**Multiple Choice Answer Key**

# Exploring Microsoft Excel 2016, Chapter 5

1. A worksheet contains a list of graduates at your university. The worksheet contains these columns in this sequence: Student Last Name, Student First Name, College, Major, and GPA. Data are sorted by College, then by Major, and then by Student Last Name. What is the default *At a change in* setting within the Subtotal dialog box, and what would be a more appropriate setting?

**d. Student Last Name (default field), College (correct field)**

2. You created an outline within a worksheet. What does the - button indicate to the left of a row heading?

**a. You can click it to collapse the details of that category.**

3. A worksheet contains a PivotTable placeholder and the Field List. No fields have been added to the PivotTable yet. If you click the College Major field check box in the Field List, where does Excel place this field?

**c. ROWS area**

4. You created a PivotTable to summarize commissions earned by employees in each department. What is the default summary statistic for the commissions field when you add it to the PivotTable?

**d. Sum**

5. You have created a PivotTable and made some changes to values in the original dataset from which the PivotTable was created. How does this affect the PivotTable?

**b. Changes in the dataset do not affect the PivotTable until you refresh the PivotTable.**

6. What settings should you select for a PivotTable if you want to apply a different color scheme and display different fill colors for main category rows and horizontal lines within the PivotTable?

**a. Banded Rows and Banded Columns check boxes**

7. You have just created a slicer for the State field in a PivotTable. Which of the following does not characterize the initial slicer?

**a. The slicer buttons are set to filter out all records.**

8. Which PivotTable calculated field is correctly constructed to calculate a 20% tip on a meal at a restaurant?

**b. ='Meal Cost'\*.2**

9. You have created a PivotChart showing sales by quarter by sales rep. Before presenting it to management, you notice the name of a rep who has since been fired. How do you remove this rep from the chart without deleting the data?

**c. Filter the Sales Rep field in the PivotChart and deselect the employee’s check box.**

10. Currently, the House Types field is in the ROWS area, the Real Estate Agent field is in the COLUMNS area, and Sum of List Prices is in the VALUES area. How can you modify the PivotTable to display the agent names as subcategories within the house types in the first column?

**d. Drag the Real Estate Agent field from the COLUMNS area and drop it below the House Types field in the ROWS area.**