

Test Bank for Illustrated Course Guide Microsoft Office  
365 and Excel 2016 Intermediate Spiral bound Version 1st  
Edition by Wermers

[CLICK HERE TO ACCESS COMPLETE Test Bank](#)



# Test Bank

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Excel 2016 - Module 7: Managing Data Using Tables

True / False

1. You should not have any blank columns or rows in your table.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 154  
Plan a Table

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table

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2. Field names should be similar to cell addresses, such as G2.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Excel 154  
Plan a Table

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.132 - Plan the data elements for a table

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3. Tables are organized into records which are composed of fields.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 154  
Plan a Table

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table

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4. Records are columns in a table that describe a characteristic about a field, such as a customer's last name or street address.

- a. True

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b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 154  
Plan a Table

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table

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5. Inserting extra spaces at the beginning of a cell entry in a table can affect sorting and finding data later.

a. True

b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Create and Format a Table  
Excel 156

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.133 - Create a table

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6. The Wildcard dialog box helps you find records in a table.

a. True

b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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7. The wildcard asterisk (\*) always represents one single character.

a. True

b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 160

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## Excel 2016 - Module 7: Managing Data Using Tables

Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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8. The question mark (?) wildcard stands for any single character.

a. True

b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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9. The Find and Replace dialog box can be opened by clicking the Find & Select button in the Editing group.

a. True

b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.135 - Replace data in a table

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10. The Match case option in the Find and Replace dialog box is used to search for duplicate records.

a. True

b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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11. To delete a table row, place the cursor in any cell in the row you wish to delete, then click Delete Table Rows from the Delete list arrow in the Cells group.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Delete Table Data  
Excel 162

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.136 - Delete a table row

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12. You can add new rows and columns to a data table by dragging the sizing handle in the table's lower-right corner.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Add Table Data  
Excel 158

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.137 - Add fields to a table

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13. When you create a table, Excel automatically applies a default table style.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Create and Format a Table  
Excel 156

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.133 - Create a table

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14. You can add new rows to a table by typing data directly below the last row, and then pressing [Tab].

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## Excel 2016 - Module 7: Managing Data Using Tables

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Add Table Data  
Excel 158

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.138 - Add records to a table

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15. You can create a table from any contiguous range of cells in your worksheet.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 154  
Plan a Table

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 5/27/2016 8:08 PM

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16. Tables in Excel must have a header row.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Excel 154  
Tables in Excel must have a header row.

QUESTION TYPE: True / False

HAS VARIABLES: False

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DATE MODIFIED: 5/27/2016 8:11 PM

17. You can also create a table using the shortcut key combination [Ctrl][T].

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Create and Format a Table  
Excel 156

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**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

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18. Banding is a feature that creates different formatting for adjacent rows and columns.

- a. True
- b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Create and Format a Table  
Excel 155

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**DATE CREATED:** 5/27/2016 8:26 PM

**DATE MODIFIED:** 5/27/2016 8:27 PM

19. To find only capitalized instances of a letter, click the Advanced button in the Find & Replace dialog box, then click the Match case check box.

- a. True
- b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**DATE CREATED:** 5/27/2016 8:46 PM

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20. If cells are conditionally formatted with color, you can sort a field on Cell Color.

- a. True
- b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Excel 164  
Sort Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

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21. The table total row adapts to any changes in the table size.

- a. True

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b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 166  
Use Formulas in a Table

QUESTION TYPE: True / False

HAS VARIABLES: False

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Modified True / False

22. As you point to each table style, Style Preview shows you what your table will look like with the style applied.

ANSWER: False - Live, live

POINTS: 1

REFERENCES: Create and Format a Table  
Excel 156

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 5/27/2016 8:18 PM

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23. You can select the table data by clicking the upper-right corner of the first table cell. \_\_\_\_\_

ANSWER: False - left

POINTS: 1

REFERENCES: Add Table Data  
Excel 159

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 5/27/2016 8:33 PM

DATE MODIFIED: 5/27/2016 8:35 PM

24. You can delete a table row using the Resize Table button in the Arrange group of the Table Tools Design tab.

ANSWER: False - Properties, properties

POINTS: 1

REFERENCES: Delete Table Data  
Excel 162

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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## Excel 2016 - Module 7: Managing Data Using Tables

