Select the most appropriate answer(s).

Please also go through the exercises in the end of each chapter in the textbook.

1. The Text Import Wizard can be used to import data from what type of files?
   (a) HTML files
   (b) Database files
   (c) ASCII files
   (d) Graphic files
   (e) None of the above.

2. You have a list of all employees in your organization. You want to use the Sort Ascending button to list them by location, then by title, then by last name alphabetically. How do you do this?
   (a) Sort by location first, then by title, then by last name.
   (b) Sort by location first, then either by title or by last name.
   (c) Sort by last name first, then by title, then by location.
   (d) This is impossible; the Sort Ascending button can only sort by one field.

3. You have a list containing all the employees in the organization. You want to display all rows where employees earn more than $50,000, but less than $75,000. How should you set up your criteria range?
   (a) Have one column entry for the salary field, with >50000 in one row and <75000 in another row.
   (b) Have two column entries for the salary field, with >50000 in one column and <75000 in another column, on the same row.
   (c) Have two column entries for the salary field, with >50000 in one column and <75000 in another column, on different lines.
   (d) It is not possible to set up the criteria range to enable this.

4. You have a list containing all the employees in your organization. You have a criteria range that shows Manager in the Title field in row 18 and New York in the Location field in row 19. Which rows will be displayed?
   (a) All managers in New York
   (b) All managers regardless of location and all employees in New York
   (c) All managers except those in New York
   (d) All managers except those in New York and all New York employees

5. You have a criteria range that you thought would select marketing reps with sales greater than $1,000,000. When you apply the filter (Advanced filtering), all rows are displayed. What is the most likely reason for this?
   (a) You used an OR instead of an AND in your criteria range.
   (b) You don't have any reps with sales greater than 1,000,000.
   (c) You have a blank row in the list.
   (d) You mistyped the field names in the criteria range.
   (e) You have a blank row in the criteria range.
6. You use the DAVERAGE function. No rows match your criteria. What is the result of the function?
   (a) #DIV/0!
   (b) The #REF! error message
   (c) A circular reference
   (d) The #DIV/0 error message

7. Which method will correctly import data from an Access database into Excel?
   (a) Use the Query Wizard.
   (b) Use the Text Import Wizard.
   (c) Use the Import External Data command.
   (d) You cannot import data from Access into Excel.

8. You have created a PivotChart showing sales by quarter by sales rep. Before presenting it to management, you notice the name of a rep who has since been fired. How do you delete this rep from the chart without deleting the data?
   (a) Click the arrow next to the Sales Rep field and remove the employee’s name.
   (b) Make the employee’s data points and axis titles invisible.
   (c) You can’t delete the rep from the chart without first deleting the data.
   (d) Hide that rep’s row(s) in the underlying list, which automatically removes that rep from the chart.

9. A(n) ________ is used to display how a loan is being repaid, and displays the date, amount of principal, and amount of interest for each payment.
   (a) Template
   (b) Amortization schedule
   (c) MATCH function
   (d) AND function

10. The ________ function returns True if all of its arguments are true.
    (a) MATCH
    (b) IF
    (c) INDEX
    (d) AND
    (e) OR

11. The ________ function returns True if at least one of its argument is true.
    (a) MATCH
    (b) IF
    (c) INDEX
    (d) AND
    (e) OR

12. The MATCH function returns:
    (a) The cell in the list where a match occurs
    (b) The number of cells in the list
    (c) The position in a list where a match occurs
    (d) The column in the list that contains the desired value

13. All of the following are valid arguments for the function MATCH except:
    (a) The value you are looking up
    (b) The cell range you are looking in
14. You have created a named range called MyCDs that is equivalent to the range A1:E19. What is the extent of the range if you subsequently delete row 1 and delete column C?
(a) A1:D18
(b) A1:E19
(c) A1:E18
(d) A1:D19

15. Which of the following causes a named range to be adjusted automatically?
(a) Inserting a row within the range
(b) Deleting a row within the range
(c) Either inserting or deleting a row within the range
(d) Neither inserting nor deleting a row within the range

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Excel Formulas


17. Open the decompressed file – sample3.xlsx

18. Click on sheet – raw data. There are 15 rows that represent sales records in this file.

19. Select A1:L16, name this range of data to SALES using the name box. Select A20:C26, name this range of data to PERF.

20. The last 2 columns of SALES are empty. Let’s fill them in.

21. Add some feedback for each sale. For this, use the lookup formula =VLOOKUP(J2,A20:B26,2) in cell K2. Auto-fill to K16. Why are a lot of error messages, #N/A? What causes this error message? How would you fix this problem?

