The Carpe Diem — CSM V2 Question Bank

Style B · answer after every question

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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

Answer 1: appearance — Created from the supplied slide/lecture text. Term: appearance

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

Answer 2: formatted — Created from the supplied slide/lecture text. Term: formatted

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

Answer 3: characters — Created from the supplied slide/lecture text. Term: characters

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

Answer 4: therefore — Created from the supplied slide/lecture text. Term: therefore

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

Answer 5: represented — Created from the supplied slide/lecture text. Term: represented

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

Answer 6: displayed — Created from the supplied slide/lecture text. Term: displayed

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

Answer 7: quickly — Created from the supplied slide/lecture text. Term: quickly

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

Answer 8: contents — Created from the supplied slide/lecture text. Term: contents

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

Answer 9: columns — Created from the supplied slide/lecture text. Term: columns

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

Answer 10: button — Created from the supplied slide/lecture text. Term: button

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

Answer 11: selected — Created from the supplied slide/lecture text. Term: selected

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

Answer 12: appropriate — Created from the supplied slide/lecture text. Term: appropriate

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13. _____ repeat items already entered in the column

Answer 13: Automatically — Created from the supplied slide/lecture text. Term: Automatically

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

Answer 14: combination — Created from the supplied slide/lecture text. Term: combination

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

Answer 15: completed — Created from the supplied slide/lecture text. Term: completed

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

Answer 16: uppercase — Created from the supplied slide/lecture text. Term: uppercase

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

Answer 17: Advanced — Created from the supplied slide/lecture text. Term: Advanced

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

Answer 18: AutoComplete — Created from the supplied slide/lecture text. Term: AutoComplete

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

Answer 19: completes — Created from the supplied slide/lecture text. Term: completes

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

Answer 20: contains — Created from the supplied slide/lecture text. Term: contains

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

Answer 21: worksheet — Created from the supplied slide/lecture text. Term: worksheet

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

Answer 22: combinations — Created from the supplied slide/lecture text. Term: combinations

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

Answer 23: detected — Created from the supplied slide/lecture text. Term: detected

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

Answer 24: series — Created from the supplied slide/lecture text. Term: series

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

Answer 25: drag-and-drop — Created from the supplied slide/lecture text. Term: drag-and-drop

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

Answer 26: replacing — Created from the supplied slide/lecture text. Term: replacing

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

Answer 27: overwriting — Created from the supplied slide/lecture text. Term: overwriting

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

Answer 28: Formatting — Created from the supplied slide/lecture text. Term: Formatting

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

Answer 29: display — Created from the supplied slide/lecture text. Term: display

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

Answer 30: following — Created from the supplied slide/lecture text. Term: following

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

Answer 31: Select — Created from the supplied slide/lecture text. Term: Select

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

Answer 32: Editing — Created from the supplied slide/lecture text. Term: Editing

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

Answer 33: Dragging — Created from the supplied slide/lecture text. Term: Dragging

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

Answer 34: adjacent — Created from the supplied slide/lecture text. Term: adjacent

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

Answer 35: handle — Created from the supplied slide/lecture text. Term: handle

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

Answer 36: selection — Created from the supplied slide/lecture text. Term: selection

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

Answer 37: Similarly — Created from the supplied slide/lecture text. Term: Similarly

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

Answer 38: command — Created from the supplied slide/lecture text. Term: command

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

Answer 39: pressing — Created from the supplied slide/lecture text. Term: pressing

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

Answer 40: example — Created from the supplied slide/lecture text. Term: example

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

Answer 41: formula — Created from the supplied slide/lecture text. Term: formula

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

Answer 42: selecting — Created from the supplied slide/lecture text. Term: selecting

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

Answer 43: double-clicking — Created from the supplied slide/lecture text. Term: double-clicking

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

Answer 44: possible — Created from the supplied slide/lecture text. Term: possible

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

Answer 45: pattern — Created from the supplied slide/lecture text. Term: pattern

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

Answer 46: starting — Created from the supplied slide/lecture text. Term: starting

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

Answer 47: increasing — Created from the supplied slide/lecture text. Term: increasing

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

Answer 48: Months — Created from the supplied slide/lecture text. Term: Months

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

Answer 49: calculated — Created from the supplied slide/lecture text. Term: calculated

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

Answer 50: multiplying — Created from the supplied slide/lecture text. Term: multiplying

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

Answer 51: incrementally — Created from the supplied slide/lecture text. Term: incrementally

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

Answer 52: dependent — Created from the supplied slide/lecture text. Term: dependent

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

Answer 53: AutoFill — Created from the supplied slide/lecture text. Term: AutoFill

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

Answer 54: particular — Created from the supplied slide/lecture text. Term: particular

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

Answer 55: existing — Created from the supplied slide/lecture text. Term: existing

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

Answer 56: contain — Created from the supplied slide/lecture text. Term: contain

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

Answer 57: numbers — Created from the supplied slide/lecture text. Term: numbers

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

Answer 58: custom — Created from the supplied slide/lecture text. Term: custom

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

Answer 59: General — Created from the supplied slide/lecture text. Term: General

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

Answer 60: beginning — Created from the supplied slide/lecture text. Term: beginning

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

Answer 61: category — Created from the supplied slide/lecture text. Term: category

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

Answer 62: changes — Created from the supplied slide/lecture text. Term: changes

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

Answer 63: generates — Created from the supplied slide/lecture text. Term: generates

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

Answer 64: calculators — Created from the supplied slide/lecture text. Term: calculators

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

Answer 65: electronic — Created from the supplied slide/lecture text. Term: electronic

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

Answer 66: multiplication — Created from the supplied slide/lecture text. Term: multiplication

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67. carry out very complex financial, _____ or scientific

Answer 67: statistical — Created from the supplied slide/lecture text. Term: statistical

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

Answer 68: information — Created from the supplied slide/lecture text. Term: information

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

Answer 69: displays — Created from the supplied slide/lecture text. Term: displays

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

Answer 70: multiplies — Created from the supplied slide/lecture text. Term: multiplies

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

Answer 71: referred — Created from the supplied slide/lecture text. Term: referred

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

Answer 72: reference — Created from the supplied slide/lecture text. Term: reference

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

Answer 73: references — Created from the supplied slide/lecture text. Term: references

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

Answer 74: pointing — Created from the supplied slide/lecture text. Term: pointing

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

Answer 75: inserts — Created from the supplied slide/lecture text. Term: inserts

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

Answer 76: location — Created from the supplied slide/lecture text. Term: location

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

Answer 77: operator — Created from the supplied slide/lecture text. Term: operator

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

Answer 78: finished — Created from the supplied slide/lecture text. Term: finished

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

Answer 79: differently — Created from the supplied slide/lecture text. Term: differently

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

Answer 80: another — Created from the supplied slide/lecture text. Term: another

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

Answer 81: absolute — Created from the supplied slide/lecture text. Term: absolute

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

Answer 82: positions — Created from the supplied slide/lecture text. Term: positions

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

Answer 83: addresses — Created from the supplied slide/lecture text. Term: addresses

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84. copied formula such that the _____ is maintained.

Answer 84: relationship — Created from the supplied slide/lecture text. Term: relationship

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

Answer 85: current — Created from the supplied slide/lecture text. Term: current

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

Answer 86: divide — Created from the supplied slide/lecture text. Term: divide

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

Answer 87: pointer — Created from the supplied slide/lecture text. Term: pointer

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

Answer 88: relatively — Created from the supplied slide/lecture text. Term: relatively

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

Answer 89: relative — Created from the supplied slide/lecture text. Term: relative

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

Answer 90: Occasionally — Created from the supplied slide/lecture text. Term: Occasionally

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

Answer 91: multiplied — Created from the supplied slide/lecture text. Term: multiplied

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

Answer 92: identified — Created from the supplied slide/lecture text. Term: identified

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

Answer 93: referencing — Created from the supplied slide/lecture text. Term: referencing

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

Answer 94: addressing — Created from the supplied slide/lecture text. Term: addressing

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

Answer 95: permanently — Created from the supplied slide/lecture text. Term: permanently

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

Answer 96: indirectly — Created from the supplied slide/lecture text. Term: indirectly

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

Answer 97: defining — Created from the supplied slide/lecture text. Term: defining

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

Answer 98: changing — Created from the supplied slide/lecture text. Term: changing

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

Answer 99: situation — Created from the supplied slide/lecture text. Term: situation

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

Answer 100: together — Created from the supplied slide/lecture text. Term: together

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

Answer 101: operations — Created from the supplied slide/lecture text. Term: operations

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

Answer 102: concatenation — Created from the supplied slide/lecture text. Term: concatenation

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103. These are operators used in performing basic _____

Answer 103: mathematical — Created from the supplied slide/lecture text. Term: mathematical

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

Answer 104: operators — Created from the supplied slide/lecture text. Term: operators

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

Answer 105: compared — Created from the supplied slide/lecture text. Term: compared

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

Answer 106: logical — Created from the supplied slide/lecture text. Term: logical

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

Answer 107: concatenate — Created from the supplied slide/lecture text. Term: concatenate

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

Answer 108: strings — Created from the supplied slide/lecture text. Term: strings

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

Answer 109: precedence — Created from the supplied slide/lecture text. Term: precedence

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

Answer 110: subtraction — Created from the supplied slide/lecture text. Term: subtraction

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

Answer 111: parenthesis — Created from the supplied slide/lecture text. Term: parenthesis

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

Answer 112: concerning — Created from the supplied slide/lecture text. Term: concerning

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

Answer 113: expression — Created from the supplied slide/lecture text. Term: expression

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

Answer 114: evaluated — Created from the supplied slide/lecture text. Term: evaluated

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

Answer 115: bracket — Created from the supplied slide/lecture text. Term: bracket

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

Answer 116: range — Created from the supplied slide/lecture text. Term: range

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

Answer 117: understand — Created from the supplied slide/lecture text. Term: understand

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

Answer 118: sometimes — Created from the supplied slide/lecture text. Term: sometimes

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

Answer 119: lowercase — Created from the supplied slide/lecture text. Term: lowercase

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

Answer 120: currently — Created from the supplied slide/lecture text. Term: currently

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

Answer 121: alphabetical — Created from the supplied slide/lecture text. Term: alphabetical

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

Answer 122: define — Created from the supplied slide/lecture text. Term: define

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

Answer 123: Formulas — Created from the supplied slide/lecture text. Term: Formulas

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

Answer 124: Name — Created from the supplied slide/lecture text. Term: Name

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

Answer 125: address — Created from the supplied slide/lecture text. Term: address

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

Answer 126: Manager — Created from the supplied slide/lecture text. Term: Manager

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

Answer 127: definitions — Created from the supplied slide/lecture text. Term: definitions

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

Answer 128: functions — Created from the supplied slide/lecture text. Term: functions

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

Answer 129: difference — Created from the supplied slide/lecture text. Term: difference

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130. already been defined by the Excel software _____ for

Answer 130: developers — Created from the supplied slide/lecture text. Term: developers