25. You can add a header or a footer by clicking the Page Layout button in the task bar and clicking in the header and footer area. \_\_\_\_\_

ANSWER: False - status

POINTS: 1

REFERENCES: Excel 168  
Print a Table

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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### Multiple Choice

26. In addition to using Excel's spreadsheet feature, you can analyze and manipulate data using a \_\_\_\_ structure.

- a. table      b. record
- c. field      d. workbook

ANSWER: a

POINTS: 1

REFERENCES: Excel 154  
Plan a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table

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27. Tables are organized into rows, called \_\_\_\_.

- a. values      b. labels
- c. fields      d. records

ANSWER: d

POINTS: 1

REFERENCES: Excel 154  
Plan a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.131 - Plan the data organization for a table

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28. The first row of a table that contains field names is called a \_\_\_\_.

- a. title row      b. table title
- c. header row      d. row

ANSWER: c

POINTS: 1

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## Excel 2016 - Module 7: Managing Data Using Tables

**REFERENCES:** Excel 154  
Plan a Table

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.132 - Plan the data elements for a table

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29. A \_\_\_\_ is a column in a table that describes a characteristic about a record.

- a. field
- b. label
- c. value
- d. header

**ANSWER:** a

**POINTS:** 1

**REFERENCES:** Excel 154  
Plan a Table

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.132 - Plan the data elements for a table

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30. Records are composed of \_\_\_\_.

- a. databases
- b. fields
- c. worksheets
- d. files

**ANSWER:** b

**POINTS:** 1

**REFERENCES:** Excel 154  
Plan a Table

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.132 - Plan the data elements for a table

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31. Which of the following is NOT a guideline you should follow when planning a table?

- a. Plan and design your table so that all rows have similar items in the same column.
- b. Avoid blank columns.
- c. Avoid blank rows.
- d. Use a variety of formats for all cells in a column.

**ANSWER:** d

**POINTS:** 1

**REFERENCES:** Excel 154  
Plan a Table

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Excel 2016 - Module 7: Managing Data Using Tables

**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table  
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32. Which of the following is NOT a guideline when naming a field?
- a. Field names should be short.
  - b. Field names should be unique.
  - c. Use numbers to name fields.
  - d. Use descriptive names.

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** Excel 154  
Plan a Table  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table  
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33. In a table, what appears in the cell of a column header?
- a. Sort list arrow
  - b. Style list arrow
  - c. Filter list arrow
  - d. Formula list arrow

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** Create and Format a Table  
Excel 156  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.133 - Create a table  
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34. Which of the following is NOT included in a table style?
- a. type color
  - b. borders
  - c. pattern fills
  - d. fill color

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** Create and Format a Table  
Excel 156  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.140 - Format a table  
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35. You can easily format a table using table \_\_\_\_.

- a. styles      b. galleries
- c. fields      d. themes

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Create and Format a Table  
Excel 156

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.140 - Format a table

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36. To see additional table styles, click the Table Styles \_\_\_\_ button.

- a. Plus      b. Advanced
- c. Extras      d. More

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Create and Format a Table  
Excel 156

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.140 - Format a table

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37. To add an additional record to a table, type below the last record, then press \_\_\_\_.

- a. [Enter]      b. [Tab]
- c. [Insert]      d. [Ctrl]

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Add Table Data  
Excel 158

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.138 - Add records to a table

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38. Which wildcard symbol is a substitute for one or more characters?

- a. ?      b. \*

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c. # d. @

ANSWER: b

POINTS: 1

REFERENCES: Excel 160  
Find and Replace Table Data

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table

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39. Which wildcard symbol is a substitute for any single character?

a. ? b. \*

c. # d. @

ANSWER: a

POINTS: 1

REFERENCES: Excel 160  
Find and Replace Table Data

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.134 - Find data in a table

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40. The Print Titles button is on the \_\_\_\_ tab.

a. Home b. Insert

c. Page Layout d. Table Options

ANSWER: c

POINTS: 1

REFERENCES: Excel 168  
Print a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.141 - Add print titles to a table

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41. If Denise specifies Jan\* as a search criterion, which of the following will Excel locate?

a. Jane b. Janet

c. January d. All of the above.

