

# Pretest

## What You Should Know Before Taking Excel 2007 PivotTables

To get the most out of this class, you should have knowledge of the 2007 version Excel program. The following questions are a self-evaluation, which should help determine if you are ready for the class or should take Excel 2007 Level 1 and Level 2, or in some other way learn the basic information required. You should know at least 9 of the 11 questions.

Question	Answer
1. (T/F) When PAGE DOWN key is pressed, the active cell changes.	
2. (T/F) When the scroll bar is used to move to the next screen of information, the active cell changes.	
3. An absolute cell reference is: A. \$B\$1 B. a cell reference which does not change during a copy or fill C. a cell reference that adjusts during a copy or fill D. A and B E. None of the above	
4. Which cell reference below is relative? A. A1 B. A\$1 C. \$A1 D. \$A\$1	
5. (T/F) The Insert button, Insert Cut/Copied Cells can be used with the Cut and Copy commands to insert cells <i>while</i> cutting or copying.	
6. (T/F) To select multiple ranges of cells, press the SHIFT key when clicking the mouse on <b>discontinuous</b> cells or ranges of cells.	
7. (T/F) A region is a range of the worksheet surrounded by a blank column, blank row, or a worksheet edge?	
8. To select a region: A. press CTRL * B. press SHIFT CTRL 8 C. use the Find and Select, Go To Special D. All of the above E. A and B of the above	

Question	Answer
9. Which of the following is not a basic statistical function? A. SUM() B. COUNT() C. AVERAGE() D. HIGH() E. MIN()	
10. When a new row is inserted into the worksheet using Insert button, Insert Sheet Rows, where is the row inserted?	
11. (T/F) When setting up a list in Excel, each record should be in its own row with no spaces between rows or columns in the list.	

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Answer Sheet

1. T
2. F
3. D
4. A
5. T
6. F, CTRL is pressed
7. T
8. D
9. D
10. above the current row
11. T