**Multiple Choice Answer Key**

# Exploring Microsoft Excel 2016, Chapter 4

1. You have a large dataset that will print on several pages. You want to ensure that related records print on the same page with column and row labels visible and that confidential information is not printed. You should apply all of the following page setup options *except* which one to accomplish this?

**d. Change the print page order.**

2. You are working with a large worksheet. Your row headings are in column A. Which command(s) should be used to see the row headings and the distant information in columns X, Y, and Z?

**a. Freeze Panes command**

3. Which statement is not a recommended guideline for designing and creating an Excel table?

**c. Leave one blank row between records in the table.**

4. Which of the following characters are wildcards in Excel? (Check all that apply)

**a. \***

**c. ?**

5. What should you do to ensure records in a table are unique?

**b. Use the Remove Duplicates command.**

6. Which Conditional Formatting rule is best suited to apply formatting to the top 5 values in a range of values?

**c. Top 10 Items**

7. Which date filter option enables you to restrict the view to only dates that occur in March of 2018.

**d. Between**

8. Which of the following is an unqualified structured reference?

**a. =[Purchase\_Price]-[Down\_Payment]**

9. Which of the following is not an aggregate function that can be applied in a total row?

**d. VLOOKUP**

10. If you would like to set a conditional formatting rule based on the function =AND(G6=”Finance”, H7<7000) which formatting rule type is needed?

**c. Use a formula to determine which cells to format**