ANSWER: d

POINTS: 1

REFERENCES: Excel 160

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## Excel 2016 - Module 7: Managing Data Using Tables

Find and Replace Table Data

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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42. If Denise specifies Jan? as a search criterion, Excel will locate all of the following records EXCEPT \_\_\_\_.

- a. Janet      b. Jane
- c. Jani      d. Jany

**ANSWER:** a

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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43. The Remove Duplicates button is found on the \_\_\_\_ tab.

- a. Table Tools Design      b. Data
- c. Home      d. File

**ANSWER:** a

**POINTS:** 1

**REFERENCES:** Delete Table Data  
Excel 162

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.142 - Remove duplicate data from a table

**DATE CREATED:** 2/26/2016 8:06 PM

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44. You can \_\_\_\_ a table field if the information stored in a field becomes unnecessary.

- a. block      b. freeze
- c. remove      d. hide

**ANSWER:** c

**POINTS:** 1

**REFERENCES:** Delete Table Data  
Excel 162

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.143 - Delete a table field

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45. A multilevel sort calls for using the \_\_\_\_ feature.

- a. multi-sort      b. alpha-sort
- c. custom sort    d. data sort

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Excel 164  
Sort Table Data

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.144 - Sort a table using custom sort options

*DATE CREATED:* 2/26/2016 8:06 PM

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46. After you enter a single formula into a table cell, the \_\_\_\_ feature fills in the remaining cells with the formula's results.

- a. structured reference      b. calculated columns
- c. table styles                d. absolute reference

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Excel 166  
Use Formulas in a Table

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.139 - Use calculated columns to display formula results

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47. The \_\_\_\_ feature allows formulas to refer to table columns by names that are automatically generated when you create a table.

- a. calculated formula      b. structured reference
- c. sort by name            d. structured name

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Excel 166  
Use Formulas in a Table

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHE.REDI.16.145 - Build a table formula

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48. Which feature do you use to add summary information to the end of a table?

- a. Total Row check box in the Table Style Options group
- b. Summary Row check box in the Table Style Options group
- c. AVERAGE Row check box in the Table Style Options group
- d. Field Summary check box in the Table Style Options group

ANSWER: a

POINTS: 1

REFERENCES: Excel 166  
Use Formulas in a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.146 - Use the table style options to add summary information to a table

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49. Which tab contains the print options for gridlines and headings?

- a. Home
- b. Insert
- c. Page Layout
- d. Table Options

ANSWER: c

POINTS: 1

REFERENCES: Excel 168  
Print a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.147 - Preview a table

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50. Where do you commonly add new records to an Excel table?

- a. Between the header row and the first record.
- b. Below the last row of the existing table.
- c. To the right of the header row.
- d. Above the header row.

ANSWER: b

POINTS: 1

REFERENCES: Add Table Data  
Excel 158

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.138 - Add records to a table

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51. The print title prints at the top of every \_\_\_\_.

- a. header
- b. row
- c. page
- d. record

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**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** Excel 168  
Print a Table  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.141 - Add print titles to a table  
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52. Which of the following is NOT a category in the Table Styles gallery?

- a. Light
- b. Extra Light
- c. Medium
- d. Dark

**ANSWER:** b  
**POINTS:** 1  
**REFERENCES:** Create and Format a Table  
Excel 156  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.140 - Format a table  
**DATE CREATED:** 5/27/2016 8:23 PM  
**DATE MODIFIED:** 5/27/2016 8:25 PM

53. To add a header to a worksheet, click the \_\_\_\_\_ tab, then click the Header & Footer button in the Text group.

- a. Insert
- b. Page Layout
- c. Home
- d. View

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Add Table Data  
Excel 158  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**DATE CREATED:** 5/27/2016 8:35 PM  
**DATE MODIFIED:** 5/27/2016 8:38 PM

### Completion

54. A(n) \_\_\_\_\_ is a table row that contains data about an object, person, or other type of item.

**ANSWER:** record  
**POINTS:** 1  
**REFERENCES:** Excel 154  
Plan a Table  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False

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## Excel 2016 - Module 7: Managing Data Using Tables

**LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table

**DATE CREATED:** 2/26/2016 8:06 PM

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55. A column in a table that describes a characteristic about a record is called a(n) \_\_\_\_\_.

