

Pretest

What You Should Know Before Taking Excel 2003 PivotTables

To get the most out of this class, you should have knowledge of the Excel Version 2003 program. The following questions are a self evaluation which should help determine if you are ready for the class or should take Excel Level 1 and Level 2, or in some other way learn the basic information required. You should know at least 9 of the 11 questions.

Question	Answer
1. (T/F) When PAGE DOWN is pressed, the active cell changes.	
2. (T/F) When the scroll bar is used to move to the next screen of information, the active cell changes.	
3. An absolute cell reference is: A. \$B\$1 B. a cell reference which does not change during a copy or fill C. a cell reference that adjusts during a copy or fill D. A and B E. None of the above	
4. Which cell reference below is relative? A. A1 B. A\$1 C. \$A1 D. \$A\$1	
5. (T/F) The Insert, Cells command can be used with the Edit, Cut and Copy commands to insert cells <i>while</i> cutting or copying.	
6. (T/F) To select multiple discontinuous ranges of cells, press the SHIFT key when dragging the mouse.	
7. (T/F) A region is a range of the worksheet surrounded by a blank column, blank row, or a worksheet edge?	
8. To select a region: A. press CTRL * B. press SHIFT CTRL 8 C. use the Edit, Go To Special command D. All of the above E. A and B of the above	

Question	Answer
9. Which of the following is not a basic statistical function? A. SUM() B. COUNT() C. AVERAGE() D. HIGH() E. MIN()	
10. When a new row is inserted into the worksheet using Insert, Rows, where is the row inserted?	
11. (T/F) When setting up a list in Excel, each record should be in its own row with no spaces between rows or columns in the list.	

Answer Sheet

1. T
2. F
3. D
4. A
5. T
6. F, CTRL is pressed
7. T
8. D
9. D
10. above the current row
11. T