*Experiencing MIS, 9e* **(Kroenke)**
**Chapter Extension 1  Introduction to Microsoft Excel 2019**

1) Nancy, a teacher, creates a table using Excel to list the number of students in her class. She uses rows and columns to add subject names and the grades received by each student. Nancy's table is also called a _____.
A) spreadsheet
B) notepad
C) clip art
D) pie chart
Answer:  A
AACSB:  Reflective Thinking
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Application

2) In an Excel spreadsheet, rows are identified by _____.
A) letters
B) numbers
C) Roman numerals
D) symbols
Answer:  B
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

3) In an Excel spreadsheet, columns are identified by _____.
A) letters
B) numbers
C) Roman numerals
D) symbols
Answer:  A
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

4) In Excel, a single spreadsheet is known as a _____.
A) workbook
B) note
C) worksheet
D) page
Answer:  C
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

5) In Excel, the intersection of a row and a column is called a _____.
A) node
B) grid
C) cell
D) junction
Answer:  C
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

6) An Excel workbook is a collection of one or more worksheets.
Answer:  TRUE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

7) Excel creates multiple worksheets when a new workbook is created.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

8) Each cell in an Excel spreadsheet is identified by the data entered in it.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

9) What is a spreadsheet?
Answer: A spreadsheet is a table of data having rows and columns. The rows are identified by numbers, and the columns are identified by letters. The term *spreadsheet* almost always refers to an electronic spreadsheet, and most frequently to a spreadsheet that is processed by Microsoft Excel. Electronic spreadsheets provide incredible labor savings over paper spreadsheets and were a major factor in the early adoption of personal computers. In Excel, the term *worksheet* refers to a spreadsheet. One or more worksheets are combined to form a workbook.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-1: What Is a Spreadsheet?
Classification: Concept

10) Explain the process of naming the rows, columns, and cells in Microsoft Excel.
Answer: Excel spreadsheets have rows and columns. The rows are identified by numbers, and the columns are identified by letters. Because there are only 26 letters in the alphabet, the following scheme is used to label columns: The letters A through Z identify the first 26 columns; the letters AA through AZ identify the next 26; BA through BZ the next 26; and so forth. The intersection of a row and a column is called a cell. Each cell is identified by the name of its row and column. For example, cell K5 is situated in the column K and row number 5.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-1: What Is a Spreadsheet?
Classification: Concept

11) In Excel, the wide bar of tools and selections that appears just under the tabs is called the _____.
A) menu tab
B) task pane
C) gridline
D) ribbon
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-2: How Do You Get Started with Excel?
Classification: Concept

12) Joe is working on a business presentation on his company's sales figures for the previous quarter. He needs to add a graph to his Excel worksheet showing the difference in sales figures of different quarters. Which of the following tabs will Joe use to add the graph?
A) DATA
B) FORMAT
C) VIEW
D) INSERT
Answer:  D
AACSB:  Reflective Thinking
Difficulty:  3: Challenging
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Application

13) In Excel, which of the following tabs is used for filtering and sorting information in a spreadsheet?
A) DATA
B) REVIEW
C) INSERT
D) HOME
Answer:  A
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Concept

14) In Excel, the REVIEW tab is used for _____.
A) creating more complex formulas
B) filtering and sorting data
C) tracking changes and making comments
D) configuring the appearance of Excel
Answer:  C
AACSB:  Information Technology
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Concept

15) The _____ tab is used for configuring the appearance of Excel.
A) VIEW
B) REVIEW
C) DATA
D) HOME
Answer:  A
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Concept

16) In Excel, the most frequently used tools and selections appear under the _____ tab.
A) DATA
B) HOME
C) VIEW
D) REVIEW
Answer:  B
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Concept

17) To save a worksheet in Excel, the Save option in the Edit menu is used.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Concept

18) In Excel, a sequence of tabs that appear in a horizontal line, just below the Excel icon, controls the contents of the ribbon.
Answer:  TRUE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Concept

