The Carpe Diem — CSM V2 Question Bank

Style A · answers after each course section

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CSM183

Carpe Diem - newly created

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1. into a cell and the format (or _____) in which the number

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2. _____. Apart from the digits 0 to 9, none of the other

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3. _____ can appear more than once in a given number.

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4. Excel treat them as text and cannot _____ be used in

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5. For example, the date 1/1/1902 is _____ as 732 and

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6. Time is _____ as a decimal fraction of a 24-hour day.

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7. To _____ enter the current date in a cell press Ctrl+;

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8. or Clear _____ but does not change formats or notes,

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9. 1) Select the cell, range, cells in the rows or _____ to

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10. (iii) Click at the home _____, select delete from the cells

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11. If you _____ a whole row or column, the dialogue box does not appear.

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12. Simply select the _____ option, that is either to shift cells left, shift cells up, delete entire row

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13. _____ repeat items already entered in the column

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14. text or a _____ of text and numbers and not dates and

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15. To accept a proposed entry, press ENTER. The _____ entry

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16. exactly matches the pattern of _____ and lowercase letters of

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17. II. Click _____, and then under Editing options, clear or select the Enable

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18. _____ for cell values check box to turn automatic completion of cell

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19. III. Excel then _____ an entry only when the insertion point is at the end of the

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20. _____ the active cell. If entries are repeated within a row they are not

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21. You can use the Fill handle command to fill data into _____ cells. It

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22. numbers, number and text _____, dates, or time periods,

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23. based on a _____ pattern. However, to quickly fill in several types of

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24. data _____, you can select cells and drag the fill handle

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25. _____ check box to hide or display the fill handle.

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26. III. To avoid _____ existing data when you drag the fill

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27. IV. If you do not check the Alert before _____ cells

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28. clicking Fill _____ Only, or you can choose to fill

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29. If you don't want to _____ the Auto Fill Options button every time

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30. you drag the fill handle, you can turn it off by _____ these steps.

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31. _____ an empty cell either below, to the right, above, or to

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32. On the Home tab, in the _____ group, click Fill (arrow

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33. _____ the fill handle to fill data into adjacent cells

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34. I. Select the cells that contain the data that you want to fill into _____

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35. Drag the fill _____ across the cells that you want to fill.

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36. III. To choose how you want to fill the _____, click Auto Fill Options

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37. _____, you can also fill the active cell with the formula of an adjacent

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38. cell by using the Fill _____ on the Home tab in the Editing group or

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39. by _____ the CTRL+D or CTRL+R to fill a cell below or to the right of

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40. If for _____ you have numbers in cells A10:A25 and B10:B25, and

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41. you type the _____ =A10+B10 into cell C10, you can copy the

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42. formula in C10 into cells C11:C25 by _____ cell C10 and double-

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43. cells that it applies to, by _____ the fill handle of the

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44. It is also _____ to use the fill handle to quickly fill

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45. III. Type a value in the next cell to define a _____.

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46. IV. Select the cell or cells that contain the _____ values.

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47. To fill in _____ order, drag down or to the right. To fill in

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48. Fill _____ for the series Feb-2000, Mar-2000, and so on; or

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49. ☐Click Linear for a series that is _____ by adding the value in

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50. ☐Click Growth for a series that is calculated by _____ the value in the

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51. ☐Click Date for a series that fills date values _____ by the value in

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52. the Step value box and _____ on the unit specified under Date unit.

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53. ☐Click _____ for a series that produces the same results as dragging the

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54. You can make the entering of a _____ sequence of data

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55. A custom fill series can be based on a list of _____ items

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56. You should take note that a custom list can only _____ text

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57. _____ only, such as 0 through 100, you must first create a

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58. Using a _____ fill series based on a new list of items

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59. ☐Under the _____ section, click the Edit Custom Lists

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60. entries in the List entries box, _____ with the first

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61. II. Click the Popular _____, and then under the Top options

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62. To edit the fill series, make the _____ that you want

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63. itself in a cell but rather the result that it _____.

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64. by hand or with _____. Without formulas, there would be

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65. no point to using an _____ worksheet such as Excel.

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66. addition, subtraction, _____ and division, as well as to

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67. carry out very complex financial, _____ or scientific

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68. _____ you have in the active cell after you have entered

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69. result of the formula _____ in the active cell while the

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70. _____ the contents of cell C4 by the contents of cell

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71. A cell is always _____ to by using the row and column

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72. column B and row 10 has the cell _____ B10. The cell

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73. The least error prone method of entering cell _____ in a formula

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74. is by _____ to the cell you want to include in a formula.

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75. This _____ a moving border (dashed marquee) around the cell

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76. The address of the cell you point to appears at the cursor _____

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77. 1. Enter an _____ and point to the next cell or range.

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78. 2. When you have _____ entering the formula, press Enter to

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79. Excel treats cell references in formulas _____ when they are

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80. copied from one cell to _____ and hence the need to have a good

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81. _____ and the row is relative or the column is relative and the

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82. cells/ranges in the formula in terms of their _____ relative to the

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83. cell that holds the result, and then adjust the cell _____ in the

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84. copied formula such that the _____ is maintained.

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85. (i.e. B5 to B3) from that of the row one above the _____ cell

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86. (i.e. B5 to B4) and _____ the result by the entry in the cell three

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87. above hence when the cell _____ is placed at cell Z6 for

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88. it _____ to cell F5, the formula in cell F5 displays as = SUM

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89. _____ position from the cell that contains the formula.

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90. _____, however, these changes cause problems. For example if all

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91. the formulas copied above have to be _____ by a value in cell A4, then

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92. Absolute addresses are _____ by having a dollar sign preceding a column letter

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93. In this case we use mixed _____. Mixed addressing combines

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94. relative and absolute _____, that is either the column or the

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95. is linked _____ to Column G whiles the row is relative to row 5

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96. formula for the current cell either directly or _____.

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97. current cell in the formula or simply put _____ a cell in terms of itself. An

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98. formula in D3 will keep on _____ whenever data is stored in a cell. This

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99. _____ may be useful at times but unless it is intended, try and avoid

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100. the sheets from sheet1 to sheet4 and adds the SUMS _____

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101. Operators tell formula what _____ to perform. Excel uses

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102. comparison, text _____, and reference. These are as

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103. These are operators used in performing basic _____

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104. These are _____ that make it possible for you to compare

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105. two values. When two values are _____, the result is a

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106. _____ value and that can be either True or False. The

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107. ampersand (&) sign which is used to join, or _____,

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108. one or more text _____ to produce a single piece of text.

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109. operation or order of _____ is negation (-) first, then

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110. (*), division (/), addition (+), and finally _____ (-).

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111. _____ around the part of the formula you want calculated

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112. There are basically three rules _____ the evaluation of the

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113. Take for example the _____ =8 / 2 ^ 3. The operator, ^

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114. would be _____ first, that is 2^3 and hence the above

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115. with the use of _____ in the same example as in rule 2, the result of the

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116. A cell or _____ of cell can also be named. A range name may be

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117. _____ an expression such as Price * Quantity rather than

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118. A1*B1, and that explains why it is _____ better to name

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119. Names may be typed in either upper - or _____ letters.

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120. the name of the _____ selected cell or cells, if they are named.

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121. _____ list of all defined names in the workbook.

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122. To _____ a name using the name box, follow these steps;

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123. II. Click the _____ tab on the Ribbon and then click

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124. III. In the _____ text box, type a name (or use the name

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125. delete the _____ and then either type the new cell or

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126. _____ dialog box, where you can repeat the process to

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127. without writing their own _____. Since these functions have

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128. Without the use of built-in _____, there wouldn't have been

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129. much _____ between the use of a calculator and Excel in

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130. already been defined by the Excel software _____ for

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131. but the use of the _____ function SUM makes this quite

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132. easier by simply _____ the formula =SUM(A1:A1000) at the

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133. II. You are likely to make _____ errors if you write

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134. IV. Entering functions take less _____ and saves time.

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135. function, which always _____ follows the equal sign.

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136. The equal sign _____ the function is required for only the

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137. _____ have some of the arguments as optional. In such a

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138. _____ to act as pace holders. For example, if the fv optional

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139. Note that the _____ of each argument in the function is very

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140. enclosed in _____ marks (“ “). Quotation marks in any text

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141. especially with the _____ different ways to spell a

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142. process and _____ each function as well as each argument

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143. are entering a formula in the formula bar, move the _____

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144. III. Select type of _____ you want from the Function category

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145. IV. Choose the _____ function that you want and read the

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146. VII. Choose OK to _____ the function and insert it in a cell. You

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147. The most _____ used function is SUM ( ). This function

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148. cell B10 right up to cell B20, with both B10 and B20 _____.

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149. button when _____, selects the cells in the column above the

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150. SUM ( ). If the _____ range is not correct, you may drag

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151. _____ the desired ranged with the mouse and then press

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152. _____ blank cell(s) to the right or below the range. When

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153. you select the _____ button, Excel fills in totals. Sum totals

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154. _____ in blank cells below and to the right of a range of

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155. Excel's date and time functions _____ or calculate dates

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156. The number starts with _____ 1, 1900. Thus, January 1, 1900

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157. _____ 1, 1900 has serial number 32, etc. Note that if a cell s

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158. date formats but _____ this date will be a serial number.

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159. The NOW function _____ the serial number of the date and

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160. time in the _____ clock. Excel updates the date and time only

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161. when the worksheet is opened or _____. The NOW function

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162. _____ the number of days beginning from 1st January 1900 to

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163. the _____. It acts in the same way as the NOW function but

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164. day and is a number from 1 to 31 _____ on the month.

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165. The serial number of _____ 28, 2010 can be obtained using the

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166. _____ a date in the form of text to a serial number.

