

Excel Tutorial 5: Working with Excel Tables, PivotTables, and PivotCharts

TRUE/FALSE

1. The header row must be row 1.

ANS: F PTS: 1 REF: EX 234

2. If you freeze the top row in a worksheet and press Ctrl+Home, you will return to the cell directly above the frozen row.

ANS: F PTS: 1 REF: EX 238

3. You can create at most one Excel table in a worksheet.

ANS: F PTS: 1 REF: EX 239

4. When you create a table, if your data does not contain column headers, Excel adds headers with default names.

ANS: T PTS: 1 REF: EX 239

5. The simplest and most convenient way to add a record to a table is to enter the data in the first blank row below the last record.

ANS: T PTS: 1 REF: EX 242

6. You can use a table's sizing handle to add columns or rows to a table.

ANS: T PTS: 1 REF: EX 242

7. To rearrange records in a list, you sort based on the data in one or more of the fields.

ANS: T PTS: 1 REF: EX 245

8. Before you complete a sort, you need to decide whether you want to put the list in ascending or descending order.

ANS: T PTS: 1 REF: EX 244

9. When you delete a record from a table, a dialog box displays to confirm the delete operation.

ANS: F PTS: 1 REF: EX 244

10. An easy way to sort data when there is only one sort field is to use the Sort A to Z or Sort Z to A buttons.

ANS: T PTS: 1 REF: EX 244

11. If a column consists of day or month labels, you can sort them in their correct chronological order using one of the predefined custom lists.

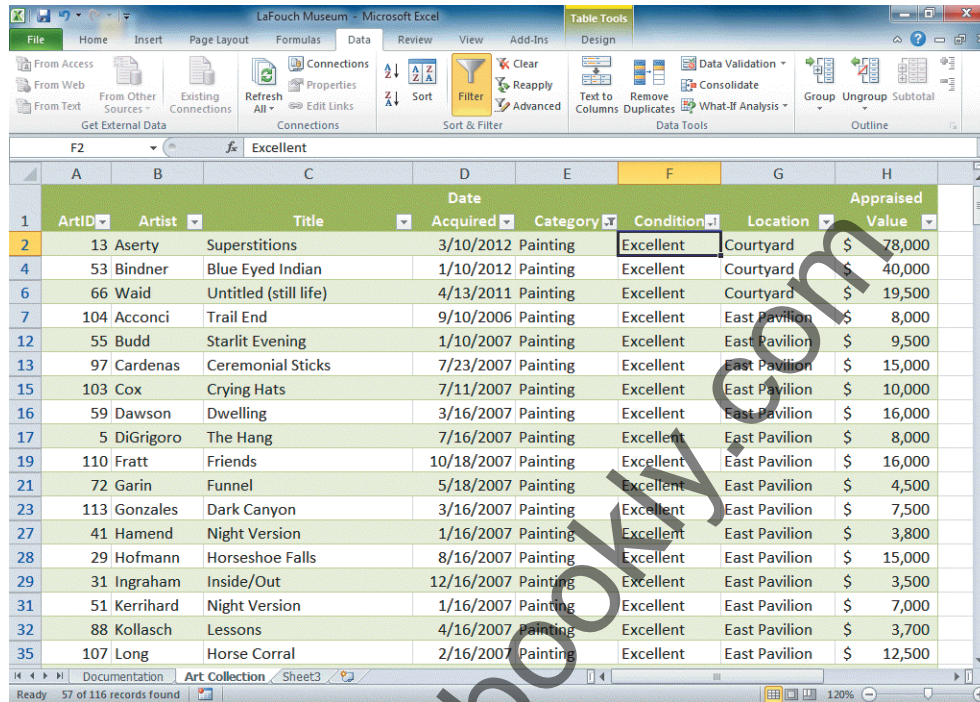
ANS: T PTS: 1 REF: EX 248

12. When you filter your data, all records that do not meet your criteria are temporarily hidden from view.

ANS: T PTS: 1 REF: EX 252

13. You click a filter arrow to open the AutoFilter menu for a field.

ANS: T PTS: 1 REF: EX 252



	A	B	C	D	E	F	G	H
	ArtID	Artist	Title	Acquired	Category	Condition	Location	Appraised Value
2	13	Aserty	Superstitions	3/10/2012	Painting	Excellent	Courtyard	\$ 78,000
4	53	Bindner	Blue Eyed Indian	1/10/2012	Painting	Excellent	Courtyard	\$ 40,000
6	66	Waid	Untitled (still life)	4/13/2011	Painting	Excellent	Courtyard	\$ 19,500
7	104	Acconci	Trail End	9/10/2006	Painting	Excellent	East Pavilion	\$ 8,000
12	55	Budd	Starlit Evening	1/10/2007	Painting	Excellent	East Pavilion	\$ 9,500
13	97	Cardenas	Ceremonial Sticks	7/23/2007	Painting	Excellent	East Pavilion	\$ 15,000
15	103	Cox	Crying Hats	7/11/2007	Painting	Excellent	East Pavilion	\$ 10,000
16	59	Dawson	Dwelling	3/16/2007	Painting	Excellent	East Pavilion	\$ 16,000
17	5	DiGrigoro	The Hang	7/16/2007	Painting	Excellent	East Pavilion	\$ 8,000
19	110	Fratt	Friends	10/18/2007	Painting	Excellent	East Pavilion	\$ 16,000
21	72	Garin	Funnel	5/18/2007	Painting	Excellent	East Pavilion	\$ 4,500
23	113	Gonzales	Dark Canyon	3/16/2007	Painting	Excellent	East Pavilion	\$ 7,500
27	41	Hamend	Night Version	1/16/2007	Painting	Excellent	East Pavilion	\$ 3,800
28	29	Hofmann	Horseshoe Falls	8/16/2007	Painting	Excellent	East Pavilion	\$ 15,000
29	31	Ingraham	Inside/Out	12/16/2007	Painting	Excellent	East Pavilion	\$ 3,500
31	51	Kerrihard	Night Version	1/16/2007	Painting	Excellent	East Pavilion	\$ 7,000
32	88	Kollasch	Lessons	4/16/2007	Painting	Excellent	East Pavilion	\$ 3,700
35	107	Long	Horse Corral	2/16/2007	Painting	Excellent	East Pavilion	\$ 12,500

