

Bits 211



**ASSIGN  
BUSTER**

Excel stores spreadsheets in files called? The contents are located where?  
Workbooks; shown in the workbook window What displays the cell reference of the active cell? Name box This button is used to select all of the cells in the active worksheet. Select all button This is defined as the number along the left side of the worksheet window that identify the different rows in the worksheet. If you click on it it will select the entire worksheet row Row heading This is used to scroll the list of sheet tabs in the worksheet Sheet tab scrolling button The sheet currently displayed in the workbook window is called? Active sheet; the tab is white when highlighted. This displays the value or formula entered in the active cell. Formula bar A workbook is made up of individual (blank). It is identified by a (blank), which appears in the (blank). sheet; sheet name; sheet tab The color of inactive sheets are colored what? Gray Each intersection of a row and column is called what? Cell Worksheet data is placed within separate what? Cells This is the name given to the cell currently selected in the active worksheet. Active Cell This is outlined with a thick border and the corresponding row and column headings are highlighted. Active Cell This increases or decreases the display of content in the worksheet. The controls are found on the bottom right corner of the spreadsheet. Zoom controls These are the letters along the top of the worksheet window identify the different columns in the worksheet. You click a letter to select the entire column. Column Headings This displays the contents of the spreadsheet laid out in a grid of rows and columns. Worksheet. This is a collection of text and numbers laid out in a rectangle grid. Spreadsheet This is when you change one or more values in a spreadsheet and then assess the effect those changes have on the calculated values. What-if analysis This contains an Excel chart that provides

a visual representation of worksheet data. Chart Sheet Each cell within a worksheet is identified by what? Cell Reference A planning analysis worksheet contains what 4 questions? (1) What problems do I want to solve? (2) What data do I need? (3) What calculations do I need to enter? (4) What form should my solution take? Text that doesn't fit within the cell covers the cell(s) which way? the right Worksheet cells can contain what? text, numbers, dates, times This is the term to describe any combination of letters, numbers, and symbols that form words and sentences. Text Data Text Data is normally referred to as a (blank), because it contains a string of text characters. Text String This is referred to an any numerical value that can be used in a mathematical calculation. Number Data These are commonly recognized formats for date and time values. Date and Time Data This is the term given when the rest of a piece of text entry is hidden. Truncated What two buttons do you press in order to create an insertion point that moves a new line within a cell. Alt and Enter This is a feature of Excel that tries to anticipate the remaining characters by displaying text that begins with the same letters as a previous entry in the same column. Auto Complete What do you press on the ribbon to force text that extends beyond a cells border to fit within the cell? Wrap Text If a number exceeds a cell size, what do you see? ##### This is known as a single point on a computer monitor or printout. pixel How do you select multiple columns? By click and drag the pointer over multiple column headings. The height of an Excel row is measured in what? point or pixels This eliminates empty space by matching the row height or column width to it's tallest or longest cell entry. Autofitting This is when you remove data, leaving blank cells where the data

had been. Clearing DataThis removes both the data and the cells. Deleting DataThis tab opens the backstage view, which provides access to commands for saving and printing the workbook. File TabThis verifies words in the active worksheet against the programs dictionary. You can replace or ignore the words it flags as misspelled. Spelling checkerA group of cells is called what? Cell range or rangeThis indicates whether you are in Ready mode or Edit mode. Status barThis tab inserts a new worksheet at the end of a workbookInsert Worksheet tabThis tab provides commands to change the way worksheets appear on printed pages. Page Layout tabThis is an expression that returns a value. FormulaThis is two or more distinct adjacent ranges. Nonadjacent rangeThese buttons change how the worksheet content is displayed- Normal view, Page layout view, or page break previewView buttonsThis is a group of cells in a single rectangular block of cells. Adjacent rangeThis locates text and values in the workbookFind CommandThis overwrites texts and values in the workbookReplace commandThis button inserts Excel functions to sum, average, or count all the values in a column or row, as well as display minimum or maximum value in a columnSum button; also known as the Autosum buttonThis indicates the location and size of a cell range. Range Reference/the active cell in the selected range is what color? whiteOne way to move a cell or range is to select it, position the pointer over the bottom border of the selection, and then drag the selection to a new location. this technique is called what? Drag and dropThis indicates the range reference of the new locationScreenTipThis will place the cell contents into computer memory or on the Clipboard. CuttingThis is the button pressed when you want to take what was cut and placed on clipboard, in order to put it into new cell. PasteA formula is written using

(blank) that combine different values, resulting in a single value that is then displayed within the cell. Operators

The most common used operators are (blank) that perform addition, subtraction, multiplication, division and

exponentiation. Arithmetic operators This is a set of predefined rules used to determine the sequence in which operators are applied in a calculation.

