

# ATOMIC LEARNING

## Practice Sets

### [Excel 2010 - Introduction](#)

#### SECTION C – Formulas and Functions

### INSTRUCTIONS

Open a new, blank workbook in Excel. Either retype or copy and paste the Sample Data below into the blank worksheet starting in cell A1. Follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

### Excel Sample Data

ABC Company, Inc.					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Rent	3000	3000	3000	3000	
Cleaning Supplies	350	350	350	350	
Beverages	525	735	430	650	
Telephone	1250	1550	1300	1250	
Subscriptions	975	450	375	500	
Furnishings	2750	3550	1250	4750	
Total					

### TUTORIAL TASKS AND QUESTIONS

#### Key # 80722 - [Using AutoCalculate](#)

**Task:** Select the range B3:E8, then locate and customize the AutoCalculate display in the Status bar.

**Question:** Which of the following is NOT an AutoCalculate function?

- A) Product
- B) Average
- C) Sum
- D) Count

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### Key # 80723 - [Using AutoSum](#)

**Task:** Quickly enter the Sum of Quarter 1 into cell B9 in the worksheet and then customize the AutoSum feature to enter the column Average for Quarter 2 in cell C9, the Minimum for Quarter 3 in cell D9, and the Maximum for Quarter 4 in cell E9.

**Question:** To enter the Sum for a column of cells using the AutoSum feature, which steps would you follow?

- A) Click and drag to select the entire range of cells, then press Ctrl + S.
- B) Click and drag to select the entire range of cells, then on the Formula tab in the Editing group click the AutoSum button.
- C) Click in the next cell below the column of data, then on the Home tab in the Editing group click the AutoSum button. Make sure the range includes all of your data and press Enter to accept.
- D) Click in the next cell below the column of data, then on the Formula tab in the Editing group click the AutoSum button.

### Key # 80724 - [Creating formulas](#)

**Task:** Build a simple arithmetic formula manually in cell F3 to add the Rent information for all four quarters in Row 2 of the worksheet.

**Question:** Once a formula has been accepted and entered into a cell, it is not possible to edit the formula without deleting it entirely.

True or False

### Key # 80725 - [Using functions and the Function wizard pt. 1](#)

**Task:** Enter an advanced formula by accessing the function list.

**Question:** When entering a function into a cell, which of the following procedures should you follow?

- A) Click in the cell, then type the first letter of the function you would like to use and click to select it from the function list that appears.
- B) Click in the cell, then type the equals sign to enter formula mode, then type the first letter of the function you would like to use and double-click to select it from the function list that appears.
- C) Type the equals sign, then click to select the cell you would like to use. Then type the complete name of the function you would like to use.
- D) Type the complete name of the function you would like to use, then type the equals sign.

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### Key # 80726 – [Using functions and the Function wizard pt. 2](#)

**Task:** Use the Function Wizard to make sure a function will be entered correctly into the worksheet.

**Question:** When using the Function Wizard, where will a preview of the Formula result appear?

- A) The Formula result will display at the bottom of the Function Arguments dialog box when all of the required arguments have been entered.
- B) The Formula result will appear in the Status bar next to the AutoCalculate display.
- C) The Formula result will display at the bottom of the Insert Function dialog box when the function to be used has been chosen from the list.
- D) The Function Wizard does not display a preview of the Formula result.

### Key # 80727 - [Editing formulas](#)

**Task:** Change the Average function used in cell C9 to the Sum function.

**Question:** There are several ways to change the cell range in a formula. Which of the following is NOT a valid technique for this?

- A) Double-click on the cell containing the formula you would like to edit. Then click and drag on the colored range box to move it. Press Enter to accept the new range.
- B) Double-click on the cell containing the formula you would like to edit. Then in the Edit group of the Home tab, click the AutoSum button.
- C) Double-click on the cell containing the formula you would like to edit. Then click and drag on one corner of the colored range box to expand or shrink the range. Press Enter to accept the new range.
- D) Double-click on the cell containing the formula you would like to edit. Then type a comma following the cell range inside the formula parentheses and hold down the Ctrl key as you click and drag in the worksheet to select a second cell range. Press Enter to accept the new ranges.

### Key # 80728 - [Checking formulas for errors](#)

**Task:** Use the automatic error notification feature to determine specific errors in a formula and fix them if necessary.

**Question:** How will Excel notify you if there is a potential error in a formula you have entered?

- A) The formula will not display any results.
- B) Excel does not allow you to enter formulas that have potential errors.
- C) The color of the formula cell will change to red, and it will begin to flash.
- D) An Error flag will appear next to the formula cell. Clicking on it will display the error that Excel has found, as well as a menu of related options.

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### Key # 80729 - [Using Relative Cell Referencing](#)

**Task:** Delete the information in cells C9:E9 and AutoFill the total formula in cell B9 across the row for Quarter 2, 3, and 4.

**Question:** To AutoFill a formula down an entire column, what steps would you follow?

- A) Use the Shift + Tab key combination.
- B) Click on the letter name at the very top of the column and press Ctrl + F.
- C) Click to select the formula cell, then click and drag on its AutoFill handle to fill the entire column.
- D) Click to select the formula cell, then click and drag on the colored range box.

### Key # 80730 - [Understanding Absolute Cell References](#)

**Task:** Determine when Relative Cell References are no longer convenient, and when Absolute Cell References may be necessary.

**Question:** How will a formula that uses Relative Cell Referencing change when it is copied to a new cell?

- A) The original cell addresses will be replaced with the address A1; you will need to enter the correct cell addresses manually for the new formula location.
- B) The original cell addresses will be changed to reflect the same relative motion dictated by the original formula.
- C) The original cell addresses will remain the same; nothing will change.
- D) The function name will change.

### Key # 80731 - [Creating an Absolute Cell Reference](#)

**Task:** Edit a formula so that it includes an Absolute Cell Reference instead of a Relative Cell Reference.

**Question:** To change a Relative Cell Reference to an Absolute Cell Reference, what steps should you follow?

- A) While editing the formula, click in the cell address and press the Space Bar.
- B) Click in the formula cell and type a dollar sign.
- C) In the Clipboard group on the Home tab, click the Absolute Cell Reference button.
- D) While editing the formula, click in the cell address and press the F4 Function key, or type dollar signs in front of each term manually.