14. Records have been filtered in the list shown in the accompanying figure.

ANS: T PTS: 1 REF: EX 253

15. When you clear a filter, all filters in the worksheet are cleared.

ANS: F PTS: 1 REF: EX 255

16. Excel can summarize data in a range of data by inserting subtotals.

ANS: T PTS: 1 REF: EX 263

17. You can format cells in a PivotTable the same way as you do cells in the worksheet.

ANS: T PTS: 1 REF: EX 276

18. The PivotTable Field List enables you to change, or pivot, the view of the data in the PivotTable by dragging the field buttons to different areas in the layout section.

ANS: T PTS: 1 REF: EX 277

19. You can change the alignment of the column headings for better placement and readability.

ANS: T

PTS: 1

REF: EX 281

- To show items hidden in a PivotTable, you click the Show tab and check the check box for the item you want to show.

ANS: F

PTS: 1

REF: EX 281

MODIFIED TRUE/FALSE

1. Each column represents a record that describes some attribute or characteristic of a person, place, or thing. _____

ANS: F, field

PTS: 1

REF: EX 234

2. The row of field names across the top of an Excel list is referred to as the header row.

ANS: T

PTS: 1

REF: EX 234

3. Table names cannot include underscores.

ANS: F, spaces

PTS: 1

REF: EX 240

LaFouch Museum - Microsoft Excel								
File Home Insert Page Layout Formulas Data Review View Add-Ins Design								
Calibri 11 A A General								
B I U L Font Alignment Number Styles Conditional Formatting as Table Cell Styles Insert Delete Sort & Find & Filter Select								
Clipboard Font Alignment Number Styles Cells Editing								
B117 fx								
ArtID	Artist	Title	Date Acquir	Category	Condition	Location	Appraised V	
113	112	Tidwell	Untitled (man and crucifix)	5/13/2010	Textile	Excellent	East Pavilion	\$ 3,200
114	113	Gonzales	Dark Canyon	3/16/2007	Painting	Excellent	East Pavilion	\$ 7,500
115	114	Mogan	Shadow House	1/5/2008	Painting	Good	East Pavilion	\$ 5,500
116	115	Mogan	Storytelling at the Campfire	1/19/2008	Painting	Excellent	East Pavilion	\$ 18,000
117	116							
118								

4. The **QuickFix** button shown in the accompanying figure enables you to undo table formatting if, for example, you had not intended new data to be part of an existing table.

ANS: F, AutoCorrect Options

PTS: 1

REF: EX 242

5. Ascending order arranges labels alphabetically from A to Z. _____

ANS: T

PTS: 1

REF: EX 244

6. The fields you use to order the data in a list are sort fields.

ANS: T

PTS: 1

REF: EX 245

7. The first sort field in a sort is called the major sort field. _____

ANS: F, primary

PTS: 1 REF: EX 245

8. To create a custom list, in the Sort & Filter group on the Home tab, click the Sort button. Click the Order arrow, and then click Custom List. _____

ANS: F, Data

PTS: 1 REF: EX 248

9. If a column consists of day or month labels, you can sort them in their correct chronological order using one of the predefined custom lists. _____

ANS: T

PTS: 1

REF: EX 248

10. You can display or hide filter arrows for an Excel table or a range of data by using the Filter button in the Sort & Filter group on the View tab. _____

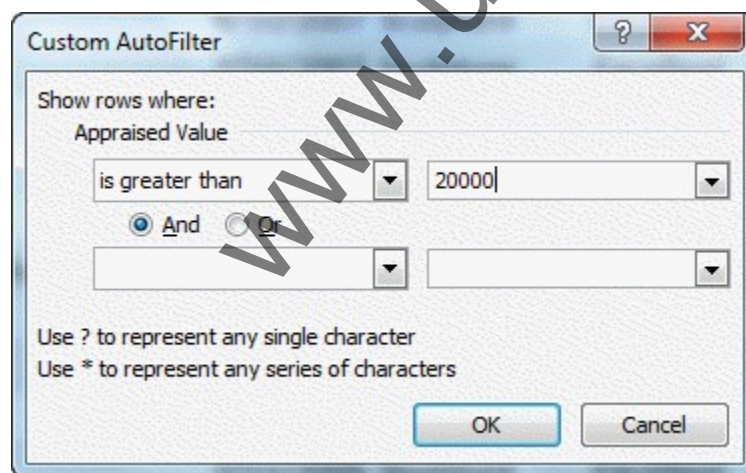
ANS: F, Data

PTS: 1 REF: EX 252

11. Custom filters enable you to specify various conditions in addition to those that are based on an “equals” criterion. _____

ANS: F, Criteria

PTS: 1 REF: EX 256



12. Referring to the figure above, the phrase “is greater than” is the criteria for the first condition. _

ANS: F, operator

PTS: 1 REF: EX 258

13. You can calculate sort statistics (including sum, average, count, maximum, and minimum) on all the columns in an Excel table. _____

ANS: F, summary

PTS: 1

REF: EX 259

14. The Summary command automatically inserts a subtotal line into the list for each group of data in the list. _____

ANS: F, Subtotal

PTS: 1

REF: EX 263

15. When the Subtotals feature "outlines" your worksheet, by default, the highest level is active. _____

ANS: T

PTS: 1

REF: EX 266

MATCHING

Identify the letter of the choice that best matches the phrase or definition.

