

**Test Bank for Data Analytics Using
Microsoft Excel Version 2 With
Accounting and Finance Datasets 2nd
Manzo**

Chapter 2 Essential Skills for Basic Data Analytics Projects

MULTIPLE CHOICE

1. Which of the following is true when working with an Excel worksheet that was created by another person?

- a. You should never use an Excel worksheet that was created by another person.
- b. Since the Excel worksheet was already used by another person, tasks such as a data audit can be skipped.
- c. A data audit must be conducted before using an Excel worksheet that was created by another person.
- d. Understanding the data included in the workbook will be easier since it was created by another person.
- e. The Excel file can only be opened and used on the PC of the person who originally created the worksheet.

ANS: C DIF: Easy

2. When entering numeric data into an Excel worksheet, you should omit any symbols such as commas or dollar signs because:

- a. Excel will not accept these entries into a cell location.
- b. it slows down the data entry process.
- c. this will prevent any additional formatting enhancements from being added to the cell later.
- d. Excel will convert all numeric data to text data.
- e. any numbers will not be useable in formulas and functions.

ANS: B DIF: Easy

3. When conducting a data audit to determine the sum of the values in a highlighted range of cells, which of the following should be used?

- a. Status Bar
- b. Quick Access Bar
- c. Task Bar
- d. Formula Bar
- e. Formula Tab

ANS: A DIF: Moderate

4. When the mouse pointer is dragged to the outer edge of a highlighted range of cells and changes to cross arrows, it indicates that:

- a. the right-click menu can be opened to access commonly used commands.
- b. a border can be added around the highlighted range of cells.
- c. double clicking will delete the highlighted range.
- d. the highlighted range of cells can be moved by clicking and dragging.
- e. the sequence in the highlighted range can be continued by clicking and dragging.

ANS: D DIF: Moderate

5. Proofreading to ensure there are no errors such as transposed numbers should be done after which of the following?
- Data Design
 - Data Audit
 - Data Formatting
 - Data Analysis
 - Data Entry

ANS: E DIF: Moderate

6. Which of the following can be used to duplicate data on a worksheet?
- CTRL C then CTRL X
 - ALT H C C then ALT H C X
 - Auto Fill
 - CTRL V then CTRL X
 - ALT H V S then ALT H C X

ANS: C DIF: Hard

7. The mouse pointer will turn into a black plus sign when it is dragged over the:
- Fill Handle.
 - edge of a highlighted range of cells.
 - the lower left corner of any activated cell.
 - Formula Bar.
 - Status Bar.

ANS: A DIF: Easy

8. The row numbers along the left side of a worksheet are as follows: 1 2 4 5 6. This indicates that row 3 is _____.
- deleted
 - moved
 - protected
 - collapsed
 - hidden

ANS: E DIF: Moderate

9. Which of the following is where you would find commands to hide or unhide a column?
- Home tab, Cell Styles button
 - Home tab, Format button
 - Home tab, Insert button
 - Home tab, Delete button

- e. Page Layout tab, Orientation button

ANS: B DIF: Easy

10. Which of the following would be done first if using Auto Fill to complete a sequence of data?

- a. Place the mouse pointer over the Fill Handle.
- b. Left click with the mouse pointer becomes a black plus sign.
- c. Click the Fill button in the Home tab of the Ribbon.
- d. Highlight two or more cell locations that contain data in a logical sequence.
- e. Click and drag over the desired range of cells where the complete sequence will appear.

ANS: D DIF: Moderate

11. When the mouse pointer is placed between two column letters at the top of a worksheet, which of the following is true when the mouse pointer turns into two arrows pointing in opposite directions?

- a. The data in the column can be moved.
- b. A column can be moved.
- c. An entire column can be highlighted.
- d. The width of the column can be changed.
- e. The column can be hidden.

ANS: D DIF: Easy

12. If the pound signs (###) appear in a cell location, which of the following is true?

- a. An error has occurred in that cell.
- b. The column width needs to be increased.
- c. The data in the cell has been protected.
- d. The data in the cell has been hidden.
- e. The cell is in a column that has been deleted.

ANS: B DIF: Moderate

13. If the pound signs (###) appear in a cell, which of the following would be used to remove them?

- a. the Format button in the Home tab of the Ribbon
- b. the Wrap Text button in the Home tab of the Ribbon
- c. the Insert button in the Home tab of the Ribbon
- d. the Size button in the Page Layout tab of the Ribbon
- e. the Orientation button in the Page Layout tab of the Ribbon

ANS: A DIF: Hard

- 14.** If the Delete Sheet command is used to delete a worksheet that contains data, what will happen if the Undo command is used?
- a. The worksheet and the data contained in it will be restored.
 - b. The data will be restored in an existing worksheet in the workbook.
 - c. Nothing will happen. The Undo command will not restore the worksheet once it is deleted using the Delete Sheet command.
 - d. The worksheet will be restored in a new workbook.
 - e. The worksheet will be restored but not the data that was contained in it.