19) In Excel, when the HOME tab is selected, the contents of the ribbon concern charts, filter, tables, and so forth.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-2: How Do You Get Started with Excel?
Classification: Concept

20) In Excel, the PAGE LAYOUT tab is used to format a page, often for printing.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-2: How Do You Get Started with Excel?
Classification: Concept

21) For general work in Excel spreadsheets, the tools and selection under the DATA tab are most useful.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-2: How Do You Get Started with Excel?
Classification: Concept

22) In Excel, the FORMULAS tab is used for creating complex formulas.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-2: How Do You Get Started with Excel?
Classification: Concept

23) A user enters a formula into cell G9. Which of the following would be possible if the user presses the F2 function key after selecting the cell G9?
A) The formula in G9 can be edited without retyping the entire formula.
B) The formula can be copied to the clipboard.
C) A graph can be created based on the cells that appear in the formula.
D) The formula in the cell can be locked.
Answer: A
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-3: How Can You Enter Data?
Classification: Concept

24) If a user enters the value 100 into cell G1, presses Enter, and then clicks the cell G1, a rectangle will be drawn around the cell with a little black box in the lower right-hand corner. Which of the following occurs if the user drags that little black box down to cell G7?
A) Excel will display values that progressively increase by 100 in each of those cells.
B) All of those cells will remain blank.
C) Excel will display the value 100 in all of those cells.
D) All of those cells' values will be multiplied by 100.
Answer:  C
AACSB:  Information Technology
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-3: How Can You Enter Data?
Classification:  Concept

25) Which of the following keys is used to edit the value in a cell without retyping the whole entry?
A) F1
B) F2
C) F3
D) F4
Answer:  B
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-3: How Can You Enter Data?
Classification:  Concept

26) If a user enters "jan" and "feb" in cells E1 and E2, respectively, selects those two cells and drags the small black box to three more cells below them, then _____.
A) the three cells will remain empty
B) Excel will display an error message
C) the three cells will display "jan," "feb," and "jan," respectively
D) the three cells will display "mar," "apr," and "may," respectively
Answer:  D
AACSB:  Information Technology
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-3: How Can You Enter Data?
Classification:  Concept

27) Data can be imported to Excel from other programs.
Answer:  TRUE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-3: How Can You Enter Data?
Classification:  Concept

28) Excel lacks features that can add data into a spreadsheet based on a pattern.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-3: How Can You Enter Data?
Classification: Concept

29) If the months of a year are entered in the text form, then Excel does not recognize them as a pattern.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-3: How Can You Enter Data?
Classification: Concept

30) Using the F2 function key is recommended when a user has a long value in a cell and wants to edit a letter or two without retyping the whole entry.
Answer: TRUE
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-3: How Can You Enter Data?
Classification: Concept

31) What are the different ways of entering data into an Excel worksheet?
Answer: Data can be entered into an Excel worksheet in three ways:
1. Key in the required data–to key in the required data, click on the cell in which the data is to be added, type the data, and press Enter.
2. Let Excel add data based on a pattern–to add data based on a pattern, enter values based on the pattern in one or more cells, select the cell(s), and drag the mouse to the required number of cells.
3. Import data from another program–data can be entered into an Excel worksheet by importing data from another program such as Microsoft Access.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-3: How Can You Enter Data?
Classification: Concept

32) Which of the following is TRUE of the options for modifying rows and columns in Excel?
A) To add a column, click the name of the column before which new columns are needed and select as many columns to the right as required.
B) To increase the size of a column, drag the line between the two columns in the column headings to the left.
C) To insert new rows, click the number of the row below which new rows are needed and select as many rows below as required.
D) To decrease the height of a row, drag the line between the line numbers down.
Answer: A
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-4: How Can You Insert and Delete Rows and Columns and Change Their Size?
Classification: Concept