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

Answer 131: built-in — Created from the supplied slide/lecture text. Term: built-in

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

Answer 132: entering — Created from the supplied slide/lecture text. Term: entering

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

Answer 133: typographical — Created from the supplied slide/lecture text. Term: typographical

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

Answer 134: keystrokes — Created from the supplied slide/lecture text. Term: keystrokes

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

Answer 135: immediately — Created from the supplied slide/lecture text. Term: immediately

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

Answer 136: preceding — Created from the supplied slide/lecture text. Term: preceding

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

Answer 137: arguments — Created from the supplied slide/lecture text. Term: arguments

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

Answer 138: inserted — Created from the supplied slide/lecture text. Term: inserted

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

Answer 139: position — Created from the supplied slide/lecture text. Term: position

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

Answer 140: quotation — Created from the supplied slide/lecture text. Term: quotation

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141. especially with the _____ different ways to spell a

Answer 141: potentially — Created from the supplied slide/lecture text. Term: potentially

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

Answer 142: explains — Created from the supplied slide/lecture text. Term: explains

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

Answer 143: insertion — Created from the supplied slide/lecture text. Term: insertion

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

Answer 144: function — Created from the supplied slide/lecture text. Term: function

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

Answer 145: specific — Created from the supplied slide/lecture text. Term: specific

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

Answer 146: complete — Created from the supplied slide/lecture text. Term: complete

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

Answer 147: frequently — Created from the supplied slide/lecture text. Term: frequently

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

Answer 148: included — Created from the supplied slide/lecture text. Term: included

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

Answer 149: clicked — Created from the supplied slide/lecture text. Term: clicked

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

Answer 150: suggested — Created from the supplied slide/lecture text. Term: suggested

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

Answer 151: through — Created from the supplied slide/lecture text. Term: through

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

Answer 152: including — Created from the supplied slide/lecture text. Term: including

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

Answer 153: AutoSum — Created from the supplied slide/lecture text. Term: AutoSum

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

Answer 154: appear — Created from the supplied slide/lecture text. Term: appear

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

Answer 155: manipulate — Created from the supplied slide/lecture text. Term: manipulate

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

Answer 156: January — Created from the supplied slide/lecture text. Term: January

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

Answer 157: February — Created from the supplied slide/lecture text. Term: February

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

Answer 158: internally — Created from the supplied slide/lecture text. Term: internally

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

Answer 159: calculates — Created from the supplied slide/lecture text. Term: calculates

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

Answer 160: computer's — Created from the supplied slide/lecture text. Term: computer's

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

Answer 161: recalculated — Created from the supplied slide/lecture text. Term: recalculated

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

Answer 162: represents — Created from the supplied slide/lecture text. Term: represents

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

Answer 163: computer — Created from the supplied slide/lecture text. Term: computer

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

Answer 164: depending — Created from the supplied slide/lecture text. Term: depending

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

Answer 165: September — Created from the supplied slide/lecture text. Term: September

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

Answer 166: Converts — Created from the supplied slide/lecture text. Term: Converts

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

Answer 167: assumes — Created from the supplied slide/lecture text. Term: assumes

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

Answer 168: trigonometric — Created from the supplied slide/lecture text. Term: trigonometric

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

Answer 169: equations — Created from the supplied slide/lecture text. Term: equations

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

Answer 170: multiple — Created from the supplied slide/lecture text. Term: multiple

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

Answer 171: distributions — Created from the supplied slide/lecture text. Term: distributions

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

Answer 172: arithmetic — Created from the supplied slide/lecture text. Term: arithmetic

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173. Returns the inverse of the cumulative _____ function for

Answer 173: distribution — Created from the supplied slide/lecture text. Term: distribution

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

Answer 174: probability — Created from the supplied slide/lecture text. Term: probability

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

Answer 175: Counts — Created from the supplied slide/lecture text. Term: Counts

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

Answer 176: covariance — Created from the supplied slide/lecture text. Term: covariance

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177. Returns the Pearson product moment _____ coefficient

Answer 177: correlation — Created from the supplied slide/lecture text. Term: correlation

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

Answer 178: pull-out — Created from the supplied slide/lecture text. Term: pull-out

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

Answer 179: producing — Created from the supplied slide/lecture text. Term: producing

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

Answer 180: concatenated — Created from the supplied slide/lecture text. Term: concatenated

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

Answer 181: character — Created from the supplied slide/lecture text. Term: character

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

Answer 182: calculating — Created from the supplied slide/lecture text. Term: calculating

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

Answer 183: periodic — Created from the supplied slide/lecture text. Term: periodic

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

Answer 184: annuities — Created from the supplied slide/lecture text. Term: annuities

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

Answer 185: received — Created from the supplied slide/lecture text. Term: received

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

Answer 186: discounted — Created from the supplied slide/lecture text. Term: discounted

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

Answer 187: accumulate — Created from the supplied slide/lecture text. Term: accumulate

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

Answer 188: investment — Created from the supplied slide/lecture text. Term: investment

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

Answer 189: five-year — Created from the supplied slide/lecture text. Term: five-year

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

Answer 190: Payments — Created from the supplied slide/lecture text. Term: Payments

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

Answer 191: calculation — Created from the supplied slide/lecture text. Term: calculation

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192. Returns the _____ for each accounting period by using

Answer 192: depreciation — Created from the supplied slide/lecture text. Term: depreciation

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193. Returns the _____ rate for a fully invested security

Answer 193: interest — Created from the supplied slide/lecture text. Term: interest

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

Answer 194: straight-line — Created from the supplied slide/lecture text. Term: straight-line

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

Answer 195: sum-of-years' — Created from the supplied slide/lecture text. Term: sum-of-years'

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

Answer 196: internal — Created from the supplied slide/lecture text. Term: internal

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

Answer 197: schedule — Created from the supplied slide/lecture text. Term: schedule

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

Answer 198: security — Created from the supplied slide/lecture text. Term: security

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

Answer 199: instalments — Created from the supplied slide/lecture text. Term: instalments

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

Answer 200: payment — Created from the supplied slide/lecture text. Term: payment

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

Answer 201: borrowed — Created from the supplied slide/lecture text. Term: borrowed

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

Answer 202: calculate — Created from the supplied slide/lecture text. Term: calculate

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

Answer 203: annually — Created from the supplied slide/lecture text. Term: annually

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

Answer 204: monthly — Created from the supplied slide/lecture text. Term: monthly

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

Answer 205: conditional — Created from the supplied slide/lecture text. Term: conditional

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

Answer 206: spreadsheet — Created from the supplied slide/lecture text. Term: spreadsheet

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

Answer 207: question — Created from the supplied slide/lecture text. Term: question

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

Answer 208: considered — Created from the supplied slide/lecture text. Term: considered

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

Answer 209: permitting — Created from the supplied slide/lecture text. Term: permitting

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

Answer 210: stored — Created from the supplied slide/lecture text. Term: stored

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

Answer 211: self-documenting — Created from the supplied slide/lecture text. Term: self-documenting

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

Answer 212: returns — Created from the supplied slide/lecture text. Term: returns

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

Answer 213: statements — Created from the supplied slide/lecture text. Term: statements

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

Answer 214: conditions — Created from the supplied slide/lecture text. Term: conditions

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

Answer 215: condition — Created from the supplied slide/lecture text. Term: condition

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

Answer 216: assuming — Created from the supplied slide/lecture text. Term: assuming

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

Answer 217: worked — Created from the supplied slide/lecture text. Term: worked

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

Answer 218: subtract — Created from the supplied slide/lecture text. Term: subtract

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

Answer 219: putting — Created from the supplied slide/lecture text. Term: putting

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

Answer 220: greater — Created from the supplied slide/lecture text. Term: greater

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

Answer 221: Employees — Created from the supplied slide/lecture text. Term: Employees

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

Answer 222: employee — Created from the supplied slide/lecture text. Term: employee

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

Answer 223: Regular — Created from the supplied slide/lecture text. Term: Regular

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

Answer 224: overtime — Created from the supplied slide/lecture text. Term: overtime

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

Answer 225: towards — Created from the supplied slide/lecture text. Term: towards

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

Answer 226: employed — Created from the supplied slide/lecture text. Term: employed

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

Answer 227: percentage — Created from the supplied slide/lecture text. Term: percentage

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

Answer 228: district — Created from the supplied slide/lecture text. Term: district

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

Answer 229: corresponding — Created from the supplied slide/lecture text. Term: corresponding

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

Answer 230: respectively — Created from the supplied slide/lecture text. Term: respectively

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

Answer 231: re-copy — Created from the supplied slide/lecture text. Term: re-copy

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

Answer 232: lecturer — Created from the supplied slide/lecture text. Term: lecturer

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

Answer 233: examination — Created from the supplied slide/lecture text. Term: examination

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

Answer 234: students — Created from the supplied slide/lecture text. Term: students

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

Answer 235: column — Created from the supplied slide/lecture text. Term: column

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

Answer 236: specify — Created from the supplied slide/lecture text. Term: specify

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

Answer 237: different — Created from the supplied slide/lecture text. Term: different

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

Answer 238: destination — Created from the supplied slide/lecture text. Term: destination

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

Answer 239: lengthy — Created from the supplied slide/lecture text. Term: lengthy

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

Answer 240: paragraph — Created from the supplied slide/lecture text. Term: paragraph

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

Answer 241: increases — Created from the supplied slide/lecture text. Term: increases

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

Answer 242: Generally — Created from the supplied slide/lecture text. Term: Generally

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

Answer 243: calculations — Created from the supplied slide/lecture text. Term: calculations

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244. possible to see all _____ number formats by clicking

Answer 244: available — Created from the supplied slide/lecture text. Term: available

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

Answer 245: bottom-right — Created from the supplied slide/lecture text. Term: bottom-right

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

Answer 246: Currency — Created from the supplied slide/lecture text. Term: Currency

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

Answer 247: according — Created from the supplied slide/lecture text. Term: according

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248. displays the content exactly as you type _____ of

Answer 248: irrespective — Created from the supplied slide/lecture text. Term: irrespective

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

Answer 249: separator — Created from the supplied slide/lecture text. Term: separator

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

Answer 250: techniques — Created from the supplied slide/lecture text. Term: techniques

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

Answer 251: directly — Created from the supplied slide/lecture text. Term: directly

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

Answer 252: between — Created from the supplied slide/lecture text. Term: between

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

Answer 253: landscape — Created from the supplied slide/lecture text. Term: landscape

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

Answer 254: enables — Created from the supplied slide/lecture text. Term: enables

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

Answer 255: gridlines — Created from the supplied slide/lecture text. Term: gridlines

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

Answer 256: margins — Created from the supplied slide/lecture text. Term: margins

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

Answer 257: default — Created from the supplied slide/lecture text. Term: default

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

Answer 258: content — Created from the supplied slide/lecture text. Term: content

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

Answer 259: headers — Created from the supplied slide/lecture text. Term: headers

