Test Bank for Illustrated Course Guide Microsoft Office 365 and Excel 2016 Intermediate Spiral bound Version 1st Wermers

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Name:_____ Class:_____ Date:_____

Excel 2016 - Module 7: Managing Data Using Tables

True / False

1. You should not have any blank columns or rows in your table.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
DATE CREATED: 2/26/2016 8:06 PM
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2. Field names should be similar to cell addresses, such as G2.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.132 - Plan the data elements for a table
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DATE MODIFIED: 2/26/2016 8:06 PM

3. Tables are organized into records which are composed of fields.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
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4. Records are columns in a table that describe a characteristic about a field, such as a customer's last name or street address.
   a. True

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b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
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5. Inserting extra spaces at the beginning of a cell entry in a table can affect sorting and finding data later.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.133 - Create a table
DATE CREATED: 2/26/2016 8:06 PM
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6. The Wildcard dialog box helps you find records in a table.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
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7. The wildcard asterisk (*) always represents one single character.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 160

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Find and Replace Table Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
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DATE MODIFIED: 2/26/2016 8:06 PM

8. The question mark (?) wildcard stands for any single character.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
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DATE MODIFIED: 2/26/2016 8:06 PM

9. The Find and Replace dialog box can be opened by clicking the Find & Select button in the Editing group.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.135 - Replace data in a table
DATE CREATED: 2/26/2016 8:06 PM
DATE MODIFIED: 2/26/2016 8:06 PM

10. The Match case option in the Find and Replace dialog box is used to search for duplicate records.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table

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Excel 2016 - Module 7: Managing Data Using Tables

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11. To delete a table row, place the cursor in any cell in the row you wish to delete, then click Delete Table Rows from the Delete list arrow in the Cells group.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Delete Table Data
Excel 162
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.136 - Delete a table row
DATE CREATED: 2/26/2016 8:06 PM
DATE MODIFIED: 2/26/2016 8:06 PM

12. You can add new rows and columns to a data table by dragging the sizing handle in the table's lower-right corner.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Add Table Data
Excel 158
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.137 - Add fields to a table
DATE CREATED: 2/26/2016 8:06 PM
DATE MODIFIED: 2/26/2016 8:06 PM

13. When you create a table, Excel automatically applies a default table style.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.133 - Create a table
DATE CREATED: 2/26/2016 8:06 PM
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14. You can add new rows to a table by typing data directly below the last row, and then pressing [Tab].

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a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Add Table Data
Excel 158
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.138 - Add records to a table
DATE CREATED: 2/26/2016 8:06 PM
DATE MODIFIED: 2/26/2016 8:06 PM

15. You can create a table from any contiguous range of cells in your worksheet.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/27/2016 8:08 PM
DATE MODIFIED: 5/27/2016 8:09 PM

16. Tables in Excel must have a header row.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 154
Tables in Excel must have a header row.
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/27/2016 8:10 PM
DATE MODIFIED: 5/27/2016 8:11 PM

17. You can also create a table using the shortcut key combination [Ctrl][T].
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156

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Excel 2016 - Module 7: Managing Data Using Tables

QUESTION TYPE: True / False
HAS VARIABLES: False
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18. Banding is a feature that creates different formatting for adjacent rows and columns.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Create and Format a Table
Excel 155
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/27/2016 8:26 PM
DATE MODIFIED: 5/27/2016 8:27 PM

19. To find only capitalized instances of a letter, click the Advanced button in the Find & Replace dialog box, then click the Match case check box.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/27/2016 8:46 PM
DATE MODIFIED: 5/27/2016 8:49 PM

20. If cells are conditionally formatted with color, you can sort a field on Cell Color.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Excel 164
Sort Table Data
QUESTION TYPE: True / False
HAS VARIABLES: False
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21. The table total row adapts to any changes in the table size.
    a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
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Modified True / False

22. As you point to each table style, Style Preview shows you what your table will look like with the style applied. _____

ANSWER: False - Live, live
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 5/27/2016 8:18 PM
DATE MODIFIED: 5/27/2016 8:20 PM

23. You can select the table data by clicking the upper-right corner of the first table cell. _____

ANSWER: False - left
POINTS: 1
REFERENCES: Add Table Data
Excel 159
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 5/27/2016 8:33 PM
DATE MODIFIED: 5/27/2016 8:35 PM

24. You can delete a table row using the Resize Table button in the Arrange group of the Table Tools Design tab. _____

ANSWER: False - Properties, properties
POINTS: 1
REFERENCES: Delete Table Data
Excel 162
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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25. You can add a header or a footer by clicking the Page Layout button in the task bar and clicking in the header and footer area. _____