- | | |
|--------------------------|--------------------|
| a. table | g. filter |
| b. field | h. PivotTable |
| c. record | i. field name |
| d. freeze | j. sort |
| e. sort field | k. custom list |
| f. data definition table | l. criteria filter |
-
1. A collection of related fields that are grouped together
 2. To keep headings visible as you work with the data in a large worksheet
 3. Documentation that lists the fields to be maintained for each record
 4. A column within an Excel range
 5. Used to group and summarize a list into a concise, tabular format
 6. To temporarily hide all the records that do not meet your criteria
 7. A range of related data managed independently from the data in other rows and columns in the worksheet
 8. The field you use to order your data
 9. Indicates the sequence in which you want data ordered
 10. Enables you to specify various conditions in addition to those that are based on an "equals" criterion
 11. A unique label that describes the contents of data in a column
 12. To rearrange records in a table or range based on the data in one or more fields

- | | | |
|-----------|--------|-------------|
| 1. ANS: C | PTS: 1 | REF: EX 234 |
| 2. ANS: D | PTS: 1 | REF: EX 238 |
| 3. ANS: F | PTS: 1 | REF: EX 236 |
| 4. ANS: B | PTS: 1 | REF: EX 234 |
| 5. ANS: H | PTS: 1 | REF: EX 268 |
| 6. ANS: G | PTS: 1 | REF: EX 252 |
| 7. ANS: A | PTS: 1 | REF: EX 235 |
| 8. ANS: E | PTS: 1 | REF: EX 235 |

- | | | |
|------------|--------|-------------|
| 9. ANS: K | PTS: 1 | REF: EX 247 |
| 10. ANS: L | PTS: 1 | REF: EX 256 |
| 11. ANS: I | PTS: 1 | REF: EX 235 |
| 12. ANS: J | PTS: 1 | REF: EX 234 |

MULTIPLE CHOICE

1. Using Excel, you can ____.

a. store data	c. create reports
b. retrieve subsets of data	d. all of the above

ANS: D PTS: 1 REF: EX 236

2. In Excel, a collection of similar data can be structured in a(n) ____ of rows and columns.

a. index	c. list
b. glossary	d. range

ANS: D PTS: 1 REF: EX 236

3. A data ____ table describes the fields you plan to maintain in a table.

a. structure	c. map
b. definition	d. linked

ANS: B PTS: 1 REF: EX 236

4. You should ____ the field names to make it easier to Excel to distinguish between the data in the list and the field names.

a. boldface	c. use a different color for
b. change the font of	d. any of the above

ANS: D PTS: 1 REF: EX 237

5. Press ____ to return to cell A1 in a worksheet.

a. Ctrl+Home	c. F1
b. Ctrl+Esc	d. Alt+Esc

ANS: A PTS: 1 REF: EX 238

6. ____ rows and columns lets you keep headings on the screen as you work with the data in a large worksheet.

a. Hiding	c. Showing
b. Freezing	d. Sealing

ANS: B PTS: 1 REF: EX 238

7. A dark, horizontal line appears ____ the column headers to indicate which row is frozen.

a. above	c. both a. and b.
b. below	d. neither a. nor b.

ANS: B PTS: 1 REF: EX 238

8. In Excel, a table is a range of related data that is managed independently from the data in other ____ in the worksheet.

a. rows and headers	c. rows and columns
b. grids and columns	d. footers and grids

ANS: C

PTS: 1

REF: EX 235

9. When you designate a range as a(n) ____, Excel provides the same operations as are available for a structured range of data.
- table
 - catalogue
 - index
 - roster

ANS: A

PTS: 1

REF: EX 239

10. To create a table, click the ____ tab on the Ribbon and then, in the Tables group, click the Table button.
- Design
 - Home
 - Insert
 - View

ANS: C

PTS: 1

REF: EX 239

11. Excel assigns the name ____ to the first Excel table created in a workbook.
- 1
 - 1Table
 - NewTable
 - Table1

ANS: D

PTS: 1

REF: EX 240

12. Which of the following is NOT a valid table name?
- New_table
 - Table2
 - _Newtable
 - 2Table

ANS: D

PTS: 1

REF: EX 240

13. A table name can include all of the following EXCEPT ____
- numbers
 - spaces
 - underscores
 - letters

ANS: B

PTS: 1

REF: EX 240

ArtID	Artist	Title	Date Acquired	Category	Condition	Location	Appraised Value
113	112 Tidwell	Untitled (man and crucifix)	5/13/2010	Textile	Excellent	East Pavilion	\$ 3,200
114	113 Gonzales	Dark Canyon	3/16/2007	Painting	Excellent	East Pavilion	\$ 7,500
115	114 Mogan	Shadow House	1/5/2008	Painting	Good	East Pavilion	\$ 5,500
116	115 Mogan	Storytelling at the Campfire	1/19/2008	Painting	Excellent	East Pavilion	\$ 18,000
117	116						
118							

14. Referring to the figure above, the icon shown in cell B118 is the ____ button.
- QuickCorrect
 - AutoSort
 - Quick Filter
 - AutoCorrect Options

ANS: D

PTS: 1

REF: EX 242

15. Referring to the figure above, in row 117, in the last full column shown, there is a small triangle shown in the bottom-right corner of the cell. This triangle indicates ____.
- a frozen cell
 - a sizing handle
 - an AutoCorrect field
 - a sort field

ANS: B PTS: 1 REF: EX 242

16. As you type in a cell, ____ displays any existing entry in the column that matches the characters you typed.
- a. QuickFix
 - b. AutoComplete
 - c. Column Checker
 - d. AutoFill

