CHAPTER 1 Introduction

CHAPTER 2 Functions

1. Which of the following is NOT an AutoSum option?
   * 1. **Mode**
     2. Average
     3. Max
     4. Count Numbers
2. To enter a formula in a cell in Excel 2019 you need to start it with either an equals ("=") sign or with the name of a function.
   1. Lookup
   2. **False**

1. Which of the following is NOT a category of function in Excel 2019?
   * 1. Logical
     2. **Hierarchical**
     3. Engineering
     4. Text

CHAPTER 3 Date and Time Functions

1. In Excel 2019 a date is stored as a whole number of days and a time is stored as a fraction of a day, with a time of 10 am being stored as 0.5 days.
   * 1. True
     2. **False**

1. Which of the following functions is used to calculate the days, months or years between two dates?
2. DAYCOUNT
3. DAYS
4. DAY
5. **DATEDIF**

CHAPTER 4 Text Functions

1. In addition to removing leading and trailing spaces from a text string, the Excel 2019 TRIM function will replace any double spaces with single spaces.
   * 1. **True**
     2. False
2. Which of the following Excel 2019 text functions returns the number of characters in a text string?
3. CHARS
4. COUNT
5. **LEN**
6. LENGTH

1. The Excel 2019 CONCATENATE function can be used to join several text items into one text item.
   * 1. **True**
     2. False

CHAPTER 5 Logical Functions

1. Which of the following is NOT an Excel 2019 logical function?
   1. IF
   2. NOT
   3. AND
   4. **BUT**
2. The Excel 2019 logical OR function returns TRUE if any argument is TRUE, but returns FALSE if all arguments are FALSE.
   1. **True**
   2. False
3. Which of these Excel 2019 functions chooses a value or action to perform from a list of values, based on an index number?
   * 1. **CHOOSE**
     2. SELECT
     3. LOOKUP
     4. VALUE

CHAPTER 6 Lookup Functions

1. When using the Excel 2019 VLOOKUP or HLOOKUP function to find an exact match you need to set the 4th argument to True.
   * 1. True
     2. **False**

CHAPTER 7 Financial Functions

1. Which of these Excel 2019 functions is one of those used to calculate depreciation?
   * 1. NOT
     2. **SLN**
     3. ABS
     4. SIN

1. When using the Excel 2019 PMT function the Rate argument is always an annual rate of interest.
   * 1. True
     2. **False**
2. Which of these Excel 2019 functions returns the number of periods required for an investment to reach a certain value?
   1. PMT
   2. **PDURATION**
   3. PERIODS
   4. PRICE

CHAPTER 8 Statistical Functions

1. When using the Excel 2019 NORM.DIST function one option is to return the value of the Cumulative Density Function. The alternative is to use the Probability Mass Function.
   * 1. **True**
     2. False

1. Which of these Excel 2019 functions is NOT directly associated with regression?
   * 1. FORECAST
     2. LINEST
     3. TREND
     4. **QUARTILE.INC**
2. The Excel 2019 QUARTILE.INC function replaces the older QUARTILE function.
   1. **True**
   2. False

1. When using One-Click Forecasting in Excel 2019, which of the following is NOT one of the options in the Create Forecast Worksheet dialog?
   1. Forecast Start
   2. **Reverse Date Order**
   3. Confidence Interval
   4. Seasonality

CHAPTER 9 Using External Data

1. In Excel 2019 when connecting to an Access database and importing data from database tables it is possible to import the relationships between the tables as well.
   * 1. **True**
     2. False

1. When connecting to Access data in Excel 2019 which of the following is NOT one of the standard options for Refresh control in the Connection Properties dialog?
   * 1. Refresh this connection in Refresh All
     2. **Refresh data when closing the file**
     3. Enable background refresh
     4. Refresh data when opening the file

1. When using the Excel 2019 Query Editor it is possible to delete Applied Steps as part of the editing process.
   1. **True**
   2. False

1. When getting data from a web page in Excel 2019 which of these symbols can indicate the tops of any tables on the page?
   * 1. Green check mark on black background
     2. **Black arrow on yellow background**
     3. Yellow arrow on black background
     4. Black question mark on green background