ANSWER: False - status
POINTS: 1
REFERENCES: Excel 168
Print a Table
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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Multiple Choice

26. In addition to using Excel's spreadsheet feature, you can analyze and manipulate data using a ____ structure.

a. table b. record
c. field d. workbook

ANSWER: a
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
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27. Tables are organized into rows, called ____.

a. values b. labels
c. fields d. records

ANSWER: d
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
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28. The first row of a table that contains field names is called a ____.

a. title row b. table title
c. header row d. row

ANSWER: c
POINTS: 1

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REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.132 - Plan the data elements for a table
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29. A ____ is a column in a table that describes a characteristic about a record.
    a. field b. label
    c. value d. header

ANSWER: a
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.132 - Plan the data elements for a table
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30. Records are composed of ____.
    a. databases b. fields
    c. worksheets d. files

ANSWER: b
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.132 - Plan the data elements for a table
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31. Which of the following is NOT a guideline you should follow when planning a table?
    a. Plan and design your table so that all rows have similar items in the same column.
    b. Avoid blank columns.
    c. Avoid blank rows.
    d. Use a variety of formats for all cells in a column.

ANSWER: d
POINTS: 1
REFERENCES: Excel 154
Plan a Table

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Excel 2016 - Module 7: Managing Data Using Tables

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
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32. Which of the following is NOT a guideline when naming a field?
a. Field names should be short. b. Field names should be unique.
c. Use numbers to name fields. d. Use descriptive names.

ANSWER: c
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
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33. In a table, what appears in the cell of a column header?
a. Sort list arrow b. Style list arrow
c. Filter list arrow d. Formula list arrow

ANSWER: c
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.133 - Create a table
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34. Which of the following is NOT included in a table style?
a. type color b. borders
c. pattern fills d. fill color

ANSWER: c
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.140 - Format a table
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Excel 2016 - Module 7: Managing Data Using Tables

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35. You can easily format a table using table ____.
    a. styles b. galleries
    c. fields d. themes

ANSWER: a
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.140 - Format a table
DATE CREATED: 2/26/2016 8:06 PM
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36. To see additional table styles, click the Table Styles ____ button.
    a. Plus b. Advanced
    c. Extras d. More

ANSWER: d
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.140 - Format a table
DATE CREATED: 2/26/2016 8:06 PM
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37. To add an additional record to a table, type below the last record, then press ____.
    a. [Enter] b. [Tab]
    c. [Insert] d. [Ctrl]

ANSWER: a
POINTS: 1
REFERENCES: Add Table Data
Excel 158
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.138 - Add records to a table
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38. Which wildcard symbol is a substitute for one or more characters?
    a. ? b. *

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c. # d. @

ANSWER: b
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
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DATE MODIFIED: 2/26/2016 8:06 PM

39. Which wildcard symbol is a substitute for any single character?
a. ? b. *
c. # d. @

ANSWER: a
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
DATE CREATED: 2/26/2016 8:06 PM
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40. The Print Titles button is on the ____ tab.
a. Home b. Insert
c. Page Layout d. Table Options

ANSWER: c
POINTS: 1
REFERENCES: Excel 168
Print a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.141 - Add print titles to a table
DATE CREATED: 2/26/2016 8:06 PM
DATE MODIFIED: 5/27/2016 9:08 PM

41. If Denise specifies Jan* as a search criterion, which of the following will Excel locate?
a. Jane b. Janet
c. January d. All of the above.

ANSWER: d
POINTS: 1
REFERENCES: Excel 160

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Find and Replace Table Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
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42. If Denise specifies Jan? as a search criterion, Excel will locate all of the following records EXCEPT ____.
a. Janet b. Jane
c. Jani d. Jany
ANSWER: a
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
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DATE MODIFIED: 2/26/2016 8:06 PM

43. The Remove Duplicates button is found on the ____ tab.
a. Table Tools Design b. Data
c. Home d. File
ANSWER: a
POINTS: 1
REFERENCES: Delete Table Data
Excel 162
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.142 - Remove duplicate data from a table
DATE CREATED: 2/26/2016 8:06 PM
DATE MODIFIED: 5/27/2016 8:52 PM

44. You can ____ a table field if the information stored in a field becomes unnecessary.
a. block b. freeze
c. remove d. hide
ANSWER: c
POINTS: 1
REFERENCES: Delete Table Data
Excel 162
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.143 - Delete a table field

