# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enhanced Microsoft Office 2013: Excel Chapter 3 – Short Answer

Instructions: Fill in the best answer.

1. After you tap or click the Paste button, Excel immediately displays the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button.

2. Using touch or the mouse to move or copy cells is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. If you insert a single row by using the Insert command on the shortcut menu, you can continue inserting rows by repeatedly press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key.

4. When assigned to a cell, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ function returns a number that corresponds to the system date and time beginning with December 31, 1899.

5. A formula using a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cell reference instructs Excel to keep the cell reference constant in the formula as it copies it to the destination area.

6. In Excel, you can use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ function when you want to assign a value to a cell based on a logical test.

7. You can magnify or shrink the appearance of a worksheet or chart by using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button on the VIEW tab.

8. Excel allows you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ columns and rows, so that Excel displays their content on the screen, no matter how far down or to the right you scroll.

9. Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ analysis or sensitivity analysis.

10. If you know the result you want a formula to produce, you can use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to determine the value of a cell on which the formula depends.