True or false?

- **True**
- False

Chapter 3: Tables

Module A: Sorting

Which of the following are ways you can sort data?

- **By numerical values**
- **By dates**
- By number formats
- **Alphabetical order**

You always need to use the Sort window to sort a range. True or false?

- True
- **False**

Module B: Filtering tables

An Excel table must have a header row. True or false?

- True
- **False**

Which of the following is NOT a type of data by which you can filter a table? Select the correct answer.

- Text
- **Formulas**
- Numbers
- Dates

Does adding a condition using AND make criteria more or less restrictive?

- **More restrictive**
- Less Restrictive

How would you create criteria to filter for numbers below a minimum value or above a maximum value?

- Use the Between number filter command.
- **Use an OR condition.**
- Use the Not Between filter command.

Module C: Structured references

You can use structured reference on any Excel data that is arranged with headings. True or false?

- True
- **False**

Which of the following are valid special item identifiers for structured references? Choose all correct options.

- **#Data**
- **#Totals**
- **#This Column**
- **#This Row**

Module D: Validation

Which of the following are types of validation you can apply to a cell or range without creating a custom formula? Choose all the correct answers.

- **Text of a particular length**
- **Whole numbers**
- **Lists of values**

You must create an input message and an error alert for all validation rules. True or false?

- **True**
- **False**

For list validation, you can enter a list of values directly in the Data Validation window. True or false?

- **True**
- **False**

Module E: Transposing data

You can use both the Copy and the Cut commands to transpose data. True or false?

- **True**
- **False**

Excel updates references in transposed formulas. True or false?

- **True**
- **False**

Chapter 4: Summarizing data

Module A: Consolidation

To consolidate data, the source ranges must be structured identically. True or false?

- True
- **False**

Which of the following are functions that you can use when consolidating? Choose all that apply.

- **STDDEV**
- LOOKUP
- **SUM**
- MATCH
- **COUNT**

You must create an outline manually in Excel. True or false?

- True
- **False**

Module B: Subtotals

Subtotals are possible only in a range formatted as an Excel table. True or false?

- True
- **False**

How would you add two levels of subtotals to a list? Select the best answer.

- Insert both levels in a single step.
- Insert the lower level first, then insert the higher level.
- **Insert the higher level first, then insert the lower level.**

Which command do you use to select visible cells only? Choose the best response.

- Find
- Replace
- **Go To Special**
- Go To

Chapter 5: PivotTables

Module A: Creating and formatting PivotTables

Which of the following are elements of a PivotTable? Choose all that apply.

- Category fields
- **Row labels**
- **Values**
- AutoFilter
- **Column labels**

Which of the following is the best way to format the values in PivotTable?

- Formatting tools on the Home tab of the ribbon
- **Value field settings**
- Format Painter

Module B: Manipulating PivotTables

You can filter a PivotTable based on row and column label values. True or false?

- **True**
- False

Which of the following are ways to view subsets of data in a PivotTable? Choose all that apply.

- **Slicers**
- Subtotals
- **Report filters**
- AutoFilter

How do you control how values are being summarized in a PivotTable? Select the best answer.

- Grouping
- **The Summarize Values By tab of the Field Settings window**
- The Show Values As tab of the Field Settings window

You can show values as percentages only of the grand totals. True or false?

- True
- **False**

The only way to enter the GETPIVOTDATA function is by manually constructing it. True or false?

- True
- **False**

Module C: PivotCharts

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

- **True**
- False

Which of the following statements is most accurate?

- PivotCharts have the features of PivotTables, but not of normal Excel charts.
- PivotCharts have the features of normal Excel charts, but not of PivotTables.
- **PivotCharts have the features of both PivotTables and normal Excel charts.**

Chapter 6: Presentation features

Module A: Conditional formats

You can use conditional formatting on both numbers and text values. True or false?

- **True**
- False

You must always use formulas to apply conditional formatting. True or false?

- True
- **False**

When creating rules, you are limited by the options available in the built-in rule sets. True or false?

- True
- **False**

Which of the following statements is true of using formulas for conditional formatting? Choose the one correct answer.

- You can use any type of formula, regardless of its result.
- **Formulas must be in relation to the active cell of the range you selected to format.**
- If a formula results in a FALSE condition for a particular cell, that cell will be formatted.

Module B: Custom Formats

Which of the following types of number formats can be customized? Choose all that apply.

- **Number**
- **Currency**
- **Date**
- **Accounting**

In a number format code, there is no difference between the zero character (0) and the number sign (#). True or false?

- True
- **False**

Which of the following is how the code, "m-dddd-yyyy", shows a date? Choose the one correct answer

- Jan-Monday-15
- 1-Mon-2015
- **1-Monday-2015**
- January-Monday-2015

Module C: Graphics

You cannot edit pictures from within Excel. True or false?

- True
- **False**

Which of the following can you accomplish by dragging a graphic's handles? Choose all the correct responses.

- Moving
- **Sizing**
- Changing color
- Changing contrast

Which of the following is a good use of SmartArt? Choose the best answer.

- **A process diagram.**
- A graphic of a person using a phone.
- A graphic of a window in another open program.

You can adjust picture contrast and brightness from within Excel. True or false?

- **True**
- False

Chapter 7: Advanced charts

Module A: Special chart types

Which of the following are regression types for a trendline? Choose all that apply.

- **Linear**
- Curved
- **Exponential**
- **Polynomial**
- Static

An *R*-squared value of close to zero shows the best fit for a trendline. True or false?

- True
- **False**

You add a secondary axis to a chart by using the Format Axis command for the primary value axis. True or False?

- True
- **False**

You apply a chart template in the Change Chart Type window. True or false?

- **True**
- False

Module B: Sparklines

You can create sparklines in all the same types as normal Excel charts. True or false?

- True
- **False**

Sparklines always reside in a single cell. True or false?

- **True**
- False

Module C: Quick Analysis

How do you access Quick Analysis features? Choose the one correct answer.

- The Data tab of the ribbon
- The Quick Analysis button on the Home tab
- **The Quick Analysis button for a selected range**

Which of the following is NOT a main Quick Analysis option? Choose the one correct answer.

- Conditional formatting
- **Number formatting**
- Tables
- Charts

Chapter 8: Collaboration

Module A: Permissions

Which of the following are types of protection in Excel? Choose all that apply.

- Cell protection
- **Workbook encryption**
- **Sheet protection**
- **Workbook structure**
- Ribbon protection

When you protect a worksheet, you can control which cells are editable. True or false?

- **True**
- False

Protecting workbook structure always includes preventing changes to windows. True or false?

- True
- **False**

Module B: Shared workbooks

You use the Insert tab to insert and manage comments in a workbook. True or false?

- True
- **False**

You can highlight tracked changes only in shared workbooks. True or false?

- **True**
- False

Which of the following statements is true? Choose the one correct answer.

- You can merge any two workbooks.
- **You can merge only shared versions of the same workbook.**
- You cannot merge more than two versions of a shared workbook at a time.

You can mark a shared workbook as final. True or false?

- True
- **False**