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167. day year. A 360-day year _____ that each of the twelve months

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168. Since _____ functions use angles measured in radians, use

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169. these _____ to convert between radians and degrees for the

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170. Rounds a number to the nearest integer or to the nearest _____ of

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171. deviations, _____, correlations, and slopes. Below is the

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172. Returns the average (_____ mean) of all cells that

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173. Returns the inverse of the cumulative _____ function for

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174. Returns the inverse of the one-tailed _____ of the

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175. _____ the number of cells within a range that meet the given

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176. Returns _____, the average of the products of paired

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177. Returns the Pearson product moment _____ coefficient

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178. text to _____ portions you need from long strings of text, or you

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179. cells width without _____ a cell filled with #####.

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180. numbers or dates converted to text can be joined (or _____)

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181. Returns a numeric code for the first _____ in a text

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182. _____ loan details, investment analyses, annuities, etc.

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183. annuity is a _____ series of equal payments. Examples of

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184. _____ are mortgage payment on a house, payment of a car loan,

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185. The current value of amounts to be _____ or paid in the future

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186. _____ at some interest rate; the amount that must be invested

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187. today at some interest rate to _____ to some specific future

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188. The number of payments that will be made to an _____ or loan.

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189. For example, a _____ loan with monthly payments would have 60

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190. _____ can either be made in arrears (at the end of each period)

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191. determines whether the _____ will be based on payments made

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192. Returns the _____ for each accounting period by using

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193. Returns the _____ rate for a fully invested security

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194. Returns the _____ depreciation of an asset for one period

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195. Returns the _____ digits depreciation of an asset for a

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196. Returns the _____ rate of return for a schedule of cash flows that

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197. Returns the net present value for a _____ of cash flows that is

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198. Returns the yield on a _____ that pays periodic interest

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199. and you are to repay the loan in 5 years (60 monthly _____),

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200. one period (i.e. one month). The _____ value of the amount

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201. _____ is -1,000,000.00, because no payments have yet to be

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202. (i) To _____ how much money you will have in 15 years if you

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203. deposit ¢200,000 a month into an annuity that earns 10% _____,

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204. If one pays ¢150,000 _____, for a five year period when the

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205. Excels logical functions allow you to build _____ features into

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206. your _____ models. They test whether or not a statement is

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207. True or False and return a result. A _____ that can be answered

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208. with true or false is _____ a logical test. A value of 0 means

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209. This function always returns a logical FALSE , _____ you to use

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210. equal to 10” will be _____ in the cell. If A3 is not equal to 10, a

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211. than to type FALSE (), but the function is _____.

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212. It always _____ a logical TURE. Format is TRUE () or TURE

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213. arguments include _____ such as C10> 20 or A4 + A10 = 16

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214. argument (C1>D1) is false. Both logical arguments (or _____)

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215. This function permits you to test a logical _____ to determine

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216. And _____ cell F1 contains the hours worked by an employee for

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217. the week, then the above means “if the hours _____ for the week

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218. is greater than 40, _____ 40 from the hours worked and multiply

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219. the result by 1.5, _____ the result in cell B10. If the hours worked

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220. for the week is not _____ then (i.e. less than or equal to) 40 then

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221. _____ of KNUST Computer Company are paid on hourly basis at

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222. the end of every month. If an _____ works for not more than 40

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223. worked in excess of 40. _____ hours are paid at 50 cedis per hour

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224. while the _____ rate is one and half times the regular rate per

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225. child in excess of three _____ GetFUND. Assume you have just

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226. been _____ by the above company and that you have been

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227. worksheet. The _____ tax rate for income, district and

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228. the _____ tax rate and the NHIL rate change, only their

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229. _____ new values have to be entered to replace the

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230. exiting ones in cells I2, I3 and I4 _____, and that there

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231. will be no need to _____ any formula from one cell to

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232. A Social Science _____ marked her mid semester and end of

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233. semester _____ scripts each over 100 instead of 30 and

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234. compute the final marks of the _____ and also indicate the

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235. Looks in the first _____ of an array and moves across the row to return the

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236. To _____ exactly how your table should like, click the

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237. VI. As you now move the mouse pointer over the _____

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238. III. Select the first cell in the _____ range and

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239. If you make a _____ text entry in a cell, you can have

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240. Excel wrap the text so that it forms a _____ that fits

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241. the cell. The cell's height _____ to contain multiple

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242. I. _____, by applying different number formats, you can

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243. _____. The actual value is displayed in the formular

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244. possible to see all _____ number formats by clicking

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245. the Dialog Box Launcher (at the _____ corner) next

csm183 lecture slides_2026.pdf · CSM183

246. _____ ❖This format is used for general monetary values

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247. numbers as date values _____ to the type and locale

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248. displays the content exactly as you type _____ of

csm183 lecture slides_2026.pdf · CSM183

249. II. Move pointer to column _____ directly to the right

csm183 lecture slides_2026.pdf · CSM183

250. III. Use one of the following _____ to adjust column

csm183 lecture slides_2026.pdf · CSM183

251. _____ to the right of the column header where the hidden

csm183 lecture slides_2026.pdf · CSM183

252. column should be (i.e. _____ column headers G and H).

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253. (portrait or _____), headers and footers, gridlines,

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254. _____ you to reduce or enlarge the size of the report

csm183 lecture slides_2026.pdf · CSM183

255. to print _____, comments, change colors to black and

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256. left, and right _____ for the page you wish to print. It

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257. edge of the page. The _____ left and right margins are

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258. the _____ of the headers and footers that are printed on

csm183 lecture slides_2026.pdf · CSM183

259. each page. You may create custom _____ and footers too.

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260. III. Click the check box labelled _____ to center the

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261. IV. Click the check box labelled _____ to center the

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262. rather than a portrait _____, which is taller than

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263. paper sizes, you may print on _____ paper (or some

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264. Tools, Options, command and _____ the View tab, and then

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265. III. Set or clear the Rows and columns _____ printing to

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266. sheet of paper, it _____ down the range, and then goes to

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267. may want Excel to print _____ the wide range first and

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268. fonts, you can print a document _____ reduced or

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269. enlarged. By making a _____ reduction, you can fit a

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270. _____ box and select the Adjust To option or the Fit To option.

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271. Enter the _____ size in the Adjust To text box. If you enter a

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272. 100, the page is enlarged. If the printer is _____ of scaling

csm183 lecture slides_2026.pdf · CSM183

273. the print job to fit the page, the _____ To and Fit To boxes are

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274. Open the Page Setup dialog box by _____ the Home, Page

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275. III. Excel provides several _____ formats for the headers and

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276. format, use the Header or footer _____ lists, and choose

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277. then pressing Enter. You can create _____ header

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278. IV. If _____ are any other Print areas to set up type a

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279. _____. Delete all the text in the Print Area text box to

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280. _____ page breaks (that affects only the sides) make

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281. sure the active cell is in row 1 before you _____

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282. save or open a file in Excel, you are saving or _____ a

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283. III. _____ Yes to delete the files, or choose No If you

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284. If it is _____ to insert more than one sheet, then,

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285. rather than _____ them one at a time, you can insert

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286. II. For example, if you want to add three new _____,

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287. III. On the Home tab, in the Cells group, click _____, and

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288. III. _____ steps 3 and 4 to add all the source areas to the

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289. _____, Excel uses this label to title the chart. If more

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290. _____ order of CSM 203 within ascending order of CSM 201.

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291. large _____ or creating a personal slide show of your

csm183 lecture slides_2026.pdf · CSM183

292. to either create a new blank _____ or create a new

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293. Slides contain _____, or areas on a slide that are enclosed by

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294. replace, and _____ icons that represent specific commands

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295. such as Insert Picture, Insert Chart, and Insert _____.

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296. will appear in the center of the _____ window and in the panel on

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297. 3. Click inside the slides tab on the left task pane. A _____ insertion point will appear

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298. ☐You can use the _____ shortcut Ctrl and C to copy the slide and Ctrl and V to paste it.

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299. ☐From here, you can _____ the view to Normal, Slide Sorter, or Slide Show

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300. edit your _____ in the center slide pane and all the slides

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301. ☐Slide Sorter is a view of your slides in _____ form.

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302. ☐If you are saving a _____ for the first time, you will need to use the Save As

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303. ☐Click the _____ or text box where you wish to insert text. The

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304. ☐Place your _____ next to the text you wish to delete.

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305. ☐Press the _____ key on your keyboard to delete text to the left of the

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306. ☐Release the mouse button. You have selected the text. A _____ box will

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307. ☐Move your cursor over the _____ font sizes. A live preview of the font

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308. ☐_____ the font style you wish to use. The font style will

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309. ☐Click the Bold, Italic, or _____ command in the Font group on the

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310. ☐Select one of the four _____ options from the Paragraph group on the Home

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311. ☐Center: Aligns text an equal _____ from the left and right margins.

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312. ☐Justify: _____ text is equal on both sides and lines up equally to the

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313. PowerPoint includes built-in themes that allow you to easily create _____ presentations without

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314. Each theme has _____ background styles associated with it that can be applied to the slides to modify

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315. An _____ of doing this is that the location of the text will not move.

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316. ☐Fonts that are _____ with the font size and style menus will not

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317. ☐_____ the colors, fonts and effects create a new custom theme

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318. ☐The _____ to modify these themes makes it an even more robust and

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319. powerful tool because you can _____ the themes based on your

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320. ☐_____ styles can be added to your slides after a theme is

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321. ☐The styles are fill _____ based on theme colours.

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322. ☐Click the text box. Your cursor _____ a cross with arrows on each end.

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323. Click one of the square sizing handles on the left or right sides, or a _____ handle on one

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324. ☐While _____ down the mouse button, drag the sizing handle until the text box is the

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325. cursor will have a text box beneath it to _____ that you are moving text.