Order of precedence What is the order of precedence? Parenthesis,

Exponentiation (^), multiplication (\*), and division (/), addition (+), and

subtraction (-) A formula is displayed where? Formula bar What mode would

you work in to edit the cell content? Edit Mode For greater speed and

accuracy, you can use the Find command to locate a string of characters

known as what? Search string You can replace text with new text characters

with what? Replacement string What three ways can you view a worksheet?

(1) Normal view (2) Page Layout view (3) Page Break view This view is what

view you see the Excel spreadsheet already in. Normal view This view shows

how the worksheet will appear when printed. Page Layout view This view

displays the location of the different page breaks within the worksheet. Page

Break view Where are your three views located? Page Layout button This

occurs when the page is taller than it is wide. Portrait orientation This occurs

when the page is wider than it is tall. Landscape orientation You can view

formulas in a workbook by switching to what view? Formula view When this is

done to a print, thus reducing the width and the height of the printout to fit

the number of pages you specify by shrinking the text size as needed.

Scaling This copies and pastes formatting from one cell or range to another

without duplicating any data. Format Painter It what mode can you format a

text string within a cell? Edit Mode This is the specific design of a set of

characters, including letters, numbers, punctuation marks, and symbols.

TypefaceName examples of how a font can be formatted with a font style. Bold, italic, bold italic, underline, and colorWhat type of style is chosen to add a thousands separator and two decimal points, and line up values by their decimal points? Comma styleThis is a set of characters that employ the same typeface, such as Arial, Times New Roman, and CourierFontThis type of style lines up currency values by their currency symbol and decimal point; negative numbers are enclosed in parentheses. Accounting StyleThis group located on the ribbon has buttons for setting the horizontal and vertical alignment, the orientation, indents, and text wrapping of text in a cell, as well as merging cells. Alignment groupCombining several cells into one cellMergeIncreasing or decreasing the size of textFont SizeFont sizes are measured in what? PointsThis is known as a background color that can be added to cells to help differentiate parts of a worksheet or highlighted areasFill colorThis type of style formats numbers with the symbol %. Percentage styleThis is a line you add along an edge of a cell to improve readability of the data. BorderThis is the process of changing a workbook's appearance by defining fonts, style, colors, and decorative features. It doesn't affect the data itself, just the appearance. FormattingThis controls how fast the chart appears to recede from the viewer's eye. PerspectiveThis type of chart combines two or more Excel chart types into a single graph. Combination ChartThis provides options for formatting the appearance of sparklines. The Sparkline Tools Design TabThis displays data values using a connected line rather than columns or bars. Line ChartThis is a conditional format that adds a horizontal bar to the background of a cell proportional in length to the cell's value. Data BarThis is a graph that is displayed within a cell. You can create a line, column and a win/loss. SparklineThis axis appears

along the right side of the chart. Secondary Axis This is a collection of formats for text, colors, images, and graphical effects applied throughout a workbook. Theme This is associated with a particular theme and used for headings and body text in the workbook. Theme font This is what is used when you don't want to apply a font associated with a particular design. Text formatting this type of font retains its appearance no matter what theme is used with the workbook Non-theme font An example of this font would be Times New Roman, and has decorative strokes at the end of each character. Serif fonts An example of this font would be Arial, and does not include decorative strokes. Sans serif font These are the 12 colors that belong to the workbook's theme Theme colors This axis appears along the left side of the chart Primary Axis Then range of values. Scale This type of chart uses a column chart turned on its side so that the length of each bar is based on its value. Bar Chart This type of chart displays values in different categories as columns, the height of each column is based on its value Column Chart Lines that connect each data label to its corresponding data marker. Leader Lines This is the square or dot on the selection box that is used to change the object's width and height. Sizing Handle This is a box surrounding the chart object that is used to move or resize the object. Selection Box Merges the range into a single cell, but does not horizontally center the cell content. Merge Cells This is the title given to the five variations, in which a different tint or shading is applied to the theme color. Accents Merges each of the rows in the selected range across the columns in the range Merge Across This reverses a merge, returning the merged cell back into a range of individual cells. Unmerge Cells The Format Cells dialog box has six tabs, each focusing on a different set of formatting options. What are they? Number, Alignment,

Font, Border, Fill, Protection This provides options for formatting the appearance of numbers, including dates and numbers treated as text.