ANS: C DIF: Moderate

- 15.** Which of the following will paste data that has been copied?
- a. Hold the CTRL key and tap the X key.
 - b. Hold the CTRL key and tap the V key.
 - c. Hold the CTRL key and tap the P key.
 - d. Hold the ALT key and tap the X key.
 - e. Hold the ALT key and tap the P key.

ANS: B DIF: Moderate

- 16.** After highlighting a range of cells, holding the CTRL key and tapping the X key on your keyboard will do which of the following?
- a. copy data in the highlighted range
 - b. paste data into the highlighted range
 - c. transfer the data in the highlighted range to a blank worksheet in the workbook
 - d. transpose all values in the highlighted range
 - e. cut the data in the highlighted range

ANS: E DIF: Moderate

- 17.** Tapping the F2 key would be used for which of the following?
- a. editing the data in a cell
 - b. opening the Save As dialog box
 - c. opening the Help window
 - d. activating the Undo command
 - e. inserting a blank worksheet into a workbook

ANS: A DIF: Moderate

- 18.** Holding the CTRL key and tapping the 0 (zero) key on your keyboard will do which of the following?
- a. activate the Undo command
 - b. cut the data in the activated cell
 - c. hide a column
 - d. reduce the decimal places for all values in a highlighted range to zero
 - e. format values in a highlighted range to U.S. currency with zero decimal places

ANS: C DIF: Hard

- 19.** To unhide a column, which of the following should be done first?
- tap the ALT key
 - hold the CTRL key and click any cell to the left of the hidden column
 - click the Home tab of the Ribbon
 - highlight cells on either side of the hidden column
 - activate the cell to the left of the hidden column

ANS: D DIF: Moderate

- 20.** Tapping the ALT key and then tapping the H, I, and C keys one at a time will do which of the following?
- copy the data in an activated cell
 - paste data into an activated cell
 - cut data in the activated cell
 - open the column width dialog box
 - insert a blank column

ANS: E DIF: Hard

- 21.** Tapping the ALT key and then tapping the H, O, and W keys one at a time will do which of the following?
- insert a blank column
 - unhide a column
 - paste data into an activated cell
 - open the column width dialog box
 - hide a column

ANS: D DIF: Hard

- 22.** Tapping the ALT key and then tapping the H, D, and S keys one at a time will do which of the following?
- insert a blank row
 - delete a worksheet
 - delete a row
 - open the row height dialog box
 - hide a row

ANS: B DIF: Hard

- 23.** Which of the following will help make the most efficient use of horizontal space on a worksheet during the data design process by maximizing the number of visible columns on one screen?
- Auto Fill

- b. Font Size
- c. Horizontal Alignment
- d. Vertical Alignment
- e. Wrap Text

ANS: E DIF: Hard

24. Which of the following commands is used to center data horizontally in a cell?

- a. Align Left
- b. Wrap Text
- c. Center
- d. Merge Across
- e. Align Right

ANS: C DIF: Easy

25. An Excel worksheet is being used to record employee data for a small company. The mailing address for each employee will be entered into the first five cells of each row beginning in column A row 1. The range A1:E25 has been highlighted. Which of the following is the most appropriate command to use for this project?

- a. Merge Across
- b. Merge Align Left
- c. Merge Cells
- d. Merge & Center
- e. Merge Align Right

ANS: A DIF: Hard

26. Which of the following commands would be used to center a title above several rows of data on a worksheet?

- a. Align Left
- b. Wrap Text
- c. Center
- d. Merge & Center
- e. Top Align

ANS: D DIF: Moderate

27. When typing a long text entry into a cell location, such as a mailing address, you can decide to start typing on a second line in the cell by doing which of the following?

- a. Use the Wrap Text format.
- b. Hold the ALT key and tap the ENTER key on your keyboard.
- c. Hold the CTRL key and tap the RIGHT ARROW key on your keyboard.
- d. Use the Merge & Center command.
- e. Hold the CTRL key and the SHIFT key and then tap the RIGHT ARROW key.

ANS: B DIF: Hard

28. Tapping the ALT key followed by the H and W keys will do which of the following?

- a. Open the Column Width dialog box.
- b. Open the Row Height dialog box.
- c. Apply the Merge & Center command.
- d. Hide a Column.
- e. Apply the Wrap Text command.