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326. arrange and format text on slides to draw _____ to specific

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327. text, or use _____ commands to insert tables, charts, SmartArt

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328. Enter text. If the text _____ more than one line, it will

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329. III. Press the Enter key. A new _____ will appear on the

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330. ☐To Select an _____ Bullet Style or Switch to a Bulleted

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331. III. Select Bullets and _____ from the menu. A dialog box will appear.

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332. IV. Click Picture on the _____ tab. The Picture Bullet dialog box will

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333. VI. Click OK to apply the _____ to the list in the slide.

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334. IV. Enter the number to start the list in the Start at: field on the _____

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335. ☐A table is a grid of cells _____ in rows and columns

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336. ☐_____, the arrow keys can be used to navigate the table

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337. The SmartArt features lets you create and customize _____

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338. III. Select a chart or _____ type, then select a chart

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339. such as _____, shapes, and text boxes on the slide. Using

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340. _____ objects in this way can take a great deal of time.

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341. _____ below indicate how the menu choice of Align Selected

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342. are also _____ by whether Align Selected Objects or Align to Slide

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343. moving each object _____ or using the align menu

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344. object. This is _____ by the box with sizing handles

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345. IV. Select _____ from the menu. The grouped object will

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346. IV. Hover over a menu option to see a live _____ of the

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347. appear _____ Arrow B if I drag the objects so they are stacked on

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348. _____ Rotated Right 90 Degrees 165 and text boxes, or a

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349. Options tab appears. Many of the _____ are similar to

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350. _____. For example, if you will be using your slides to talk

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351. the four views are _____ from the default view, Normal. The

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352. You can drag and drop slides easily to _____ them, and see more slides at

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353. one time. This is a good view to use to _____ that you have all the needed

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354. the _____ view appears. Click on Print and the Print

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355. _____ options and then click Print button. The document is

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356. Select the _____ you would like to use, if you have more than one printer

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357. Go to _____. From here you can make choices about paper size and whether

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358. print _____. These options vary from printer to printer.

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359. Decide what you want to print -- slides, _____, notes pages, or an outline.

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360. You can print Notes Pages, if you typed _____ notes for the slides.

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361. I. Select the text or object on the slide you wish to _____

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362. III. Upon clicking the tab, you'll have a lot of _____ to

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363. IV. Click None. The _____ label will disappear from the

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364. IV. Simply select an _____, Emphasis, Exit, or Motion

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365. Select the _____ animation in the Add Animation task pane list

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366. Locate the _____ to This Slide group. By default, No Transition

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367. IV. Repeat this _____ for each slide you want to modify

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368. unattended _____, such as at a trade show booth

Answers

1. appearance

2. formatted

3. characters

4. therefore

5. represented

6. displayed

7. quickly

8. contents

9. columns

10. button

11. selected

12. appropriate

13. Automatically

14. combination

15. completed

16. uppercase

17. Advanced

18. AutoComplete

19. completes

20. contains

21. worksheet

22. combinations

23. detected

24. series

25. drag-and-drop

26. replacing

27. overwriting

28. Formatting

29. display

30. following

31. Select

32. Editing

33. Dragging

34. adjacent

35. handle

36. selection

37. Similarly

38. command

39. pressing

40. example

41. formula

42. selecting

43. double-clicking

44. possible

45. pattern

46. starting

47. increasing

48. Months

49. calculated

50. multiplying

51. incrementally

52. dependent

53. AutoFill

54. particular

55. existing

56. contain

57. numbers

58. custom

59. General

60. beginning

61. category

62. changes

63. generates

64. calculators

65. electronic

66. multiplication

67. statistical

68. information

69. displays

70. multiplies

71. referred

72. reference

73. references

74. pointing

75. inserts

76. location

77. operator

78. finished

79. differently

80. another

81. absolute

82. positions

83. addresses

84. relationship

85. current

86. divide

87. pointer

88. relatively

89. relative

90. Occasionally

91. multiplied

92. identified

93. referencing

94. addressing

95. permanently

96. indirectly

97. defining

98. changing

99. situation

100. together

101. operations

102. concatenation

103. mathematical

104. operators

105. compared

106. logical

107. concatenate

108. strings

109. precedence

110. subtraction

111. parenthesis

112. concerning

113. expression

114. evaluated

115. bracket

116. range

117. understand

118. sometimes

119. lowercase

120. currently

121. alphabetical

122. define

123. Formulas

124. Name

125. address

126. Manager

127. definitions

128. functions

129. difference

130. developers

131. built-in

132. entering

133. typographical

134. keystrokes

135. immediately

136. preceding

137. arguments

138. inserted

139. position

140. quotation

141. potentially

142. explains

143. insertion

144. function

145. specific

146. complete

147. frequently

148. included

149. clicked

150. suggested

151. through

152. including

153. AutoSum

154. appear

155. manipulate

156. January

157. February

158. internally

159. calculates

160. computer's

161. recalculated

162. represents

163. computer

164. depending

165. September

166. Converts

167. assumes

168. trigonometric

169. equations

170. multiple

171. distributions

172. arithmetic

173. distribution

174. probability

175. Counts

176. covariance

177. correlation

178. pull-out

179. producing

180. concatenated

181. character

182. calculating

183. periodic

184. annuities

185. received

186. discounted

187. accumulate

188. investment

189. five-year

190. Payments

191. calculation

192. depreciation

193. interest

194. straight-line

195. sum-of-years'

196. internal

197. schedule

198. security

199. instalments

200. payment

201. borrowed

202. calculate

203. annually

204. monthly

205. conditional

206. spreadsheet

207. question

208. considered

209. permitting

210. stored

211. self-documenting

212. returns

213. statements

214. conditions

215. condition

216. assuming

217. worked

218. subtract

219. putting

220. greater

221. Employees

222. employee

223. Regular

224. overtime

225. towards

226. employed

227. percentage

228. district

229. corresponding

230. respectively

231. re-copy

232. lecturer

233. examination

234. students

235. column

236. specify

237. different

238. destination

239. lengthy

240. paragraph

241. increases

242. Generally

243. calculations

244. available

245. bottom-right

246. Currency

247. according

248. irrespective

249. separator

250. techniques

251. directly

252. between

253. landscape

254. enables

255. gridlines

256. margins

257. default

258. content

259. headers

260. Horizontally

261. Vertically

262. orientation

263. legal-sized

264. clicking

265. Headings

266. prints

267. across

268. proportionally

269. proportional

270. dialog

271. desired

272. incapable

273. Adjust

274. choosing

275. predefined

276. drop-down

277. multiple-line

278. there

279. options

280. vertical

281. right-click

282. opening

283. Choose

284. necessary

285. inserting

286. worksheets

287. Insert

288. Repeat

289. exists

290. descending

291. audience

292. presentation

293. placeholders

294. thumbnail-sized

295. SmartArt

296. PowerPoint

297. horizontal

298. keyboard

299. change

300. slides

301. thumbnail

302. document

303. placeholder

304. cursor

305. Backspace

306. highlighted

307. various

308. Click

309. Underline

310. alignment

311. distance

312. Justified

313. professional-looking

314. additional

315. advantage

316. changed

317. Modifying

318. option

319. customize

320. Background

321. variations

322. becomes

323. circular

324. holding

325. indicate

326. emphasis

327. graphical

328. requires

329. bullet

330. Alternate

331. Numbering

332. Bulleted

333. picture

334. Numbered

335. arranged

336. Additionally

337. designer-quality

338. diagram

339. pictures

340. aligning

341. examples

342. affected

343. individually

344. indicated

345. Ungroup

346. preview

347. beneath

348. Objected

349. commands

350. completing

351. visible

352. reorder

353. confirm

354. Backstage

355. printing

356. printer

357. Settings

358. double-sided

359. handouts

360. speaker

361. animate

362. animations

363. animation

364. Entrance

365. preferred

366. Transition

367. process

368. presentations

CSM184

Carpe Diem - newly created

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369. _____ STARTED WITH EXCEL 2

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370. _____ CHARTS (GRAPHS) 118

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371. CREATING NEW _____ 139

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372. _____ PICTURES, SOUND AND MOVIES 156

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373. _____ TEXT AND OBJECTS 187

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374. Today, when you purchase a computer it is likely to have been _____ with the

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375. popular Windows based suite of programs called Microsoft Office. _____ that

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376. form the _____ Office suite are Microsoft Word (a word processor for creating

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377. _____ documents), Microsoft Access (database management application for

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378. creating and maintaining databases), Microsoft PowerPoint (_____ software),

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379. Microsoft Outlook, Microsoft Publisher and Microsoft Excel. The Excel is a _____

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380. program), which is simply the _____ equivalent of the accounting worksheet. Both

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381. consist of rows and columns. The _____ of the rows and columns are used to store

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382. numbers and text and is capable of a wide range of _____ from simple arithmetic

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383. _____ such as totals, products or percentages, to complex automated calculations

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384. _____ are widely used in research, industry and business for storing, manipulating

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385. and comparing data and for planning and _____. Below are some of the major areas

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386. In Accounting field:- financial and other non financial _____ such as

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387. i). _____ of budgets, Balance sheet, Trial Balance, analysis of cash flows, costing

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388. projects, managing _____, payroll, and other financial plans involving income and

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389. 2. Scientific environment: Scientist such as _____, Engineers, Physicists,

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390. Chemists, _____, statisticians, biologist, etc. use spreadsheets to perform

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391. statistical _____ such as averages, standard deviations, variance, R-Squared, etc.

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392. They can also use spreadsheet to calculate regression _____, perform analysis of

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393. variance (ANOVA), to solve _____ equations (i.e. systems of linear equation), to

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394. 3. Graphical _____: Spreadsheets are used in many disciplines to represent data

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395. _____ for easy analysis such as Pie chart, Histogram, line graphs, etc. For example,

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396. hospitals, _____ division, etc. can use spreadsheet to represent information such as

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397. _____ values, morbidity values, the trend of cases with respect to an outbreak of a

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398. 4. Forex bureau and other _____ companies use spreadsheets for their currency

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399. _____. For example, using a spreadsheet it is possible to convert from one currency

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400. to another without having to use any _____ device.