ANS: B PTS: 1 REF: EX 243

17. After Excel displays an existing entry in the column that matches the characters you typed, press the ____ key to accept the entry.
- a. Shift
 - b. Tab
 - c. Esc
 - d. Alt

ANS: B PTS: 1 REF: EX 243

18. You can find fields whose contents match a value exactly by clicking the Options button in the Find & Replace dialog box, and checking the ____ check box.
- a. Exact match
 - b. Match entire cell contents
 - c. Complete cell
 - d. Precise match to entire cell

ANS: B PTS: 1 REF: EX 244

19. ____ order arranges labels in reverse alphabetical order, from Z to A.
- a. Reverse
 - b. Major
 - c. Ascending
 - d. Descending

ANS: D PTS: 1 REF: EX 244

20. The fields you use to order your data are called sort ____.
- a. values
 - b. fields
 - c. tags
 - d. tools

ANS: B PTS: 1 REF: EX 235

21. You can use up to ____ sort fields in a single sort.
- a. 12
 - b. 24
 - c. 32
 - d. 64

ANS: D PTS: 1 REF: EX 245

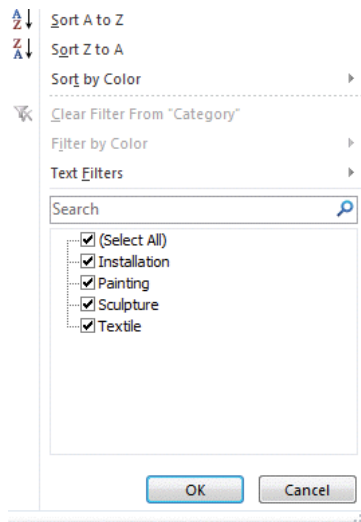
22. You can access the Sort buttons in the ____ group on the Home tab by clicking the Sort & Filter button and clicking a sort option.
- a. Filtering
 - b. Formatting
 - c. Editing
 - d. Text

ANS: C PTS: 1 REF: EX 244

23. When you have more than one sort field, you should use the Sort ____ to specify the sort criteria.
- a. menu
 - b. status bar
 - c. wizard
 - d. dialog box

ANS: D PTS: 1 REF: EX 245

24. You can sort by ____.
- a. cell color
 - c. cell icon



31. In the accompanying figure, "Installation," "Sculpture," and "Textile" are all part of the list of ____ options.

- a. selection
- b. filtering
- c. custom
- d. query

ANS: B

PTS: 1

REF: EX 252

32. The ____ condition requires that all of the selected criteria be true for the record to be displayed.

- a. OR
- b. NAND
- c. AND
- d. IF

ANS: C

PTS: 1

REF: EX 255

33. The ____ condition requires that only one of the selected criteria be true for a record to be displayed.

- a. NAND
- b. OR
- c. AND
- d. IF

ANS: B

PTS: 1

REF: EX 255

34. Criteria filters allow you to specify relationships other than those that are based on a(n) " ____ " the criterion.

- a. in
- b. like
- c. greater than
- d. equals

ANS: D

PTS: 1

REF: EX 256

35. You use ____ filters to find all objects with a value greater than X or acquired after a certain date.

- a. custom
- b. criteria
- c. index
- d. pivot

ANS: B

PTS: 1

REF: EX 256

36. The ____ criteria filter requires the records displayed to start with the specified text string.

- a. Origin
- b. Begins With
- c. Initial
- d. Start

ANS: B

PTS: 1

REF: EX 256

37. The ____ criteria filter requires the records displayed to have the specified text string anywhere.

- a. Has c. Contains
b. Is d. Matches

ANS: C

PTS: 1

REF: EX 256

38. The ____ criteria filter requires the records displayed not to have the specified text string anywhere.
- | | |
|------------------|---------------------|
| a. Does Not Have | c. Does Not Match |
| b. Is Not | d. Does Not Contain |

ANS: D

PTS: 1

REF: EX 256

39. The ____ criteria filter requires the records displayed to be greater than or equal to and less than or equal to the specified numbers.
- | | |
|------------|--------------|
| a. Top 10 | c. Aggregate |
| b. Between | d. Range |

ANS: B

PTS: 1

REF: EX 256

40. The ____ filtering option displays the top or bottom 10 (or specified number) items in a list.
- | | |
|--------------|-----------|
| a. Bottom 10 | c. Custom |
| b. Top 10 | d. All |

ANS: B

PTS: 1

REF: EX 256

41. The ____ criteria filter requires the records displayed to have the current date.
- a. Current Date c. This
- b. This Date d. Today

ANS: D

PTS: 1

REF: EX 256

42. The ____ criteria filter requires the records displayed to be since January 1 of the current year to the current date.
- a. Year to Date c. Current
- b. Today d. none of the above

ANS: A

PTS: 1

REF: EX 256

43. With the Last Quarter criteria filter, quarters are defined as, for example, ____.
- a. April, May, June c. May, June, July
- b. March, April, May d. March, April, May, June

ANS: A

PTS: 1

REF: EX 256

44. When you click in each cell in the Total row, a(n) ____ appears that you can click to open a list of the most commonly used functions.
- a. menu c. button
b. arrow d. status bar

ANS: B

PTS: 1

REF: EX 259

45. You can split the worksheet window into ____ separate panes.
- | | |
|----------------|---------------------|
| a. two or four | c. six or eight |
| b. four or six | d. all of the above |

ANS: A

PTS: 1

REF: EX 261

46. You select the ____ option button in the Custom AutoFilter dialog box if you want to display rows that meet both of two criteria.
- a. Or
 - b. Both
 - c. And
 - d. Either