Number format This provides options for how data is aligned within a cell.

Alignment format Dark red, red, orange, yellow, light green, green light blue, blue, dark blue, and purple Standard Colors This is created by specifying a

mixture of red, blue, and green color values, making available 16.7 million

different colors. Custom Color This is the option that uses your Window default text and background colors, usually black text on white background.

Automatic color This displays the values in a way that makes it easy for the

reader to quickly understand and interpret them. Number Format This is a default Excel format, which displays values exactly as they are typed by the

user. General number format Merges the range into one cell and horizontally

centers the content. Merge & Center Font format This provides options for selecting font types, sizes, styles, and other formatting attributes such as

underlining and font colors. This provides combinations of formats to

customize the chart Chart Styles This contains the chart and all of the other chart elements. Chart Area This is a descriptive label or name for a chart.

Chart Title This is part of the chart that contains the graphical representation

of the data series. Plot Area This is a rectangular area that indicates the data markers associated with the data series. Legend Each value in a data series is

represented by what? (Such as a column or pie slice) Data Marker A chart in the shape of a circle that shows data values as a percentage of the whole.

Pie Chart This identifies the units at regular intervals on the chart axis. Tick

marks This provides options for adding and removing cell borders as well as

selecting a line style and color. Border format This provides options for

creating and applying background colors and patterns to cells. Fill format This



provides options for locking or hiding cells to prevent their users from modifying their contents. Protection formatThis is a fast and efficient way of maintain a consistent look and feel throughout a workbook. Format PainterThis tab has options you can use to define print formattingPage Layout TabThis is information that appears in the top margin of each printed page. It includes a summary information such as the filename and the date. HeaderThis can be set this information to appear on every printed page, by specifying rows or columns to repeat on the top left or each page; use this button on the Layout tab to do this. Print TitlesThis displays alternate rows in an Excel table with different fill colors. Banded RowsThis is information that is printed in the bottom margin of each printed page. It often includes summary information such as the current page number and the number in the printout. FooterThis is a visual representation of a set of data values. Charts show trends or relationships that may not be readily apparent from numbers alone. Chart or GraphThe object in a worksheetEmbedded chartThis is the range that contains the data to display in the chart. Data SourceThis is the first row of the data range, identifies the data seriesSeries NameA data source is a collection of one or more (blank) which is a range of values that is plotted as a single unit on the chart. Data SeriesThis is the first column of the data range, which are the groups of categories that the series values belong to. Category ValuesThis is the data displayed in the chartSeries ValuesThis displays the series values from the data series. Vertical or value axisThis displays the category values from each data series. Horizontal or category axisYou can apply a collection of formats, called a style, to different cells using the Cell Styles button. Cell Styles ButtonThis appears when an excel table is selected. Table Tools TabThis formats the entire table as a single

unit, once you identify the range. Table style This is the space between the page content and the edges of the page Margin This applies formatting only when a cell's value meets a specified condition. This is often used to help analyze data. Conditional format Treating the range of data as a distinct object in a worksheet. Excel table Name the six elements that can be turned on and off in the Table Style Options. Header Row, Total Row, First Column, Last Column, Banded Rows, Banded Columns. This will format the first row of the table Header Row This will insert a new row at the bottom of the table that adds the column values. Total Row Tests whether the value in A1 is less than or equal to the value in B1  $A1 \leq B1$  Tests whether the value in A1 is not equal to the value in B1  $A1 \neq B1$  The amount of money being loaned Principal The amount added to the principal by the lender Interest The interest is equal to the percentage of principal for each period that the money has been lent Simple Interest The interest is applied not only to the principal, but also to any accrued interest. Compound Interest To calculate the costs associated with a loan or mortgage, what 5 pieces of information do you need? (1) The amount being borrowed (2) The annual interest rate (3) The number of payment periods per year (4) When loan payments are due (5) The length of the loan in terms of the number of payment periods. This provides different options for organizing chart elements. Chart layouts This formats the first column of the table. First Column This formats the last column of the table. Last Column This formats alternating rows in different colors. Banded Rows This formats alternating columns in different colors. Banded Columns This is a key that allows each color used in the worksheet and what it means, so others know why certain cells are highlighted. Legend The region that is sent to the printer from the active sheet is known

as what? Print Area By default, Excel prints as much of the content that fits on single page without resizing the content, and then inserts (blank) to continue printing the remaining worksheet content on successive pages.