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401. _____ their data base. It allows them to perform operations such as sorting the data

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402. in their database, extracting _____/records from a given database, etc. Spreadsheet

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403. questions which occur very _____ in business. For example builders or architects

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404. want to know the answer to a _____ such as “what if we change the diameter of the

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405. storm drain, how will that affect the rate of flow of water _____ along it? Also, a

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406. business may want to know what will happen to profit if income and _____ values

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407. over a certain period increase or decrease. Will the architect, builders or _____ have

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408. change in one value Excel for example will _____ update or recalculate all values

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409. for creating financial _____ or budgets but also as a planning tool.

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410. _____, SUPERCALC, LOTUS 1-2-3, SYMPHONY, QUATROPRO,

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411. Click the Start button on the _____ at the bottom left of the screen.

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412. Move the mouse pointer over the All _____ command, then over the

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413. Another way you can start Excel is from a shortcut icon on the desktop. _____ the

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414. EXCEL _____ icon on the desktop. When Excel starts you will obtain the following

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415. You also can start an _____ or specific excel document by clicking the start menu,

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416. moving the pointer over the My Recent _____ folder, and then clicking the Excel

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417. load the document provided excel is _____ on your computer. If Excel is running, it

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418. will load the _____ and activate Excel so that it is on top of other windows. If the

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419. may be and double click on the _____ filename to open the file.

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420. day when you have _____ working, follow these steps.

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421. Using the mouse, click the Office Button and then click the Exit _____ or

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422. click the X in the top right corner. To choose this command using the _____

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423. press Alt + F and then press X. _____, press the shortcut key combination

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424. Alt + F4, which closes Excel _____ using the Office Button.

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425. If you made changes to any loaded _____, Excel displays an alert box asking

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426. _____ you want to save your current work or not. Choose Yes or press Enter to

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427. Repeat step 2 for any other alert boxes that appear. An alert box _____ for each

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428. workbook you have open _____ that has been changed.

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429. When all workbooks are closed, the Excel window closes, and the _____ is

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430. _____. Another way to quit Excel is to click on the Title bar and select Close from

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431. display them on-screen _____. One can run Excel and office applications

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432. example, _____ data into or out of Excel, transfer charts to graphics programs for

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433. further _____, create updateable links between Excel worksheets and windows

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434. to set up your Excel _____ and become familiar with a few key tasks and features

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435. such as how to minimize and maximize the Ribbon, how to _____ the Quick Access

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436. _____, switch page views, and access your Excel options.

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437. The tabbed Ribbon menu system enables you to _____ through Excel and access the

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438. various Excel _____. If you have used previous versions of Excel you would have

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439. noticed that the Ribbon system has replaced the _____ menus. Above the Ribbon in

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440. the _____ corner is the Microsoft Office Button. From here, you can access

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441. _____ options such as New, Save, Save As, and Print. By default the Quick Access

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442. _____ tabs (sheet 1, sheet 2 and sheet 3) appear each time you create a new

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443. 400%), and the _____ scrolling bar. At the extreme right side of the screen is the

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444. The Excel workbook window that _____ accepts entries and commands;

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445. this window has a solid title bar and is _____ the top window.

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446. which the window is based, and also can contain _____, Maximize,

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447. commands are grouped into related _____ and placed on the ribbon menu.

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448. - The area of the screen where you enter or edit text, numbers, or _____. It

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449. - It is located on the left hand side of the Formula bar and _____ the cell

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450. _____ (or address) of the active cell or the cell name.

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451. - A bar at the bottom of the screen that shows what Excel is _____ to do

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452. - These tabs enable you to switch to a _____ sheet in a workbook. The sheet

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453. Click the arrow to the right of the Quick Access toolbar to obtain the _____

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454. Select the command you wish to add from the _____ list by checking the

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455. If the command you wish to add is not part of the command _____ in the customize

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456. quick access toolbar, you can still have it added by _____ the steps below:

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457. The Ribbon can be _____ or minimised depending on which commands you will

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458. Select Minimize Ribbon from the list. The Ribbon _____.

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459. To _____ the ribbon, click the arrow again and select Minimize the Ribbon

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460. You can also minimize and maximize the Ribbon by _____ anywhere in

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461. the main menu and _____ Minimize the Ribbon in the menu that appears.

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462. designed to be _____ to your current task and easy to use; however, you can

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463. choose to minimize the Ribbon if you would prefer to use _____ menus or

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464. also add _____ features, send, publish, and close files.

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465. using the office 2007 _____. This means that you cannot use an earlier version to

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466. to say Excel 93-2003 format. By this all _____ worksheet that you create will be

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467. saved using the new format. To change any of the default _____, you will have to

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468. Click the Excel _____ button. A dialog box will appear.

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469. As you learn more about Excel and become _____ at using it, you may want to

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470. modify some of the settings. As a _____ user, it is usually best to leave the default

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471. Workbooks are _____ of worksheets stored in the same file on disk. Sheets may

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472. workbook's sheets at one time or to _____ related sheets, or to do math involving

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473. The area under a _____ alphabet (e.g. A through to O as shown in figure above) and

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474. and bounded by two _____ lines (1 through 8 as shown in the above figure) is called a

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475. ROW. Each worksheet has sixteen thousand three hundred and _____ (16,384)

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476. _____ labeled as follows from left to right: A through Z, AA through AZ, BA through

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477. BZ, CA _____ CZ, DA through DZ, etc. up to XFA through XFD. There are One

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478. Million _____ thousand five hundred and seventy-six (1,048,576) rows labelled 1 to

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479. 1048576 from top to bottom. The column letters and row numbers are used to _____

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480. identify columns and rows _____. The intersection of a row and column form a

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481. up of its _____ letter(s) and row number e.g. A8, P16, BB100, AK47, XFA98766.

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482. Please note that no two cells can have the same address as each cell _____ a unique

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483. location on the worksheet for storing and _____ data. The Excel work area forms a

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484. Whenever you start Excel, you are _____ with an initial or a new workbook to start

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485. _____ need to know how to insert text and numbers into Excel workbooks to be able

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486. to use it to _____, analyze, and organize data. Note that if Excel has already been

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487. by _____ data. A data refers to numbers (with or without fixed decimal points), text,

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488. dates, etc. To enter data into any cell, you must first know the cell and then _____ the

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489. Click a cell to select it. As you select a cell, the cell _____ appears in the Name

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490. the cursor control keys _____ on where cell into which a data was entered.

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491. You can repeat the above steps to enter as many data as _____ to create a

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492. example, this cell is A2 since it is where column A and row 2 _____.

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493. You can enter the same data into a _____ cells at the same time. To do so,

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494. ☐ _____ the cells that you want to enter the same data into. Note that these cells

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495. ☐ Press Ctrl+ Enter keys and all _____ cells will have the same data entered.

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496. As you enter data into cells, you are likely to make a _____ that may require that you

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497. either have to delete an entire cell entry or you may have to edit it. _____ the case

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498. Press the _____ or the delete key on your keyboard to delete text and retype

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499. the correct text. Note that _____ either of these keys deletes the entire content

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500. Press F2 (Edit) key and then make the _____ changes that you want to make.

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501. You can also make _____ to and delete text from the formula bar. Just select the cell

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502. sheets. You can have multiple _____ opened, each in its own document window.

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503. To activate an open workbook, click the name of the required workbook _____ with

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504. To move forward or _____ through sheets using the keyboard, use these shortcut

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505. Click the tab _____ buttons to scroll through the workbook until you can

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506. Click the tab _____ the name of the worksheet you want to activate.

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507. To select multiple adjacent _____, follow these steps;

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508. To select multiple _____ worksheets, follow these steps;

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509. you quit or exit excel without saving or if there is power _____ to your computer.

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510. o Save As allows you to name the file and also choose a _____ to save the

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511. Workbook, which saves it with Excel 2007 file _____ (.xlsx), and as an Excel 97-

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512. 2003 Workbook, which saves the file in a _____ format so people who have earlier

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513. Before you can enter, edit, or modify the _____ of a cell, you must select the cell or

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514. cells you want to change. The single cell that _____ the data or formula you enter is

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515. the active cell. A _____ of multiple cells is referred to as a range. Commands affect

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516. Using the mouse, move the mouse _____ over the cell and click the left mouse button.

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517. Using the keyboard, press the _____ keys to move the active cell.

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518. Ctrl + Arrow Moves the active cell in the _____ indicated until the edge of a block

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519. want to move. If the _____ cell is full, the active cell moves to the edge of the full area

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520. on the side you _____. If the current cell is empty, the active cell moves to the

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521. pressing shift as you move using any of the above _____ will select the cells you

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522. number or column letter(s). Drag across _____ row numbers or column letters to select

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523. After you select a row or column, you can select _____ adjacent rows or columns by

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524. _____ at the top left of your screen as shown in the figure below:

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525. We have so far look at the cell address of a single cell. _____ we want to work on a

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526. group of cells, we need to define these cells. _____ a group of cells is known as a

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527. range. We now want to look at how we can _____ an address for a group of cells as a

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528. single unit. To define a _____ range, two cell addresses are required and these must

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529. be separated by : (colon). The following figures throw more light on the four _____

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530. but for this _____ we will be using the first or the second figure.