**ANSWER:** field

**POINTS:** 1

**REFERENCES:** Excel 154  
Plan a Table

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table

**DATE CREATED:** 2/26/2016 8:06 PM

**DATE MODIFIED:** 2/26/2016 8:06 PM

56. A column label that describes a field is known as the field \_\_\_\_\_.

**ANSWER:** name

**POINTS:** 1

**REFERENCES:** Excel 154  
Plan a Table

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table

**DATE CREATED:** 2/26/2016 8:06 PM

**DATE MODIFIED:** 2/26/2016 8:06 PM

57. \_\_\_\_\_ list arrows automatically appear in the column header cells when you create a table.

**ANSWER:** Filter

**POINTS:** 1

**REFERENCES:** Create and Format a Table  
Excel 156

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.133 - Create a table

**DATE CREATED:** 2/26/2016 8:06 PM

**DATE MODIFIED:** 2/26/2016 8:06 PM

58. Table \_\_\_\_\_ allow you to easily format a table.

**ANSWER:** styles

**POINTS:** 1

**REFERENCES:** Create and Format a Table  
Excel 156

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Excel 2016 - Module 7: Managing Data Using Tables

**LEARNING OBJECTIVES:** ENHE.REDI.16.140 - Format a table

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59. When performing a search, the \_\_\_\_\_ wildcard stands for one or more characters.

**ANSWER:** \*  
asterisk

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

**DATE CREATED:** 2/26/2016 8:06 PM

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60. When performing a search, the \_\_\_\_\_ wildcard stands for any single character.

**ANSWER:** ?  
question mark

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

**DATE CREATED:** 2/26/2016 8:06 PM

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61. A, B, C is an example of a(n) \_\_\_\_\_ alphabetic sort order.

**ANSWER:** ascending

**POINTS:** 1

**REFERENCES:** Excel 164  
Sort Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order

**DATE CREATED:** 2/26/2016 8:06 PM

**DATE MODIFIED:** 2/26/2016 8:06 PM

62. C, B, A is an example of a(n) \_\_\_\_\_ alphabetic sort order.

**ANSWER:** descending

**POINTS:** 1

**REFERENCES:** Excel 164  
Sort Table Data

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## Excel 2016 - Module 7: Managing Data Using Tables

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.149 - Sort a table in descending order  
**DATE CREATED:** 2/26/2016 8:06 PM  
**DATE MODIFIED:** 2/26/2016 8:06 PM

63. 12A, 99B, DX8, QT7 is an example of a(n) \_\_\_\_\_ alphanumeric sort order.

**ANSWER:** ascending  
**POINTS:** 1  
**REFERENCES:** Excel 165  
Sort Table Data

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order  
**DATE CREATED:** 2/26/2016 8:06 PM  
**DATE MODIFIED:** 2/26/2016 8:06 PM

64. 3AA, 2BB, 1CC is an example of a(n) \_\_\_\_\_ alphanumeric sort order.

**ANSWER:** descending  
**POINTS:** 1  
**REFERENCES:** Excel 165  
Sort Table Data

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.149 - Sort a table in descending order  
**DATE CREATED:** 2/26/2016 8:06 PM  
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65. A(n) \_\_\_\_\_ sort rearranges table data using more than one field, where each field is a different level, based on its importance in the sort.

**ANSWER:** multilevel  
multi-level  
**POINTS:** 1  
**REFERENCES:** Excel 164  
Sort Table Data

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.144 - Sort a table using custom sort options  
**DATE CREATED:** 2/26/2016 8:06 PM  
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66. A sort in \_\_\_\_\_ order arranges the lowest value (such as the beginning of the alphabet) at the top of the table.