ANS: C

PTS: 1

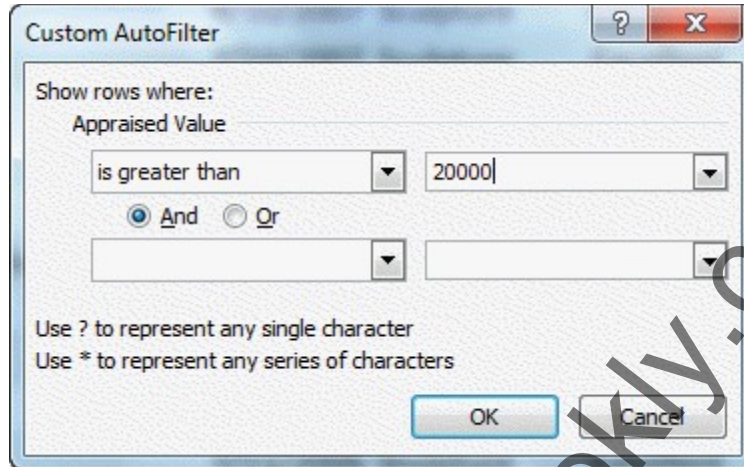
REF: EX 257

47. You select the ____ option button in the Custom AutoFilter dialog box if you want to display rows that meet either of two criteria.
- a. Or
 - b. Both
 - c. And
 - d. Either

ANS: A

PTS: 1

REF: EX 257



48. In the figure above, if you only want to set one criterion for this filter, you'll ____.
- a. leave the lower boxes empty
 - b. enter "0" into the lower boxes
 - c. enter "none" into the lower boxes
 - d. access a pull-down menu of options

ANS: A

PTS: 1

REF: EX 257

49. In the figure above, the 20,000 indicates the price of a piece of artwork. Records with artwork with the following values meet the criteria. ____.
- a. \$19,999
 - b. \$20,000
 - c. \$20,001
 - d. all of the above

ANS: C

PTS: 1

REF: EX 258

50. When you click in each cell in the ____ row, an arrow appears that you can click to open a list of the most commonly used functions.
- a. Total
 - b. Group
 - c. Function
 - d. Header

ANS: A

PTS: 1

REF: EX 259

51. You can click the More Functions command on the Total arrow button list to open the ____ dialog box and select any available function.
- a. Display Function
 - b. Insert Function
 - c. Add Function
 - d. New Function

ANS: B

PTS: 1

REF: EX 260

52. The Subtotals command offers summary information such as ____.

- a. counts
- b. sums
- c. averages
- d. all of the above

ANS: D

PTS: 1

REF: EX 263

53. To calculate subtotal for a table, the first step is to use the ____ button on the Table Tools Design tab.

- a. Expand for Calculation
- b. Convert to Range
- c. Summary
- d. Function

ANS: B

PTS: 1

REF: EX 263

54. The three ____ buttons at the top of the outline area allow you to show or hide different levels of detail in the worksheet.

- a. Expansion
- b. Outline
- c. Summary
- d. Function

ANS: B

PTS: 1

REF: EX 266

55. In addition to displaying subtotals, the Subtotal feature "____" your worksheet so you can control the level of detail that is displayed.

- a. headers
- b. outlines
- c. shadows
- d. defines

ANS: B

PTS: 1

REF: EX 266

56. A PivotTable summarizes data in different categories using functions such as ____.

- a. SUM
- b. AVERAGE
- c. MIN
- d. Any of the above

ANS: C

PTS: 1

REF: EX 270

57. One advantage of PivotTables is that you can easily ____ different categories in the PivotTable to provide alternative views of the data.

- a. rearrange
- b. hide
- c. display
- d. any of the above

ANS: D

PTS: 1

REF: EX 270

58. The PivotTable button is available in the Tables group on the ____ tab.

- a. Format
- b. Design
- c. Home
- d. Insert

ANS: D

PTS: 1

REF: EX 272

59. PivotTable data can be a(n) ____.

- a. an Access database file
- b. an Excel table in the current workbook
- c. an Excel range in the current workbook
- d. any of the above

ANS: D

PTS: 1

REF: EX 272

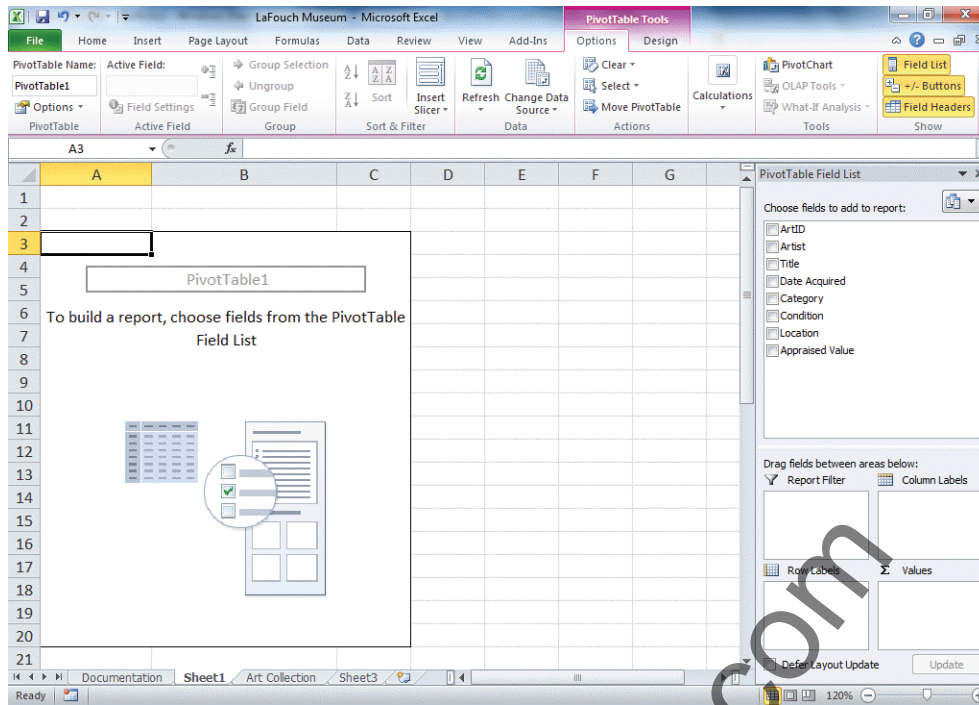
60. You can create a PivotTable by clicking the Summarize with PivotTable button in the Tools group on the ____ tab.

