Which of the following toolbar buttons would you use to find the sum of a group of selected cells?

Selecting a group of cells and clicking on Set Print Area as shown in the figure below has what effect?

![Microsoft Excel - Book1](image)

- Immediately prints 4 copies of the selection
- When printing only the selected cells will be printed
- Sets a default printer
- Allows you to change your page setup and margins

Autofill is an Excel function that allows you to quickly fill cells with repetitive or sequential data. Which of the following actions initiate an autofill?

- Right clicking on the cell and selecting copy then going to another cell and selecting autofill
- Clicking on the bottom right corner of the highlighted cell or cells and dragging the box around the desired cells
- An autofill must be initiated form another program
- By selecting Tools>Options form the menu

What symbol must be used to create a formula or function in a cell?

A formula is made up of what?

List the operator precedence.

What is the string operator to concatenate?

What is a circular reference?
The print dialog box allows you to do which of the following?

a. Change the printer selection
b. Print more than one copy
c. Determine the pages to print
d. All of these

Explain one of the many following ways to adjust the width of a column?

The figure below represents that a cell is what?

How does the user access the following dialog box?

If the user wanted to ensure all text could be read in a cell what feature would they enable?

A user wishes to center text in a cell, is this possible and if so what steps must the user follow in order to accomplish the task.

What must the user do to reproduce the following format listed above.

How does a user insert a row?

Explain how a user can insert or delete a cell?

What is the purpose of a macro?

How do you assign a shortcut key to a macro?
What is the cell reference?

Place a circle around the area you would use to change the cell name?

Place a rectangle around print preview.

Place a triangle around the ascending sorting toolbar button.

Place an x on all alignment toolbar buttons.

What is the font type and font size?

What is the name of the file?

Place a square around the toolbar button that allows a user to sum all the values in a row or column.

Sketch the toolbar button that provides you a director of built-in Excel function.

A user wishes to center a title across columns A through G. Please explain the process in less than 4 steps.
Convert the following math problems into excel formulas. When possible you must use functions. If a variable in the equation is required, you must first assign the variable to a cell using the following format B1 = x. B1=6 must be written on a line prior to writing your formula.

\[
\frac{\sum_i CiGi}{\sum_i Ci} = \text{GPA}
\]

GPA is calculated as above. Ci refers to the number of credits for the iTh course and Gi refers to the numerical grade for that course. Place values and formulas in the following sheet.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[F = P (L+1)^6\]

\[x^2 + (a+b)x + AB\]

\[
\left( -b \pm \sqrt{b^2 - 4ac} \right) / 2a \quad \text{(Quadratic – just choose either + or -)}
\]

\[x = \pi r^2\]

\[x^2 / a^2 - y^2 / b^2 = 1\]

The user wishes to change values for x, a, y, and b to create a Hyperbola. A specific combination is needed to equate to 1. What would you suggest they do to find this unique combination?

How can excel be helpful?
What would be the formula in

B6
B7
B8
B9
E2
E6

If E8 were to take the column C max and Column D max and identify the ratio what would the formula be?

If E9 were to follow the same calculation model but using the min values, what would the formula be?

Write the formula for the G column in which the user will invest the tip ratio using rate1 when the table tip ratio exceeds $20, else the user will invest at rate1 with an additional percent.

<table>
<thead>
<tr>
<th>Month</th>
<th>Hrs. Worked</th>
<th>Tables</th>
<th>Tip</th>
<th>Table Tip Ratio</th>
<th>Rate1</th>
<th>Boost</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>50</td>
<td>8</td>
<td>$120</td>
<td>$15.00</td>
<td>6%</td>
<td>7%</td>
</tr>
<tr>
<td>February</td>
<td>30</td>
<td>8</td>
<td>$110</td>
<td>$13.75</td>
<td>5%</td>
<td>6%</td>
</tr>
<tr>
<td>March</td>
<td>20</td>
<td>7</td>
<td>$180</td>
<td>$25.71</td>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>April</td>
<td>18</td>
<td>4</td>
<td>$110</td>
<td>$27.50</td>
<td>5%</td>
<td>5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Overall Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average</td>
<td>Max</td>
<td>Max Ratio</td>
</tr>
<tr>
<td>Min</td>
<td>Min Ratio</td>
<td></td>
</tr>
</tbody>
</table>

What would be the formula in

If E8 were to take the column C max and Column D max and identify the ratio what would the formula be?

If E9 were to follow the same calculation model but using the min values, what would the formula be?

Write the formula for the G column in which the user will invest the tip ratio using rate1 when the table tip ratio exceeds $20, else the user will invest at rate1 with an additional percent.

<table>
<thead>
<tr>
<th>Month</th>
<th>Tables</th>
<th>Tip</th>
<th>Table Tip Ratio</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>8</td>
<td>$120</td>
<td>$15.00</td>
<td>12.50%</td>
</tr>
<tr>
<td>February</td>
<td>8</td>
<td>$110</td>
<td>$13.75</td>
<td>12.50%</td>
</tr>
<tr>
<td>March</td>
<td>7</td>
<td>$180</td>
<td>$25.71</td>
<td>14.29%</td>
</tr>
<tr>
<td>April</td>
<td>4</td>
<td>$110</td>
<td>$27.50</td>
<td>25.00%</td>
</tr>
<tr>
<td>Total</td>
<td>27</td>
<td>520</td>
<td>$19.26</td>
<td>3.70%</td>
</tr>
</tbody>
</table>

Referring to the figure above, identify 10 format features used to create the table above.