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531. The base of the arrow defines the _____ cell while the tip defines the end cell. Recall

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532. that defining a range address requires two diagonal cells. For _____ we will use the

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533. first two whenever a range is _____ even though either of the four can be used to

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534. For a range _____ a single cell, the top left and the bottom right cell addresses would

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535. The _____ of the top left cell and that of the bottom right cell must be separated by a

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536. colon. The colon is read as TO. Hence the range A1:B6 is _____ as the cell A1 to

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537. cell B6, that is the range _____ of the first six rows of columns A and B (i.e. A1, A2,

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538. For example the following formulas contain valid range _____:

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539. The Go To command moves the active cell to any address you want. It is _____ the

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540. fastest way of moving from one cell to another if the two cells _____ are very far

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541. To select a large range, select the _____ corner by using F5 again, and entering the

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542. Click the _____ to the right of the reference area to display a list of named

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543. _____ are numbers, text, dates, times, logical values such as TRUE or FALSE, and

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544. errors. Error values such as #Num!, occurs when Excel cannot _____ evaluate a

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545. When you type a value or formula in the active cell, your entry appears at the _____

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546. point, or cursor in the long text box on the right of the _____ bar near the top of the

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547. screen. You can ether edit the _____ of a cell directly in the cell or you can also edit

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548. the contents of a cell in the formular bar. _____ when you are in editing mode, many

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549. ☐ Click the cell that _____ the data that you want to edit, and then click anywhere

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550. in the formula bar. This _____ the insertion point in the cell or formula bar.

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551. ☐ To delete _____(s), click where you want to delete them, and then press

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552. ☐ To insert _____, click where you want to insert them, and then type the new

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553. format and that is wider than the column width. To see all text, you must _____ the

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554. You can make Excel accept a number as text by typing an _____ (') followed by the

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555. front of the number and _____ the number in quotation marks e.g. = “25,000”. In

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556. displayed in _____ notation. E.g. 2.17E+09. Note, however, that you may not perform

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557. When a number is _____, Excel stores both the number typed into a cell and the format

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558. (or _____) in which the number should be displayed (i.e. the format). Initially Excel

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559. tries to _____ how the number should be formatted. Apart from the digits 0 to 9, none

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560. To enter a _____ such as 7½, type the integer 7, a space, and then the fraction (½). To

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561. type ½, type a zero, a space, and the fraction (0 1/2); else Excel will _____ the entry as

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562. Excel _____ dates and times typed in most common ways. When you type a date or

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563. time, Excel _____ your entry to a serial number. This enables Excel to do date and time

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564. date 1/1/1902 is _____ as 732 and that is the number of days since 1/1/1900. Time

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565. formula bar with the format m/d/yyyy, _____ of how the cell is formatted.

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566. To _____ enter the current data in a cell press Ctrl+;

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567. A valid date entry in an _____ cell is aligned, as a number, to the right. If the cell

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568. has been _____ formatted with a numeric format, it appears as a serial number.

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569. To enter a date, type the date into the cell with any of these _____.

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570. To make it easy to enter _____ text items in a column, Excel includes a new feature

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571. called Auto _____. Instead of typing the same text items over and over, you only need

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572. to type it once. The next time you want to type the same text in or at the _____ of the

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573. Clears the formula bar; _____ and clears the formula bar.

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574. have the option to _____ whether all cell contents and notes should be cleared and

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575. _____ to General format, or Clear contents but does not change formats or notes, or

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576. When the Edit, Delete command deletes cells, it _____ removes the selected cells

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577. 2. _____ (i) press Ctrl+- (minus), (ii) click the right mouse button and select Delete

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578. or (iii) Click at the home _____, select delete from the cells group and then select

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579. _____, that is either to shift cells left, shift cells up, delete entire row or column

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580. 1. Select a cell or range of cells where you need new cells _____. Or, select cells

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581. completes only those entries that contain text or a _____ of text and numbers and

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582. not dates and times. _____ that contain only numbers, dates, or times are not

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583. The _____ entry exactly matches the pattern of uppercase and lowercase

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584. (ii) Click _____, and then under Editing options, clear or select the Enable

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585. _____ for cell values check box to turn automatic completion of cell

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586. (iii) Excel then _____ an entry only when the insertion point is at the end of the

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587. dates, or time periods, based on a _____ pattern. However, to quickly fill in several

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588. types of data _____, you can select cells and drag the fill handle

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589. Enable Fill handle and cell _____ check box to hide or display the fill

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590. To avoid _____ existing data when you drag the fill handle, make sure that

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591. the Alert before _____ cells check box is selected. If you do not check the

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592. If you don't want to _____ the Auto Fill Options button every time you drag the fill

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593. On the Home tab, in the Editing group, click Fill (arrow _____

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594. _____), and then click Down, Right, Up, or Left depending on the

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595. _____ the fill handle to fill data into adjacent cells

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596. Drag the fill _____ across the cells that you want to fill.

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597. _____, you can also fill the active cell with the formula of an adjacent cell by

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598. to, by _____ the fill handle of the first cell that contains the formula. If for

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599. _____ you have numbers in cells A10:A25 and B10:B25, and you type the formula

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600. numbers or dates or with a _____ series for days, weekdays, months, or years. To do so,

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601. To fill in _____ order, drag down or to the right. To fill in decreasing order,

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602. _____ menu. For example, if the starting value is the date Jan-2000, click Fill

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603. _____ for the series Feb-2000, Mar-2000, and so on; or click Fill Years for the

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604. (i) On the Home tab, in the _____ group, click Fill, and then click

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605. Click Linear for a series that is _____ by adding the

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606. _____ in the Step value box to each cell value in turn.

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607. Click Growth for a series that is calculated by _____

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608. Click Date for a series that fills date values _____ by

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609. the value in the Step value box and _____ on the unit specified

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610. Click _____ for a series that produces the same results as

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611. (v) You can _____ AutoFill by holding down CTRL while you drag the fill handle

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612. through 100, you must first create a list of numbers that is _____ as text.

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613. Click _____, and then under the Top options for working with Excel,

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614. Click a cell, and then type the item in the _____ fill series that you want to

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615. Click the Popular _____, and then under the Top options for working

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616. does not place itself in a cell but rather the result that it _____. It may generate either a

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617. with _____. Without formulas, there would be no point to using an electronic

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618. _____ and division, as well as to carry out very complex financial, statistical or

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619. with the minus sign cause the value of the address or the _____ that the minus sign

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620. _____ to be negated. For example, -B3+B4 is a valid formula. If B3 and B4 contain 10

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621. 2. Allows the use of _____ operators such as + (addition), - (subtraction) , *

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622. 3. Allows the use of _____ operators such as >, <, >=, etc

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623. numeric and text values (constants) _____ operators, text operators, functions,

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624. in the cell as well as in the formula bar. When you exit the cell after _____ the

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625. such as C4. Formulas may use _____ such as + or - and also built in formulas, called

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626. _____ the contents of cell C4 by the contents of cell D8.

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627. One of the _____ of using formulas in a worksheet is that cell entries can be changed

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628. Cell _____, also called addresses, are used in a formula to refer to the contents of a

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629. A cell is always _____ to by using the row and column heading. For example, the cell

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630. This _____ a moving border (dashed marquee) around the cell and also changes the

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631. 4. Enter an _____ and point to the next cell or range.

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632. A reference _____ a cell or a range of cells in a worksheet. There are basically three

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633. main types of _____ namely ABSOLUTE, RELATIVE and MIXED addressing.

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634. formulas _____ when they are copied from one cell to another and hence the need to

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635. have a good _____ of the different addressing. Relative cell references refer to

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636. either the column remains _____ and the row is relative or the column is relative and

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637. _____ between the cells/ranges in the formula in terms of their positions relative to

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638. _____ for cell addresses when you enter a formula. This means that cell references

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639. contains the formula =(+B4-B3)/B2 Excel _____ this formula as follows:

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640. _____ the entry at the cell two rows above the current cell (i.e. B5 to B3) from

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641. Therefore copying the content of cell B5 _____ of the value stored, to cells say E6

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642. cell Z6 for example, the formula would be shown as (+Z5-Z4)/Z3 in the _____ bar.

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643. Also, if you enter the formula = SUM (B4:D4) in cell F4 and then copy it _____ to

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644. Usually one wants cell references to change when copied. _____, however, these

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645. changes cause _____. For example if all the formulas copied above have to be

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646. _____ by a value in cell A4, then the formula = SUM (B4:D4) *A4 in cell F4 will

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647. address is/are preceded by a dollar sign. Absolute addresses are _____ by having a

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648. dollar sign _____ a column letter and a row number of a cell address. Absolute

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649. reflect the new column and/or row. E.g. $A$5 _____ a permanent link to the cell A5

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650. (i.e. a _____ link to Column A row 5 or to cell A5).

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651. implies column is linked _____ to Column G whiles the row is relative to row 5

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652. column and a _____ row while B$3 has a relative column and an absolute row. Mixed

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653. the formula for the current cell either directly or _____. That is defining a formula for

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654. the current cell by _____ the address of the current cell in the formula or simply put

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655. _____ a cell in terms of itself. An example is =(+B4-B3)/B2 when the current cell is

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656. result of the formula in D3 will keep on _____ whenever data is stored in a cell. This

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657. _____ may be useful at times but unless it is intended, try and avoid circular

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658. _____ marks. For example if the sheet is named Comp Sc1, then the correct reference

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659. workbook. A 3-D reference consists of a sheet range _____ the beginning and

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660. SUMS up the _____ in the range of cells $D$1:$D$10 in each of the sheets from sheet1

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661. to sheet4 and adds the SUMS together _____ in a grand total.

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662. Operators tell formula what _____ to perform. Excel uses four different types of

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663. calculation operators: arithmetic, comparison, text _____, and reference. These

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664. values are _____, the result is a logical value and that can be either True or False. The

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665. is used to join, or _____, one or more text strings to produce a single piece of text.

