# Quick Concepts Check Answer Key Exploring Microsoft Excel 2016, Chapter 4

1. **What is the purpose of freezing panes in a worksheet?**  
   The purpose of freezing panes is to keep column and/or row labels onscreen as you scroll through a large dataset.
2. **Why would you want to insert page breaks instead of using the automatic page breaks?**  
   You might want to adjust page breaks if the automatic page breaks occur in undesirable locations. For example, a worksheet might contain data organized by groups in which the automatic page break occurs after the first row of a particular group. You can insert a page break before that row so that the data will be printed on the same page as the rest of its related data.
3. **What steps should you take to ensure that column labels display on each printed page of a large dataset?**  
   You can select the *Rows to repeat at top* option in the *Print titles* section on the Sheet tab in the Page Setup dialog box.

**4.** **List at least four guidelines for planning a table in Excel.**  
Keep field names on the top row.  
Keep field names relatively short, descriptive, and unique.  
Format the field names so that they stand out from the data.  
Enter data for each record on a row below the field names.  
Do not leave blank rows between records or between the field names and the first record.  
Delete any blank columns between fields in the dataset.

**5.** **Why would you convert a range of data into an Excel table?**  
Column headings remain onscreen without having to use Freeze Panes. Table styles easily format table rows and columns with complementary fill colors.  
Calculated columns where the formulas copy down the columns automatically are available to create and edit.  
Calculated total row enables the user to implement a variety of summary functions.  
Structured references can be used instead of cell references in formulas.  
Table data can export to a SharePoint list.

**6.** **What are six options you can control after selecting a table style?**  
The six options include header row, total row, first column, last column, banded rows, and banded columns.

**7.** **What is the purpose of sorting data in a table?**  
Sorting helps you arrange data in different sequences so that you can display the data in different perspectives for analysis.

1. **What are two ways to arrange (sort) dates?**   
   Sort Oldest to Newest  
   Sort Newest to Oldest
2. **List at least five ways you can filter numbers.**  
   Exact number(s) by clicking check box(es), Equals, Does Not Equal, Greater Than, Greater Than Or Equal To, Less Than, Less Than or Equal To, Between, Top 10, Above Average, Below Average
3. **Assume you are filtering a list and want to display records for people who live in Boston or New York. What settings do you enter in the Custom AutoFilter dialog box for that field?**  
   equals Boston  
   Or  
   equals New York
4. **How is conditional formatting similar to an IF function?**  
   Conditional formatting is similar to the IF function in that they both perform a task conditionally—based on the truth of the condition. If a condition is true, an IF function provides a particular result. If a condition is met, the conditional formatting rule applies formatting.
5. **What conditional formatting would be helpful to identify the three movies with the highest revenue playing at theaters?**  
   Top/Bottom Rules
6. **How is the data bar conditional formatting helpful when reviewing a column of data?**  
   Data bar conditional formatting displays a horizontal gradient or solid fill indicating the relative value of each cell’s value to those in the applied range. The higher the value compared to other cells, the wider the data bar.