# Excel Chapter 4

Organizing Large Amounts of Data

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sarah spends a lot of time cutting and pasting titles and headings and adjusting the formatting each month to create a report for her boss; Sarah would be better off creating a template for herself.
	1. True
	2. False
2. Freezing Panes allows you to view four different areas of your worksheet at once.
	1. True
	2. False
3. A filter can be applied to the following list to show only guests whose names start with J to obtain the result shown.



* 1. True
	2. False
1. The IF Function is useful in situations in which there are two, three, or four possible outcomes.
	1. True
	2. False
2. Data Validation sets out the criteria for a cell or cells, which limits the possible entries in
that cell.
	1. True
	2. False
3. If you have a large list of employees sorted by department, and you want each department to print on a separate page, you should go to Page Break Preview and insert Page Breaks between the departments.
	1. True
	2. False
4. Once you insert a table, you cannot convert the table back to a range because you will lose all of your data.
	1. True
	2. False
5. What is a character such as a comma, space, or tab that is used to specify a boundary between fields in a data file called?
	1. Parameter
	2. Delimiter
	3. Unlimited
	4. Decliner
6. Greg imported his data, but it does not look right, as shown here. Greg made the following mistake when importing his data.



* 1. He did not import the right file.
	2. He did not choose the right cell.
	3. He did not choose the right column format.
	4. He did not select the correct delimiter, the comma.
1. What view allows you to view and edit margins, headers, and footers?
	1. Page Layout view
	2. Page Break Preview
	3. Normal view
	4. Print Preview
2. The following Guest list was filtered to show Guests who responded Yes to Attending and also sorted by Industry. Which figure shows the correct result?



* 1. 
	2. 
	3. 
	4. 
1. Jessica wants to determine the amount of raise to give each of her employees. Employees with the company longer than 10 years get a 4% raise, and everyone else gets a smaller raise. If the formula for Sarah was written =IF(D3>10,B3\*4%,B3\*2%), what would Felecia’s raise be?



* 1. $300
	2. $3,000
	3. $1,000
	4. $1,200
1. If the following Data Validation rule were created, which value would NOT be an acceptable entry?



* 1. 3
	2. 7.5
	3. 0
	4. 10
1. If Samantha has a workbook that is four pages long, and she wants to print the headings in row 3 at the top of each page, which feature should she use?
	1. Print Titles
	2. Print Area
	3. Breaks
	4. Scale to Fit