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

Answer 260: Horizontally — Created from the supplied slide/lecture text. Term: Horizontally

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

Answer 261: Vertically — Created from the supplied slide/lecture text. Term: Vertically

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

Answer 262: orientation — Created from the supplied slide/lecture text. Term: orientation

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

Answer 263: legal-sized — Created from the supplied slide/lecture text. Term: legal-sized

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

Answer 264: clicking — Created from the supplied slide/lecture text. Term: clicking

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

Answer 265: Headings — Created from the supplied slide/lecture text. Term: Headings

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

Answer 266: prints — Created from the supplied slide/lecture text. Term: prints

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

Answer 267: across — Created from the supplied slide/lecture text. Term: across

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

Answer 268: proportionally — Created from the supplied slide/lecture text. Term: proportionally

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

Answer 269: proportional — Created from the supplied slide/lecture text. Term: proportional

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

Answer 270: dialog — Created from the supplied slide/lecture text. Term: dialog

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

Answer 271: desired — Created from the supplied slide/lecture text. Term: desired

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

Answer 272: incapable — Created from the supplied slide/lecture text. Term: incapable

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

Answer 273: Adjust — Created from the supplied slide/lecture text. Term: Adjust

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

Answer 274: choosing — Created from the supplied slide/lecture text. Term: choosing

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

Answer 275: predefined — Created from the supplied slide/lecture text. Term: predefined

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

Answer 276: drop-down — Created from the supplied slide/lecture text. Term: drop-down

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277. then pressing Enter. You can create _____ header

Answer 277: multiple-line — Created from the supplied slide/lecture text. Term: multiple-line

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

Answer 278: there — Created from the supplied slide/lecture text. Term: there

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

Answer 279: options — Created from the supplied slide/lecture text. Term: options

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

Answer 280: vertical — Created from the supplied slide/lecture text. Term: vertical

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

Answer 281: right-click — Created from the supplied slide/lecture text. Term: right-click

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

Answer 282: opening — Created from the supplied slide/lecture text. Term: opening

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

Answer 283: Choose — Created from the supplied slide/lecture text. Term: Choose

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

Answer 284: necessary — Created from the supplied slide/lecture text. Term: necessary

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

Answer 285: inserting — Created from the supplied slide/lecture text. Term: inserting

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

Answer 286: worksheets — Created from the supplied slide/lecture text. Term: worksheets

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

Answer 287: Insert — Created from the supplied slide/lecture text. Term: Insert

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

Answer 288: Repeat — Created from the supplied slide/lecture text. Term: Repeat

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

Answer 289: exists — Created from the supplied slide/lecture text. Term: exists

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

Answer 290: descending — Created from the supplied slide/lecture text. Term: descending

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

Answer 291: audience — Created from the supplied slide/lecture text. Term: audience

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

Answer 292: presentation — Created from the supplied slide/lecture text. Term: presentation

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

Answer 293: placeholders — Created from the supplied slide/lecture text. Term: placeholders

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294. replace, and _____ icons that represent specific commands

Answer 294: thumbnail-sized — Created from the supplied slide/lecture text. Term: thumbnail-sized

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

Answer 295: SmartArt — Created from the supplied slide/lecture text. Term: SmartArt

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

Answer 296: PowerPoint — Created from the supplied slide/lecture text. Term: PowerPoint

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

Answer 297: horizontal — Created from the supplied slide/lecture text. Term: horizontal

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

Answer 298: keyboard — Created from the supplied slide/lecture text. Term: keyboard

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

Answer 299: change — Created from the supplied slide/lecture text. Term: change

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

Answer 300: slides — Created from the supplied slide/lecture text. Term: slides

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

Answer 301: thumbnail — Created from the supplied slide/lecture text. Term: thumbnail

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

Answer 302: document — Created from the supplied slide/lecture text. Term: document

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

Answer 303: placeholder — Created from the supplied slide/lecture text. Term: placeholder

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

Answer 304: cursor — Created from the supplied slide/lecture text. Term: cursor

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

Answer 305: Backspace — Created from the supplied slide/lecture text. Term: Backspace

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

Answer 306: highlighted — Created from the supplied slide/lecture text. Term: highlighted

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

Answer 307: various — Created from the supplied slide/lecture text. Term: various

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

Answer 308: Click — Created from the supplied slide/lecture text. Term: Click

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

Answer 309: Underline — Created from the supplied slide/lecture text. Term: Underline

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

Answer 310: alignment — Created from the supplied slide/lecture text. Term: alignment

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

Answer 311: distance — Created from the supplied slide/lecture text. Term: distance

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

Answer 312: Justified — Created from the supplied slide/lecture text. Term: Justified

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

Answer 313: professional-looking — Created from the supplied slide/lecture text. Term: professional-looking

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

Answer 314: additional — Created from the supplied slide/lecture text. Term: additional

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

Answer 315: advantage — Created from the supplied slide/lecture text. Term: advantage

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

Answer 316: changed — Created from the supplied slide/lecture text. Term: changed

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

Answer 317: Modifying — Created from the supplied slide/lecture text. Term: Modifying

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

Answer 318: option — Created from the supplied slide/lecture text. Term: option

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

Answer 319: customize — Created from the supplied slide/lecture text. Term: customize

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

Answer 320: Background — Created from the supplied slide/lecture text. Term: Background

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

Answer 321: variations — Created from the supplied slide/lecture text. Term: variations

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

Answer 322: becomes — Created from the supplied slide/lecture text. Term: becomes

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

Answer 323: circular — Created from the supplied slide/lecture text. Term: circular

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

Answer 324: holding — Created from the supplied slide/lecture text. Term: holding

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

Answer 325: indicate — Created from the supplied slide/lecture text. Term: indicate

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

Answer 326: emphasis — Created from the supplied slide/lecture text. Term: emphasis

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

Answer 327: graphical — Created from the supplied slide/lecture text. Term: graphical

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

Answer 328: requires — Created from the supplied slide/lecture text. Term: requires

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

Answer 329: bullet — Created from the supplied slide/lecture text. Term: bullet

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

Answer 330: Alternate — Created from the supplied slide/lecture text. Term: Alternate

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

Answer 331: Numbering — Created from the supplied slide/lecture text. Term: Numbering

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

Answer 332: Bulleted — Created from the supplied slide/lecture text. Term: Bulleted

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

Answer 333: picture — Created from the supplied slide/lecture text. Term: picture

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

Answer 334: Numbered — Created from the supplied slide/lecture text. Term: Numbered

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

Answer 335: arranged — Created from the supplied slide/lecture text. Term: arranged

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

Answer 336: Additionally — Created from the supplied slide/lecture text. Term: Additionally

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337. The SmartArt features lets you create and customize _____

Answer 337: designer-quality — Created from the supplied slide/lecture text. Term: designer-quality

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

Answer 338: diagram — Created from the supplied slide/lecture text. Term: diagram

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

Answer 339: pictures — Created from the supplied slide/lecture text. Term: pictures

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

Answer 340: aligning — Created from the supplied slide/lecture text. Term: aligning

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

Answer 341: examples — Created from the supplied slide/lecture text. Term: examples

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

Answer 342: affected — Created from the supplied slide/lecture text. Term: affected

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343. moving each object _____ or using the align menu

Answer 343: individually — Created from the supplied slide/lecture text. Term: individually

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

Answer 344: indicated — Created from the supplied slide/lecture text. Term: indicated

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

Answer 345: Ungroup — Created from the supplied slide/lecture text. Term: Ungroup

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

Answer 346: preview — Created from the supplied slide/lecture text. Term: preview

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

Answer 347: beneath — Created from the supplied slide/lecture text. Term: beneath

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

Answer 348: Objected — Created from the supplied slide/lecture text. Term: Objected

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

Answer 349: commands — Created from the supplied slide/lecture text. Term: commands

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

Answer 350: completing — Created from the supplied slide/lecture text. Term: completing

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

Answer 351: visible — Created from the supplied slide/lecture text. Term: visible

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

Answer 352: reorder — Created from the supplied slide/lecture text. Term: reorder

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

Answer 353: confirm — Created from the supplied slide/lecture text. Term: confirm

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

Answer 354: Backstage — Created from the supplied slide/lecture text. Term: Backstage

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

Answer 355: printing — Created from the supplied slide/lecture text. Term: printing

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

Answer 356: printer — Created from the supplied slide/lecture text. Term: printer

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

Answer 357: Settings — Created from the supplied slide/lecture text. Term: Settings

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

Answer 358: double-sided — Created from the supplied slide/lecture text. Term: double-sided

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

Answer 359: handouts — Created from the supplied slide/lecture text. Term: handouts

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

Answer 360: speaker — Created from the supplied slide/lecture text. Term: speaker

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

Answer 361: animate — Created from the supplied slide/lecture text. Term: animate

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

Answer 362: animations — Created from the supplied slide/lecture text. Term: animations

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

Answer 363: animation — Created from the supplied slide/lecture text. Term: animation

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

Answer 364: Entrance — Created from the supplied slide/lecture text. Term: Entrance

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

Answer 365: preferred — Created from the supplied slide/lecture text. Term: preferred

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

Answer 366: Transition — Created from the supplied slide/lecture text. Term: Transition

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

Answer 367: process — Created from the supplied slide/lecture text. Term: process

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

Answer 368: presentations — Created from the supplied slide/lecture text. Term: presentations

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Carpe Diem - newly created

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369. _____ STARTED WITH EXCEL 2

Answer 369: GETTING — Created from the supplied slide/lecture text. Term: GETTING

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370. _____ CHARTS (GRAPHS) 118

Answer 370: CREATING — Created from the supplied slide/lecture text. Term: CREATING

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371. CREATING NEW _____ 139

Answer 371: PRESENTATIONS — Created from the supplied slide/lecture text. Term: PRESENTATIONS

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372. _____ PICTURES, SOUND AND MOVIES 156

Answer 372: INSERTING — Created from the supplied slide/lecture text. Term: INSERTING

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373. _____ TEXT AND OBJECTS 187

Answer 373: ANIMATING — Created from the supplied slide/lecture text. Term: ANIMATING

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

Answer 374: preloaded — Created from the supplied slide/lecture text. Term: preloaded

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

Answer 375: Applications — Created from the supplied slide/lecture text. Term: Applications

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

Answer 376: Microsoft — Created from the supplied slide/lecture text. Term: Microsoft

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

Answer 377: professional — Created from the supplied slide/lecture text. Term: professional

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

Answer 378: presentation — Created from the supplied slide/lecture text. Term: presentation

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

Answer 379: spreadsheet — Created from the supplied slide/lecture text. Term: spreadsheet

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

Answer 380: electronic — Created from the supplied slide/lecture text. Term: electronic

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

Answer 381: intersection — Created from the supplied slide/lecture text. Term: intersection

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

Answer 382: manipulations — Created from the supplied slide/lecture text. Term: manipulations

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

Answer 383: calculations — Created from the supplied slide/lecture text. Term: calculations