- a. Home
- b. View
- c. Table Tools Design
- d. PivotTable

ANS: C

PTS: 1

REF: EX 272



61. On the far right, in the figure above, there is the PivotTable field list. The items listed there, such as “Artist” and “Title” are ____ in the ArtObjects table.
- columns
 - rows
 - chart data labels
 - field values
- ANS: A PTS: 1 REF: EX 273
62. On the bottom-right corner of the figure above, there are four squares labeled Report Filter, Column Labels, Row Labels, and Values. These four areas represent the ____ of the PivotTable.
- files
 - categories
 - segments
 - layout
- ANS: D PTS: 1 REF: EX 273
63. To get to the screen shown in the figure above, you would click the Insert tab on the Ribbon, and then, in the ____ group, click the PivotTable button.
- Tables
 - PivotTables
 - Tools
 - Data
- ANS: A PTS: 1 REF: EX 273
64. The worksheet you are viewing is “Sheet1.” To set the PivotTable in its own sheet all of the following are true EXCEPT:
- In the Create PivotTable dialog box, make sure the Select a table or range option button is selected.
 - In the Create PivotTable dialog box, make sure the correct name for the range appears in the Table/Range box.
 - Click the New Worksheet option button.
 - In the Create PivotTable dialog box, a new worksheet, Sheet1, is inserted to the right of the current worksheet.

ANS: D PTS: 1 REF: EX 273

65. In laying out the PivotTable on the worksheet, you can drag the Condition field button from the Row Labels box to the Column Labels box. The PivotTable is rearranged so that the Condition field is a ____ label.
- a. column
 - b. row
 - c. range
 - d. filter

ANS: A PTS: 1 REF: EX 278

66. By default, the PivotTable report uses the ____ function for numbers in the Values area.
- a. COUNT
 - b. AVERAGE
 - c. MIN
 - d. SUM

ANS: D PTS: 1 REF: EX 274

67. You can point to any style in a gallery to see a ____ of the PivotTable with that style applied.
- a. Demo
 - b. AutoView
 - c. Live Preview
 - d. Snapshot

ANS: C PTS: 1 REF: EX 276

68. You can use the ____ tab to change the SUM function to a different summary function, in a PivotTable.
- a. New Function
 - b. Change Function
 - c. Summarize Values by
 - d. Summary function

ANS: C PTS: 1 REF: EX 277

69. The ____ report layout displays one column for each field and leaves space for column headers.
- a. Outline
 - b. Design
 - c. Tabular
 - d. Headers

ANS: C PTS: 1 REF: EX 278

70. You cannot change data directly in the PivotTable. Instead, you must edit the Excel table, and then ____, or update, the PivotTable to reflect the updated data.
- a. reset
 - b. refresh
 - c. renew
 - d. change

ANS: B PTS: 1 REF: EX 287

Case-Based Critical Thinking Questions

Case 5-1

You are tutoring a fellow student who is new to the more advanced features of Excel..

71. Your tutee has a lot of familiarity with ranges from an earlier Excel class, but he knows that there is an alternative that will give him access to additional features that he does not have with a cell range. What is that option?
- a. Convert the range to a table.
 - b. Convert the range to an index.
 - c. Convert the range to a PivotChart.
 - d. The tutee is wrong; the range has any many features as any Excel alternative.

ANS: A PTS: 1 REF: EX 239 TOP: Critical Thinking

72. Which of the following is NOT a feature that is unique to Excel tables (as opposed to structured ranges of data)?
- You can format quickly using a table style.
 - You can enter a formula in one table cell that is automatically copied to all other cells in that table column.
 - You can add new rows and columns that automatically expand the range.
 - You can freeze the top row of the worksheet.

ANS: D

PTS: 1

REF: EX 238

TOP: Critical Thinking

Case-Based Critical Thinking Questions

Case 5-2

Simon has just discovered the power of using text filters to control which records display in his worksheet, and he has begun to use them often to find precisely the records he needs. The following questions are based on a staff directory table that includes First Name, Last Name, Office Number, Department Name, and Phone Number.

73. If Simon wants to find all of his colleagues named Joseph, Joanne, and Josephine, what should he do?
- Create a text filter using the Begins With operator to display all records that have *Jo* at the beginning of the text value.
 - Create a text filter using the Contains operator to display all records that have *Jo* at the beginning of the text value.
 - Create a text filter using the Begins With operator to display all records that have *Jos* at the beginning of the text value.
 - Create a text filter using the Contains operator to display all records that include *Jo* in the text value.

ANS: A

PTS: 1

REF: EX 256

TOP: Critical Thinking

74. If Simon wants to find all of his colleagues whose last names end in “berg” (such as Goldberg and Steenberg), what should he do?
- Create a text filter using the Ends With operator to display all records that have *dberg* as the last characters in the text value.
 - Create a text filter using the Contains operator to display all records that include *berg* in the text value.
 - Create a text filter using the Ends With operator to display all records that have *berg* as the last characters in the text value.
 - Create a text filter using the Contains operator to display all records that have *berg* as the last characters in the text value.

