

Quiz

- An Excel formula must begin with what symbol?
- A. ' (single quote mark)
- B. / (forward slash)
- C. + (plus sign)
- D. = (equals sign)

- . To what can a cell name reference refer?
- A. A single cell only.
- B. Either a single cell, a range of contiguous cells, or a combination of single cells and ranges.
- C. A range of contiguous cells only.

- How would you refer to ALL the cells in row 5? How would you refer to ALL the cells in column A?
- A. R5 and CA
- B. A5:ZZZ5 and A1:A2985
- C. 5:5 and A:A

- What is Excel's R1C1 reference style?
- A. Reverses the usual row and column order in references. For example, A5 becomes 5A.
- B. Numbers both rows and columns on a worksheet instead of using numbers and characters.
- C. Makes all cell references absolute automatically, without the user having to manually apply absolute cell references.

- What Excel operator would you use in a formula to join the words “Duke” and “University” into “Duke University”?
- A. The “at” sign. That is =”Duke”@”
“@”University”
- B. The ampersand. That is =”Duke”&”
“&”University”
- C. The plus sign. That is =”Duke”+”
“+”University”

- Are the colon, space, and comma symbols at the TOP of Excel's order of calculations or at the bottom? That is, in a calculation are they evaluated first or last?
- A. Bottom.
- B. Top.

- Excel's calculation is automatic by default. How would you change the calculation method to manual?
- A. Hit the F9 key.
- B. Open the "Options" dialog (*Tools, Options*), choose the "General" tab, and choose "Calculate on Demand".
- C. Open the "Options" dialog (*Tools, Options*), choose the "Calculation" tab, and toggle on "Manual" calculation.

- What is Excel's "formula palette"?
- A. A dialog that displays all of Excel's built-in functions.
- B. The space in Excel's formula bar where the content of the formula displays, as opposed to the worksheet where the result of the formula displays.
- C. An addendum to the formula bar that displays when you click the equals button on the formula bar and shows you the progress of your formula as you build it.

- How can you view the serial number that underlies an Excel date or the decimal fraction that underlies an Excel time?
- A. Choose *Tools, Options* from the menus, select the “View” tab, and choose “Show date/time”.
- B. Change the format of the cells containing the data and time to General number format.
- C. Click the F9 key.

- How can you replace formulas in a worksheet with the formulas' calculated values? That is, the formula $=5+5$ would be replaced in the cell with the value 10.
- A. Copy the formula to the Clipboard, select *Edit, Paste Special* from Excel's menus, then from the "Paste Special" dialog choose the "Values" option.
- B. Choose *Tools, Options* from Excel's menus, select the "View" tab, and choose the "Formulas to values" option.
- C. Hit the F9 key.

- How can you replace PART of a formula with its value?
- A. In the formula bar highlight the part of the formula in question and hit the F9 key. Then hit the enter key.
- B. You can't. It's all or nothing.
- C. Highlight the part of the formula in question and hit the F4 key.

- Which of the below are valid methods for naming a cell or range?
- A. Choose the range or cell and enter the name in the formula bar's "Name Box".
- B. Choose *Insert, Name, Define* from Excel's menus and complete the "Define Name" dialog.
- C. Choose *Insert, Name, Create* from Excel's menus and complete the "Create Names" dialog.
- D. All of the above.

- When is it important to be mindful of absolute vs. relative vs. mixed addressing?
- A. When using Excel's alternative R1C1 reference method.
- B. When copying a formula.
- C. When writing Excel macros.

- Which of the answers below best describes Excel's precision in calculations?
- A. Excel stores all the digits that are part of a value.
- B. Excel stores numbers with up to 25 digits of precision and discards digits beyond 25.
- C. Excel stores numbers with up to 10 digits of precision, then converts any digits beyond 10 to zero.

- For which operation(s) can you use Excel's *Edit, Fill, Series* commands?
- A. Auto fill operations.
- B. Date operations.
- C. Linear operations.
- D. A, B. and C.
- E. None of the above.

- How can you quickly highlight ALL the cells in a spreadsheet that contain formulas?
- A. Choose *Tools, Options* from the menu, select the “View” tab, and choose “Formulas”.
- B. Click the F5 key to open the “GoTo” dialog, choose “Special”, and in the “Go To Special” dialog, choose “Formulas”.

- What's the syntax for referencing a range in a different worksheet in the SAME workbook?
- A. =WorksheetName!RangeReference
- For example, =Marketing!B1:B10
- B. ="WorksheetName"+RangeReference
- For example, ="Marketing"+B1:B10
- C. =WorksheetNumber, RangeReference
- For example, =Sheet3, B1:B10

- What's the syntax for referencing a range in a different WORKBOOK?
- A. =[WorkbookName]SheetName!
RangeReference
- For example, =[Budget.xls]Marketing!B1:B10
- B. ={WorkbookName}SheetName!
RangeReference
- For example, ={Budget.xls}Marketing!B1:B10
- C. =SheetName!WorkbookName,RangeReference
- For example, =Marketing!Budget.xls,B1:B10

- How can you display Excel's Auditing toolbar to trace precedents and dependencies in a workbook?
- A. Choose the menu commands *View, Toolbars* to see a list of toolbars and toggle on the Auditing toolbar.
- B. Choose the menu commands *Tools, Auditing, Show Auditing Toolbar*.
- C. Use the keyboard shortcut ALT+a (depress the ALT key and tap the "a" key).
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- Which of the below display the correct syntax for Excel's IF function?
- A. =IF(Test-condition, CellReference1, CellReference2)
- For example, =IF(10<5, B1, C1)
- B. =IF(Test-condition, value, "text string")
- For example, =IF(10<5, 23, "Wrong Answer")
- C. =IF(Test-condition, "No", "Yes")
- For example, =IF(10<5, "No", "Yes")
- D. All of the above.

- Can Excel's IF function be nested and if so how any levels of nesting are possible?
- A. Yes. Any amount of nesting is valid.
- B. No.
- C. Yes. Seven levels of nesting are valid.

- Excel includes the logical functions AND, OR, and NOT. What's the result of this formula? =AND(1<5, 12<24, 15<30)
- A. True.
- B. False.