33) In Excel, to insert new rows, click the number of the row above which new rows need to be added, and then select the number of rows to be added.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-4: How Can You Insert and Delete Rows and Columns and Change Their Size?
Classification: Concept

34) In Excel, an entire row or column can be selected by clicking the name of the row or column.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-4: How Can You Insert and Delete Rows and Columns and Change Their Size?
Classification: Concept

35) Explain the process of inserting rows and columns in Microsoft Excel.
Answer: To insert new rows in Microsoft Excel, click the number of the row above which new rows are to be inserted and select as many rows as required, left-click, and then select Insert. The new rows would be inserted above the selected row. To add columns in Microsoft Excel, click the name of the column before which new columns are to be inserted, select as many columns to the right as required, right-click, and then select Insert.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-4: How Can You Insert and Delete Rows and Columns and Change Their Size?
Classification: Concept

36) The _____ section of the ribbon in Excel enables selected text to be centered both horizontally and vertically in a cell.
A) font
B) alignment
C) styles
D) editing
Answer:  B
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-5: How Can You Format Data?
Classification:  Concept

37) Selecting the $ English (U.S.) option displays numbers with a dollar sign and two decimal places.
Answer:  TRUE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-5: How Can You Format Data?
Classification:  Concept

38) Rachel is working on a spreadsheet to calculate financial ratios. She tabulates the values and begins creating a formula to calculate the ratios. Which of the following signs should Rachel remember to use at the beginning of her formula?
A) plus sign
B) minus sign
C) percentage sign
D) equal sign
Answer:  D
AACSB:  Reflective Thinking
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-6: How Can You Create a (Simple) Formula?
Classification:  Application

39) In Excel, _____.
A) only 26 columns are present
B) an entire row cannot be deleted, but an entire column can be deleted
C) only numbers are recognized as patterns used to fill data
D) a formula that does not start with an equal sign is considered as a text value
Answer:  D
AACSB:  Information Technology
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-6: How Can You Create a (Simple) Formula?
Classification:  Concept

40) In an Excel sheet, what is the meaning of the formula =SUM(C3:C8)?
A) Add all the values starting from the third cell to eighth cell in the third column.
B) Add all the values starting from the third cell to eighth cell in the third row.
C) Add the value of the third cell in the third column to the eighth cell in the third column.
D) Add the value of the third cell in the third row to the eighth cell in the third row.
Answer:  A
AACSB:  Information Technology
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-6: How Can You Create a (Simple) Formula?
Classification:  Concept

41) Whenever users have a problem with a calculation in Excel, they can press F2 to highlight the cells involved in that calculation.
Answer:  TRUE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-6: How Can You Create a (Simple) Formula?
Classification:  Concept

42) While copying a formula, Excel can adjust the terms of the formula to refer to the cells, in the row to which it is copied.
Answer:  TRUE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-6: How Can You Create a (Simple) Formula?
Classification:  Concept

43) The real power of Excel lies in its amazing computational capability. Explain.
Answer:  Excel can be used to work with a number of built-in and user-created formulas. It has a system in place to highlight areas that need to be corrected and to assign color codes to the cells so that a user can easily see which cells are being used in a given formula. Excel also has the capability to copy formulas and adjust the terms of the formula so that each would refer to cells in the row to which it was copied. Finally, it has a number of preprogrammed activities that allow users to sum figures, average figures, and perform many other calculations by selecting a choice from the Formulas tab.
AACSB:  Information Technology
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-6: How Can You Create a (Simple) Formula?
Classification:  Concept

44) Angelo's spreadsheet has more columns than rows therefore he wants a sideways or *Landscape* print of the sheet. His secretary, however, gets an upright print. Angelo asks his secretary to take another print because he was unhappy with the _____.
A) layout
B) orientation
C) alignment
D) setup
Answer:  B
AACSB:  Reflective Thinking
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-7: How Can You Print Results?
Classification:  Application