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

Answer 384: Spreadsheets — Created from the supplied slide/lecture text. Term: Spreadsheets

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

Answer 385: forecasting — Created from the supplied slide/lecture text. Term: forecasting

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

Answer 386: institutions — Created from the supplied slide/lecture text. Term: institutions

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

Answer 387: Preparation — Created from the supplied slide/lecture text. Term: Preparation

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

Answer 388: inventory — Created from the supplied slide/lecture text. Term: inventory

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

Answer 389: Mathematicians — Created from the supplied slide/lecture text. Term: Mathematicians

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

Answer 390: meteorologists — Created from the supplied slide/lecture text. Term: meteorologists

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

Answer 391: computations — Created from the supplied slide/lecture text. Term: computations

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

Answer 392: coefficients — Created from the supplied slide/lecture text. Term: coefficients

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

Answer 393: simultaneous — Created from the supplied slide/lecture text. Term: simultaneous

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

Answer 394: Representation — Created from the supplied slide/lecture text. Term: Representation

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

Answer 395: graphically — Created from the supplied slide/lecture text. Term: graphically

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

Answer 396: statistical — Created from the supplied slide/lecture text. Term: statistical

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

Answer 397: mortality — Created from the supplied slide/lecture text. Term: mortality

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

Answer 398: multi-national — Created from the supplied slide/lecture text. Term: multi-national

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

Answer 399: conversions — Created from the supplied slide/lecture text. Term: conversions

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

Answer 400: calculating — Created from the supplied slide/lecture text. Term: calculating

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

Answer 401: maintaining — Created from the supplied slide/lecture text. Term: maintaining

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

Answer 402: information — Created from the supplied slide/lecture text. Term: information

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

Answer 403: frequently — Created from the supplied slide/lecture text. Term: frequently

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

Answer 404: question — Created from the supplied slide/lecture text. Term: question

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

Answer 405: carried — Created from the supplied slide/lecture text. Term: carried

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

Answer 406: expenditure — Created from the supplied slide/lecture text. Term: expenditure

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

Answer 407: businesses — Created from the supplied slide/lecture text. Term: businesses

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

Answer 408: automatically — Created from the supplied slide/lecture text. Term: automatically

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

Answer 409: statements — Created from the supplied slide/lecture text. Term: statements

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

Answer 410: AS-EASY-AS — Created from the supplied slide/lecture text. Term: AS-EASY-AS

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

Answer 411: taskbar — Created from the supplied slide/lecture text. Term: taskbar

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

Answer 412: Programs — Created from the supplied slide/lecture text. Term: Programs

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

Answer 413: Double-click — Created from the supplied slide/lecture text. Term: Double-click

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

Answer 414: short-cut — Created from the supplied slide/lecture text. Term: short-cut

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

Answer 415: existing — Created from the supplied slide/lecture text. Term: existing

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

Answer 416: Documents — Created from the supplied slide/lecture text. Term: Documents

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

Answer 417: installed — Created from the supplied slide/lecture text. Term: installed

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

Answer 418: document — Created from the supplied slide/lecture text. Term: document

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

Answer 419: required — Created from the supplied slide/lecture text. Term: required

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

Answer 420: finished — Created from the supplied slide/lecture text. Term: finished

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

Answer 421: command — Created from the supplied slide/lecture text. Term: command

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

Answer 422: keyboard — Created from the supplied slide/lecture text. Term: keyboard

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

Answer 423: Alternatively — Created from the supplied slide/lecture text. Term: Alternatively

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

Answer 424: without — Created from the supplied slide/lecture text. Term: without

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

Answer 425: workbook — Created from the supplied slide/lecture text. Term: workbook

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

Answer 426: whether — Created from the supplied slide/lecture text. Term: whether

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

Answer 427: appears — Created from the supplied slide/lecture text. Term: appears

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

Answer 428: on-screen — Created from the supplied slide/lecture text. Term: on-screen

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

Answer 429: application — Created from the supplied slide/lecture text. Term: application

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

Answer 430: terminated — Created from the supplied slide/lecture text. Term: terminated

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

Answer 431: simultaneously — Created from the supplied slide/lecture text. Term: simultaneously

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

Answer 432: transfer — Created from the supplied slide/lecture text. Term: transfer

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

Answer 433: enhancements — Created from the supplied slide/lecture text. Term: enhancements

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

Answer 434: environment — Created from the supplied slide/lecture text. Term: environment

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

Answer 435: configure — Created from the supplied slide/lecture text. Term: configure

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

Answer 436: toolbar — Created from the supplied slide/lecture text. Term: toolbar

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

Answer 437: navigate — Created from the supplied slide/lecture text. Term: navigate

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

Answer 438: commands — Created from the supplied slide/lecture text. Term: commands

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

Answer 439: traditional — Created from the supplied slide/lecture text. Term: traditional

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

Answer 440: upper-left — Created from the supplied slide/lecture text. Term: upper-left

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

Answer 441: important — Created from the supplied slide/lecture text. Term: important

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

Answer 442: worksheet — Created from the supplied slide/lecture text. Term: worksheet

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

Answer 443: horizontal — Created from the supplied slide/lecture text. Term: horizontal

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

Answer 444: currently — Created from the supplied slide/lecture text. Term: currently

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

Answer 445: normally — Created from the supplied slide/lecture text. Term: normally

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

Answer 446: Minimize — Created from the supplied slide/lecture text. Term: Minimize

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 447: functions — Created from the supplied slide/lecture text. Term: functions

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 448: formulas — Created from the supplied slide/lecture text. Term: formulas

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 449: displays — Created from the supplied slide/lecture text. Term: displays

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 450: reference — Created from the supplied slide/lecture text. Term: reference

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 451: prepared — Created from the supplied slide/lecture text. Term: prepared

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 452: specific — Created from the supplied slide/lecture text. Term: specific

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 453: customize — Created from the supplied slide/lecture text. Term: customize

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 454: drop-down — Created from the supplied slide/lecture text. Term: drop-down

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 455: appearing — Created from the supplied slide/lecture text. Term: appearing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 456: following — Created from the supplied slide/lecture text. Term: following

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 457: maximised — Created from the supplied slide/lecture text. Term: maximised

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 458: disappears — Created from the supplied slide/lecture text. Term: disappears

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 459: maximize — Created from the supplied slide/lecture text. Term: maximize

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 460: right-clicking — Created from the supplied slide/lecture text. Term: right-clicking

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 461: selecting — Created from the supplied slide/lecture text. Term: selecting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 462: responsive — Created from the supplied slide/lecture text. Term: responsive

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 463: different — Created from the supplied slide/lecture text. Term: different

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 464: security — Created from the supplied slide/lecture text. Term: security

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 465: formatting — Created from the supplied slide/lecture text. Term: formatting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 466: subsequent — Created from the supplied slide/lecture text. Term: subsequent

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 467: settings — Created from the supplied slide/lecture text. Term: settings

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 468: Options — Created from the supplied slide/lecture text. Term: Options

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 469: proficient — Created from the supplied slide/lecture text. Term: proficient

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 470: beginning — Created from the supplied slide/lecture text. Term: beginning

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 471: collections — Created from the supplied slide/lecture text. Term: collections

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 472: consolidate — Created from the supplied slide/lecture text. Term: consolidate

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 473: particular — Created from the supplied slide/lecture text. Term: particular

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 474: vertical — Created from the supplied slide/lecture text. Term: vertical

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 475: eighty-four — Created from the supplied slide/lecture text. Term: eighty-four

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 476: columns — Created from the supplied slide/lecture text. Term: columns

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 477: through — Created from the supplied slide/lecture text. Term: through

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 478: forty-Eight — Created from the supplied slide/lecture text. Term: forty-Eight

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 479: uniquely — Created from the supplied slide/lecture text. Term: uniquely

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 480: respectively — Created from the supplied slide/lecture text. Term: respectively

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 481: column — Created from the supplied slide/lecture text. Term: column

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 482: occupies — Created from the supplied slide/lecture text. Term: occupies

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 483: displaying — Created from the supplied slide/lecture text. Term: displaying

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 484: presented — Created from the supplied slide/lecture text. Term: presented

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 485: therefore — Created from the supplied slide/lecture text. Term: therefore

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 486: calculate — Created from the supplied slide/lecture text. Term: calculate

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 487: entering — Created from the supplied slide/lecture text. Term: entering

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 488: follow — Created from the supplied slide/lecture text. Term: follow

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 489: address — Created from the supplied slide/lecture text. Term: address

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 490: depending — Created from the supplied slide/lecture text. Term: depending

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 491: possible — Created from the supplied slide/lecture text. Term: possible

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 492: intersect — Created from the supplied slide/lecture text. Term: intersect

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 493: number — Created from the supplied slide/lecture text. Term: number

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 494: Select — Created from the supplied slide/lecture text. Term: Select

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 495: selected — Created from the supplied slide/lecture text. Term: selected

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 496: mistake — Created from the supplied slide/lecture text. Term: mistake

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 497: Whatever — Created from the supplied slide/lecture text. Term: Whatever

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 498: Backspace — Created from the supplied slide/lecture text. Term: Backspace

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 499: pressing — Created from the supplied slide/lecture text. Term: pressing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 500: necessary — Created from the supplied slide/lecture text. Term: necessary

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 501: changes — Created from the supplied slide/lecture text. Term: changes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 502: workbooks — Created from the supplied slide/lecture text. Term: workbooks

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 503: displayed — Created from the supplied slide/lecture text. Term: displayed

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 504: backward — Created from the supplied slide/lecture text. Term: backward

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 505: scrolling — Created from the supplied slide/lecture text. Term: scrolling

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 506: containing — Created from the supplied slide/lecture text. Term: containing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 507: worksheets — Created from the supplied slide/lecture text. Term: worksheets

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 508: non-adjacent — Created from the supplied slide/lecture text. Term: non-adjacent

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 509: interruption — Created from the supplied slide/lecture text. Term: interruption

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 510: location — Created from the supplied slide/lecture text. Term: location

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 511: extension — Created from the supplied slide/lecture text. Term: extension

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 512: compatible — Created from the supplied slide/lecture text. Term: compatible

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 513: content — Created from the supplied slide/lecture text. Term: content

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 514: receives — Created from the supplied slide/lecture text. Term: receives

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 515: selection — Created from the supplied slide/lecture text. Term: selection

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 516: pointer — Created from the supplied slide/lecture text. Term: pointer

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 517: appropriate — Created from the supplied slide/lecture text. Term: appropriate

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 518: direction — Created from the supplied slide/lecture text. Term: direction

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 519: current — Created from the supplied slide/lecture text. Term: current

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 520: double-clicked — Created from the supplied slide/lecture text. Term: double-clicked

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 521: techniques — Created from the supplied slide/lecture text. Term: techniques

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 522: adjacent — Created from the supplied slide/lecture text. Term: adjacent

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 523: additional — Created from the supplied slide/lecture text. Term: additional

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 524: numbers — Created from the supplied slide/lecture text. Term: numbers

