Excel 2016 - Module 7: Managing Data Using Tables

True / False

1. You should not have any blank columns or rows in your table.
   a. True
   b. False

   **ANSWER:** True
   **POINTS:** 1
   **REFERENCES:** Excel 154
   **Plan a Table**
   **QUESTION TYPE:** True / False
   **HAS VARIABLES:** False
   **LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table
   **DATE CREATED:** 2/26/2016 8:06 PM
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2. Field names should be similar to cell addresses, such as G2.
   a. True
   b. False

   **ANSWER:** False
   **POINTS:** 1
   **REFERENCES:** Excel 154
   **Plan a Table**
   **QUESTION TYPE:** True / False
   **HAS VARIABLES:** False
   **LEARNING OBJECTIVES:** ENHE.REDI.16.132 - Plan the data elements for a table
   **DATE CREATED:** 2/26/2016 8:06 PM
   **DATE MODIFIED:** 2/26/2016 8:06 PM

3. Tables are organized into records which are composed of fields.
   a. True
   b. False

   **ANSWER:** True
   **POINTS:** 1
   **REFERENCES:** Excel 154
   **Plan a Table**
   **QUESTION TYPE:** True / False
   **HAS VARIABLES:** False
   **LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table
   **DATE CREATED:** 2/26/2016 8:06 PM
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4. Records are columns in a table that describe a characteristic about a field, such as a customer's last name or street address.
   a. True
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b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 154
Plan a Table

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.131 - Plan the data organization for a table

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5. Inserting extra spaces at the beginning of a cell entry in a table can affect sorting and finding data later.

a. True

b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Create and Format a Table
Excel 156

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.133 - Create a table

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6. The Wildcard dialog box helps you find records in a table.

a. True

b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 160
Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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7. The wildcard asterisk (*) always represents one single character.

a. True

b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 160
Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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8. The question mark (?) wildcard stands for any single character.
   a. True
   b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Excel 160

Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table

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9. The Find and Replace dialog box can be opened by clicking the Find & Select button in the Editing group.
   a. True
   b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Excel 160

Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.135 - Replace data in a table

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10. The Match case option in the Find and Replace dialog box is used to search for duplicate records.
    a. True
    b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Excel 160

Find and Replace Table Data

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table
11. To delete a table row, place the cursor in any cell in the row you wish to delete, then click Delete Table Rows from the Delete list arrow in the Cells group.
   a. True
   b. False

   **ANSWER:**  True
   **POINTS:**  1

   **REFERENCES:**  Delete Table Data
   Excel 162

   **QUESTION TYPE:**  True / False

   **HAS VARIABLES:**  False

   **LEARNING OBJECTIVES:**  ENHE.REDI.16.136 - Delete a table row

12. You can add new rows and columns to a data table by dragging the sizing handle in the table’s lower-right corner.
   a. True
   b. False

   **ANSWER:**  True
   **POINTS:**  1

   **REFERENCES:**  Add Table Data
   Excel 158

   **QUESTION TYPE:**  True / False

   **HAS VARIABLES:**  False

   **LEARNING OBJECTIVES:**  ENHE.REDI.16.137 - Add fields to a table

13. When you create a table, Excel automatically applies a default table style.
   a. True
   b. False

   **ANSWER:**  True
   **POINTS:**  1

   **REFERENCES:**  Create and Format a Table
   Excel 156

   **QUESTION TYPE:**  True / False

   **HAS VARIABLES:**  False

   **LEARNING OBJECTIVES:**  ENHE.REDI.16.133 - Create a table

14. You can add new rows to a table by typing data directly below the last row, and then pressing [Tab].
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15. You can create a table from any contiguous range of cells in your worksheet.
   a. True
   b. False
   **ANSWER:** False
   **POINTS:** 1
   **REFERENCES:** Add Table Data
   **QUESTION TYPE:** True / False
   **HAS VARIABLES:** False
   **DATE CREATED:** 2/26/2016 8:06 PM
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16. Tables in Excel must have a header row.
   a. True
   b. False
   **ANSWER:** True
   **POINTS:** 1
   **REFERENCES:** Excel 154
   **DATE CREATED:** 5/27/2016 8:08 PM
   **DATE MODIFIED:** 5/27/2016 8:09 PM

