# Excel Chapter 2

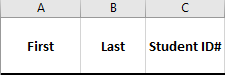
Recording Student Grades

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

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

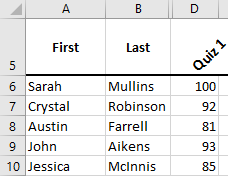
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. To insert a new column between Last and Student ID#, you would select column B.



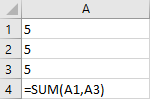
* 1. True
  2. False

1. If you hide rows 3:5 in your worksheet, row 4 will not print.
   1. True
   2. False
2. To rename a worksheet, you can double-click the sheet tab and type the new name without pressing [Delete] or [Backspace].
   1. True
   2. False
3. While multiple sheets are selected, you can modify all of the selected sheets by making changes to one of them.
   1. True
   2. False
4. Functions can be entered only by typing them directly into a cell.
   1. True
   2. False
5. Selecting a blank cell at the bottom of a column and clicking AutoSum will enter the SUM function, which will add all of the numbers in that column.
   1. True
   2. False
6. The [F5] key can be used to edit a cell reference to be a relative reference, an absolute reference, or a mixed reference.
   1. True
   2. False
7. When entering a formula, if you type the first few letters of a cell name, the AutoFill list will suggest the name for you.
   1. True
   2. False
8. After sorting the Quiz 1 grades in column D from highest to lowest, what would be the correct order of the students?



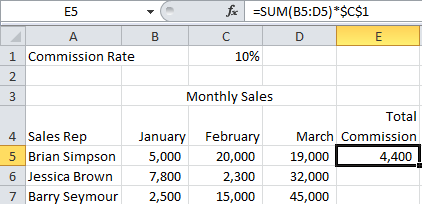
* 1. Sarah, Crystal, Austin, John, Jessica
  2. Jessica, John, Sarah, Austin, Crystal
  3. Sarah, John, Jessica, Austin, Crystal
  4. Sarah, John, Crystal, Jessica, Austin

1. What cell reference should you enter if you want to create a formula that refers to cell A3 on the Expenses worksheet?
   1. Expenses!A3
   2. Exp!A3
   3. ExpensesA3
   4. Expenses!A3!
2. Which of the following images displays the correct sheet tabs after you have copied the Q1 Revenue sheet?
   1. 
   2. 
   3. 
   4. 
3. What would be the result of the formula in cell A4 below?



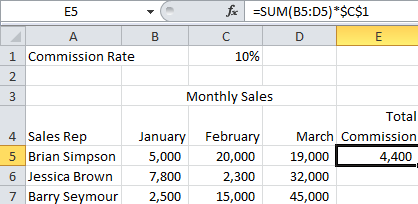
* 1. 5
  2. 10
  3. 15
  4. 20

1. Which formula will appear in cell E6 if the formula in cell E5 is copied to cell E6?



* 1. =SUM(B5:D5)\*$C$1
  2. =SUM(B5:D5)\*C1
  3. =SUM(B6:D6)\*$C$1
  4. =SUM(B6:D6)\*$D$6

1. Which of the following best describes what would occur in cell E5 if the rate in cell C1 were changed to 15%?



* 1. The rate in cell C1 cannot be changed because it is a percentage.
  2. The formula result in cell E5 would remain the same because the formula uses an absolute cell reference to cell C1.
  3. The formula in cell E5 would need to be reentered before the new commission percentage could be calculated.
  4. The result would be updated to reflect the new commission percentage of 15%.

1. After selecting a cell, the following methods can be used to create a name for the cell:
   1. Type the name into the name box.
   2. Choose the Use in Formula  menu button ⯆ from the Ribbon.
   3. Right-click the cell and choose Name.
   4. Type the name in the Formula Bar.