ANS: C

PTS: 1

REF: EX 256

TOP: Critical Thinking

75. To find anyone whose department name is either Transaction Processing, Processing Operations, or Records Processing, what should he do?
- Create a text filter using the Contains operator to display all records that have *Operations* anywhere in the text value.
 - Create a text filter using the Ends With operator to display all records that have *Processing* as the last characters in the text value.
 - Create a text filter using the Begins With operator to display all records that have *Processing* as the first characters in the text value.
 - Create a text filter using the Contains operator to display all records that have *Processing* anywhere in the text value.

ANS: D

PTS: 1

REF: EX 256

TOP: Critical Thinking

Critical Thinking Case-Based Questions

Case 5-3

As she prepares her assignment for her Business Management class, Jamie goes to her friend Charlie for help with PivotTables because he has had a lot of experience with them in his job.

76. Which of the following is NOT a true statement Charlie can make to Jamie about PivotTables?
- a. To remove a field from a PivotTable, you click the field's check box in the PivotTable Field list.
 - b. You can rename a value label by typing the new text directly in any cell where the value label appears in the PivotTable.
 - c. Removing a field from the PivotTable changes the underlying Excel table.
 - d. All of the above statements are true.

ANS: C PTS: 1 REF: EX 284 TOP: Critical Thinking

77. Jamie wants to be able to analyze date data in her PivotTable by month. What must she do with the date field in her PivotTable?
- a. She must aggregate the data by the date field.
 - b. She must cluster the data by the date field.
 - c. She must sort the data by the date field.
 - d. She must group the data by the date field.

ANS: D PTS: 1 REF: EX 288 TOP: Critical Thinking

78. If Jamie decides that she wants to work with nonnumeric data in her PivotTable, what function must she use to produce summaries?
- a. SUM
 - b. AGGREGATE
 - c. TOTAL
 - d. COUNT

ANS: D PTS: 1 REF: EX 291 TOP: Critical Thinking

79. Jamie wants to be able to use her PivotTable to combine items into groups. Which of the following is NOT true?
- a. Items that appear as row labels cannot be grouped.
 - b. Items that appear as column labels can be grouped.
 - c. If items are dates, they can be grouped automatically using the Grouping dialog box.
 - d. If items are numbers, they can be grouped manually using the Ctrl key to select items in a group and then choosing Group from the shortcut menu.

ANS: A PTS: 1 REF: EX 291 TOP: Critical Thinking

80. Jamie wants to use her PivotTable to show the total value of the cars for a series of car dealerships but she wants to filter the display to show only those dealers whose total stock of cars is greater than \$1 million. How would she accomplish this?
- a. She would develop a PivotTable using the aggregate filter.
 - b. She would develop a PivotTable using the report filter.
 - c. She would develop a PivotTable using the category filter.
 - d. She would develop a PivotTable using the value filter.

ANS: D PTS: 1 REF: EX 291 TOP: Critical Thinking

COMPLETION

1. When related fields are grouped together in a row, they form a(n) _____, a collection of fields that describes a person, place, or thing.

ANS: record

PTS: 1 REF: EX 234

2. Each column in a range represents a(n) _____ that describes some attribute or characteristic of a person, place, or thing.

ANS: field

PTS: 1 REF: EX 234

3. The top row of a range should contain a(n) _____ name.

ANS: field

PTS: 1 REF: EX 237

4. Separate the data (including the header row) from other information in the worksheet by at least _____ blank row and one blank column.

ANS: one

PTS: 1 REF: EX 237

5. To freeze a row, select the cell below the row(s) you want to freeze, click the _____ button in the Window group and then click Freeze Top Row.

ANS: Freeze Panes

PTS: 1 REF: EX 238

6. The second sort field in a sort is called the _____ field.

ANS: secondary sort

PTS: 1 REF: EX 245

7. Typically, you want to sort by the numbers, text, or dates stored in the cells, which are all _____.

ANS: values

PTS: 1 REF: EX 246

8. A(n) _____ list indicates the sequence in which you want data ordered.

ANS: custom

PTS: 1 REF: EX 247

9. The process of hiding certain records and viewing the ones you want is called _____ your data.

ANS: filtering

PTS: 1 REF: EX 252

10. When you want to see all the data in a filtered table, you can _____, or remove, the filters.

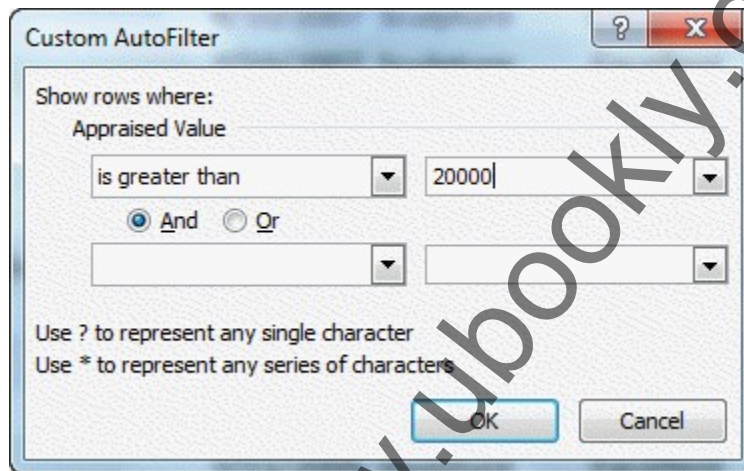
ANS: clear

PTS: 1 REF: EX 255

11. The _____ criteria filter requires that the records displaying begin with the specified text string.

ANS: Begins With

PTS: 1 REF: EX 256



12. The entry 20000 is the _____ for the first condition.

ANS: criterion

PTS: 1 REF: EX 258

13. The _____ command automatically inserts a subtotal line into the range for each group of data.

ANS: Subtotals

PTS: 1 REF: EX 263

14. A(n) _____ is an interactive table that enables you to group and summarize an Excel list into a concise, tabular format for easier reporting and analysis.