17. You can also create a table using the shortcut key combination [Ctrl][T].
   a. True
   b. False
   **ANSWER:** True
   **POINTS:** 1
   **REFERENCES:** Create and Format a Table
   **DATE CREATED:** 5/27/2016 8:10 PM
   **DATE MODIFIED:** 5/27/2016 8:11 PM
18. Banding is a feature that creates different formatting for adjacent rows and columns.
   a. True
   b. False

   ANSWER: True
   POINTS: 1
   REFERENCES: Create and Format a Table
               Excel 155

19. To find only capitalized instances of a letter, click the Advanced button in the Find & Replace dialog box, then click the Match case check box.
   a. True
   b. False

   ANSWER: False
   POINTS: 1
   REFERENCES: Excel 160
               Find and Replace Table Data

20. If cells are conditionally formatted with color, you can sort a field on Cell Color.
   a. True
   b. False

   ANSWER: True
   POINTS: 1
   REFERENCES: Excel 164
               Sort Table Data

21. The table total row adapts to any changes in the table size.
   a. True
b. False

ANSWER: True

POINTS: 1

REFERENCES: Excel 166
Use Formulas in a Table

QUESTION TYPE: True / False

HAS VARIABLES: False

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22. As you point to each table style, Style Preview shows you what your table will look like with the style applied.

ANSWER: False - Live, live

POINTS: 1

REFERENCES: Create and Format a Table
Excel 156

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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DATE MODIFIED: 5/27/2016 8:20 PM

23. You can select the table data by clicking the upper-right corner of the first table cell.

ANSWER: False - left

POINTS: 1

REFERENCES: Add Table Data
Excel 159

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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DATE MODIFIED: 5/27/2016 8:35 PM

24. You can delete a table row using the Resize Table button in the Arrange group of the Table Tools Design tab.

ANSWER: False - Properties, properties

POINTS: 1

REFERENCES: Delete Table Data
Excel 162

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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25. You can add a header or a footer by clicking the Page Layout button in the task bar and clicking in the header and footer area. ________________

**ANSWER:** False - status

**POINTS:** 1

**REFERENCES:** Excel 168
Print a Table

**QUESTION TYPE:** Modified True / False

26. In addition to using Excel’s spreadsheet feature, you can analyze and manipulate data using a ____ structure.

   a. table   b. record
   c. field   d. workbook

**ANSWER:** a

**POINTS:** 1

**REFERENCES:** Excel 154
Plan a Table

27. Tables are organized into rows, called ____.

   a. values   b. labels
   c. fields   d. records

**ANSWER:** d

**POINTS:** 1

**REFERENCES:** Excel 154
Plan a Table

28. The first row of a table that contains field names is called a ____.

   a. title row   b. table title
   c. header row   d. row

**ANSWER:** c

**POINTS:** 1

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29. A _____ is a column in a table that describes a characteristic about a record.
   a. field    b. label    c. value    d. header

   ANSWER:  a

   POINTS:  1

30. Records are composed of _____.
   a. databases    b. fields    c. worksheets    d. files

   ANSWER:  b

   POINTS:  1

31. Which of the following is NOT a guideline you should follow when planning a table?
   a. Plan and design your table so that all rows have similar items in the same column.
   b. Avoid blank columns.
   c. Avoid blank rows.
   d. Use a variety of formats for all cells in a column.

   ANSWER:  d

   POINTS:  1
32. Which of the following is NOT a guideline when naming a field?
   a. Field names should be short.  
   b. Field names should be unique.
   c. Use numbers to name fields.  
   d. Use descriptive names.