Automatic Page Breaks To split the worksheet into logical segments, which you can do by inserting (blank) that specify exactly where the page break occurs. Manual Page Breaks Functions are organized by the category in what library group? Function Library Group Copies content and formats from a cell or range into an adjacent cell or range. The cell contents can be text, values, or formulas. Auto fill This appears in the lower right corner of a selected cell or range. When it is dragged over adjacent cell or range will copy the content and formatting from the original cell into the selected range. Fill Handle This appears after you complete the fill so you can select whether to copy cell content and formatting, extend the data series, fill only the cell formatting, or fill only cell content. Auto Fill Options Button Payments are expressed as (blank) because they are treated as expenses. Negative numbers Tests whether the value in cell A1 is equal to the value in cell B1.  $A1 = B1$  Tests whether the value in A1 is greater than the value in B1  $A1 > B1$  Tests whether the value in A1 is less than the value in B1  $A1 < B1$  Tests whether the value in A1 is greater than or equal to the value in B1  $A1 >= B1$  What button will open the Insert Function dialog box from which you can select a function? Insert Function button This reference remains fixed when the cell formula is copied to a new location, and has a \$ in front of the column letter and the row number. Example  $\$C\$5$  Absolute Reference This reference is interpreted in relation to the location of the cell containing the formula. Relative Reference This argument is seen in bold and are needed for the function to return a value. Required arguments This displays the arguments used by

each function. The Function Arguments dialogue boxNumbers, text, or cell references used by the function to return a value. ArgumentsThese are not required for the function to return a valueOptional argumentsThis function returns the sum of the values in the range. SUM functionThis function returns the minimum value in the range. MIN functionWhat is it called when functions are placed inside another function. NestedThis is a function that works with statements that are either true or falseLogical FunctionThis is a function related to the monetary calculations, such as loans and paymentsFinancial FunctionThis is a function that inserts or calculates dates and timesDate FunctionThis is a logical function that tests a condition and then returns one value if the condition is true and another value if the condition is false. IF FunctionThis function calculates the amount of a monthly loan payment, based on rate (interest rate per month), nper (the total number of months to pay back the loan), and pv (the present value of the loan). PMT FunctionThis is a financial function that calculates the monthly payment required to pay back a loan. PMT FunctionThis can extend a series of numbers, patterned text, dates into the new selection. Auto fillThis function returns the average value of the range. Average functionThis function returns the maximum value in the range. MAX functionThis reference contains an absolute row or an absolute column. Mixed ReferenceTo select a nonadjacent range, select an adjacent range, press and hold      and then select other adjacent ranges. CtrlTo change a column width, you can click      on the Column submenu to make the column(s) as wide as the longest entry of the cells in the column. AutoFitWhen you copy a formula that contains an absolute reference to a new location, the reference     . does not changePamela is getting ready to purchase her first condominium. To get ready for the

mortgage process, she gathers her Excel spreadsheets that contain all of her financial information.

In the Function Arguments dialog box, Pamela enters the number of payments for the \_\_\_ argument.

Number of payments for the \_\_\_ argument. Pamela is getting ready to purchase her first condominium. To get ready for the mortgage process, she gathers her Excel spreadsheets that contain all of her financial information.

Assuming Pamela is faithful to her monthly payments and her interest rate does not change, she should be able to calculate the \_\_\_ of the loan.

There is a black "plus sign" on the lower right edge of the cell that is the \_\_\_. To change the order of operations, enclose part of the formula in \_\_\_. The contents of an active cell are displayed in the \_\_\_. A(n) \_\_\_ is a group of cells. To view formulas, rather than the resulting values in a worksheet, switch to \_\_\_. Row headings identify each row using a different \_\_\_. An Excel formula always begins with a(n) \_\_\_. In the figure above, the \_\_\_ replaces the current occurrence of the search string. Replace button In \_\_\_ orientation, a page is taller than it is wide. Using AutoFill is \_\_\_ than copying and pasting.