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666. used in algebra. From left to right in a formula, this order, called the order of _____

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667. or order of precedence is negation (-) first, then percent (%), then _____ (^),

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668. change the order of operation (or evaluation), use _____ around the part of the

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669. The table below shows the order in which Excel _____ operators.

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670. order shown in the following table. As such, in a single formula where the _____

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671. There are basically three rules _____ the evaluation of the arithmetic operators in

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672. 1. For any two operators with different _____ in the same formula, the operator

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673. =8 / 2 ^ 3. The operator, ^ would be _____ first, that is 2^3 and hence the above

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674. _____ would give the result 1 instead of 64 as you may have thought.

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675. the divisor in _____ the 10. Hence with the use of bracket in the same example as

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676. moved, copied, or _____. A cell or range of cell can also be named. A range name may

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677. be used anywhere you can use a cell reference. It is easier to _____ an expression

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678. such as Price * Quantity rather than A1*B1, and that explains why it is _____ better

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679. Names must start with a letter or an _____ but any character may be used

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680. Names may be typed in either upper - or _____ letters.

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681. box, you display an _____ list of all defined names in the workbook. You can

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682. To _____ a name using the name box, follow these steps;

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683. _____ the range and choose Name a Range from the contextual menu). Excel

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684. 3. In the Name text box, type a name (or use the name that Excel _____, if any).

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685. 4. If needed, enter a _____ in the Comment box. You can enter a comment, for

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686. example, to provide a _____ and other details of the name for future

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687. If you want to create _____ names in one go, use the Name Manager instead of the

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688. _____ dialog box, click New to add a name. After you finish adding a name, you're

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689. functions that Excel users can use without writing their own _____. Since these

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690. _____ functions. These functions make the data processing and analysis very easy.

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691. Without the use of built-in functions, there wouldn't have been much _____ between

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692. in _____ may be defined as a function that has already been defined by the Excel

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693. software _____ for their users to use without the need to redefine. For example, to

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694. If you want to write an equation to _____ a mortgage or loan payment for example,

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695. Because the equation for an _____ loan payment requires many complex terms,

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696. You are likely to make _____ errors if you write your own equation.

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697. 3. Entering functions take less _____ and saves time.

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698. insert it into a cell with the _____ of the Insert Function.

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699. after the function name _____ by commas. An argument may consist of a constant

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700. _____ in bold and italic, such as rate, nper, and pv, above are required.

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701. _____ follows the equal sign. The equal sign preceding the function is required for

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702. There are three main classes of functions. This _____ is based on the number of

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703. 1. Those that require no argument or _____ because they need no external

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704. =SUM(A1:A3,A5,B6:B8), etc. Here the =SUM has taken on variable _____,

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705. _____ argument of the PMT function is omitted, but the type argument is used, you

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706. It must be noted that if the _____ of a function is defined by a range, then the range

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707. can be contiguous or _____. For example, the AVERAGE function has as

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708. Insert Function - Creating functions can seem difficult, especially with the _____

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709. easier. It guides you through the process and _____ each function as well as each

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710. above the SUM ( ). If the _____ range is not correct, you may drag through the

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711. select the range of cells to total, _____ the range to sum including blank cell(s) to the

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712. right or below the range. When you select the _____ button, Excel fills in totals. Sum

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713. _____ on the arrow to the right of the Auto Sum button gives you the option of

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714. Excel's date and time functions _____ or calculate dates and times. Excel can make

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715. number 1, January 2, 1900 has serial number 2, _____ 1, 1900 has serial number 32,

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716. formats but _____ this date will be a serial number.

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717. The NOW function _____ the serial number of the date and time in the computer's

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718. _____. The NOW function does not take in any argument and has the format

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719. January 1, 1997, it will display 35431.77083 in the cell. The 35431 _____ the

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720. current date from the system clock on the _____. It acts in the same way as the NOW

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721. The result of this formula is 40450, which is the date serial number of _____ 28,

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722. year. A 360-day year _____ that each of the twelve months has 30

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723. Returns the serial number of the date that is the _____ number of

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724. _____ the serial number of the last day of the month before or after a

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725. Converts a serial number to a number _____ where the week

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726. Returns the serial number of the date before or after a _____

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727. Since _____ functions use angles measured in radians, use these equations to

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728. functions that can calculate deviations, _____, correlations, and slopes. Below is

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729. Returns the average of the absolute _____ of data points

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730. Returns the inverse of the cumulative _____ function for a

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731. Returns the inverse of the one-tailed _____ of the chi-

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732. Returns the _____ coefficient between two data sets

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733. _____ the number of cells within a range that meet the given

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734. Counts the number of cells within a range that meet _____

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735. Returns _____, the average of the products of paired

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736. Returns the smallest value for which the _____ binomial

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737. Returns the natural _____ of the gamma function, Γ(x)

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738. Returns the number of _____ for a given number of

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739. _____ standard deviation based on a sample, including

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740. Returns the standard error of the _____ y-value for each x in

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741. _____ you need from long strings of text, or you can change numbers and dates to text

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742. so that they can exceed a cells width without _____ a cell filled with #####. These

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743. numbers or dates converted to text can be joined (or _____) to form titles, labels,

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744. Formats a number as text with a fixed number of _____

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745. _____ the first letter in each word of a text value

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746. Finds one text value within another (not _____)

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747. _____ analyses, annuities, etc. An annuity is a periodic series of equal payments.

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748. Examples of _____ are mortgage payment on a house, payment of a car loan, or

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749. Returns the accrued _____ for a security that pays periodic interest

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750. Returns the _____ for each accounting period by using a

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751. the _____ balance method or some other method that you

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752. Returns the annual _____ of a security with periodic interest

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753. Returns the _____ rate of return for a series of cash flows

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754. Returns the amount _____ at maturity for a fully invested security

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755. Returns the _____ depreciation of an asset for one period

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756. Returns the _____ digits depreciation of an asset for a

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757. Returns the net present value for a _____ of cash flows that is not

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758. Returns the annual yield for a _____ security; for example, a

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759. repay the loan in 5 years (60 monthly _____), then the PMT function would return a

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760. value equal to the amount of money that should be paid every month. _____ the

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761. The payment value of the amount _____ is -1,000,000.00, because no payments have

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762. Excels logical functions allow you to build _____ features into your spreadsheet

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763. models. They test whether or not a _____ is True or False and return a result. A

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764. question that can be answered with true or false is _____ a logical test. A value of 0

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765. This function always returns a logical FALSE , _____ you to use it to avoid

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766. _____ in the cell. If A3 is not equal to 10, a “0” will be stored there. It may seem a lot

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767. quicker to type “0” than to type FALSE (), but the function is _____.

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768. This joins test _____. It returns TRUE if all logical argument are TRUE, and FALSE

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769. Format is: IF (logical test, _____, value if false)

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770. _____ is true. This can be a cell reference, a value or text (which

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771. _____ - This is the value the cell containing the 1F function will assume if the

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772. And _____ cell F1 contains the hours worked by an employee for the week, then the

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773. hours worked and _____ the result by 1.5, putting the result in cell B10. If the hours

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774. worked for the week is not _____ then (i.e. less than or equal to) 40 then cell B10 should

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775. = IF (_____ = 1, IF (SALE> 1000000, 0.08, 0.05), IF SALE>2500000,0.06,0.03))

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776. _____ of KNUST Computer Company are paid on hourly basis at the end of every

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777. and _____ for hours worked in excess of 40. Regular hours are paid at 50 cedis per

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778. _____ Levy, 1% as District Tax. Employees who have more than three children are to

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779. pay 1 cedi per child in excess of three _____ GetFUND. Assume you have just been

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780. into other cells to complete the worksheet. The _____ tax rate for income, district

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781. their _____ new values have to be entered to replace the exiting ones in cells I2,

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782. A Social Science lecturer marked her mid semester and end of semester _____

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783. Assume this _____ wants you to help, what formulas will be required into the

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784. _____ is designed to apply to tables of information in which labels run down the

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785. pattern, _____, column width, and row height. You have the option of selecting

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786. you will not get a _____ of the format so just choose any of the formats. You

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787. You may check the My table has _____ if indeed your table has headers and

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788. _____ as tables from the style group just like you did in step 2 above.

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789. With the Format _____ button you can copy formats from one cell to another.

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790. 3. Select the first cell in the _____ range and release the mouse button.

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791. the cells group and then format cells to get the format cell dialog box as _____:

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792. Fonts are the various _____ used in printed materials. Fonts heights are measure in

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793. points. One inch = 72pts. By styles we mean plain, bold, italic, _____ and

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794. _____. You can also change colors. Excels can use up to 256 different font in a

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795. 3. _____ Home, Format (from cell group), Format Cells and then Select

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796. The text _____ between the cell where the text is entered and the final cell you

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797. If you make a _____ text entry in a cell, you can have Excel wrap the text so that it

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798. forms a _____ that fits the cell. The cell's height increases to contain multiple lines.

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799. Home, Format, Format cells and then _____ with the next step.

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800. The default Text _____ is horizontal, reading left to right. To rotate text or numbers,

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801. In _____ to Excel's, many already made formats for numbers and date/times, you can

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802. format and displays numbers to the greatest _____ possible. If a number is too large,

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803. after _____ a specific numeric or date format, the cell fills with # symbols.

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804. When you apply the Shrink To Fit option to a cell, the text in the cell is _____ in size so

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805. $12.95 will display $12.95 (_____ format), entering 15% will display 15% although it

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806. _____. (The number of decimal places in the formatted cells may be less and

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807. If you select Number, Currency, _____, Percentage or Scientific, you

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808. may choose the number of decimal paces, choose to use 1000_____(,),

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809. how to show _____ numbers or what currency symbol to use.