   **ANSWER:** c
   **POINTS:** 1

   **REFERENCES:** Excel 154
   Plan a Table

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33. In a table, what appears in the cell of a column header?
   a. Sort list arrow  
   b. Style list arrow
   c. Filter list arrow  
   d. Formula list arrow

   **ANSWER:** c
   **POINTS:** 1

   **REFERENCES:** Create and Format a Table
   Excel 156

---

34. Which of the following is NOT included in a table style?
   a. type color  
   b. borders
   c. pattern fills  
   d. fill color

   **ANSWER:** c
   **POINTS:** 1

   **REFERENCES:** Create and Format a Table
   Excel 156
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35. You can easily format a table using table ____.
   a. styles  b. galleries
   c. fields  d. themes

   ANSWER: a
   POINTS: 1

   REFERENCES: Create and Format a Table
   Excel 156

   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False

   LEARNING OBJECTIVES: ENHE.REDI.16.140 - Format a table
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36. To see additional table styles, click the Table Styles ____ button.
   a. Plus  b. Advanced
   c. Extras  d. More

   ANSWER: d
   POINTS: 1

   REFERENCES: Create and Format a Table
   Excel 156

   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False

   LEARNING OBJECTIVES: ENHE.REDI.16.140 - Format a table
   DATE CREATED: 2/26/2016 8:06 PM
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37. To add an additional record to a table, type below the last record, then press ____.
   a. [Enter]  b. [Tab]
   c. [Insert]  d. [Ctrl]

   ANSWER: a
   POINTS: 1

   REFERENCES: Add Table Data
   Excel 158

   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False

   LEARNING OBJECTIVES: ENHE.REDI.16.138 - Add records to a table
   DATE CREATED: 2/26/2016 8:06 PM
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38. Which wildcard symbol is a substitute for one or more characters?
   a. ?  b. *

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39. Which wildcard symbol is a substitute for any single character?
   a. ?  b. *
   c. #  d. @

   ANSWER: a
   POINTS: 1

40. The Print Titles button is on the ____ tab.
   a. Home  b. Insert
   c. Page Layout  d. Table Options

   ANSWER: c
   POINTS: 1

41. If Denise specifies Jan* as a search criterion, which of the following will Excel locate?
   a. Jane  b. Janet
   c. January  d. All of the above.

   ANSWER: d
   POINTS: 1
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42. If Denise specifies Jan? as a search criterion, Excel will locate all of the following records EXCEPT ____.
   a. Janet
   b. Jane
   c. Jani
   d. Jany

   ANSWER: a
   POINTS: 1

43. The Remove Duplicates button is found on the ____ tab.
   a. Table Tools Design
   b. Data
   c. Home
   d. File

   ANSWER: a
   POINTS: 1

44. You can ____ a table field if the information stored in a field becomes unnecessary.
   a. block
   b. freeze
   c. remove
   d. hide

   ANSWER: c
   POINTS: 1
Excel 2016 - Module 7: Managing Data Using Tables

45. A multilevel sort calls for using the ____ feature.
   a. multi-sort  
   b. alpha-sort  
   c. custom sort  
   d. data sort

   ANSWER: c
   POINTS: 1
   REFERENCES: Excel 164
               Sort Table Data
   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False
   LEARNING OBJECTIVES: ENHE.REDI.16.144 - Sort a table using custom sort options

46. After you enter a single formula into a table cell, the ____ feature fills in the remaining cells with the formula’s results.
   a. structured reference  
   b. calculated columns  
   c. table styles  
   d. absolute reference

   ANSWER: b
   POINTS: 1
   REFERENCES: Excel 166
               Use Formulas in a Table
   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False
   LEARNING OBJECTIVES: ENHE.REDI.16.139 - Use calculated columns to display formula results

47. The ____ feature allows formulas to refer to table columns by names that are automatically generated when you create a table.
   a. calculated formula  
   b. structured reference  
   c. sort by name  
   d. structured name

   ANSWER: b
   POINTS: 1
   REFERENCES: Excel 166
               Use Formulas in a Table
   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False
   LEARNING OBJECTIVES: ENHE.REDI.16.145 - Build a table formula
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48. Which feature do you use to add summary information to the end of a table?
   a. Total Row check box in the Table Style Options group
   b. Summary Row check box in the Table Style Options group
   c. AVERAGE Row check box in the Table Style Options group
   d. Field Summary check box in the Table Style Options group