ANS: PivotTable

PTS: 1

REF: EX 268

15. In PivotTable terminology, the fields that you summarize are known as _____ fields.

ANS: value

PTS: 1

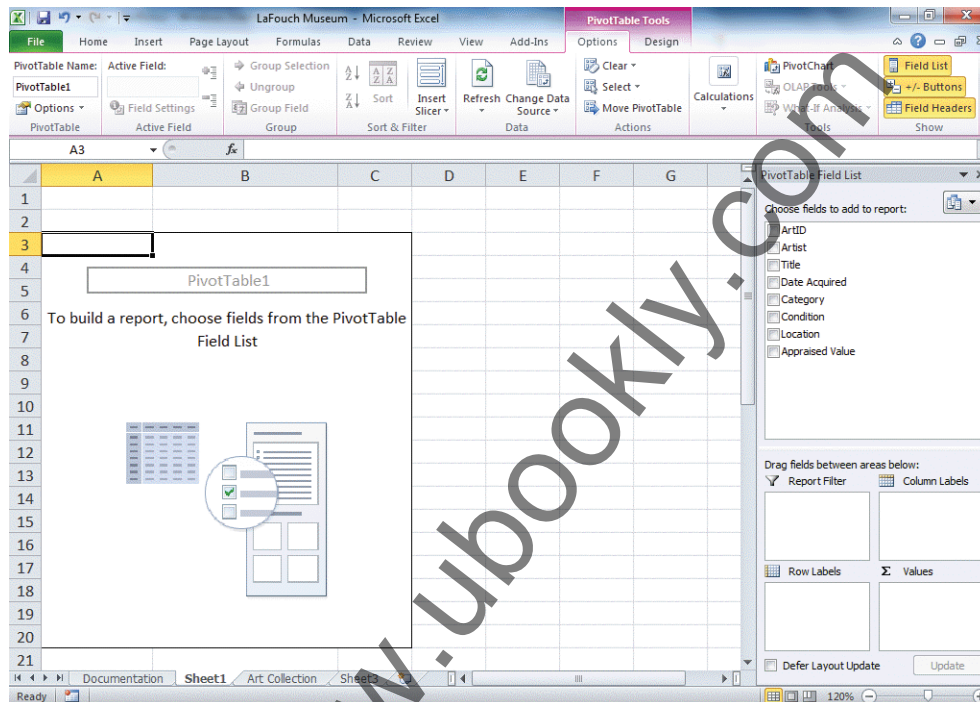
REF: EX 270

16. In addition to data fields, a PivotTable uses _____ fields to group values such as department, model, year, and vehicle type in an automobile-related sheet, for example.

ANS: category

PTS: 1

REF: EX 270



17. The box that is covering columns A, B, and C in the figure above is the PivotTable _____ area.

ANS: report

PTS: 1

REF: EX 273

18. The benefit of a(n) _____ is that it summarizes large amounts of data into a readable format.

ANS: PivotTable

PTS: 1

REF: EX 277

19. A(n) _____ filter allows you to filter the PivotTable to display summarized data for one or more field items or all field items in the Report Filter area.

ANS: report

PTS: 1

REF: EX 279

20. A(n) _____ is a graphical representation of the data in a PivotTable.

ANS: PivotChart

PTS: 1

REF: EX 268

ESSAY

1. What are the guidelines for creating an effective structured range of data?

ANS:

- * Enter field names in the top row of the range. A field name (column header) is a unique label that describes the contents of the data in that column. The row of field names is called the header row. Although the header row often is row 1, it can be any row.
- * Use short, descriptive field names. Shorter field names are easier to remember and enable more fields to appear in the workbook window at once.
- * Format field names to distinguish the header row from the data. For example, apply bold, color, and a different font size.
- * Enter the same kind of data for a field in each record.
- * Separate the data from other information in the worksheet by at least one blank row and one blank column. The blank row and column enable Excel to accurately determine the range of the data.

PTS: 1

REF: EX 237

TOP: Critical Thinking

2. What are the steps for sorting data using multiple fields?

ANS:

Click any cell in a table or range. In the Sort & Filters group on the Data tab, click the Sort button to open the Sort dialog box. If the Sort by row exists, modify the primary sort by selections; otherwise, click the Add Level button to insert the Sort by row. Click the Sort by arrow, select the column heading that you want to specify as the primary sort field, click the Sort On arrow to select the type of data, and then click the Order arrow to select the sort order. To sort by a second column, click the Add Level button to add the first Then by row. Click the Sort by arrow, select the column heading that you want to specify as the secondary sort field, click the Sort On arrow to select the type of data, and then click the Order arrow to select the sort order. To sort by additional columns, click the Add Level button and select appropriate Then by, Sort On, and Order values. Click the OK button.

PTS: 1

REF: EX 245

TOP: Critical Thinking

3. What is a PivotTable? Describe its use in Excel, including the definition of value fields and category fields.

ANS:

A PivotTable is an interactive table that enables you to group and summarize an Excel list into a concise, tabular format for easier reporting and analysis. A PivotTable summarizes data in different categories, using functions such as COUNT, SUM, AVERAGE, MAX, and MIN. To generate a PivotTable report, you need to specify which fields you want to summarize; in PivotTable terminology, these fields are known as data fields. In addition to value fields, a PivotTable uses category fields to group values. Category fields appear in PivotTables as row labels, column labels, and report filters, which allows you to focus on a subset of the PivotTable by displaying one, several, or all items.

PTS: 1

REF: EX 268 | EX 270

TOP: Critical Thinking

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