CHAPTER 10 Tables

1. The Create Table dialog in Excel 2019 includes a check box to indicate whether the table has headers.
   * 1. **True**
     2. False

1. Which of the following is a requirement when using the Resize Table dialog in Excel 2019 to resize a table?
   * 1. The totals must remain in the same row
     2. The first column must not be moved
     3. You can only change either the number of rows or the number of columns in one operation
     4. **The headers must remain in the same row**

1. When using the Remove Duplicates dialog in Excel 2019 it is possible to specify any number of the columns in the table as being part of the contents of each row that must match in order to identify a duplicate.
   * 1. **True**
     2. False

1. When referencing a table column by name from outside a table in Excel 2019, which of these pairs of characters should the column name be surrounded by?
   * 1. Round brackets
     2. Hash (#) symbols
     3. **Square brackets**
     4. At (@) symbols
2. When modifying a table style in Excel 2019, the maximum stripe size is 5.
   * 1. True
     2. **False**

CHAPTER 11 Pivot Tables

1. Whilst developing a pivot table in Excel 2019 if you decide to apply grouping to a date field, which of the following time periods is NOT one of the standard Group By options?
   * 1. **Weeks**
     2. Months
     3. Quarters
     4. Years

1. In Excel 2019 the default layout for a pivot table report is Compact Form.
   * 1. **True**
     2. False

1. In Excel 2019 it is possible to control which field buttons are shown on a Pivot Chart. On which of the PIVOTCHART TOOLS ribbon tabs would you find the Field Buttons control that enables you to do this?
   * 1. DESIGN
     2. FORMAT
     3. DATA
     4. **ANALYZE**
2. The transactional data that is to be used to build a pivot table in Excel 2019 should be arranged into rows rather than columns.
   * 1. **True**
     2. False
3. When using the PivotTable Fields list in Excel 2019 if you check a field of type text or date to which of the following drop zones is it automatically added?
   * 1. Values
     2. **Rows**
     3. Filters
     4. Columns

CHAPTER 12 Data Analysis

1. To enable the Solver Add-In in Excel 2019 if it is not already enabled you can do so via the Add-Ins page in Excel Options.
   * 1. **True**
     2. False

1. Which of the following is NOT one of the options available from the What-if Analysis drop-down in the Data Tools group on the Excel 2019 DATA tab?
   * 1. Data Table...
     2. Scenario Manager...
     3. **Solver...**
     4. Goal Seek...

1. When using Goal Seek in Excel 2019 you may need to adjust Maximum Change to increase accuracy. You may also need to increase Maximum Iterations.
   1. **True**
   2. False

1. Which of the following is NOT one of the options for Set Objective when using Solver in Excel 2019?
   * 1. Value Of
     2. **Sum**
     3. Max
     4. Min

CHAPTER 13 Graphs and Charts

1. An Excel 2019 Surface Chart is used to represent the 3-D relationship between 3 variables on a 2-D screen or piece of paper.
   * 1. **True**
     2. False

1. Which of the following is represented by the top of the body of a black (down) candlestick in an Excel 2019 Open-High-Low-Close (Candlestick) Chart?
   * 1. **Open**
     2. Low
     3. Change
     4. Close

1. When using a 3-D Area Chart in Excel 2019 you can make it easier to see through a data series to a data series behind it by decreasing its transparency.
   * 1. True
     2. **False**
2. Which of the following is NOT one of the Excel 2019 Sparkline types?
   * 1. **Bar**
     2. Win/Loss
     3. Line
     4. Column

CHAPTER 14 Excel Web App

1. The Excel Web App has no VIEW tab.
   * 1. True
     2. **False**
2. From which tab on the Excel Web App ribbon would you access the facility to rename a workbook?
   1. **File**
   2. Save
   3. View
   4. Home

1. One way of zooming the view of a worksheet in the Excel Web App is to hold down the Ctrl key on the keyboard and use the + and – keys.
   1. **True**
   2. False
2. Which of the following is true about the Excel Web App?
   1. Macros can run provided that they use a reduced set of commands.
   2. Macros run normally.
   3. Only macros that have been created in standard desktop Excel can run in the Web App.
   4. **Macros do not run.**