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45. A multilevel sort calls for using the ____ feature.

a. multi-sort b. alpha-sort
c. custom sort d. data sort

ANSWER: c
POINTS: 1
REFERENCES: Excel 164
Sort Table Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.144 - Sort a table using custom sort options
DATE CREATED: 2/26/2016 8:06 PM
DATE MODIFIED: 2/26/2016 8:06 PM

46. After you enter a single formula into a table cell, the ____ feature fills in the remaining cells with the formula's results.

a. structured reference b. calculated columns
c. table styles d. absolute reference

ANSWER: b
POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.139 - Use calculated columns to display formula results
DATE CREATED: 2/26/2016 8:06 PM
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47. The ____ feature allows formulas to refer to table columns by names that are automatically generated when you create a table.

a. calculated formula b. structured reference
c. sort by name d. structured name

ANSWER: b
POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.145 - Build a table formula
DATE CREATED: 2/26/2016 8:06 PM
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Excel 2016 - Module 7: Managing Data Using Tables

48. Which feature do you use to add summary information to the end of a table?

a. Total Row check box in the Table Style Options group
b. Summary Row check box in the Table Style Options group
c. AVERAGE Row check box in the Table Style Options group
d. Field Summary check box in the Table Style Options group

ANSWER: a
POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.146 - Use the table style options to add summary information to a table
DATE CREATED: 2/26/2016 8:06 PM
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49. Which tab contains the print options for gridlines and headings?

a. Home
b. Insert
c. Page Layout
d. Table Options

ANSWER: c
POINTS: 1
REFERENCES: Excel 168
Print a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.147 - Preview a table
DATE CREATED: 2/26/2016 8:06 PM
DATE MODIFIED: 5/27/2016 9:11 PM

50. Where do you commonly add new records to an Excel table?

a. Between the header row and the first record.
b. Below the last row of the existing table.
c. To the right of the header row.
d. Above the header row.

ANSWER: b
POINTS: 1
REFERENCES: Add Table Data
Excel 158
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.138 - Add records to a table
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51. The print title prints at the top of every ____.

a. header
b. row
c. page
d. record

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Excel 2016 - Module 7: Managing Data Using Tables

ANSWER: c
POINTS: 1
REFERENCES: Excel 168
Print a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.141 - Add print titles to a table
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52. Which of the following is NOT a category in the Table Styles gallery?
a. Light b. Extra Light
c. Medium d. Dark

ANSWER: b
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.140 - Format a table
DATE CREATED: 5/27/2016 8:23 PM
DATE MODIFIED: 5/27/2016 8:25 PM

53. To add a header to a worksheet, click the _____ tab, then click the Header & Footer button in the Text group.
a. Insert b. Page Layout
c. Home d. View

ANSWER: a
POINTS: 1
REFERENCES: Add Table Data
Excel 158
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 5/27/2016 8:35 PM
DATE MODIFIED: 5/27/2016 8:38 PM

Completion

54. A(n) _____ is a table row that contains data about an object, person, or other type of item.

ANSWER: record
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Completion
HAS VARIABLES: False

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Excel 2016 - Module 7: Managing Data Using Tables

LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
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55. A column in a table that describes a characteristic about a record is called a(n) _____.
ANSWER: field
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
DATE CREATED: 2/26/2016 8:06 PM
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56. A column label that describes a field is known as the field _____.
ANSWER: name
POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table
DATE CREATED: 2/26/2016 8:06 PM
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57. _____ list arrows automatically appear in the column header cells when you create a table.
ANSWER: Filter
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.133 - Create a table
DATE CREATED: 2/26/2016 8:06 PM
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58. Table _____ allow you to easily format a table.
ANSWER: styles
POINTS: 1
REFERENCES: Create and Format a Table
Excel 156
QUESTION TYPE: Completion
HAS VARIABLES: False

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Excel 2016 - Module 7: Managing Data Using Tables

LEARNING OBJECTIVES: ENHE.REDI.16.140 - Format a table
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59. When performing a search, the _____ wildcard stands for one or more characters.
ANSWER: *
asterisk
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
DATE CREATED: 2/26/2016 8:06 PM
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60. When performing a search, the _____ wildcard stands for any single character.
ANSWER: ?
question mark
POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
DATE CREATED: 2/26/2016 8:06 PM
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61. A, B, C is an example of a(n) _____ alphabetic sort order.
ANSWER: ascending
POINTS: 1
REFERENCES: Excel 164
Sort Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.148 - Sort a table in ascending order
DATE CREATED: 2/26/2016 8:06 PM
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62. C, B, A is an example of a(n) _____ alphabetic sort order.
ANSWER: descending
POINTS: 1
REFERENCES: Excel 164
Sort Table Data