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 525: Whenever — Created from the supplied slide/lecture text. Term: Whenever

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 526: Remember — Created from the supplied slide/lecture text. Term: Remember

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 527: specify — Created from the supplied slide/lecture text. Term: specify

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 528: contiguous — Created from the supplied slide/lecture text. Term: contiguous

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 529: possibilities — Created from the supplied slide/lecture text. Term: possibilities

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 530: course — Created from the supplied slide/lecture text. Term: course

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 531: starting — Created from the supplied slide/lecture text. Term: starting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 532: simplicity — Created from the supplied slide/lecture text. Term: simplicity

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 533: referenced — Created from the supplied slide/lecture text. Term: referenced

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 534: involving — Created from the supplied slide/lecture text. Term: involving

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 535: addresses — Created from the supplied slide/lecture text. Term: addresses

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 536: interpreted — Created from the supplied slide/lecture text. Term: interpreted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 537: consisting — Created from the supplied slide/lecture text. Term: consisting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 538: addressees — Created from the supplied slide/lecture text. Term: addressees

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 539: actually — Created from the supplied slide/lecture text. Term: actually

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 540: concerned — Created from the supplied slide/lecture text. Term: concerned

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 541: opposite — Created from the supplied slide/lecture text. Term: opposite

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 542: down-arrow — Created from the supplied slide/lecture text. Term: down-arrow

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 543: contain — Created from the supplied slide/lecture text. Term: contain

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 544: properly — Created from the supplied slide/lecture text. Term: properly

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 545: insertion — Created from the supplied slide/lecture text. Term: insertion

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 546: formula — Created from the supplied slide/lecture text. Term: formula

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 547: contents — Created from the supplied slide/lecture text. Term: contents

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 548: Generally — Created from the supplied slide/lecture text. Term: Generally

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 549: contains — Created from the supplied slide/lecture text. Term: contains

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 550: positions — Created from the supplied slide/lecture text. Term: positions

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 551: character — Created from the supplied slide/lecture text. Term: character

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 552: characters — Created from the supplied slide/lecture text. Term: characters

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 553: increase — Created from the supplied slide/lecture text. Term: increase

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 554: apostrophe — Created from the supplied slide/lecture text. Term: apostrophe

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 555: enclosing — Created from the supplied slide/lecture text. Term: enclosing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 556: scientific — Created from the supplied slide/lecture text. Term: scientific

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 557: entered — Created from the supplied slide/lecture text. Term: entered

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 558: appearance — Created from the supplied slide/lecture text. Term: appearance

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 559: establish — Created from the supplied slide/lecture text. Term: establish

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 560: fraction — Created from the supplied slide/lecture text. Term: fraction

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 561: interpret — Created from the supplied slide/lecture text. Term: interpret

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 562: recognizes — Created from the supplied slide/lecture text. Term: recognizes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 563: converts — Created from the supplied slide/lecture text. Term: converts

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 564: represented — Created from the supplied slide/lecture text. Term: represented

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 565: regardless — Created from the supplied slide/lecture text. Term: regardless

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 566: quickly — Created from the supplied slide/lecture text. Term: quickly

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 567: unformatted — Created from the supplied slide/lecture text. Term: unformatted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 568: previously — Created from the supplied slide/lecture text. Term: previously

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 569: formats — Created from the supplied slide/lecture text. Term: formats

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 570: repeated — Created from the supplied slide/lecture text. Term: repeated

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 571: complete — Created from the supplied slide/lecture text. Term: complete

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 572: bottom — Created from the supplied slide/lecture text. Term: bottom

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 573: activates — Created from the supplied slide/lecture text. Term: activates

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 574: indicate — Created from the supplied slide/lecture text. Term: indicate

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 575: returned — Created from the supplied slide/lecture text. Term: returned

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 576: completely — Created from the supplied slide/lecture text. Term: completely

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 577: Either — Created from the supplied slide/lecture text. Term: Either

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 578: button — Created from the supplied slide/lecture text. Term: button

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 579: option — Created from the supplied slide/lecture text. Term: option

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 580: inserted — Created from the supplied slide/lecture text. Term: inserted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 581: combination — Created from the supplied slide/lecture text. Term: combination

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 582: Entries — Created from the supplied slide/lecture text. Term: Entries

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 583: completed — Created from the supplied slide/lecture text. Term: completed

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 584: Advanced — Created from the supplied slide/lecture text. Term: Advanced

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 585: AutoComplete — Created from the supplied slide/lecture text. Term: AutoComplete

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 586: completes — Created from the supplied slide/lecture text. Term: completes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 587: detected — Created from the supplied slide/lecture text. Term: detected

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 588: series — Created from the supplied slide/lecture text. Term: series

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 589: drag-and-drop — Created from the supplied slide/lecture text. Term: drag-and-drop

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 590: replacing — Created from the supplied slide/lecture text. Term: replacing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 591: overwriting — Created from the supplied slide/lecture text. Term: overwriting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 592: display — Created from the supplied slide/lecture text. Term: display

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 593: pointing — Created from the supplied slide/lecture text. Term: pointing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 594: downwards — Created from the supplied slide/lecture text. Term: downwards

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 595: Dragging — Created from the supplied slide/lecture text. Term: Dragging

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 596: handle — Created from the supplied slide/lecture text. Term: handle

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 597: Similarly — Created from the supplied slide/lecture text. Term: Similarly

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 598: double-clicking — Created from the supplied slide/lecture text. Term: double-clicking

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 599: example — Created from the supplied slide/lecture text. Term: example

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 600: built-in — Created from the supplied slide/lecture text. Term: built-in

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 601: increasing — Created from the supplied slide/lecture text. Term: increasing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 602: shortcut — Created from the supplied slide/lecture text. Term: shortcut

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 603: Months — Created from the supplied slide/lecture text. Term: Months

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 604: Editing — Created from the supplied slide/lecture text. Term: Editing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 605: calculated — Created from the supplied slide/lecture text. Term: calculated

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 606: value — Created from the supplied slide/lecture text. Term: value

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 607: multiplying — Created from the supplied slide/lecture text. Term: multiplying

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 608: incrementally — Created from the supplied slide/lecture text. Term: incrementally

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 609: dependent — Created from the supplied slide/lecture text. Term: dependent

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 610: AutoFill — Created from the supplied slide/lecture text. Term: AutoFill

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 611: suppress — Created from the supplied slide/lecture text. Term: suppress

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 612: formatted — Created from the supplied slide/lecture text. Term: formatted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 613: Popular — Created from the supplied slide/lecture text. Term: Popular

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 614: custom — Created from the supplied slide/lecture text. Term: custom

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 615: category — Created from the supplied slide/lecture text. Term: category

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 616: generates — Created from the supplied slide/lecture text. Term: generates

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 617: calculators — Created from the supplied slide/lecture text. Term: calculators

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 618: multiplication — Created from the supplied slide/lecture text. Term: multiplication

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 619: constant — Created from the supplied slide/lecture text. Term: constant

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 620: precedes — Created from the supplied slide/lecture text. Term: precedes

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

Answer 621: mathematical — Created from the supplied slide/lecture text. Term: mathematical

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 622: relational — Created from the supplied slide/lecture text. Term: relational

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 623: arithmetic — Created from the supplied slide/lecture text. Term: arithmetic

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 624: completing — Created from the supplied slide/lecture text. Term: completing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 625: operators — Created from the supplied slide/lecture text. Term: operators

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 626: multiplies — Created from the supplied slide/lecture text. Term: multiplies

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 627: advantages — Created from the supplied slide/lecture text. Term: advantages

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 628: references — Created from the supplied slide/lecture text. Term: references

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 629: referred — Created from the supplied slide/lecture text. Term: referred

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 630: inserts — Created from the supplied slide/lecture text. Term: inserts

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 631: operator — Created from the supplied slide/lecture text. Term: operator

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 632: identifies — Created from the supplied slide/lecture text. Term: identifies

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 633: addressing — Created from the supplied slide/lecture text. Term: addressing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 634: differently — Created from the supplied slide/lecture text. Term: differently

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 635: understanding — Created from the supplied slide/lecture text. Term: understanding

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 636: absolute — Created from the supplied slide/lecture text. Term: absolute

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 637: relationship — Created from the supplied slide/lecture text. Term: relationship

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 638: referencing — Created from the supplied slide/lecture text. Term: referencing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 639: interprets — Created from the supplied slide/lecture text. Term: interprets

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 640: Subtract — Created from the supplied slide/lecture text. Term: Subtract

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 641: irrespective — Created from the supplied slide/lecture text. Term: irrespective

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 642: formular — Created from the supplied slide/lecture text. Term: formular

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 643: relatively — Created from the supplied slide/lecture text. Term: relatively

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 644: Occasionally — Created from the supplied slide/lecture text. Term: Occasionally

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 645: problems — Created from the supplied slide/lecture text. Term: problems

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 646: multiplied — Created from the supplied slide/lecture text. Term: multiplied

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 647: identified — Created from the supplied slide/lecture text. Term: identified

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 648: preceding — Created from the supplied slide/lecture text. Term: preceding

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 649: indicates — Created from the supplied slide/lecture text. Term: indicates

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 650: permanent — Created from the supplied slide/lecture text. Term: permanent

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 651: permanently — Created from the supplied slide/lecture text. Term: permanently

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 652: relative — Created from the supplied slide/lecture text. Term: relative

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 653: indirectly — Created from the supplied slide/lecture text. Term: indirectly

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 654: including — Created from the supplied slide/lecture text. Term: including

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 655: defining — Created from the supplied slide/lecture text. Term: defining

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 656: changing — Created from the supplied slide/lecture text. Term: changing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 657: situation — Created from the supplied slide/lecture text. Term: situation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 658: quotation — Created from the supplied slide/lecture text. Term: quotation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 659: specifying — Created from the supplied slide/lecture text. Term: specifying

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 660: values — Created from the supplied slide/lecture text. Term: values

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 661: resulting — Created from the supplied slide/lecture text. Term: resulting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 662: operations — Created from the supplied slide/lecture text. Term: operations

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 663: concatenation — Created from the supplied slide/lecture text. Term: concatenation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 664: compared — Created from the supplied slide/lecture text. Term: compared

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 665: concatenate — Created from the supplied slide/lecture text. Term: concatenate

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 666: operation — Created from the supplied slide/lecture text. Term: operation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 667: exponential — Created from the supplied slide/lecture text. Term: exponential

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 668: parenthesis — Created from the supplied slide/lecture text. Term: parenthesis

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 669: evaluates — Created from the supplied slide/lecture text. Term: evaluates

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 670: exponentiation — Created from the supplied slide/lecture text. Term: exponentiation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 671: concerning — Created from the supplied slide/lecture text. Term: concerning

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 672: precedence — Created from the supplied slide/lecture text. Term: precedence

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 673: evaluated — Created from the supplied slide/lecture text. Term: evaluated

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 674: expression — Created from the supplied slide/lecture text. Term: expression