**ANSWER:** ascending

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## Excel 2016 - Module 7: Managing Data Using Tables

**POINTS:** 1  
**REFERENCES:** Excel 164  
 Sort Table Data  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order  
**DATE CREATED:** 2/26/2016 8:06 PM  
**DATE MODIFIED:** 2/26/2016 8:06 PM

67. You can use Excel's \_\_\_\_\_ feature to rearrange the order in which records in your table appear.

**ANSWER:** sorting  
 sort

**POINTS:** 1  
**REFERENCES:** Excel 164  
 Sort Table Data  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order  
**DATE CREATED:** 2/26/2016 8:06 PM  
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68. You can include capitalization as a sort criterion by clicking Options in the Sort dialog box, then selecting the \_\_\_\_\_ sensitive check box.

**ANSWER:** Case  
**POINTS:** 1  
**REFERENCES:** Excel 164  
 Sort Table Data  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order  
**DATE CREATED:** 2/26/2016 8:06 PM  
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69. Because tables often have more rows than can fit on a page, you can define the first row of a table as the print \_\_\_\_\_, which prints at the top of every page.

**ANSWER:** title  
**POINTS:** 1  
**REFERENCES:** Excel 168  
 Print a Table  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENHE.REDI.16.141 - Add print titles to a table  
**DATE CREATED:** 2/26/2016 8:06 PM  
**DATE MODIFIED:** 2/26/2016 8:06 PM

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## Excel 2016 - Module 7: Managing Data Using Tables

70. The \_\_\_\_\_ reference feature allows your formulas to refer to table columns by name.

**ANSWER:** structured

**POINTS:** 1

**REFERENCES:** Excel 166  
Use Formulas in a Table

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.139 - Use calculated columns to display formula results

**DATE CREATED:** 2/26/2016 8:06 PM

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### Essay

71. List three of the guidelines you should follow when naming fields in your table.

**ANSWER:**

1. Use text to name fields.
2. Do not use duplicate field names.
3. Format the field names to stand out from the table data.
4. Field names should be as short as possible.
5. Field names should describe the information they represent.

**POINTS:** 1

**REFERENCES:** Excel 154  
Plan a Table

**QUESTION TYPE:** Essay

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.132 - Plan the data elements for a table

**TOPICS:** Critical Thinking

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72. Dennis wants to search his table for all customers whose last name is Johnson and Johnsen. What should Dennis do in order to find all the customers that fall into this category?

**ANSWER:**

He can use the question mark (?) wildcard and specify Johns?n as the search criteria to locate both options.

**POINTS:** 1

**REFERENCES:** Excel 160  
Find and Replace Table Data

**QUESTION TYPE:** Essay

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

**TOPICS:** Critical Thinking

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## Excel 2016 - Module 7: Managing Data Using Tables

73. Lily asks you if it is possible to sort the records in her table first by state, then by Zip code. What will you tell her?

**ANSWER:** Yes. She needs to click the Sort & Filter button in the Editing group of the Home tab, click the state field, click the Order list arrow, click A to Z, click Add Level, click the Then by list arrow, click the zip code field, then click the second Order list arrow, click Smallest to Largest, then click OK.

**POINTS:** 1

**REFERENCES:** Excel 164  
Sort Table Data

**QUESTION TYPE:** Essay

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.144 - Sort a table using custom sort options

**TOPICS:** Critical Thinking

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74. Explain calculated columns.

**ANSWER:** After you enter a single formula into a table cell, this feature fills in the remaining cells with the formula's results. The column continues to fill with the formula results as you enter rows in the table. This makes it easy to update your formulas because you only need to edit the formula once, and the change will fill in to the other column cells.

**POINTS:** 1

**REFERENCES:** Excel 166  
Use Formulas in a Table

**QUESTION TYPE:** Essay

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.139 - Use calculated columns to display formula results

**TOPICS:** Critical Thinking

**DATE CREATED:** 2/26/2016 8:06 PM

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75. Explain the structured reference feature in Excel. Give an example.

**ANSWER:** This feature allows your formulas to refer to table columns by names that are automatically generated when you create the table. These names automatically adjust as you add or delete table fields. An example of a table reference is =[Sales] - [Costs], where Sales and Costs are field names in the table.

**POINTS:** 1

**REFERENCES:** Excel 166  
Use Formulas in a Table

**QUESTION TYPE:** Essay

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.139 - Use calculated columns to display formula results

**TOPICS:** Critical Thinking

**DATE CREATED:** 2/26/2016 8:06 PM

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## Excel 2016 - Module 7: Managing Data Using Tables