MICROSOFT EXCEL 2010 STUDY GUIDE

1. The Excel program window has the same basic parts as all Office programs: the title bar, the Quick Access Toolbar, the Office Button, the Ribbon, and the status bar.

2. The cell in the worksheet in which you can type data is called the active cell.

3. The Formula Bar appears to the right of the Name Box and displays a formula when the cell of a worksheet contains a calculated value.

4. The contents of the active cell always appear in the Formula Bar.

5. Numbers that do not fit in the cell are shown as a series of number signs. (####)

6. When you wrap text, the column width stays the same.

7. A cell styles is a collection of formatting characteristics you apply to a cell or range of data.

8. At times, you might need to remove, or clear, all the formatting applied to a cell or range of cells.

9. Data moved or copied to a cell replaces any content already in that cell.

10. The drag-and-drop method is the fastest way to copy or move data short distances in a worksheet.

11. To freeze panes, on the View tab of the Ribbon, in the Window group, click the Freeze Panes button, and then click Freeze Panes.

12. By default, Excel is set to print pages in portrait orientation.

13. Each formula begins with an equal sign (=).

14. Formulas can include more than one operator.

15. Some mathematical operations, such as addition, subtraction, multiplication, and division, do not require functions.

16. Formatting functions are used to format and work with cell contents.

17. Hiding temporarily removes a row or column from view.

18. A graphic is anything that appears on the screen that you can select and work with as a whole, such as a shape, picture, or chart.

19. SmartArt graphics are often used for organizational charts, flowcharts, and decision trees.

20. A worksheet is contained in a workbook.

21. When you select the data source for a chart, you should also include the text you want to use as labels in the chart.

22. Scatter charts are sometimes referred to as XY charts because they place data points between an x- and y-axis.

23. All chart types are not interchangeable. For example, data suitable for a pie chart will not always work as a scatter chart.

24. Deleting does permanently remove a worksheet and all its contents from the workbook.

25. You designate the portion of the workbook to print in the Print what section of the Print dialog box.

26. In Excel, a computerized spreadsheet is called a \_worksheet\_\_\_.

27. When Excel starts, the program window displays a blank workbook titled *Book1*, which includes three blank worksheets.

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28. The name of each worksheet appears in the sheet tab at the bottom of the worksheet window.

29. Columns of the worksheet appear vertically and are identified by letters at the top of the worksheet window.

30. Rows appear horizontally and are identified by numbers on the left side of the worksheet window.

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31. If you want to specify a precise column width, use the Column Width dialog box.

32. AutoFit determines the best width for a column or the best height for a row, based on its contents.

33. You can change the width of several columns at one time. Select the columns you want to resize. Then, use the pointer to click and drag the right edge of one of the selected column headings.

34. You can also center cell contents across several columns. Select the cells, and then click the Merge & Center button in the Alignment group on the Home tab of the Ribbon.

35. To change the alignment of a cell, select the cell, and then click an alignment button in the Alignment group on the Home tab of the Ribbon.

36. To move cell contents, select the cell or range whose contents you want to move. Then, click the Cut button in the clipboard group on the Home tab of the Ribbon.

37. To use the drag-and-drop method, select the cell or range you want to move or copy. Then, position the pointer on the top border of the selected cells. The pointer changes from a white cross to a four-headed arrow. To move the selected cells, drag them to a new location.

38. On the Home tab of the Ribbon, the cells group includes buttons for inserting and deleting rows, columns, and cells.

39. To insert a row, click the row number to select the row where you want the new row to appear. Then, click the Insert button in the Cells group on the Home tab.

40. To change the margins of a worksheet, click the Page Layout tab on the Ribbon, and then, in the page setup group, click the Margins button.

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41. Worksheets printed in landscape orientation are wider than they are long.

42. The sequence used to calculate the value of a formula is called the order of evaluation.

43. When evaluating formulas, the innermost set of parentheses is evaluated first.

44. You cannot enter a formula with an incorrect structure in Excel. If you attempt to do so, a(n) dialog box appears, explaining the error and providing a possible correction.

45. Three types of cell references that are used in formulas are: relative, absolute and mixed.

46. Cell references that contain both relative and absolute references are called mixed cell references.

47. You can also switch between showing formulas and showing formula results in a worksheet by pressing the Ctrl + ` keys.

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48. A relative cell reference adjusts to its new location when copied or moved. For example, when the formula =A3+A4 is copied from cell A5 to cell B5, the formula changes to =B3+B4.

49. When the formula =$A$3+$A$4 in cell A5 is copied to cell B7, the formula is =$A$3+$A$4.

50. If you know the function you want to enter, you can click the appropriate category button in the function library group on the Formulas tab of the Ribbon.

51. An example of a square root function written correctly is =SQRT(C4).

52. An example of the function that returns the number of cells in a range of cells that contain data is =COUNT(B4:B15).

53. The function VAR returns the estimated variance of the numbers in the range.

54. You can enter a formula with the AVERAGE, COUNT, MAX, or MIN function in a selected cell by clicking the arrow next to the Sum button in the editing group on the Home tab, clicking the function name in the list of functions, selecting the appropriate range, and then pressing the Enter key.

55. The present value of a loan based on equal payments is written as PV.

56. In a PMT function, the argument indicated by fv refers to future value.

57. The REPT function repeats the text in the specified cell a specified number of times.

58. To sort data, you first click a cell in the column by which you want to sort a range of data. Click the Data tab on the Ribbon. In the Sort & Filter group, click ascending or descending sort.

59. To add conditional formatting, select the range you want to analyze. In the Styles group on the Home tab, and click the Conditional Formatting button.

60. To open the Shapes gallery, click the Insert tab on the Ribbon, and then, in the Illustrations group, click the Shapes button.

61. When the shape is selected, the Drawing Tools appear on the Ribbon and contain the Format contextual tab.

62. SmartArt graphics enhance worksheets by providing a visual representation of information and ideas.

63. To insert a SmartArt graphic, click the SmartArt button in the Illustrations group on the Insert tab. The Choose a SmartArt Graphic dialog box appears.

64. When the SmartArt graphic is selected, SmartArt Tools appear on the Ribbon and contain the Design and Format contextual tabs.

65. To rename a worksheet, double-click its sheet tab, type the new name, and then press the Enter key.

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66. To change the tab color of a worksheet, right-click the sheet tab you want to recolor, point to Tab Color on the shortcut menu, and then click the color you want for that tab.

67. You can reposition a worksheet by dragging its sheet tab to a new location.

68. Right-click the worksheet you want to hide, and then click Hide on the shortcut menu.

69. To delete a worksheet, click the sheet tab for the worksheet you want to remove. On the Home tab of the Ribbon, in the Cells group, click the arrow to the right of the Delete button, and then click Delete Sheet.

70. The chart types are available on the Insert tab in the Charts group.

71. The chart element called Plot Area is the graphical representation of all of the data series.

72. A chart, whether embedded in a worksheet or on a chart sheet, is considered part of a workbook.

73. To move an embedded chart to a chart sheet, click the Design contextual tab under the Chart Tools on the Ribbon. Then, in the location group, click the Move Chart button.

74. You switch between a chart sheet and a worksheet by clicking the appropriate sheet tab.

75. A pie chart shows the relationship of a part to a whole.