

MICROSOFT EXCEL 2010 ADVANCED (TXL10AD)

Assessment Questions

Assessment questions provide an opportunity to review concepts covered in a chapter in order to ensure it is clearly understood. Sometimes in learning, when a person reads, sees or hears content, they believe they understand it and if asked about the information or skill they can repeat it. The human brain is tricky though and being able to repeat something does not necessarily mean it is understood much less that the information will be able to be integrated into the virtually limitless number of ways we may encounter a need for it in the real world. The result of effective learning is the ability to truly comprehend concepts and skills and then be able to apply that knowledge to any variety of situations when appropriate.

To assist in optimizing your learning experience, the assessment questions attempt to review the main objectives of a lesson by offering options from which you can hopefully make justified choices through reasoned responses. They may be presented in a variety of ways including multiple choice, short answer, fill in the blank, true/false, ordering, labeling and matching questions. By completing the assessment questions, you will improve comprehension and retention so you have additional tools to assist you in addressing tasks in your work or personal life.

Chapter 1: Advanced Calculations

- 1 . What can be used as an argument in an Excel function?
 - A. Constants (types in or hard-coded values)
 - B. Cell/range references
 - C. Names
 - D. Other functions
 - E. Either B or C
 - F. All of the above

- 2 . What method(s) are available to assist you in selecting and filling out an Excel function? (Check all that apply)
 - A. Function AutoComplete
 - B. Function library
 - C. Insert Function option from the Formulas tab
 - D. Insert Function button from the Formula Bar
 - E. Name box drop-down after typing an equals sign

- 3 . What category of function would you use to have Excel return the description and price of an item from an inventory list for which you know the item's SKU number?
- A. Financial
 - B. Logical
 - C. Lookup & Reference
 - D. Math & Trig
- 4 . True/False: In order for a financial function like PMT to return an accurate answer, the arguments like rate, nper and type of payment you are looking for must be in the same terms such as annual or monthly.
- 5 . The “sticking together” of cell values with static text and punctuation in order to create new combined values is known as _____.
- 6 . Which function returns the current computer date and time?
- A. Date
 - B. Now
 - C. Time
 - D. Today

Chapter 2: Subtotals & Outlines

- 1 . What is the first step in creating subtotals using the Subtotals feature in Excel?
 - A. Clear all formatting
 - B. Format the data as a table
 - C. Outline the data
 - D. Sort by the changing field
- 2 . True/False: Outlines (grouping) can be manipulated once subtotals are in place but cannot be created without subtotals.
- 3 . True/False: Multiple subtotal calculations based on more than one field can be added to the same data at the same time.
- 4 . How do you save a file to the older 97–2003 file format?
 - A. Convert
 - B. Open in older software version
 - C. Save As
 - D. Share
- 5 . True/False: In general, there are few considerations when saving a file to the older 97–2003 file format for a person viewing the file. Most issues arise from losing functionality. For example, content created with “new” features will appear or look the way it did in the new version but it will lose its interactivity or functionality.

Chapter 3: PivotTables©

- 1 . What are the benefits of a PivotTable?
 - A. Summarizes data
 - B. Compacts data
 - C. Allows quick, easy summary calculations
 - D. Is interactive (can be sorted and filtered)
 - E. All of the above

- 2 . True/False: In order for a PivotTable to be generated, the source data should have at least two columns (fields), labeled with text along the top row and at least two records or rows of data immediately below the field labels.

