

1) Before the advent of computers accountants used paper spreadsheets.

- a. True
- b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 83

Topic: Q1

Skill: RECALL

2) Today the term spreadsheet almost always refers to electronic models.

- a. True
- b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 83

Topic: Q1

Skill: RECALL

3) Cells are identified by their column letters and row numbers.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 83

Topic: Q1

Skill: RECALL

4) Cells can only store numbers.

- a. True
- b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 83

Topic: Q1

Skill: RECALL

5) The flexibility of cells is an important factor in making a spreadsheet a powerful tool.

a. True

b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 83

Topic: Q1

Skill: RECALL

6) When you build a formula it must begin with an "=".

a. True

b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 84

Topic: Q2

Skill: RECALL

7) Text can be used in arithmetic formulas.

a. True

b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 84

Topic: Q2

Skill: RECALL

8) "2B" would be a cell reference.

- a. True
- b. False

Answer: b

Diff: 1

Type: TF

Page Reference: 84

Topic: Q1

Skill: RECALL

9) "/" is the sign used for multiplication.

- a. True
- b. False

Answer: b

Diff: 1

Type: TF

Page Reference: 85

Topic: Q2

Skill: RECALL

10) The "Fill" capability in Excel can create more formulas with less work.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 85

Topic: Q2

Skill: RECALL

11) To increase a cells value by 10%, it is best to reference the cell with a value of 10% in the formula.

- a. True
- b. False

Answer: a

Diff: 3

Type: TF

Page Reference: 85

Topic: Q2

Skill: RECALL

12) "C8" is an absolute reference.

- a. True
- b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 86

Topic: Q2

Skill: RECALL

13) Formatting cells allows the user to better see the type of data that is in a cell.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 88

Topic: Q3

Skill: RECALL

14) Formatting options are shown on the Home tab ribbon.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 88

Topic: Q3

Skill: RECALL

15) Excel provides powerful graphing capabilities.

- a. True
- b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 88

Topic: Q4

Skill: RECALL

16) A cell is identified by using a

- a. column number and a row number.
- b. column letter and a row number.
- c. position number.
- d. column letter and a row letter.
- e. column number and a row letter.

Answer: b

Diff: 2

Type: MC

Page Reference: 83

Topic: Q1

Skill: RECALL

17) Spreadsheets store information in _____.

- a. rows
- b. locations
- c. cells
- d. columns
- e. boxes

Answer: c

Diff: 1

Type: MC

Page Reference: 83

Topic: Q1

Skill: RECALL

18) Workbooks are made up of multiple pages called _____.

- a. text
- b. arithmetic symbols
- c. formulas
- d. numbers
- e. worksheets

Answer: e

Diff: 2

Type: MC

Page Reference: 83

Topic: Q1

Skill: RECALL

19) The first thing a user should do once they start to work within an Excel file is to

- a. save the workbook.
- b. create a new worksheet.
- c. add text.
- d. create the model.
- e. add formulas.

Answer: a

Diff: 1

Type: MC

Page Reference: 84

Topic: Q1

Skill: RECALL

20) To place a graph on your spreadsheet you would use the _____ tab.

- a. View
- b. Page Layout
- c. Home
- d. Insert

e. Data

Answer: d

Diff: 2

Type: MC

Page Reference: 90

Topic: Q4

Skill: RECALL

21) You can format your worksheet using icons on the _____ tab.

a. View

b. Insert

c. Data

d. Home

e. Page Layout

Answer: d

Diff: 2

Type: MC

Page Reference: 88

Topic: Q3

Skill: RECALL

22) If you need to sort and filter data you would use tools on the _____ tab.

a. Review

b. Page Layout

c. Insert

d. Data

e. Home

Answer: d

Diff: 2

Type: MC

Page Reference: 84

Topic: Q1

Skill: RECALL

23) To create complex formulas you would use tools on the _____ tab.

- a. Home
- b. Data
- c. Formula
- d. Page Layout
- e. Insert

Answer: c

Diff: 2

Type: MC

Page Reference: 84

Topic: Q1

Skill: RECALL

24) During the "fill" function when you move the mouse over top of the handle on the cell the mouse icon changes to a(n)

- a. + sign.
- b. * sign.
- c. ? sign.
- d. ! sign.
- e. - sign.

Answer: a

Diff: 2

Type: MC

Page Reference: 85

Topic: Q2

Skill: RECALL

25) A relative reference keeps the relative positions of the formula and the cells it references _____.

- a. synchronized
- b. intact
- c. absolute
- d. asynchronous

e. referred to

Answer: b

Diff: 2

Type: MC

Page Reference: 85

Topic: Q2

Skill: RECALL

26) If you want to apply the same "growth rate" to a number of formulas in different cells you would use a(n)

a. asynchronous reference.

b. absolute reference.

c. intact reference.

d. relative reference.

e. synchronous reference

Answer: b

Diff: 2

Type: MC

Page Reference: 86

Topic: Q2

Skill: RECALL

27) It is _____ best to use references to cell rather than number in your spreadsheet formulas.

a. rarely

b. never

c. sometimes

d. always

e. usually

Answer: d

Diff: 2

Type: MC

Page Reference: 86

Topic: Q2

Skill: RECALL

28) To make a reference absolute you place _____ signs in front of the column letter and row number.