   ANSWER: a
   POINTS: 1
   REFERENCES: Excel 166
   Use Formulas in a Table
   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False
   LEARNING OBJECTIVES: ENHE.REDI.16.146 - Use the table style options to add summary information to a table
   DATE CREATED: 2/26/2016 8:06 PM
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49. Which tab contains the print options for gridlines and headings?
   a. Home
   b. Insert
   c. Page Layout
   d. Table Options

   ANSWER: c
   POINTS: 1
   REFERENCES: Excel 168
   Print a Table
   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False
   LEARNING OBJECTIVES: ENHE.REDI.16.147 - Preview a table
   DATE CREATED: 2/26/2016 8:06 PM
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50. Where do you commonly add new records to an Excel table?
   a. Between the header row and the first record.
   b. Below the last row of the existing table.
   c. To the right of the header row.
   d. Above the header row.

   ANSWER: b
   POINTS: 1
   REFERENCES: Add Table Data
   Excel 158
   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False
   LEARNING OBJECTIVES: ENHE.REDI.16.138 - Add records to a table
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51. The print title prints at the top of every ____.
   a. header
   b. row
   c. page
   d. record

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52. Which of the following is NOT a category in the Table Styles gallery?
   a. Light    b. Extra Light
   c. Medium   d. Dark
   ANSWER:   b
   POINTS: 1

53. To add a header to a worksheet, click the _____ tab, then click the Header & Footer button in the Text group.
   a. Insert    b. Page Layout
   c. Home     d. View
   ANSWER: a
   POINTS: 1

54. A(n) ____________________ is a table row that contains data about an object, person, or other type of item.
   ANSWER: record
   POINTS: 1
55. A column in a table that describes a characteristic about a record is called a(n) ________________.

**ANSWER:** field  
**POINTS:** 1  
**REFERENCES:** Excel 154  
Plan a Table  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False

56. A column label that describes a field is known as the field ________________.

**ANSWER:** name  
**POINTS:** 1  
**REFERENCES:** Excel 154  
Plan a Table  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False

57. ________________ list arrows automatically appear in the column header cells when you create a table.

**ANSWER:** Filter  
**POINTS:** 1  
**REFERENCES:** Create and Format a Table  
Excel 156  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False

58. Table ________________ allow you to easily format a table.

**ANSWER:** styles  
**POINTS:** 1  
**REFERENCES:** Create and Format a Table  
Excel 156  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False
59. When performing a search, the ____________________ wildcard stands for one or more characters.

**ANSWER:** *  

**POINTS:** 1  

**REFERENCES:** Excel 160  
Find and Replace Table Data  

**QUESTION TYPE:** Completion  

**HAS VARIABLES:** False  

**LEARNING OBJECTIVES:** ENHE.REDI.16.140 - Format a table  

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60. When performing a search, the ____________________ wildcard stands for any single character.

**ANSWER:** ?  

**POINTS:** 1  

**REFERENCES:** Excel 160  
Find and Replace Table Data  

**QUESTION TYPE:** Completion  

**HAS VARIABLES:** False  

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table  

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61. A, B, C is an example of a(n) ____________________ alphabetic sort order.

**ANSWER:** ascending  

**POINTS:** 1  

**REFERENCES:** Excel 164  
Sort Table Data  

**QUESTION TYPE:** Completion  

**HAS VARIABLES:** False  

**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order  

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62. C, B, A is an example of a(n) ____________________ alphabetic sort order.

**ANSWER:** descending  

**POINTS:** 1  

**REFERENCES:** Excel 164  
Sort Table Data
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**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.149 - Sort a table in descending order

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63. 12A, 99B, DX8, QT7 is an example of a(n) ________________ alphanumeric sort order.

**ANSWER:** ascending

**POINTS:** 1

**REFERENCES:** Excel 165
Sort Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order

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64. 3AA, 2BB, 1CC is an example of a(n) ________________ alphanumeric sort order.