Most Recently Used is a \_\_\_ category in the Insert Function dialog box. \_\_\_ references are seldom used other than when creating tables of calculated values such as a multiplication table in which the values of the formula or function can be found in the initial rows and columns of the table.

Pamela is getting ready to purchase her first condominium. To get

ready for the mortgage process, she gathers her Excel spreadsheets that contain all of her financial information.

Pamela has been told by one bank that if approved, she will have to pay a compound interest. This means that \_\_\_\_.

interest paid is calculated on the principal and any previous interest payments that have been added to that principal. In the formula = IF(A1= B1, C1, C2), the result will be C2 if \_\_\_\_.

A does not equal B. For most loan and investment calculations, you need to enter the annual interest rate \_\_\_\_ the number of times the interest is compounded during the year. divided by.

In the following formula: = IF(A1=" YES", " DONE", " RESTART"), what happens if A1= " NO"? The formula returns the text " RESTART".

Copying a range of cells is similar to moving a range, except that you must press the \_\_\_\_ key while you drag the selection to its new location.

Ctrl. The active cell has a \_\_\_\_ border.

The characters +, -, \*, and / are examples of \_\_\_\_.

arithmetic operators. To select a large range of cells, click the first cell in the range, press and hold \_\_\_\_, and then click the last cell in the range.

Shift. The intersection of a row and column is known as a \_\_\_\_.

cell. In the figure above, the formula shown SUM(H6: H9) appears in the \_\_\_\_.

formula bar. Cutting a selection sends it to the \_\_\_\_ until you paste it.

Clipboard. Excel stores its documents as files called \_\_\_\_.

workbooks. nper stands for the \_\_\_\_.

total number of payment periods required to pay off the loan.

Which of the following is not a comparison operator? \_\_\_\_ <

Ajeesh has copied his data set to a new spreadsheet where he wants to draw attention to data that received above a 75% approval rating. To highlight these numbers, Ajeesh could apply \_\_\_\_.

the Greater Than rule with Conditional Formatting Options to rotate cells in Excel are available using the \_\_\_\_ button in the Alignment group on the Home tab. Orientation To remove banded rows from an Excel table, first you need to select the \_\_\_\_ tab on the Ribbon. Design You can create a \_\_\_\_ color by specifying a mixture of red, blue, and green color values. custom In the above figure, table styles are shown above the following group label: \_\_\_\_.

Table Styles By default, numbers appear in the \_\_\_\_ and generally display values exactly as you type them.

Answer General number format To avoid splitting a worksheet in awkward places, you can insert a(n) \_\_\_\_ to specify a specific breaking point. manual page break Ajeesh is part of a team creating a number of files with Microsoft Office. Ajeesh is working with four other team members to create individual files for a joint presentation. Ajeesh is in charge of the Excel workbook for his team.

Ajeesh wants his team's documents to have a common style and appear as a cohesive unit for a large end-of-year presentation. The easiest way to make all documents appear as a cohesive unit is to \_\_\_\_.

save the styles and themes as permanent files for other members of his workgroup \_\_\_\_ merges each of the rows in the selected range across the columns in the range.

Answer Merge Across The header and footer sections include \_\_\_\_.

and center section What sign begins a formula? = Cells are referenced by what? Column then row This allow you to view the results of common calculations without entering a formula into your worksheet.

Autocalculate This does what = AVERAGE (B1: B6)? Calculates the average value of a list of numbers. This does what = COUNT(B1: B6)? Counts the number of values in a list of numbers. This does what = MAX (B1: B6)? Finds the largest value in a list of numbers. This does what = MIN (B1: B6)? Finds the smallest value in a list of numbers. This does what = Now(insert what you want)? Inserts date or time This does what = ROUND(B6, 2)? Rounds a number to a specific number of digits This does what = SUM(B1: B6)? Adds the list of numbers The comma used in a formula means what? Used between cell references in a function to use the displayed cells and all cells between them to perform a calculation. The colon used in a formula means what? Used between cell references in a function to use the displayed cells and all cells between them to perform the calculation (range) What is placed at the end of a purpose statement? a period The titles of a worksheet need to be what? Merged and centered across the columns of my worksheet and aligned vertically within a merged cell at center. Alphabetical data needs to be aligned where? The left side of the cell Numerical data needs to be aligned where? The right side of the cell. ONBITS 211 SPECIFICALLY FOR YOU FOR ONLY \$13.90/PAGE Order Now Tags:

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