

Lecture 5: Excel Functions Review Questions

- 1. What is a prewritten formula that is built into Excel 2010 called?**
 - A. Utility
 - B. Procedure
 - C. Function
 - D. Statement
- 2. Which of the following is a valid Excel 2010 function?**
 - A. AVERAGE, MAX, and NUM
 - B. MAX, MIN, and WEEK
 - C. AVERAGE, MAX, and MIN
 - D. WEEKDAY, MAX, and CLOSE
- 3. When typing a function directly into a worksheet cell, what provides a description of currently selected functions?**
 - A. Screenshot
 - B. Description box
 - C. Function box
 - D. Screen Tip
- 4. Which is the valid function for displaying the highest value in a range of values?**
 - A. Max
 - B. High
 - C. Upper
 - D. Top
- 5. Which function do you use along with logical operators such as AND, OR, and NOT to make decisions based upon a condition?**
 - A. Clean
 - B. If
 - C. Stipulation
 - D. What-If
- 6. Which function do you use to insert today's date in a worksheet so that it automatically updates each time the worksheet is opened?**
 - A. Today
 - B. Weekday
 - C. Date
 - D. CurrentDate
- 7. Which command group on the Formulas Ribbon allows a user to choose from various categories of functions to use in a worksheet?**
 - A. Function Library
 - B. Defined Names
 - C. Formula Auditing
 - D. Calculation

- 8. Which group on the Formulas Ribbon contains a command that allows a user to create names for cells to use in a formula?**
- A. Function Library
 - B. Defined Names
 - C. Formula Auditing
 - D. Calculation
- 9. Which command on the Formulas Ribbon enables a user to specify when a formula is computed?**
- A. Function Library
 - B. Defined Names
 - C. Formula Auditing
 - D. Calculation
- 10. Except for the function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result**
- A. IF
 - B. AND
 - C. OR
 - D. NOT