Excel Module 6 Quick Check Answers

Session 6.1 Quick Check

1. A field is a single value that describes a person, place, or thing. A record is a group of related fields.
2. Four panes are created.
3. Freeze panes for panes placed at the top and left of the workbook window, Freeze Top Row to freeze the worksheet’s top, and Freeze First Column to freeze the worksheet’s first column.
4. No, duplicate values located anywhere within the selected range will be highlighted by the conditional format rule.
5. In a large enough company, there is a risk that two different employees will have the same name.
6. From the earliest date and time to the latest
7. Dept is the primary sort field; Hire Date is the secondary sort field.
8. Sort the data range by order the field for which you want the subtotals calculated.

Session 6.2 Quick Check

1. They are hidden in the worksheet, but the data is not removed.
2. With an AND logical operator
3. To join several fields with an OR logical operator
4. The formatting adjusts to retain the banded row effect.
5. Employees[Income]
6. =AVERAGE(Employees[Income])
7. [#Headers]

Session 6.3 Quick Check

1. Use slicers when you want to filter the data into a few distinct categories that can be easily listed within the slicer and when you want to perform the filter on a separate worksheet from the data.
2. Use filter buttons when you want to apply text filter, date filters, and numeric filters, and when you want to view all of the record in place as you filter the data.
3. No, slicers cannot be used with data ranges.
4. No, slicers can be moved to another worksheet but not to another workbook.
5. =SUBTOTAL(9, Sales\_Result[Sales Price])
6. =SUBTOTAL(1, Sales\_Result[Sales Price])
7. =VLOOKUP(B10, Sales\_Result, 3, FALSE)