- 3 . From which Ribbon tab can you create a PivotTable?
 - A. Home
 - B. Insert
 - C. Formulas
 - D. Data

- 4 . What new feature does Excel 2010 provide to make filtering PivotTables faster, easier and more intuitive?
 - A. OLAP Tools
 - B. PivotCharts
 - C. Slicers
 - D. Sparklines

- 5 . What PivotTable feature would you use to allow double-clicking of a PivotTable calculated field to display a new worksheet showing all of the records that were inputs for that particular calculation?
 - A. PivotTable Options
 - B. PivotChart
 - C. Refresh
 - D. Value Field Settings

Chapter 4: Adapting Charts for Complex Data

- 1 . What Excel chart feature would be most helpful if you wanted to show two disparate (very different) values on the same chart?
 - A. Bubble Chart
 - B. Error bars
 - C. Projection
 - D. Secondary axis
 - E. Trendline

- 2 . When showing survey result where the results are known to statistically be plus/minus 3% from the data shown, what Excel chart feature would you use to show this possible variance?
 - A. Error bars
 - B. Projection
 - C. Secondary axis
 - D. Trendline

- 3 . True/False: There are no right or wrong chart types, just ones that illustrate the message you are trying to convey about your data better than others.

Chapter 5: Advanced Data Tools

- 1 . What type of data can Excel import? (Check all that apply)
 - A. Text
 - B. Access
 - C. Internet
 - D. XML

- 2 . If you want to include a clickable link to provide supporting details about something on your spreadsheet, you could add a _____ which could take a user to another file, a web address, a different place in the same workbook or even a person's e-mail address.

- 3 . If you received a worksheet that had a list of contact names all in a single cell, which Excel feature might you use to split those names out into their own columns?
 - A. Concatenation
 - B. Data Validation
 - C. Text to Columns
 - D. Any of the above

- 4 . From which tab would you manage connected data such as a linked database, either managing the connection itself or refreshing the data?
 - A. Home
 - B. Formulas
 - C. Data
 - D. Review
 - E. Developer

- 5 . Which feature would you use in order to ensure only one of five possible department designations were entered for a specific field?
 - A. Conditional Formatting
 - B. Data Consolidation
 - C. Data Validation
 - D. Watch

- 6 .** True/False: By default, all cells on a worksheet are locked but the worksheet must be protected before the locking takes effect.

Chapter 6: Auditing Calculated Values

- 1 . What Excel option would you use if you wanted to visually see what values a calculation relied upon for its own result?
 - A. Evaluate Formula
 - B. Trace Precedents
 - C. Trace Dependents
 - D. Show Formulas

- 2 . What symbol precedes all error indicators in Excel?
 - A. At symbol (@)
 - B. Equals sign (=)
 - C. Exclamation mark (!)
 - D. Pound symbol (#)

- 3 . True/False: Errors can simply be ignored in Excel.

- 4 . What does watching cells in Excel allow you to do? (Short answer)

- 5 . True/False: Evaluating a formula allows you to have Excel see if a worksheet can be better arranged or formatted.

Chapter 7: Performing a What-If Analysis

- 1 . What tool would you use to find the exact price of a car you could buy if you knew what interest rate you could get on a 5-year loan and what monthly payment you could afford?
 - A. AutoCalculate
 - B. Goal Seek
 - C. Scenarios
 - D. Solver

- 2 . True/False: You can store multiple scenarios in any given worksheet but you can only have one changing cell per scenario.

- 3 . The What-If tools in Excel are found on what Ribbon tab?
 - A. Formulas
 - B. Data
 - C. Developer
 - D. They are not found on the Ribbon by default, but can be added as a group

Chapter 8: Macros, VBA & Security

- 1 . In what language does Excel 2010 record macros?
 - A. Basic
 - B. .NET
 - C. VB
 - D. VBA
 - E. XML
- 2 . True/False: The default cell reference when recording a macro is absolute referencing.
- 3 . If you wanted to store a macro so both you and your co-workers could access it on your computers as well as reuse it in a variety of Excel files, where would you store it?
 - A. New Workbook
 - B. Personal Macro Workbook
 - C. This Workbook
 - D. All of the above will work
- 4 . Once recorded, in which way(s) can you run a macro? (Check all that apply)
 - A. Run it from the Macros option on the Developer tab
 - B. Use a keyboard shortcut
 - C. Add a button to the QAT
 - D. Add an option to the Ribbon
 - E. Create a clickable shape on the worksheet
- 5 . True/False: In VBA, macros are recorded and the code stored in a module as a sub routine which can be viewed in the VBA editor after recording.