- a. +
- b. \$
- c. !
- d. %
- e. ?

Answer: b

Diff: 2

Type: MC

Page Reference: 86

Topic: Q2

Skill: RECALL

29) \$B\$4 is an example of a(n)

- a. synchronous reference.
- b. fixed reference.
- c. asynchronous reference
- d. relative reference.
- e. absolute reference.

Answer: e

Diff: 1

Type: MC

Page Reference: 86

Topic: Q2

Skill: RECALL

30) You can use the _____ key to cycle through the various types of cell addressing.

- a. F8
- b. F10
- c. F4

- d. F2
- e. F5

Answer: c

Diff: 2

Type: MC

Page Reference: 87

Topic: Q2

Skill: RECALL

31) "\$G4" is an example of a(n)

- a. absolute column reference.
- b. intact column reference.
- c. absolute row reference.
- d. relative column reference.
- e. intact row reference.

Answer: a

Diff: 2

Type: MC

Page Reference: 87

Topic: Q2

Skill: RECALL

32) "G\$4" is an example of a(n)

- a. absolute column reference.
- b. relative row reference.
- c. absolute row reference.
- d. intact column reference.
- e. intact row reference.

Answer: c

Diff: 2

Type: MC

Page Reference: 87

Topic: Q2

Skill: RECALL

33) Spreadsheets were a _____ factor in the early adoption of personal computers.

- a. small
- b. non-
- c. minimal
- d. major
- e. minor

Answer: d

Diff: 1

Type: MC

Page Reference: 83

Topic: Q1

Skill: RECALL

34) The _____ key allows you to edit a cell's content.

- a. F4
- b. F2
- c. F5
- d. F1
- e. F3

Answer: b

Diff: 2

Type: MC

Page Reference: 84

Topic: Q2

Skill: RECALL

35) When there are two formulas to choose from to type into a cell, choose the formula that is _____.

- a. easier to enter
- b. more correct
- c. longer
- d. flexible

e. shorter

Answer: d

Diff: 3

Type: MC

Page Reference: 85

Topic: Q2

Skill: RECALL

36) Another way of creating an absolute cell address is to use a(n) _____.

a. absolute name

b. range name

c. cell reference

d. range reference

e. cell location

Answer: b

Diff: 2

Type: MC

Page Reference: 87

Topic: Q2

Skill: RECALL

37) Paper spreadsheets were used prior to the advent of computers.

Diff: 1

Type: FIB

Page Reference: 83

Topic: Q1

Skill: RECALL

38) The term spreadsheet usually refers to electronic models, today.

Diff: 1

Type: FIB

Page Reference: 83

Topic: Q1

Skill: RECALL

39) Cells are identified by their column letters and row numbers.

Diff: 2

Type: FIB

Page Reference: 83

Topic: Q1

Skill: RECALL

40) A formula always begins with a(n) equals sign.

Diff: 2

Type: FIB

Page Reference: 84

Topic: Q2

Skill: RECALL

41) "B2" would be a cell reference.

Diff: 2

Type: FIB

Page Reference: 83

Topic: Q1

Skill: RECALL

42) A(n) * or asterisk is used for multiplication in formulas.

Diff: 2

Type: FIB

Page Reference: 85

Topic: Q2

Skill: RECALL

43) "\$F\$5" is a(n) absolute reference.

Diff: 2

Type: FIB

Page Reference: 86

Topic: Q2

Skill: RECALL

44) The formatting options are show on the Home tab ribbon.

Diff: 2

Type: FIB

Page Reference: 88

Topic: Q3

Skill: RECALL

45) The fill capability of Excel allows the users to create more formulas with less work.

Diff: 2

Type: FIB

Page Reference: 86

Topic: Q2

Skill: RECALL

46) In Excel, users can build column, line, pie, bar, and area graphs.

Diff: 2

Type: FIB

Page Reference: 90

Topic: Q4

Skill: RECALL

47) Describe how you would enter a new formula that adds the value of two cells into and Excel spreadsheet.

Answer:

You would first click on the cell that the formula is required in and then enter the = sign to start the formula. From this point you could type in the formula using the cell names and the + sign for an addition formula or click on the first cell then enter the + sign and click on the second cell to enter the formula. An example would be "=A1+B1" entered in cell "C1".

Diff: 2

Type: ES

Page Reference: 84

Topic: Q2

Skill: APPLIED

48) Why are absolute references important in Excel?

Answer:

An absolute reference gives the user the ability to fix a cell reference to a specific cell in the spreadsheet in a formula and this allows for easier copying of the formula when a set of formulas need to reference the same value in the spreadsheet such as a tax rate or growth percentage.

Diff: 3

Type: ES

Page Reference: 86

Topic: Q2

Skill: RECALL

49) How does a user rename a worksheet tab?

Answer:

If the user double clicks the worksheet tab the name becomes editable and the user can type the new name and hit enter.

Diff: 2

Type: ES

Page Reference: 84

Topic: Q1

Skill: APPLIED