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 675: dividing — Created from the supplied slide/lecture text. Term: dividing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 676: deleted — Created from the supplied slide/lecture text. Term: deleted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 677: understand — Created from the supplied slide/lecture text. Term: understand

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 678: sometimes — Created from the supplied slide/lecture text. Term: sometimes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 679: underscore — Created from the supplied slide/lecture text. Term: underscore

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 680: lowercase — Created from the supplied slide/lecture text. Term: lowercase

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 681: alphabetical — Created from the supplied slide/lecture text. Term: alphabetical

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 682: define — Created from the supplied slide/lecture text. Term: define

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 683: right-click — Created from the supplied slide/lecture text. Term: right-click

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 684: proposes — Created from the supplied slide/lecture text. Term: proposes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 685: comment — Created from the supplied slide/lecture text. Term: comment

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 686: description — Created from the supplied slide/lecture text. Term: description

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 687: several — Created from the supplied slide/lecture text. Term: several

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 688: Manager — Created from the supplied slide/lecture text. Term: Manager

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 689: definitions — Created from the supplied slide/lecture text. Term: definitions

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 690: predefined — Created from the supplied slide/lecture text. Term: predefined

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 691: difference — Created from the supplied slide/lecture text. Term: difference

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 692: function — Created from the supplied slide/lecture text. Term: function

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 693: developers — Created from the supplied slide/lecture text. Term: developers

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 694: determine — Created from the supplied slide/lecture text. Term: determine

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 695: amortized — Created from the supplied slide/lecture text. Term: amortized

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 696: typographical — Created from the supplied slide/lecture text. Term: typographical

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 697: keystrokes — Created from the supplied slide/lecture text. Term: keystrokes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 698: guidance — Created from the supplied slide/lecture text. Term: guidance

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 699: separated — Created from the supplied slide/lecture text. Term: separated

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 700: Arguments — Created from the supplied slide/lecture text. Term: Arguments

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 701: immediately — Created from the supplied slide/lecture text. Term: immediately

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 702: classification — Created from the supplied slide/lecture text. Term: classification

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 703: parameter — Created from the supplied slide/lecture text. Term: parameter

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 704: parameters — Created from the supplied slide/lecture text. Term: parameters

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 705: optional — Created from the supplied slide/lecture text. Term: optional

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 706: argument — Created from the supplied slide/lecture text. Term: argument

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 707: non-contiguous — Created from the supplied slide/lecture text. Term: non-contiguous

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 708: potentially — Created from the supplied slide/lecture text. Term: potentially

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 709: explains — Created from the supplied slide/lecture text. Term: explains

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 710: suggested — Created from the supplied slide/lecture text. Term: suggested

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 711: highlight — Created from the supplied slide/lecture text. Term: highlight

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 712: AutoSum — Created from the supplied slide/lecture text. Term: AutoSum

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 713: Clicking — Created from the supplied slide/lecture text. Term: Clicking

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 714: manipulate — Created from the supplied slide/lecture text. Term: manipulate

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 715: February — Created from the supplied slide/lecture text. Term: February

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 716: internally — Created from the supplied slide/lecture text. Term: internally

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 717: calculates — Created from the supplied slide/lecture text. Term: calculates

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 718: recalculated — Created from the supplied slide/lecture text. Term: recalculated

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 719: represents — Created from the supplied slide/lecture text. Term: represents

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 720: computer — Created from the supplied slide/lecture text. Term: computer

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 721: September — Created from the supplied slide/lecture text. Term: September

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 722: assumes — Created from the supplied slide/lecture text. Term: assumes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 723: indicated — Created from the supplied slide/lecture text. Term: indicated

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 724: Returns — Created from the supplied slide/lecture text. Term: Returns

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 725: representing — Created from the supplied slide/lecture text. Term: representing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 726: specified — Created from the supplied slide/lecture text. Term: specified

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 727: trigonometric — Created from the supplied slide/lecture text. Term: trigonometric

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 728: distributions — Created from the supplied slide/lecture text. Term: distributions

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 729: deviations — Created from the supplied slide/lecture text. Term: deviations

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 730: distribution — Created from the supplied slide/lecture text. Term: distribution

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 731: probability — Created from the supplied slide/lecture text. Term: probability

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

732. Returns the _____ coefficient between two data sets

Answer 732: correlation — Created from the supplied slide/lecture text. Term: correlation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 733: Counts — Created from the supplied slide/lecture text. Term: Counts

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 734: multiple — Created from the supplied slide/lecture text. Term: multiple

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 735: covariance — Created from the supplied slide/lecture text. Term: covariance

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

736. Returns the smallest value for which the _____ binomial

Answer 736: cumulative — Created from the supplied slide/lecture text. Term: cumulative

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 737: logarithm — Created from the supplied slide/lecture text. Term: logarithm

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 738: permutations — Created from the supplied slide/lecture text. Term: permutations

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

739. _____ standard deviation based on a sample, including

Answer 739: Estimates — Created from the supplied slide/lecture text. Term: Estimates

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 740: predicted — Created from the supplied slide/lecture text. Term: predicted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 741: portions — Created from the supplied slide/lecture text. Term: portions

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 742: producing — Created from the supplied slide/lecture text. Term: producing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 743: concatenated — Created from the supplied slide/lecture text. Term: concatenated

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 744: decimals — Created from the supplied slide/lecture text. Term: decimals

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 745: Capitalizes — Created from the supplied slide/lecture text. Term: Capitalizes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 746: case-sensitive — Created from the supplied slide/lecture text. Term: case-sensitive

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 747: investment — Created from the supplied slide/lecture text. Term: investment

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 748: annuities — Created from the supplied slide/lecture text. Term: annuities

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 749: interest — Created from the supplied slide/lecture text. Term: interest

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 750: depreciation — Created from the supplied slide/lecture text. Term: depreciation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 751: double-declining — Created from the supplied slide/lecture text. Term: double-declining

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 752: duration — Created from the supplied slide/lecture text. Term: duration

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 753: internal — Created from the supplied slide/lecture text. Term: internal

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 754: received — Created from the supplied slide/lecture text. Term: received

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 755: straight-line — Created from the supplied slide/lecture text. Term: straight-line

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 756: sum-of-years' — Created from the supplied slide/lecture text. Term: sum-of-years'

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 757: schedule — Created from the supplied slide/lecture text. Term: schedule

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 758: discounted — Created from the supplied slide/lecture text. Term: discounted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 759: instalments — Created from the supplied slide/lecture text. Term: instalments

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 760: Because — Created from the supplied slide/lecture text. Term: Because

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 761: borrowed — Created from the supplied slide/lecture text. Term: borrowed

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 762: conditional — Created from the supplied slide/lecture text. Term: conditional

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 763: statement — Created from the supplied slide/lecture text. Term: statement

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 764: considered — Created from the supplied slide/lecture text. Term: considered

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 765: permitting — Created from the supplied slide/lecture text. Term: permitting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 766: stored — Created from the supplied slide/lecture text. Term: stored

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 767: self-documenting — Created from the supplied slide/lecture text. Term: self-documenting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 768: conditions — Created from the supplied slide/lecture text. Term: conditions

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 769: value-if-true — Created from the supplied slide/lecture text. Term: value-if-true

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 770: condition — Created from the supplied slide/lecture text. Term: condition

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 771: Value-if-false — Created from the supplied slide/lecture text. Term: Value-if-false

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 772: assuming — Created from the supplied slide/lecture text. Term: assuming

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 773: multiply — Created from the supplied slide/lecture text. Term: multiply

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 774: greater — Created from the supplied slide/lecture text. Term: greater

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 775: TYPE — Created from the supplied slide/lecture text. Term: TYPE

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 776: Employees — Created from the supplied slide/lecture text. Term: Employees

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 777: Overtime — Created from the supplied slide/lecture text. Term: Overtime

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 778: Insurance — Created from the supplied slide/lecture text. Term: Insurance

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 779: towards — Created from the supplied slide/lecture text. Term: towards

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 780: percentage — Created from the supplied slide/lecture text. Term: percentage

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 781: corresponding — Created from the supplied slide/lecture text. Term: corresponding

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 782: examination — Created from the supplied slide/lecture text. Term: examination

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 783: lecturer — Created from the supplied slide/lecture text. Term: lecturer

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 784: Autoformating — Created from the supplied slide/lecture text. Term: Autoformating

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 785: alignment — Created from the supplied slide/lecture text. Term: alignment

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 786: preview — Created from the supplied slide/lecture text. Term: preview

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 787: headers — Created from the supplied slide/lecture text. Term: headers

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 788: format — Created from the supplied slide/lecture text. Term: format

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 789: Painter — Created from the supplied slide/lecture text. Term: Painter

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 790: destination — Created from the supplied slide/lecture text. Term: destination

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 791: follows — Created from the supplied slide/lecture text. Term: follows

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 792: typefaces — Created from the supplied slide/lecture text. Term: typefaces

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 793: underline — Created from the supplied slide/lecture text. Term: underline

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 794: strikethrough — Created from the supplied slide/lecture text. Term: strikethrough

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 795: Choose — Created from the supplied slide/lecture text. Term: Choose

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 796: centers — Created from the supplied slide/lecture text. Term: centers

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 797: lengthy — Created from the supplied slide/lecture text. Term: lengthy

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 798: paragraph — Created from the supplied slide/lecture text. Term: paragraph

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 799: continue — Created from the supplied slide/lecture text. Term: continue

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 800: orientation — Created from the supplied slide/lecture text. Term: orientation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 801: addition — Created from the supplied slide/lecture text. Term: addition

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 802: precision — Created from the supplied slide/lecture text. Term: precision

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 803: applying — Created from the supplied slide/lecture text. Term: applying

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 804: reduced — Created from the supplied slide/lecture text. Term: reduced

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 805: currency — Created from the supplied slide/lecture text. Term: currency

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 806: calculation — Created from the supplied slide/lecture text. Term: calculation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 807: Accounting — Created from the supplied slide/lecture text. Term: Accounting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 808: seperators — Created from the supplied slide/lecture text. Term: seperators

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 809: negative — Created from the supplied slide/lecture text. Term: negative

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 810: magnitude — Created from the supplied slide/lecture text. Term: magnitude

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 811: available — Created from the supplied slide/lecture text. Term: available

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 812: default — Created from the supplied slide/lecture text. Term: default

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 813: General — Created from the supplied slide/lecture text. Term: General

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 814: thousands — Created from the supplied slide/lecture text. Term: thousands

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 815: monetary — Created from the supplied slide/lecture text. Term: monetary

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 816: separator — Created from the supplied slide/lecture text. Term: separator

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 817: symbols — Created from the supplied slide/lecture text. Term: symbols

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 818: according — Created from the supplied slide/lecture text. Term: according

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 819: asterisk — Created from the supplied slide/lecture text. Term: asterisk

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 820: preferred — Created from the supplied slide/lecture text. Term: preferred

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 821: between — Created from the supplied slide/lecture text. Term: between

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 822: Confidential — Created from the supplied slide/lecture text. Term: Confidential

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 823: release — Created from the supplied slide/lecture text. Term: release

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

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

Answer 824: column-heading — Created from the supplied slide/lecture text. Term: column-heading

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

825. To _____ one or more column width using the menu, follow these steps;

Answer 825: change — Created from the supplied slide/lecture text. Term: change

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

826. Choose _____ Column Width to fit the column width to the widest cell

Answer 826: AutoFit — Created from the supplied slide/lecture text. Term: AutoFit

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

827. Choose Default Width and choose OK to accept the default _____

Answer 827: standard — Created from the supplied slide/lecture text. Term: standard

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

828. To _____ a column using the mouse, follow these steps;

Answer 828: unhide — Created from the supplied slide/lecture text. Term: unhide

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

829. right of a hidden column. The pointer changes to a _____ pointer with

Answer 829: two-headed — Created from the supplied slide/lecture text. Term: two-headed

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

830. The _____ for changing the height of rows is similar to that for changing column

Answer 830: procedure — Created from the supplied slide/lecture text. Term: procedure

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

831. sheets in the group. If you name range in the active sheet, the same name is _____ to all

Answer 831: applied — Created from the supplied slide/lecture text. Term: applied

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

832. sheet tab, and then scroll to display the last sheet tab and _____ the last sheet tab. To

Answer 832: shift-click — Created from the supplied slide/lecture text. Term: shift-click

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

833. group sheets that are not adjacent, click the first sheet tab, and then _____ all other

Answer 833: Ctrl-click — Created from the supplied slide/lecture text. Term: Ctrl-click

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

834. separate the group into _____ sheets, click just one sheet's tab.