45) Which of the following is TRUE of the printing option in Excel spreadsheets?
A) Gridlines can only be viewed in the print preview and cannot be printed.
B) Print Preview is present in the Review tab.
C) Landscape orientation prints a worksheet upright.
D) Print area can be used to specify the portion of the spreadsheet to be printed.
Answer:  D
AACSB:  Information Technology
Difficulty:  2: Moderate
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-7: How Can You Print Results?
Classification:  Concept

46) The tools and selections in the PAGE LAYOUT ribbon determine how a document will be arranged as a printed document.
Answer:  TRUE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-7: How Can You Print Results?
Classification:  Concept

47) If a spreadsheet is printed sideways on a page, the orientation is said to be portrait.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-7: How Can You Print Results?
Classification:  Concept

48) The portion of the spreadsheet to be printed can be specified using margins.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-7: How Can You Print Results?
Classification:  Concept

49) If you are learning Excel it is best to begin with the previous version.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

50) John is working in Excel and notices that his rows are numbering past 2000. What would be the best action in this situation?
A) Break the sheet into different workbooks.
B) Delete the data even if it is necessary.
C) Begin using a database instead.
D) Just keep adding data, Excel is limitless.
Answer:  C
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

51) Which tab holds the most frequently used tools and selections?
A) VIEW
B) REVIEW
C) DATA
D) HOME
Answer:  D
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Concept

52) Excel can only locate patterns within numbers.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-3: How Can You Enter Data?
Classification:  Concept

53) You cannot add a row or column to excel if there is data in the cell.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-4: How Can You Insert and Delete Rows and Columns and Change Their Size?
Classification:  Concept

54) Excel has a one way to format the spreadsheet.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-5: How Can You Format Data?
Classification:  Concept

55) If you want to use a formula in a different cell you have to input it again.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-6: How Can You Create a (Simple) Formula?
Classification:  Application

56) Which of the following is an incorrect formula in Excel?
A) =A3+B4+G9
B) =1*9*3-100
C) K9/L10
D) =SUM(C3:C8)
Answer:  C
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-6: How Can You Create a (Simple) Formula?
Classification:  Application

57) Excel spreadsheets can only be printed with gridlines visible.
Answer:  FALSE
AACSB:  Reflective Thinking
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-7: How Can You Print Results?
Classification:  Application

58) Excel gives you an unlimited number of rows and columns.
Answer:  FALSE
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-1: What Is a Spreadsheet?
Classification:  Concept

59) Which tab would you use add a picture to the Excel worksheet?
A) VIEW
B) REVIEW
C) DATA
D) HOME
Answer:  D
AACSB:  Information Technology
Difficulty:  1: Easy
Course LO:  Describe the major types of computer hardware and software used by companies.
Learning Obj:  LO CE1-2: How Do You Get Started with Excel?
Classification:  Concept

60) When you click the name of a row you are selecting the entire row.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-4: How Can You Insert and Delete Rows and Columns and Change Their Size?
Classification: Concept

61) What is the best action to take if you do not know how to accomplish a task in Excel?
A) Click the question mark in the upper right-hand corner.
B) Attempt to complete the tasks in a different way.
C) Ask a friend.
D) Quit.
Answer: A
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-5: How Can You Format Data?
Classification: Concept

62) What is the real power of Excel?
A) Ease of data entry.
B) The ability to change the form of the spreadsheet.
C) Computational capability.
D) The flexible way you can format data.
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-6: How Can You Create a (Simple) Formula?
Classification: Application

63) What is the best tip for saving paper and ink in Excel?
A) Use Excel Print Preview feature.
B) Change the arrangement of the page in page layout.
C) Break the worksheet into smaller workbooks.
D) Print without gridlines.
Answer: A
AACSB: Reflective Thinking
Difficulty: 1: Easy
Course LO: Describe the major types of computer hardware and software used by companies.
Learning Obj: LO CE1-7: How Can You Print Results?
Classification: Application