

FIT1013 Digital futures: IT for business - S2 2021

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Question 1

Correct

Mark 1.00 out of 1.00

Excel stores its documents as files called ____.

Select one:

- ☐ a. worksheets
- ☒ b. workbooks
- ☐ c. sheet tabs
- ☐ d. books



The correct answer is: workbooks

Question 2

Incorrect

Mark 0.00 out of 1.00

The name given to an Excel workbook before you rename it is ____.

Select one:

- ☐ a. Workbook1
- ☐ b. Book1
- ☒ c. Untitled1
- ☐ d. Document1



The correct answer is: Book1

Question 3

Incorrect

Mark 0.00 out of 1.00

A(n) ____ is a group of cells.

Select one:

- ☐ a. range
- ☒ b. cluster
- ☐ c. selection
- ☐ d. adjunct



The correct answer is: range

Question 4

Correct

Mark 1.00 out of 1.00

A function inside another function is called _____

Select one:

- ☐ a. Text function.
- ☐ b. Round function
- ☐ c. Sum function.
- ☒ d. Nested function.



The correct answer is: Nested function.

Question 5

Incorrect

Mark 0.00 out of 1.00

The PMT function is a(n) ____ function.

Select one:

- ☐ a. date
- ☐ b. Statistical
- ☐ c. IF
- ☒ d. financial



The correct answer is: financial

Question 6

Correct

Mark 1.00 out of 1.00

One of the great advantages of ____ references is that you can quickly generate row and column totals without having to worry about revising the formulas as you copy them to new locations.

Select one:

- ☐ a. absolute
- ☐ b. formula
- ☐ c. cell
- ☒ d. relative



The correct answer is: relative

Question 7

Correct

Mark 1.00 out of 1.00

Use ____ references when you want different formulas to refer to the same cell.

Select one:

- ☐ a. relative
- ☐ b. mixed
- ☐ c. fixed
- ☒ d. absolute



The correct answer is: absolute

Question 8

Incorrect

Mark 0.00 out of 1.00

To add a sort field in the Sort dialog box, click the ____ button.

Select one:

- ☐ a. New Level
- ☐ b. New Sort Field
- ☒ c. Add Field
- ☐ d. Add Level



The correct answer is: Add Level

Question 9

Correct

Mark 1.00 out of 1.00

The ____ function returns the maximum value in the range.

Select one:

- ☐ a. TOP
- ☒ b. MAX
- ☐ c. MOST
- ☐ d. FIRST



The correct answer is: MAX

Question **10**

Correct

Mark 1.00 out of 1.00

Which of the following is not a date function? ____

Select one:

- ☐ a. TODAY
- ☐ b. YEAR
- ☒ c. AND
- ☐ d. NOW



The correct answer is: AND

◀ Tute 2 Suggested Solutions

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Lab Test 1 ►