ANS: E DIF: Moderate

29. Which of the following will apply the Center alignment command to an activated cell on a worksheet?

- a. Tap the ALT, H, A, and C keys on your keyboard.
- b. Hold the CTRL key and tap the C key on your keyboard.
- c. Hold the CTRL and SHIFT keys and then tap the C key on your keyboard.
- d. Tap the ALT, H, and C keys on your keyboard.
- e. Hold the CTRL key and tap the C and A keys on your keyboard.

ANS: A DIF: Hard

30. To apply the bold font to an activated cell, hold the CTRL key and tap which of the following keys?

- a. O
- b. U
- c. B
- d. C
- e. I

ANS: C DIF: Easy

31. To apply the Italics font to an activated cell, hold the CTRL key and tap which of the following keys?

- a. O
- b. U
- c. B
- d. C
- e. I

ANS: E DIF: Easy

32. To apply the underline format to an activated cell, hold the CTRL key and tap which of the following keys?

- a. O
- b. U
- c. B

- d. C
- e. I

ANS: B DIF: Easy

33. Holding the CTRL and SHIFT keys and tapping the 4 key will do which of the following?

- a. reduce the decimal places shown for a number
- b. format numbers with commas and two decimal places
- c. increase the decimal places shown for a number
- d. apply the U.S. currency format with two decimal places
- e. apply a border around the perimeter of a highlighted range

ANS: D DIF: Hard

34. Holding the CTRL and SHIFT keys and tapping the 1 key will do which of the following?

- a. reduce the decimal places shown for a number
- b. format numbers with commas and two decimal places
- c. increase the decimal places shown for a number
- d. apply the U.S. currency format with two decimal places
- e. apply a border around the perimeter of a highlighted range

ANS: B DIF: Hard

35. Tapping the ALT key and then tapping the H and number 9 key will do which of the following?

- a. reduce the decimal places shown for a number
- b. format numbers with commas and two decimal places
- c. increase the decimal places shown for a number
- d. apply the U.S. currency format with two decimal places
- e. apply a border around the perimeter of a highlighted range

ANS: A DIF: Hard

36. Tapping the ALT key and then tapping the H and number 0 key will do which of the following?

- a. reduce the decimal places shown for a number
- b. format numbers with commas and two decimal places
- c. increase the decimal places shown for a number
- d. apply the U.S. currency format with two decimal places
- e. apply a border around the perimeter of a highlighted range

ANS: C DIF: Hard

COMPLETION

37. When using the Insert Sheet Rows command a blank row will be added _____ the activated cell.

ANS: above DIF: Hard

38. When using the Insert Sheet Columns command a blank column will be inserted to the _____ of the activated cell.

ANS: left DIF: Hard

39. The _____ button in the Home tab of the Ribbon can be used to set several columns to the same width at one time.

ANS: Format DIF: Easy

40. To copy data in a highlighted range of cells, hold the CTRL key and tap the _____ key on your keyboard.

ANS: X DIF: Easy

41. The _____ command is activated by holding the CTRL key and tapping the Z key on your keyboard.

ANS: Undo DIF: Moderate

42. To insert a blank row into a workbook, tap the ALT key, and then tap the H, I, and _____ keys one at a time.

ANS: R DIF: Moderate

43. To delete a row on a worksheet, tap the ALT key, and then tap the H, _____, and R keys one at a time.

ANS: D DIF: Moderate

44. The _____ command is used to stack nonnumeric data vertically in a cell.

ANS: Wrap Text DIF: Moderate

45. The _____ button in the Home tab of the Ribbon is used to change the color of the cells on a worksheet.

ANS: Fill Color DIF: Moderate

46. The _____ command is used to add custom lines to a worksheet that can make the data easier to read.

ANS: Borders DIF: Moderate

SHORT ANSWER

47. Identify which keys on the keyboard are used to enter data into a cell location.

ANS:
The ENTER key and the ARROW keys used for this purpose.

DIF: Easy

48. The column letters at the top of a worksheet are as follows: A B C E F. Explain why column D is missing.

ANS:
The column is hidden.

DIF: Moderate

49. Briefly explain why the pound signs (###) would appear in a cell.

ANS:
A number has been entered into the cell and it exceeds the width of the cell or column.

DIF: Hard

50. Using a KO command, list the keys that would be used to delete a column from a worksheet. Keys must be listed in the appropriate order.

ANS:
ALT, H, D, and C

DIF: Hard