**ANSWER:** descending

**POINTS:** 1

**REFERENCES:** Excel 165
Sort Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.149 - Sort a table in descending order

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65. A(n) ________________ sort rearranges table data using more than one field, where each field is a different level, based on its importance in the sort.

**ANSWER:** multilevel
multi-level

**POINTS:** 1

**REFERENCES:** Excel 164
Sort Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.144 - Sort a table using custom sort options

**DATE CREATED:** 2/26/2016 8:06 PM

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66. A sort in ________________ order arranges the lowest value (such as the beginning of the alphabet) at the top of the table.

**ANSWER:** ascending
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**POINTS:** 1

**REFERENCES:** Excel 164
- Sort Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order

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67. You can use Excel’s ______________ feature to rearrange the order in which records in your table appear.

**ANSWER:** sorting
- sort

**POINTS:** 1

**REFERENCES:** Excel 164
- Sort Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order

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68. You can include capitalization as a sort criterion by clicking Options in the Sort dialog box, then selecting the ______________ sensitive check box.

**ANSWER:** Case

**POINTS:** 1

**REFERENCES:** Excel 164
- Sort Table Data

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.148 - Sort a table in ascending order

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69. Because tables often have more rows than can fit on a page, you can define the first row of a table as the print ______________, which prints at the top of every page.

**ANSWER:** title

**POINTS:** 1

**REFERENCES:** Excel 168
- Print a Table

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHE.REDI.16.141 - Add print titles to a table

**DATE CREATED:** 2/26/2016 8:06 PM

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70. The ________________ reference feature allows your formulas to refer to table columns by name.

**ANSWER:** structured  

**POINTS:** 1  

**REFERENCES:** Excel 166  
Use Formulas in a Table  

**QUESTION TYPE:** Completion  

**LEARNING OBJECTIVES:** ENHE.REDI.16.139 - Use calculated columns to display formula results  

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**Essay**

71. List three of the guidelines you should follow when naming fields in your table.

**ANSWER:**  
1. Use text to name fields.  
2. Do not use duplicate field names.  
3. Format the field names to stand out from the table data.  
4. Field names should be as short as possible.  
5. Field names should describe the information they represent.

**POINTS:** 1  

**REFERENCES:** Excel 154  
Plan a Table  

**QUESTION TYPE:** Essay  

**LEARNING OBJECTIVES:** ENHE.REDI.16.132 - Plan the data elements for a table  

**TOPICS:** Critical Thinking  

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72. Dennis wants to search his table for all customers whose last name is Johnson and Johnsen. What should Dennis do in order to find all the customers that fall into this category?

**ANSWER:** He can use the question mark (?) wildcard and specify Johns?n as the search criteria to locate both options.

**POINTS:** 1  

**REFERENCES:** Excel 160  
Find and Replace Table Data  

**QUESTION TYPE:** Essay  

**LEARNING OBJECTIVES:** ENHE.REDI.16.134 - Find data in a table  

**TOPICS:** Critical Thinking  

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Excel 2016 - Module 7: Managing Data Using Tables

73. Lily asks you if it is possible to sort the records in her table first by state, then by Zip code. What will you tell her?

ANSWER: Yes. She needs to click the Sort & Filter button in the Editing group of the Home tab, click the state field, click the Order list arrow, click A to Z, click Add Level, click the Then by list arrow, click the zip code field, then click the second Order list arrow, click Smallest to Largest, then click OK.

POINTS: 1
REFERENCES: Excel 164
Sort Table Data

74. Explain calculated columns.

ANSWER: After you enter a single formula into a table cell, this feature fills in the remaining cells with the formula’s results. The column continues to fill with the formula results as you enter rows in the table. This makes it easy to update your formulas because you only need to edit the formula once, and the change will fill in to the other column cells.

POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table

75. Explain the structured reference feature in Excel. Give an example.

ANSWER: This feature allows your formulas to refer to table columns by names that are automatically generated when you create the table. These names automatically adjust as you add or delete table fields. An example of a table reference is =[Sales] - [Costs], where Sales and Costs are field names in the table.

POINTS: 1
REFERENCES: Excel 166
Use Formulas in a Table