

Pretest

What You Should Know Before Taking Excel 2007/2010/2013 PivotTables

To get the most out of this class, you should have knowledge of the 2007, 2010 or 2013 version of the Excel application. The following questions are a self-evaluation, which should help determine if you are ready for the class or should take Excel 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 completely 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 discontinuous cells or ranges of cells.	
7. (T/F) The formatting of a cell may change the display of the contents and can be removed separately.	
8. When a new workbook is created, it can be: A. based on a blank worksheet B. based on a template C. saved from an existing workbook using the Save As option 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) Excel can be used for computations such as a budget, to keep a list or to make charts.	

Answer Sheet

1. T
2. F
3. D
4. A (B & C are partially absolute and D is totally absolute)
5. T
6. F, CTRL is pressed
7. T
8. D
9. D
10. above the current row
11. T