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810. numbers without changing the _____ of the number. A number format does not

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811. Below is a summary of the number formats that are _____ on

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812. This is the _____ number format that Excel applies to numbers when

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813. wide enough to show the entire number, the _____ format rounds the

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814. will want to use a _____ separator, and how you want negative

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815. This format is used for general _____ values numbers with the

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816. sign and if the thousand _____ is active and cells A1 and A2

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817. _____ and decimal points of numbers in a column. For example, if the

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818. values _____ to the type and locale (location) that you specify. Date

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819. formats may begin with an _____ (*) to respond to changes in regional

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820. number format code to a _____ choice. The custom number format is

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821. then added to the list of number format codes. You can add _____

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822. heights. _____ data can even be hidden within the worksheet.

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823. _____ the mouse button. The width box shows width of column as you drag.

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824. To fit the column to its widest entry using the mouse, double-click the _____

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825. To _____ one or more column width using the menu, follow these steps;

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826. Choose _____ Column Width to fit the column width to the widest cell

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827. Choose Default Width and choose OK to accept the default _____

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828. To _____ a column using the mouse, follow these steps;

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829. right of a hidden column. The pointer changes to a _____ pointer with

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830. The _____ for changing the height of rows is similar to that for changing column

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831. sheets in the group. If you name range in the active sheet, the same name is _____ to all

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832. sheet tab, and then scroll to display the last sheet tab and _____ the last sheet tab. To

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833. group sheets that are not adjacent, click the first sheet tab, and then _____ all other

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834. separate the group into _____ sheets, click just one sheet's tab.

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835. Excel enables one to use the full _____ of ones printer. Before you print a worksheet

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836. While in the preview mode, print by _____ Print or at a later time, by using the

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837. headers and footers, _____, colour or black and white, and rows and column headings.

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838. The Page Setup dialog box has a number of tabs. These are the Page, _____,

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839. The Page tabs - it _____ you to select the paper size, the print quality, and the page

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840. enables you to select whether the printed page should be centred vertically or _____

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841. _____ that are printed on each page. You may create custom headers and footers too.

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842. The Sheet tab - The print area, print titles, and the order in which pages are _____ may

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843. _____, change colours to black and white, or print row and column headings. You

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844. _____, choose OK when you finish making the changes to the Page Setup

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845. Also if your printer can handle different paper sizes, you may print on _____ paper

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846. Set or clear the Rows and columns _____ printing to display or clear the row

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847. When Excel print a range that is too large to fit on one sheet of paper, it _____ down the

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848. In some cases - wide _____ reports, for example - you may want Excel to print across

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849. the wide range first and then move to the next lower area and then _____ it.

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850. If your printer _____ scalable type or if you use True Type fonts, you can print a

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851. document _____ reduced or enlarged. By making a proportional reduction, you

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852. you enter a number larger than 100, the page is enlarged. If the printer is _____ of

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853. _____ the print job to fit the page, the Adjust To and Fit To boxes are grey.

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854. By _____, Excel uses no header or footer. To create or change a header or footer, then

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855. To _____ a custom header or footer, follow these steps;

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856. You enter text or codes, such as the date code, into the three _____.

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857. You can now enter text and code you want for each _____ of the header or footer.

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858. selected and then pressing Enter. You can create _____ header or footer by

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859. Select the range of cells you want to print. Click the _____ Dialog box button

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860. Dialog button again to redisplay the dialog box. Excel enters the cell _____

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861. If _____ are any other Print areas to set up type a comma (,) in the Print Area text

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862. After you set the print area, Excel marks the edges of the print area with _____ lines.

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863. Dashed lines also indicate manual and _____ page breaks. A page break indicates the

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864. sides) make sure the _____ cell is in row 1 before you choose the Insert, Page Break

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865. bottom of pages) move the active cell to the _____ row in column A.

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866. the printout with _____ pages. When you want to examine a preview page closely,

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867. To zoom into a _____ of the page, choose the zoom button or click the mouse pointer -

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868. _____ glass over the portion that you want magnified. To zoom out, choose zoom a

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869. To change pages in the preview mode, use the Next or _____ buttons. These buttons

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870. Drag the margin handles (black squares) or the dotted line to a better _____.

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871. Drag column handles (black Ts) or the column _____ to adjust column width.

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872. If you want more control over _____, click File, and then Print to display the print

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873. Name text box to display a list of _____ to select from.

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874. To print, choose the OK button. Make sure your _____ is turned on or is on-line.

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875. the folder _____ level button to move up through the folder hierarchy until you

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876. last file name. To select file whose names are not listed _____, hold down the Ctrl key

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877. Workbooks can have two types of _____. The password can protect the workbook

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878. against _____ opening, and another can protect against changes saved back to the

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879. original file. If the file you want to open is _____, you are prompted for the password.

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880. If it is protected against _____ you will also be prompted for that password. Type

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881. the _____ when prompted, using the exact upper- and lower case letters as the original

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882. through a special _____. Opening files created by other software other than Excel so

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883. that they can be worked on using Excel is know as _____ files to Excel. The

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884. _____ Pro 1.0/5.0 (Win) micros, Works 2.0, Dbase, Excel 4 charts, Excel 4 macros,

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885. your computer crashes or the power fails, (which is a common _____ in Ghana), you

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886. you save with the same _____. The file may be saved with a new file name using the

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887. 3. Select the required option. Each option has a small _____ telling you the use of the

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888. 4. _____ of the first four options you select, you will obtain the save as dialog box to

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889. limited to old DOS rules for file names (8 characters, plus a _____ extension).

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890. Names that are longer than eight characters are converted to _____ names when

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891. either Restrict Editing or to Restrict _____ as follows:

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892. password _____ on a worksheet, one will be required to enter the current password

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893. In the Open _____ box, select one or more files you want to copy

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894. of the files. From the _____ that appears choose Send To. Then choose the floppy

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895. that are _____ into columns and rows; a worksheet is always stored in a workbook.

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896. the name is _____1, Sheet2 and Sheet3. The next sheet to be added will be Sheet4 and so

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897. then on the Home tab, in the Cells group, click _____, and then click Insert Sheet.

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898. In the Header & Footer _____ group, click Sheet Name

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899. On the Home tab, in the Cells group, click the arrow next to _____, and then

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900. _____ (or combining) Data from Several Worksheets

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901. _____ on a separate master worksheet. When one consolidates worksheets, one is

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902. simply _____ data so that it can easily be updated on a regular basis.

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903. Suppose you have the sales figures for 5 _____ for each of the months January,

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904. February and March. Each Salesperson sells three different _____, Kente, and

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905. that shows the sales _____ for the first quarter of the year.

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906. data, you can present some data more visually by charting the data. Charts _____ the

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907. essence of your data, so that you can focus on general _____ and trends. A chart is

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908. Excel _____ charts from data you select. You can use the Chart Wizard to guide you

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909. through the process of creating a chart _____ or you can customize your chart by

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910. _____ which cells are used for the category axis, (the labels along the bottom of x-

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911. data layout, so Excel charts come out correctly without _____ from you. However

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912. is linked to the data from which it was _____; if the data changes, the chart is

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913. Excel charts contain many objects that you can select and modify _____.

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914. Axis - Form the _____ of chart and contains the scale against which data plots.

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915. Chart Wizard button - Starts the Chart Wizard, which guides you through the _____ of

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916. Data Point - A _____ piece of data, such as sales for one year.

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917. Legend - A guide that explains the symbols, patterns, or colors used to _____ data

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918. Plot Area - The _____ area bounded by the two axes.

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919. Series formula - An _____ formula that tells Excel where to look on a specific

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920. Tick mark - A _____ mark along the category(x) and value (Y and Z) axes.

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921. Excel has 14 chart types. Each of these chart types has several _____. Many of the

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922. _____ in a column chart. Column charts are useful for showing data changes over a

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923. period of time for _____ comparisons among items.

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924. In column charts, _____ are typically organized along the horizontal axis and values

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925. _____ column and clustered column in 3-D. Clustered column charts compare

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926. clustered column in 3-D chart displays just the vertical _____ in 3-D format and

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927. _____ column and stacked column in 3-D: Stacked column charts show the

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928. charts compare the percentage each value _____ to a total across categories.

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929. and you want to emphasize the _____ to the whole.

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930. 3-D column: 3-D column charts use the three axes that you can modify to _____

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931. _____, cone, and pyramid: Cylinder, cone, and pyramid charts are used to

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932. charts can display _____ data over time and are therefore best for showing trends in

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933. data at equal intervals. In a line chart, category data and the value data are _____

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934. Use a line chart if your category labels are texts that _____ evenly spaced values such

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935. as days, months, _____, or years. Line chart is also best used when you have a few

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936. evenly spaced numerical labels, _____ years. If you have more than ten numerical

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937. show the trend of the _____ of each value over time. If there are many

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938. categories or the values are _____ then use a stacked line chart without

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939. 3-D line: The 3-D line _____ show each row or column of data as a 3-D ribbon.

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940. defined values _____ from the main pie chart and combined into a second pie or

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941. _____ pie and exploded pie in 3-D: Wedges in pie charts can be pulled out or

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942. “exploded” from the pie to _____ the data point they represent. To “explode” or pull

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943. slice is _____. In the figure below, the June slice (30%) has been exploded from the

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944. chart. Scatter charts show the _____ among the numeric values in several data

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945. You want to show _____ between large sets of data instead of

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946. Scatter with only markers: This type of chart _____ pairs of values. Use a

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947. _____ with smooth lines and scatter with smooth lines and markers: This type

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948. of chart can be displayed with or without a smooth curve _____ the data points.

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949. Scatter with _____ lines and scatter with straight lines and markers: This

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950. This is _____ to pie charts. It enables you to show more than one data series.

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951. From the Chart group, _____ on the type of chart you want and pull that chart

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952. To add _____ such as chart title, axes, etc, click to select the graph you just

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953. be used as _____ in the legend for each data series. If only one data series exists,

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954. the graph without category (X) labels, _____ each category instead.