Answer 834: individual — Created from the supplied slide/lecture text. Term: individual

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

835. Excel enables one to use the full _____ of ones printer. Before you print a worksheet

Answer 835: capabilities — Created from the supplied slide/lecture text. Term: capabilities

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

836. While in the preview mode, print by _____ Print or at a later time, by using the

Answer 836: choosing — Created from the supplied slide/lecture text. Term: choosing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

837. headers and footers, _____, colour or black and white, and rows and column headings.

Answer 837: gridlines — Created from the supplied slide/lecture text. Term: gridlines

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

838. The Page Setup dialog box has a number of tabs. These are the Page, _____,

Answer 838: Margins — Created from the supplied slide/lecture text. Term: Margins

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

839. The Page tabs - it _____ you to select the paper size, the print quality, and the page

Answer 839: enables — Created from the supplied slide/lecture text. Term: enables

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

840. enables you to select whether the printed page should be centred vertically or _____

Answer 840: horizontally — Created from the supplied slide/lecture text. Term: horizontally

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

841. _____ that are printed on each page. You may create custom headers and footers too.

Answer 841: footers — Created from the supplied slide/lecture text. Term: footers

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

842. The Sheet tab - The print area, print titles, and the order in which pages are _____ may

Answer 842: printed — Created from the supplied slide/lecture text. Term: printed

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

843. _____, change colours to black and white, or print row and column headings. You

Answer 843: comments — Created from the supplied slide/lecture text. Term: comments

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

844. _____, choose OK when you finish making the changes to the Page Setup

Answer 844: Finally — Created from the supplied slide/lecture text. Term: Finally

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

845. Also if your printer can handle different paper sizes, you may print on _____ paper

Answer 845: legal-sized — Created from the supplied slide/lecture text. Term: legal-sized

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

846. Set or clear the Rows and columns _____ printing to display or clear the row

Answer 846: Headings — Created from the supplied slide/lecture text. Term: Headings

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

847. When Excel print a range that is too large to fit on one sheet of paper, it _____ down the

Answer 847: prints — Created from the supplied slide/lecture text. Term: prints

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

848. In some cases - wide _____ reports, for example - you may want Excel to print across

Answer 848: landscape — Created from the supplied slide/lecture text. Term: landscape

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

849. the wide range first and then move to the next lower area and then _____ it.

Answer 849: across — Created from the supplied slide/lecture text. Term: across

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

850. If your printer _____ scalable type or if you use True Type fonts, you can print a

Answer 850: supports — Created from the supplied slide/lecture text. Term: supports

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

851. document _____ reduced or enlarged. By making a proportional reduction, you

Answer 851: proportionally — Created from the supplied slide/lecture text. Term: proportionally

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

852. you enter a number larger than 100, the page is enlarged. If the printer is _____ of

Answer 852: incapable — Created from the supplied slide/lecture text. Term: incapable

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

853. _____ the print job to fit the page, the Adjust To and Fit To boxes are grey.

Answer 853: scaling — Created from the supplied slide/lecture text. Term: scaling

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

854. By _____, Excel uses no header or footer. To create or change a header or footer, then

Answer 854: defaults — Created from the supplied slide/lecture text. Term: defaults

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

855. To _____ a custom header or footer, follow these steps;

Answer 855: create — Created from the supplied slide/lecture text. Term: create

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

856. You enter text or codes, such as the date code, into the three _____.

Answer 856: sections — Created from the supplied slide/lecture text. Term: sections

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

857. You can now enter text and code you want for each _____ of the header or footer.

Answer 857: section — Created from the supplied slide/lecture text. Term: section

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

858. selected and then pressing Enter. You can create _____ header or footer by

Answer 858: multiple-line — Created from the supplied slide/lecture text. Term: multiple-line

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

859. Select the range of cells you want to print. Click the _____ Dialog box button

Answer 859: Collapse — Created from the supplied slide/lecture text. Term: Collapse

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

860. Dialog button again to redisplay the dialog box. Excel enters the cell _____

Answer 860: coordinates — Created from the supplied slide/lecture text. Term: coordinates

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

861. If _____ are any other Print areas to set up type a comma (,) in the Print Area text

Answer 861: there — Created from the supplied slide/lecture text. Term: there

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

862. After you set the print area, Excel marks the edges of the print area with _____ lines.

Answer 862: dashed — Created from the supplied slide/lecture text. Term: dashed

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

863. Dashed lines also indicate manual and _____ page breaks. A page break indicates the

Answer 863: automatic — Created from the supplied slide/lecture text. Term: automatic

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

864. sides) make sure the _____ cell is in row 1 before you choose the Insert, Page Break

Answer 864: active — Created from the supplied slide/lecture text. Term: active

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

865. bottom of pages) move the active cell to the _____ row in column A.

Answer 865: correct — Created from the supplied slide/lecture text. Term: correct

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

866. the printout with _____ pages. When you want to examine a preview page closely,

Answer 866: miniature — Created from the supplied slide/lecture text. Term: miniature

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

867. To zoom into a _____ of the page, choose the zoom button or click the mouse pointer -

Answer 867: portion — Created from the supplied slide/lecture text. Term: portion

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

868. _____ glass over the portion that you want magnified. To zoom out, choose zoom a

Answer 868: magnifying — Created from the supplied slide/lecture text. Term: magnifying

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

869. To change pages in the preview mode, use the Next or _____ buttons. These buttons

Answer 869: Previous — Created from the supplied slide/lecture text. Term: Previous

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

870. Drag the margin handles (black squares) or the dotted line to a better _____.

Answer 870: position — Created from the supplied slide/lecture text. Term: position

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

871. Drag column handles (black Ts) or the column _____ to adjust column width.

Answer 871: gridline — Created from the supplied slide/lecture text. Term: gridline

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

872. If you want more control over _____, click File, and then Print to display the print

Answer 872: printing — Created from the supplied slide/lecture text. Term: printing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

873. Name text box to display a list of _____ to select from.

Answer 873: printers — Created from the supplied slide/lecture text. Term: printers

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

874. To print, choose the OK button. Make sure your _____ is turned on or is on-line.

Answer 874: printer — Created from the supplied slide/lecture text. Term: printer

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

875. the folder _____ level button to move up through the folder hierarchy until you

Answer 875: hierarchy — Created from the supplied slide/lecture text. Term: hierarchy

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

876. last file name. To select file whose names are not listed _____, hold down the Ctrl key

Answer 876: together — Created from the supplied slide/lecture text. Term: together

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

877. Workbooks can have two types of _____. The password can protect the workbook

Answer 877: protection — Created from the supplied slide/lecture text. Term: protection

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

878. against _____ opening, and another can protect against changes saved back to the

Answer 878: unauthorized — Created from the supplied slide/lecture text. Term: unauthorized

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

879. original file. If the file you want to open is _____, you are prompted for the password.

Answer 879: protected — Created from the supplied slide/lecture text. Term: protected

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

880. If it is protected against _____ you will also be prompted for that password. Type

Answer 880: modification — Created from the supplied slide/lecture text. Term: modification

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

881. the _____ when prompted, using the exact upper- and lower case letters as the original

Answer 881: password — Created from the supplied slide/lecture text. Term: password

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

882. through a special _____. Opening files created by other software other than Excel so

Answer 882: conversion — Created from the supplied slide/lecture text. Term: conversion

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

883. that they can be worked on using Excel is know as _____ files to Excel. The

Answer 883: importing — Created from the supplied slide/lecture text. Term: importing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

884. _____ Pro 1.0/5.0 (Win) micros, Works 2.0, Dbase, Excel 4 charts, Excel 4 macros,

Answer 884: Quattro — Created from the supplied slide/lecture text. Term: Quattro

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

885. your computer crashes or the power fails, (which is a common _____ in Ghana), you

Answer 885: occurrence — Created from the supplied slide/lecture text. Term: occurrence

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

886. you save with the same _____. The file may be saved with a new file name using the

Answer 886: filename — Created from the supplied slide/lecture text. Term: filename

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

887. 3. Select the required option. Each option has a small _____ telling you the use of the

Answer 887: narration — Created from the supplied slide/lecture text. Term: narration

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

888. 4. _____ of the first four options you select, you will obtain the save as dialog box to

Answer 888: Whichever — Created from the supplied slide/lecture text. Term: Whichever

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

889. limited to old DOS rules for file names (8 characters, plus a _____ extension).

Answer 889: three-character — Created from the supplied slide/lecture text. Term: three-character

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

890. Names that are longer than eight characters are converted to _____ names when

Answer 890: eight-character — Created from the supplied slide/lecture text. Term: eight-character

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

891. either Restrict Editing or to Restrict _____ as follows:

Answer 891: Permission — Created from the supplied slide/lecture text. Term: Permission

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

892. password _____ on a worksheet, one will be required to enter the current password

Answer 892: restriction — Created from the supplied slide/lecture text. Term: restriction

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

893. In the Open _____ box, select one or more files you want to copy

Answer 893: dialog — Created from the supplied slide/lecture text. Term: dialog

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

894. of the files. From the _____ that appears choose Send To. Then choose the floppy

Answer 894: submenu — Created from the supplied slide/lecture text. Term: submenu

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

895. that are _____ into columns and rows; a worksheet is always stored in a workbook.