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Excel 2016 - Module 7: Managing Data Using Tables

QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.149 - Sort a table in descending order
DATE CREATED: 2/26/2016 8:06 PM
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63. 12A, 99B, DX8, QT7 is an example of a(n) _____ alphanumeric sort order.
ANSWER: ascending
POINTS: 1
REFERENCES: Excel 165
Sort Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.148 - Sort a table in ascending order
DATE CREATED: 2/26/2016 8:06 PM
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64. 3AA, 2BB, 1CC is an example of a(n) _____ alphanumeric sort order.
ANSWER: descending
POINTS: 1
REFERENCES: Excel 165
Sort Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.149 - Sort a table in descending order
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65. A(n) _____ sort rearranges table data using more than one field, where each field is a different level, based on its importance in the sort.
ANSWER: multilevel
multi-level
POINTS: 1
REFERENCES: Excel 164
Sort Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.144 - Sort a table using custom sort options
DATE CREATED: 2/26/2016 8:06 PM
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66. A sort in _____ order arranges the lowest value (such as the beginning of the alphabet) at the top of the table.
ANSWER: ascending

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Excel 2016 - Module 7: Managing Data Using Tables

POINTS: 1
REFERENCES: Excel 164
Sort Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.148 - Sort a table in ascending order
DATE CREATED: 2/26/2016 8:06 PM
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67. You can use Excel's _____ feature to rearrange the order in which records in your table appear.
ANSWER: sorting
sort
POINTS: 1
REFERENCES: Excel 164
Sort Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.148 - Sort a table in ascending order
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68. You can include capitalization as a sort criterion by clicking Options in the Sort dialog box, then selecting the _____ sensitive check box.
ANSWER: Case
POINTS: 1
REFERENCES: Excel 164
Sort Table Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.148 - Sort a table in ascending order
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69. Because tables often have more rows than can fit on a page, you can define the first row of a table as the print _____, which prints at the top of every page.
ANSWER: title
POINTS: 1
REFERENCES: Excel 168
Print a Table
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.141 - Add print titles to a table
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70. The _____ reference feature allows your formulas to refer to table columns by name.

ANSWER: structured
POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.139 - Use calculated columns to display formula results
DATE CREATED: 2/26/2016 8:06 PM
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Essay

71. List three of the guidelines you should follow when naming fields in your table.

ANSWER:
1. Use text to name fields.
2. Do not use duplicate field names.
3. Format the field names to stand out from the table data.
4. Field names should be as short as possible.
5. Field names should describe the information they represent.

POINTS: 1
REFERENCES: Excel 154
Plan a Table
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.132 - Plan the data elements for a table
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:06 PM
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72. Dennis wants to search his table for all customers whose last name is Johnson and Johnsen. What should Dennis do in order to find all the customers that fall into this category?

ANSWER:
He can use the question mark (?) wildcard and specify Johns?n as the search criteria to locate both options.

POINTS: 1
REFERENCES: Excel 160
Find and Replace Table Data
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:06 PM
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Excel 2016 - Module 7: Managing Data Using Tables

73. Lily asks you if it is possible to sort the records in her table first by state, then by Zip code. What will you tell her?

ANSWER: Yes. She needs to click the Sort & Filter button in the Editing group of the Home tab, click the state field, click the Order list arrow, click A to Z, click Add Level, click the Then by list arrow, click the zip code field, then click the second Order list arrow, click Smallest to Largest, then click OK.
POINTS: 1
REFERENCES: Excel 164
Sort Table Data
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.144 - Sort a table using custom sort options
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:06 PM
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74. Explain calculated columns.

ANSWER: After you enter a single formula into a table cell, this feature fills in the remaining cells with the formula's results. The column continues to fill with the formula results as you enter rows in the table. This makes it easy to update your formulas because you only need to edit the formula once, and the change will fill in to the other column cells.
POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.139 - Use calculated columns to display formula results
TOPICS: Critical Thinking
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75. Explain the structured reference feature in Excel. Give an example.

ANSWER: This feature allows your formulas to refer to table columns by names that are automatically generated when you create the table. These names automatically adjust as you add or delete table fields. An example of a table reference is =[Sales] - [Costs], where Sales and Costs are field names in the table.
POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.139 - Use calculated columns to display formula results
TOPICS: Critical Thinking
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