# Quick Concepts Check Answer Key Exploring Microsoft Excel 2016, Chapter 9

1. **What are the benefits of grouping worksheets? What precautions should be taken when using grouped worksheets?**  
   Grouping worksheets gives the user the ability to make the same updates to multiple worksheets at the same time. The user can apply formats, enter data, enter formulas, and select page setup options for grouped worksheets.   
     
   The user should be cautious to remember to ungroup worksheets before resuming individual data entry or edits on a sheet. Sometimes, users forget to ungroup sheets and start editing data. The edits are then entered into the still-grouped worksheets.
2. **Besides linking inside a worksheet, where else can hyperlinks lead the user?**  
   You can create a hyperlink inside a worksheet, to a different workbook, to an email address, and to an external file or website**.**
3. **What are the benefits of using split windows?**  
   Splitting enables you to divide a worksheet window into two or four resizable panes so you can view separate parts of a worksheet at the same time. All panes are part of the one worksheet. Any changes you make to one pane affect the entire worksheet.
4. **Why should you create a 3-D reference (=JuneSales!F15) in one worksheet (Year) that refers to a cell in another worksheet (JuneSales) instead of just typing a value in the second worksheet (Year)?**  
   If the value on the original worksheet (JuneSales) changes, that change will be updated automatically in the second worksheet (Year) so that you do not have to change a value in both worksheets.
5. **How should worksheets within a workbook be structured to build a function (such as AVERAGE) using 3-D references?**  
   The worksheets must have a similar structure so that the values you need in the AVERAGE function are located in the same cell within each worksheet you will use in the 3-D reference.
6. **Describe what happens when you open a workbook with links to other workbooks where the other workbooks have been moved to a different folder on your computer.**  
   The links will not update automatically. Excel will display an error message: This workbook contains one or more links that cannot be updated.
7. **What is the difference between precedent and dependent cells?**  
   A dependent cell contains a formula that is dependent on other cells values. A precedent cell is referenced by a formula in other cells.
8. **What is the benefit of a setting up a Watch Window?**   
   The Watch Window gives the user the ability to monitor the values of multiple cells in real time.
9. **What is the benefit of using data validation?**  
   Data validation is a method of reducing user error when inputting data in cells. Data validation enables you to specify and correct the kind of data that can be entered, specify an input message alerting users when they click a cell that only specific types of data can be entered in that cell, and specify error messages that display when others persist and attempt to enter incorrect data.