Answer 895: organized — Created from the supplied slide/lecture text. Term: organized

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

896. the name is _____1, Sheet2 and Sheet3. The next sheet to be added will be Sheet4 and so

Answer 896: Sheet — Created from the supplied slide/lecture text. Term: Sheet

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

897. then on the Home tab, in the Cells group, click _____, and then click Insert Sheet.

Answer 897: Insert — Created from the supplied slide/lecture text. Term: Insert

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

898. In the Header & Footer _____ group, click Sheet Name

Answer 898: elements — Created from the supplied slide/lecture text. Term: elements

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

899. On the Home tab, in the Cells group, click the arrow next to _____, and then

Answer 899: Delete — Created from the supplied slide/lecture text. Term: Delete

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

900. _____ (or combining) Data from Several Worksheets

Answer 900: Consolidating — Created from the supplied slide/lecture text. Term: Consolidating

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

901. _____ on a separate master worksheet. When one consolidates worksheets, one is

Answer 901: consolidated — Created from the supplied slide/lecture text. Term: consolidated

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

902. simply _____ data so that it can easily be updated on a regular basis.

Answer 902: assembling — Created from the supplied slide/lecture text. Term: assembling

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

903. Suppose you have the sales figures for 5 _____ for each of the months January,

Answer 903: salespersons — Created from the supplied slide/lecture text. Term: salespersons

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

904. February and March. Each Salesperson sells three different _____, Kente, and

Answer 904: products-Batik — Created from the supplied slide/lecture text. Term: products-Batik

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

905. that shows the sales _____ for the first quarter of the year.

Answer 905: figures — Created from the supplied slide/lecture text. Term: figures

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

906. data, you can present some data more visually by charting the data. Charts _____ the

Answer 906: summarize — Created from the supplied slide/lecture text. Term: summarize

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

907. essence of your data, so that you can focus on general _____ and trends. A chart is

Answer 907: patterns — Created from the supplied slide/lecture text. Term: patterns

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

908. Excel _____ charts from data you select. You can use the Chart Wizard to guide you

Answer 908: creates — Created from the supplied slide/lecture text. Term: creates

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

909. through the process of creating a chart _____ or you can customize your chart by

Answer 909: step-by-step — Created from the supplied slide/lecture text. Term: step-by-step

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

910. _____ which cells are used for the category axis, (the labels along the bottom of x-

Answer 910: determines — Created from the supplied slide/lecture text. Term: determines

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

911. data layout, so Excel charts come out correctly without _____ from you. However

Answer 911: intervention — Created from the supplied slide/lecture text. Term: intervention

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

912. is linked to the data from which it was _____; if the data changes, the chart is

Answer 912: created — Created from the supplied slide/lecture text. Term: created

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

913. Excel charts contain many objects that you can select and modify _____.

Answer 913: individually — Created from the supplied slide/lecture text. Term: individually

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

914. Axis - Form the _____ of chart and contains the scale against which data plots.

Answer 914: boundaries — Created from the supplied slide/lecture text. Term: boundaries

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

915. Chart Wizard button - Starts the Chart Wizard, which guides you through the _____ of

Answer 915: creation — Created from the supplied slide/lecture text. Term: creation

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

916. Data Point - A _____ piece of data, such as sales for one year.

Answer 916: single — Created from the supplied slide/lecture text. Term: single

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

917. Legend - A guide that explains the symbols, patterns, or colors used to _____ data

Answer 917: differentiate — Created from the supplied slide/lecture text. Term: differentiate

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

918. Plot Area - The _____ area bounded by the two axes.

Answer 918: rectangular — Created from the supplied slide/lecture text. Term: rectangular

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

919. Series formula - An _____ formula that tells Excel where to look on a specific

Answer 919: external — Created from the supplied slide/lecture text. Term: external

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

920. Tick mark - A _____ mark along the category(x) and value (Y and Z) axes.

Answer 920: division — Created from the supplied slide/lecture text. Term: division

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

921. Excel has 14 chart types. Each of these chart types has several _____. Many of the

Answer 921: sub-types — Created from the supplied slide/lecture text. Term: sub-types

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

922. _____ in a column chart. Column charts are useful for showing data changes over a

Answer 922: plotted — Created from the supplied slide/lecture text. Term: plotted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

923. period of time for _____ comparisons among items.

Answer 923: illustrating — Created from the supplied slide/lecture text. Term: illustrating

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

924. In column charts, _____ are typically organized along the horizontal axis and values

Answer 924: categories — Created from the supplied slide/lecture text. Term: categories

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

925. _____ column and clustered column in 3-D. Clustered column charts compare

Answer 925: Clustered — Created from the supplied slide/lecture text. Term: Clustered

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

926. clustered column in 3-D chart displays just the vertical _____ in 3-D format and

Answer 926: rectangles — Created from the supplied slide/lecture text. Term: rectangles

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

927. _____ column and stacked column in 3-D: Stacked column charts show the

Answer 927: Stacked — Created from the supplied slide/lecture text. Term: Stacked

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

928. charts compare the percentage each value _____ to a total across categories.

Answer 928: contributes — Created from the supplied slide/lecture text. Term: contributes

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

929. and you want to emphasize the _____ to the whole.

Answer 929: contributions — Created from the supplied slide/lecture text. Term: contributions

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

930. 3-D column: 3-D column charts use the three axes that you can modify to _____

Answer 930: compare — Created from the supplied slide/lecture text. Term: compare

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

931. _____, cone, and pyramid: Cylinder, cone, and pyramid charts are used to

Answer 931: Cylinder — Created from the supplied slide/lecture text. Term: Cylinder

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

932. charts can display _____ data over time and are therefore best for showing trends in

Answer 932: continuous — Created from the supplied slide/lecture text. Term: continuous

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

933. data at equal intervals. In a line chart, category data and the value data are _____

Answer 933: distributed — Created from the supplied slide/lecture text. Term: distributed

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

934. Use a line chart if your category labels are texts that _____ evenly spaced values such

Answer 934: represent — Created from the supplied slide/lecture text. Term: represent

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

935. as days, months, _____, or years. Line chart is also best used when you have a few

Answer 935: quarters — Created from the supplied slide/lecture text. Term: quarters

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

936. evenly spaced numerical labels, _____ years. If you have more than ten numerical

Answer 936: especially — Created from the supplied slide/lecture text. Term: especially

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

937. show the trend of the _____ of each value over time. If there are many

Answer 937: contribution — Created from the supplied slide/lecture text. Term: contribution

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

938. categories or the values are _____ then use a stacked line chart without

Answer 938: approximate — Created from the supplied slide/lecture text. Term: approximate

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

939. 3-D line: The 3-D line _____ show each row or column of data as a 3-D ribbon.

Answer 939: charts — Created from the supplied slide/lecture text. Term: charts

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

940. defined values _____ from the main pie chart and combined into a second pie or

Answer 940: extracted — Created from the supplied slide/lecture text. Term: extracted

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

941. _____ pie and exploded pie in 3-D: Wedges in pie charts can be pulled out or

Answer 941: Exploded — Created from the supplied slide/lecture text. Term: Exploded

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

942. “exploded” from the pie to _____ the data point they represent. To “explode” or pull

Answer 942: emphasize — Created from the supplied slide/lecture text. Term: emphasize

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

943. slice is _____. In the figure below, the June slice (30%) has been exploded from the

Answer 943: positioned — Created from the supplied slide/lecture text. Term: positioned

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

944. chart. Scatter charts show the _____ among the numeric values in several data

Answer 944: relationships — Created from the supplied slide/lecture text. Term: relationships

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

945. You want to show _____ between large sets of data instead of

Answer 945: similarities — Created from the supplied slide/lecture text. Term: similarities

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

946. Scatter with only markers: This type of chart _____ pairs of values. Use a

Answer 946: compares — Created from the supplied slide/lecture text. Term: compares

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

947. _____ with smooth lines and scatter with smooth lines and markers: This type

Answer 947: Scatter — Created from the supplied slide/lecture text. Term: Scatter

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

948. of chart can be displayed with or without a smooth curve _____ the data points.

Answer 948: connecting — Created from the supplied slide/lecture text. Term: connecting

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

949. Scatter with _____ lines and scatter with straight lines and markers: This

Answer 949: straight — Created from the supplied slide/lecture text. Term: straight

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

950. This is _____ to pie charts. It enables you to show more than one data series.

Answer 950: similar — Created from the supplied slide/lecture text. Term: similar

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

951. From the Chart group, _____ on the type of chart you want and pull that chart

Answer 951: decide — Created from the supplied slide/lecture text. Term: decide

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

952. To add _____ such as chart title, axes, etc, click to select the graph you just

Answer 952: labels — Created from the supplied slide/lecture text. Term: labels

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

953. be used as _____ in the legend for each data series. If only one data series exists,

Answer 953: titles — Created from the supplied slide/lecture text. Term: titles

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

954. the graph without category (X) labels, _____ each category instead.

Answer 954: numbering — Created from the supplied slide/lecture text. Term: numbering

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

955. each of the data series and _____ the names Series 1, Series 2, and so on to each

Answer 955: assigns — Created from the supplied slide/lecture text. Term: assigns

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

956. You may probably be _____ what will happen to your graph should you decide to

Answer 956: wondering — Created from the supplied slide/lecture text. Term: wondering

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

957. change some of the data values from which the graph was _____. Will you have to

Answer 957: produced — Created from the supplied slide/lecture text. Term: produced

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

958. range) is when the X and/or the Y axis data range is either _____ or decreased. That is

Answer 958: increased — Created from the supplied slide/lecture text. Term: increased

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

959. if more data values are added to or removed from a range. The other _____ that may

Answer 959: situations — Created from the supplied slide/lecture text. Term: situations

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

960. call for _____ graph a is when columns are either inserted or deleted such that some

Answer 960: redefining — Created from the supplied slide/lecture text. Term: redefining

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

961. Examine detail and _____ on the chart by zooming in or out on the page.

Answer 961: positioning — Created from the supplied slide/lecture text. Term: positioning

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

962. click. Click the zoomed page to return to the _____ view. Choose the

Answer 962: expanded — Created from the supplied slide/lecture text. Term: expanded

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

963. _____ and width, select chart tab and then select the Use Full Page option

Answer 963: height — Created from the supplied slide/lecture text. Term: height

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

964. One of the common data _____ operations that is performed by the Computer is

Answer 964: processing — Created from the supplied slide/lecture text. Term: processing

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

965. order of the _____ may be ascending or descending order. To sort, each row of a

Answer 965: arrangement — Created from the supplied slide/lecture text. Term: arrangement

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

966. Let us sort the records into _____ number of index numbers. The needed steps will be

Answer 966: ascending — Created from the supplied slide/lecture text. Term: ascending

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

967. 3. To sort into ascending order of the index no Select Sort A to Z and into _____

Answer 967: descending — Created from the supplied slide/lecture text. Term: descending

LECTURE 3 CSM 184-Updated (2).pdf · CSM184

968. 3. Since the column the _____ is based on is not the first column in the range of cells

Answer 968: sorting — Created from the supplied slide/lecture text. Term: sorting

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