

***Data Analytics Using Excel Microsoft 365 v4 1st
edition Manzo Test Bank***

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Chapter 1:
Introduction to Data Analytics and Microsoft Excel 365

MULTIPLE CHOICE

1. The F12 key is used to _____.
 - a. add a blank worksheet to a workbook
 - b. open the Help window
 - c. open the Save As dialog box
 - d. open a blank workbook
 - e. open a cell for editing

ANS: C DIF: Hard

2. The F1 key is used to _____.
 - a. add a blank worksheet to a workbook
 - b. open the Help window
 - c. open the Save As dialog box
 - d. open a blank workbook
 - e. open a cell for editing

ANS: B DIF: Hard

3. Which of the following represents a contiguous range of cells?
 - a. Sheet1:Sheet2
 - b. A5,D15
 - c. Sheet1:A5,Sheet1:D15
 - d. A5:D15
 - e. None of the above are true.

ANS: D DIF: Moderate

4. Which of the following can be used to access commonly used Excel commands?
 - a. Quick Access Toolbar
 - b. Status Bar
 - c. Task Bar
 - d. Scroll Bar
 - e. Tell me input box

ANS: A DIF: Moderate

5. Which of the following commands can be used to save an Excel workbook to the cloud using OneDrive?
 - a. Save
 - b. Save As
 - c. Layout

- d. File
- e. Print

ANS: B DIF: Easy

6. Which of the following is *not* one of the components of the DATA Analytics Framework?
- a. Decision
 - b. Time
 - c. Acquisition
 - d. Analysis
 - e. Data Design

ANS: B DIF: Easy

7. Which of the following is one of the components of the DATA Analytics Framework?
- a. Data Audit
 - b. Data Design
 - c. Decision
 - d. Data Internal Controls
 - e. None of the above are true.

ANS: C DIF: Easy

8. Which of the following is found in the Data Analytics Model?
- a. Data Design
 - b. DATA Analytics Framework
 - c. Data Audit
 - d. Data Internal Control
 - e. All of the above are true.

ANS: E DIF: Easy

9. Which of the following is the first step of the DATA Analytics framework?
- a. Data Design
 - b. Decision
 - c. Data Audit
 - d. Data Internal Control
 - e. Data Analytics Model

ANS: B DIF: Easy

10. _____ is the way in which data is presented or visualized to an audience to explain circumstances and decisions in professional settings.
- a. Data Presentation
 - b. Data Design

- c. Data Audit
- d. Data Internal Control
- e. Data Analytics

ANS: A DIF: Easy

11. Using data analytics to predict what might happen in the future is called _____.

- a. Data Visualization
- b. Data Design
- c. Data Audit
- d. Data Analytics
- e. Predictive Analytics

ANS: E DIF: Easy

12. To save a workbook, hold the CTRL key and tap which of the following keys?

- a. I
- b. A and then the letter S
- c. S
- d. S and then the letter A
- e. A

ANS: C DIF: Easy

13. Which of the following best describes Key Tips?

- a. hints that appear on a worksheet when entering data
- b. a way of accessing commands by right clicking anywhere on a worksheet
- c. part of the Excel Help function that is accessed through the Tell Me input box
- d. a way to access commands on the Ribbon by tapping the ALT key
- e. None of the above are true.

ANS: D DIF: Moderate

14. Holding the CTRL key and tapping the F11 key on your keyboard will do which of the following?

- a. Add a blank Chart sheet to a workbook.
- b. Open a blank workbook.
- c. Open the Save As dialog box.
- d. Add a PivotTable to a worksheet.
- e. Add a blank worksheet to a workbook.

ANS: E DIF: Moderate

15. Holding the CTRL key and tapping the N key on your keyboard will do which of the following?

- a. Open a blank workbook.

- b. Add a blank Chart sheet to a workbook.
- c. Open the Save As dialog box.
- d. Add a PivotTable to a worksheet.
- e. Add a blank worksheet to a workbook.

ANS: A DIF: Moderate

16. Which of the following will open the Backstage View?

- a. Hold the SHIFT key and tap the F1 key.
- b. Hold the CTRL key and tap the F1 key.
- c. Tap the F2 key.
- d. Hold the CTRL key and tap the O key.
- e. Tap the F12 key.

ANS: D DIF: Moderate

17. To open the Backstage View, which tab of the Ribbon should be clicked?

- a. Home
- b. Formula
- c. File
- d. Page Layout
- e. Insert

ANS: C DIF: Easy

18. Which tab of the Ribbon contains commands to change the color of cells or text on a worksheet?

- a. Home
- b. Formula
- c. File
- d. Page Layout
- e. Insert

ANS: A DIF: Easy

19. Which tab of the Ribbon contains commands to prepare a worksheet for printing?

- a. Home
- b. Formula
- c. File
- d. Page Layout
- e. Insert

ANS: D DIF: Moderate

20. When creating a PivotTable, you would click which of the following Ribbon tabs?

- a. Home

- b. Formula
- c. File
- d. Page Layout
- e. Insert

ANS: E DIF: Moderate

21. Which of the following Ribbon tabs contains a command used to sort the data on a worksheet?

- a. Developer
- b. Formula
- c. Data
- d. Page Layout
- e. Review

ANS: C DIF: Moderate

22. Which of the following Ribbon tabs contains a command used to record a macro?

- a. Developer
- b. Formula
- c. Data
- d. Page Layout
- e. Review

ANS: A DIF: Moderate

23. Which of the following Ribbon tabs contains the Spell Check command?

- a. Developer
- b. Formula
- c. Data
- d. Page Layout
- e. Review

ANS: E DIF: Easy

24. Which of the following Ribbon tabs would be used to add a header or footer to a worksheet?

- a. Developer
- b. Formula
- c. Data
- d. Page Layout
- e. Review

ANS: D DIF: Easy

COMPLETION

25. The _____ is used to inform Data Design decisions.

ANS: DATA Analytics Framework DIF: Moderate

26. A _____ can be used to assess the risks that might occur if drastic changes occur in the data you are analyzing.

ANS: what-if analysis DIF: Hard

27. If you intend to share a spreadsheet with someone else, _____ should be added at the conclusion of your project to prevent any outputs from becoming distorted or corrupt.

ANS: data internal controls DIF: Hard

28. _____ is a comprehensive process to analyze data and produce outputs that can inform decision making.

ANS: Data analytics DIF: Moderate

29. A _____ contains several cells for entering data.

ANS: worksheet DIF: Easy

30. Open files will be displayed in the _____.

ANS: taskbar DIF: Moderate

31. The _____ is used to enlarge the view of a worksheet.

ANS: zoom slider DIF: Moderate

SHORT ANSWER

32. Identify one limitation of Data Analytics.

ANS:

There are two possible answers:

- (a) The quality of the results of a data analytics project will depend on the quality of the data.
- (b) It can be difficult to predict what data will become in the future.

DIF: Moderate

33. Briefly explain how you would open worksheets in a workbook by using your keyboard.

ANS:

Hold the CTRL key and tap either the PAGE UP or PAGE DOWN keys.

DIF: Moderate

34. Briefly explain how you would highlight cells on a worksheet by using your keyboard.

ANS:

Hold the SHIFT key and use the ARROW keys.

DIF: Moderate