

Chapter 1: Logical and Lookup Functions

Module A: Decision-making functions

In the IF function, the logical_test argument must evaluate to TRUE or FALSE. True or false?

- **True**
- False

You can use another IF function as the value_if_true argument of an IF function, but not as the value_if_false argument. True or false?

- True
- **False**

Which of the following are differences between SUMIF and SUMIFS? Choose all correct answers.

- SUMIF can take more than one criterion, while SUMIFS takes a single criterion.
- **SUMIFS can take more than one criterion, while SUMIF takes a single criterion.**
- SUMIFS cannot be used with numeric criteria.
- **The sum_range argument comes first in SUMIFS, but last in SUMIF.**

Module B: Lookup and reference functions

To use a lookup function, you always have to sort the values in the first column or row of the lookup table. True or false?

- True
- **False**

Which function would you use to return the relative position of data within an array?

- INDEX
- VLOOKUP
- **MATCH**

MATCH can perform range-type lookups on an array sorted in ascending or descending order. True or false?

- **True**
- False

Chapter 2: Advanced Formulas

Module A: Auditing and error-trapping

You can use arrows to trace only one level of precedence and dependence. True or false?

- True
- **False**

Which of the following are ways to find and fix errors? Choose all that apply.

- **Use the Trace Error command.**
- **Evaluate a formula that produces an error.**
- Double-click a cell containing an error.
- **Trace precedents for the cell.**
- Trace dependents for the cell.

You can use IFERROR to trap logic errors on your worksheets. True or false?

- True
- **False**

Module B: Formula options

You can recalculate only a single formula in Excel. True or false?

- True
- **False**

By default, Excel tries to calculate a circular reference indefinitely. True or false?

- **True**
- False

Module C: Arrays

Array formulas must be entered in more than one cell. True or false?

- True
- **False**

Which of the following is the keyboard method for entering an array formula? Choose the one correct answer.

- Ctrl+Enter
- Shift+Enter
- **Ctrl+Shift+Enter**
- Ctrl+Alt+Enter

Chapter 3: Special functions

Module A: Date and time functions

In Excel, dates begin with January 1, 1900. True or false?

- **True**
- False

Which of the following functions would you use to return the name of a month for a date? Choose the one correct answer.

- DATE
- MONTH
- **TEXT**
- EOMONTH

Which function would you use if you want the number of workdays between two dates in a location where the work week has 6 days? Choose the one correct answer.

- NETWORKDAYS
- **NETWORKDAYS.INTL**
- WORKDAY
- WORKDAY.INTL

Times are stored as numbers between 0 and 24. True or false?

- True
- **False**

Module B: Text functions

What is the result of the function CONCATENATE("My","Name")? Choose the one correct answer.

- my name
- My Name
- myname
- **MyName**

The LEFT, RIGHT, and MID functions all take the same arguments. True or false?

- True
- **False**

The LEN function takes only a single argument, a text string. True or false?

- **True**
- False

Module C: Other functions

Which function should you use to determine how many cells in a range contain names rather than blank cells?

- COUNT
- **COUNTA**
- COUNTBLANK

The FV function can be used to calculate future values of both investments and loans. True or false?

- **True**
- False

Chapter 4: Importing and Exporting

Module A: The Power Pivot Data Model

The only text files that can open in Excel are ones that are structured with delimiters. True or false?

- True
- **False**

Which of the following are data sources for which you can create external connections? Choose all that apply.

- Microsoft Word
- **SQL server databases**
- **Microsoft queries**
- Text files
- **Microsoft Access**

All data you import into Excel is linked to its source. True or false?

- True
- **False**

Which of the following are advantages of using Power Pivot over using Excel along? Choose all that apply.

- **Can improve speed of calculation when using very large data sets.**
- Power Pivot can work with external data while Excel cannot.
- **Power Pivot can handle larger data sets than Excel can.**
- **Power Pivot provides access to the Data Model through cube functions.**

Module B: Exporting data

Which format should you save to if you want the greatest number of users to be able to see your formatted worksheet, regardless of the programs they have on their computer? Select the one best answer.

- Open Document Spreadsheet
- CSV (Comma delimited)
- **PDF**
- XML Data

Which format should you save to if you want users of database programs to be able to easily import the data and structure of your worksheet? Select the one best answer.

- XPS
- **CSV (Comma delimited)**
- XML

Chapter 5: Analysis

Module A: What-if analysis

Which of the following is NOT cell information that is shown for a watched cell in the watch window? Choose the one correct answer.

- Workbook
- Sheet
- **Number format**
- Value
- Formula

To add a scenario, you must select the input range before opening the Scenario Manager. True or false?

- True
- **False**

Which method would you use to figure out how many of an item to order if you have a budget and know the unit cost? Choose the best answer.

- Scenarios
- **Goal Seek**
- Solver

Module B: The Analysis Toolpak

The Analysis Toolpak is available immediately with a default installation of Excel. True or false?

- True
- **False**

Which of the following statements is most accurate in regards to correlation? Choose the single best answer.

- Highly correlated data shows a cause-and-effect relationship.
- **A correlation coefficient of close to +1 shows a high correlation.**
- You can show correlation only for two data sets.

The Histogram tool will set up your bins for you. True or false?

- True
- **False**

Chapter 6: Macros and Forms

Module A: Recording macros

A colleague sends you a workbook, and when you open it, you get a macro security warning. What should you do? Choose the one best answer.

- Go ahead and enable the content.
- Close the workbook immediately.
- **Open the workbook without enabling the content, and ask the colleague about macro content in the workbook.**

Which of the following are ways to run a macro? Choose all correct answers.

- **The Macros window**
- **Shortcut keys**
- **Buttons or objects**

You must always select the cell where you want to begin before recording a macro. True or false?

- True
- **False**

You can toggle between recording relative and absolute references while recording a macro. True or false?

- **True**
- False

Which of the following are locations where you can store VBA code? Choose all correct answers.

- **The current workbook**
- The global workbook
- **The personal macro workbook**
- **A new workbook**

Module B: Running macros

You have created a macro to format the headings in a weekly report after you import the data. The macro is stored in a template that you use to create each weekly report. Which method of running the macro is best? Choose the one best answer.

- An Auto_Open macro
- A button on the Quick Access toolbar
- A command button
- **A graphic object on the worksheet**

You have to use the VBA editor to assign a macro to a command button ActiveX control. True or false?

- **True**
- False

Which approach would you use to run a macro every time you open Excel? Choose the best answer.

- Store it in the normal template.
- Name it Auto_Open, and store it in a workbook called AutoRun.
- **Name it Auto_Open, and store it in your Personal Macro Workbook.**
- Add it to the Quick Access toolbar.

Module C: Forms

Which of the following is the most accurate statement about creating forms? Choose the one best answer.

- You can create forms in Excel without using VBA.
- You create forms in the VBA editor, but don't need to use VBA code.
- **You create forms in the VBA editor and use VBA code to control how they work.**

You change the name of a form by clicking its title bar and typing. True or false?

- True
- **False**

Which property of a TextBox control would you access in your VBA code to obtain the text a user typed into the text box? Choose the one correct answer.

- Value
- (Name)
- **Text**
- Caption