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955. each of the data series and _____ the names Series 1, Series 2, and so on to each

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956. You may probably be _____ what will happen to your graph should you decide to

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957. change some of the data values from which the graph was _____. Will you have to

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958. range) is when the X and/or the Y axis data range is either _____ or decreased. That is

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959. if more data values are added to or removed from a range. The other _____ that may

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960. call for _____ graph a is when columns are either inserted or deleted such that some

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961. Examine detail and _____ on the chart by zooming in or out on the page.

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962. click. Click the zoomed page to return to the _____ view. Choose the

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963. _____ and width, select chart tab and then select the Use Full Page option

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964. One of the common data _____ operations that is performed by the Computer is

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965. order of the _____ may be ascending or descending order. To sort, each row of a

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966. Let us sort the records into _____ number of index numbers. The needed steps will be

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967. 3. To sort into ascending order of the index no Select Sort A to Z and into _____

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968. 3. Since the column the _____ is based on is not the first column in the range of cells

Answers

369. GETTING

370. CREATING

371. PRESENTATIONS

372. INSERTING

373. ANIMATING

374. preloaded

375. Applications

376. Microsoft

377. professional

378. presentation

379. spreadsheet

380. electronic

381. intersection

382. manipulations

383. calculations

384. Spreadsheets

385. forecasting

386. institutions

387. Preparation

388. inventory

389. Mathematicians

390. meteorologists

391. computations

392. coefficients

393. simultaneous

394. Representation

395. graphically

396. statistical

397. mortality

398. multi-national

399. conversions

400. calculating

401. maintaining

402. information

403. frequently

404. question

405. carried

406. expenditure

407. businesses

408. automatically

409. statements

410. AS-EASY-AS

411. taskbar

412. Programs

413. Double-click

414. short-cut

415. existing

416. Documents

417. installed

418. document

419. required

420. finished

421. command

422. keyboard

423. Alternatively

424. without

425. workbook

426. whether

427. appears

428. on-screen

429. application

430. terminated

431. simultaneously

432. transfer

433. enhancements

434. environment

435. configure

436. toolbar

437. navigate

438. commands

439. traditional

440. upper-left

441. important

442. worksheet

443. horizontal

444. currently

445. normally

446. Minimize

447. functions

448. formulas

449. displays

450. reference

451. prepared

452. specific

453. customize

454. drop-down

455. appearing

456. following

457. maximised

458. disappears

459. maximize

460. right-clicking

461. selecting

462. responsive

463. different

464. security

465. formatting

466. subsequent

467. settings

468. Options

469. proficient

470. beginning

471. collections

472. consolidate

473. particular

474. vertical

475. eighty-four

476. columns

477. through

478. forty-Eight

479. uniquely

480. respectively

481. column

482. occupies

483. displaying

484. presented

485. therefore

486. calculate

487. entering

488. follow

489. address

490. depending

491. possible

492. intersect

493. number

494. Select

495. selected

496. mistake

497. Whatever

498. Backspace

499. pressing

500. necessary

501. changes

502. workbooks

503. displayed

504. backward

505. scrolling

506. containing

507. worksheets

508. non-adjacent

509. interruption

510. location

511. extension

512. compatible

513. content

514. receives

515. selection

516. pointer

517. appropriate

518. direction

519. current

520. double-clicked

521. techniques

522. adjacent

523. additional

524. numbers

525. Whenever

526. Remember

527. specify

528. contiguous

529. possibilities

530. course

531. starting

532. simplicity

533. referenced

534. involving

535. addresses

536. interpreted

537. consisting

538. addressees

539. actually

540. concerned

541. opposite

542. down-arrow

543. contain

544. properly

545. insertion

546. formula

547. contents

548. Generally

549. contains

550. positions

551. character

552. characters

553. increase

554. apostrophe

555. enclosing

556. scientific

557. entered

558. appearance

559. establish

560. fraction

561. interpret

562. recognizes

563. converts

564. represented

565. regardless

566. quickly

567. unformatted

568. previously

569. formats

570. repeated

571. complete

572. bottom

573. activates

574. indicate

575. returned

576. completely

577. Either

578. button

579. option

580. inserted

581. combination

582. Entries

583. completed

584. Advanced

585. AutoComplete

586. completes

587. detected

588. series

589. drag-and-drop

590. replacing

591. overwriting

592. display

593. pointing

594. downwards

595. Dragging

596. handle

597. Similarly

598. double-clicking

599. example

600. built-in

601. increasing

602. shortcut

603. Months

604. Editing

605. calculated

606. value

607. multiplying

608. incrementally

609. dependent

610. AutoFill

611. suppress

612. formatted

613. Popular

614. custom

615. category

616. generates

617. calculators

618. multiplication

619. constant

620. precedes

621. mathematical

622. relational

623. arithmetic

624. completing

625. operators

626. multiplies

627. advantages

628. references

629. referred

630. inserts

631. operator

632. identifies

633. addressing

634. differently

635. understanding

636. absolute

637. relationship

638. referencing

639. interprets

640. Subtract

641. irrespective

642. formular

643. relatively

644. Occasionally

645. problems

646. multiplied

647. identified

648. preceding

649. indicates

650. permanent

651. permanently

652. relative

653. indirectly

654. including

655. defining

656. changing

657. situation

658. quotation

659. specifying

660. values

661. resulting

662. operations

663. concatenation

664. compared

665. concatenate

666. operation

667. exponential

668. parenthesis

669. evaluates

670. exponentiation

671. concerning

672. precedence

673. evaluated

674. expression

675. dividing

676. deleted

677. understand

678. sometimes

679. underscore

680. lowercase

681. alphabetical

682. define

683. right-click

684. proposes

685. comment

686. description

687. several

688. Manager

689. definitions

690. predefined

691. difference

692. function

693. developers

694. determine

695. amortized

696. typographical

697. keystrokes

698. guidance

699. separated

700. Arguments

701. immediately

702. classification

703. parameter

704. parameters

705. optional

706. argument

707. non-contiguous

708. potentially

709. explains

710. suggested

711. highlight

712. AutoSum

713. Clicking

714. manipulate

715. February

716. internally

717. calculates

718. recalculated

719. represents

720. computer

721. September

722. assumes

723. indicated

724. Returns

725. representing

726. specified

727. trigonometric

728. distributions

729. deviations

730. distribution

731. probability

732. correlation

733. Counts

734. multiple

735. covariance

736. cumulative

737. logarithm

738. permutations

739. Estimates

740. predicted

741. portions

742. producing

743. concatenated

744. decimals

745. Capitalizes

746. case-sensitive

747. investment

748. annuities

749. interest

750. depreciation

751. double-declining

752. duration

753. internal

754. received

755. straight-line

756. sum-of-years'

757. schedule

758. discounted

759. instalments

760. Because

761. borrowed

762. conditional

763. statement

764. considered

765. permitting

766. stored

767. self-documenting

768. conditions

769. value-if-true

770. condition

771. Value-if-false

772. assuming

773. multiply

774. greater

775. TYPE

776. Employees

777. Overtime

778. Insurance

779. towards

780. percentage

781. corresponding

782. examination

783. lecturer

784. Autoformating

785. alignment

786. preview

787. headers

788. format

789. Painter

790. destination

791. follows

792. typefaces

793. underline

794. strikethrough

795. Choose

796. centers

797. lengthy

798. paragraph

799. continue

800. orientation

801. addition

802. precision

803. applying

804. reduced

805. currency

806. calculation

807. Accounting

808. seperators

809. negative

810. magnitude

811. available

812. default

813. General

814. thousands

815. monetary

816. separator

817. symbols

818. according

819. asterisk

820. preferred

821. between

822. Confidential

823. release

824. column-heading

825. change

826. AutoFit

827. standard

828. unhide

829. two-headed

830. procedure

831. applied

832. shift-click

833. Ctrl-click

834. individual

835. capabilities

836. choosing

837. gridlines

838. Margins

839. enables

840. horizontally

841. footers

842. printed

843. comments

844. Finally

845. legal-sized

846. Headings

847. prints

848. landscape

849. across

850. supports

851. proportionally

852. incapable

853. scaling

854. defaults

855. create

856. sections

857. section

858. multiple-line

859. Collapse

860. coordinates

861. there

862. dashed

863. automatic

864. active

865. correct

866. miniature

867. portion

868. magnifying

869. Previous

870. position

871. gridline

872. printing

873. printers

874. printer

875. hierarchy

876. together

877. protection

878. unauthorized

879. protected

880. modification

881. password

882. conversion

883. importing

884. Quattro

885. occurrence

886. filename

887. narration

888. Whichever

889. three-character

890. eight-character

891. Permission

892. restriction

893. dialog

894. submenu

895. organized

896. Sheet

897. Insert

898. elements

899. Delete

900. Consolidating

901. consolidated

902. assembling

903. salespersons

904. products-Batik

905. figures

906. summarize

907. patterns

908. creates

909. step-by-step

910. determines

911. intervention

912. created

913. individually

914. boundaries

915. creation

916. single

917. differentiate

918. rectangular

919. external

920. division

921. sub-types

922. plotted

923. illustrating

924. categories

925. Clustered

926. rectangles

927. Stacked

928. contributes

929. contributions

930. compare

931. Cylinder

932. continuous

933. distributed

934. represent

935. quarters

936. especially

937. contribution

938. approximate

939. charts

940. extracted

941. Exploded

942. emphasize

943. positioned

944. relationships

945. similarities

946. compares

947. Scatter

948. connecting

949. straight

950. similar

951. decide

952. labels

953. titles

954. numbering

955. assigns

956. wondering

957. produced

958. increased

959. situations

960. redefining

961. positioning

962. expanded

963. height

964. processing

965. arrangement

966. ascending

967. descending

968. sorting