22. Instead, use the formula =VLOOKUP(J2,PERF,2) in cell K2. Why does this formula fix the problem in the previous step? Now let’s calculate the commission of each sale by entering the formula =VLOOKUP(J2,PERF,3) in cell L2. You can also calculate the commission based on the feedback instead of profit. You can achieve this by using formula =VLOOKUP(K2, $B$20:$C$26, 2, FALSE).

You might notice that there is an extra parameter in this function.

What does this parameter mean? How does this parameter affect the result?

23. At this stage, your file should look like the excel worksheet step1.

24. Predict the result of formula =AND(E2="TV",E4="Paper"). Then try it in Excel!

25. Predict the result of formula =OR(E2="TV",E4="Paper"). Then try it in Excel!
Database functions.

26. You want to count the number of sales records for TVs and PENs, so you input the formula
\[ \text{=DCOUNT(SALES,,E19:F20)} \] in cell K19. The answer is 0, which is not correct. What went
wrong?? Now input \[ \text{=DCOUNT(SALES,,E19:E21)} \] in cell K20.
The result should be correct this time. What is the difference between these two criteria?

27. Let’s calculate the total profit your company made from selling TVs.
Input \[ \text{=DSUM(SALES,"Profit",E19:E20)} \] in cell K21. What is the result if you use \[ \text{=DSUM(SALES, 10, E19:E20)} \] in cell K21?
What is the result if you put \[ \text{=DSUM(E1:L16,6,E19:E20)} \]?
What do the 10 and 6 mean in above two DSUM functions?
You can also use the SUMIF function to calculate the profit from selling TVs.
What are the arguments of the SUMIF?

28. Let’s calculate the amount of paper your company sold.
Input \[ \text{=DSUM(Sales,9,E22:E23)} \] in cell K22. The result is 7000, however, you find out from row
6, 7 and 8 that the total amount of paper your company sold is really only 6000.
What is wrong with this formula?
Now let’s input \[ \text{=DSUM(Sales,9,F22:F23)} \] in cell K23. The result is 6000 which is correct.
Can you explain why the second formula is correct?
Now input \[ \text{=DSUM(Sales,9,E24:F25)} \] in cell L23. What is the result? What do the criteria mean?
Use SUMIFS to do the same calculation. Input \[ \text{=SUMIFS(I2:I16,E2:E16,"=paper")} \] in cell E33 and
\[ \text{=SUMIFS(I2:I16,E2:E16,"=paper*")} \] in cell E32, respectively. Compare these two values to the
values in K22 and K23. Do DSUM and SUMIF treat their criteria differently? How so?

29. Click on K21, which is the total profit your company made from TVs and then press Ctrl+C.
Click on cell K24 and then press Ctrl+V. What is the result?

30. Click on K21, which is the total profit your company made from TVs and then press Ctrl+X.
Click on cell K24 and then press Ctrl+V. What is the result?

31. What conclusion can you draw from steps 12 and 13?

32. Click on L22 and then input formula \[ \text{=DCOUNT(Sales,,E24:E26)} \].
You would think the answer should be 4, right? However the result is 15! Why?
Discuss the implications of using empty cells as criteria.
33. You want to calculate the total commission earned by Jason. What formula do you input in cell K25? Ans: \(=\text{DSUM(Sales,12,G19:G20)}\)

34. Input \(=\text{DSUM(Sales,12,G19:H20)}\) in cell L25. What is the difference between L25 and K25?

35. Input \(=\text{DSUM(Sales,12,H19:H20)}\) in cell L25. What is the difference between L25 and K25?

   Note: what is the summation of L2:L16?

36. What conclusion(s) can you draw from previous step? (VERY IMPORTANT!!!!!!)

37. Input \(=\text{DAVERAGE(Sales,"Profit",E27:E28)}\) in cell E29 and then auto-fill to I29.

38. Input \(=\text{DCOUNT(Sales,,C1:C4)}\) in cell K26. What is the result? Why? What do the criteria mean?

   What if you change the formula to
   \(=\text{DCOUNT(Sales,,C1:C5)}\)?

   How about
   \(=\text{DCOUNT(Sales,,C1:C3)}\)?
   \(=\text{DCOUNT(Sales,,C1:C2)}\)?

39. What criterion do you use to calculate the number of laptop sold by John?

40. You spreadsheet should look like step2 now.

41. Repeat step 18 to 41.

CDBBE
DCABD
ECCAC
Question 27 – 2\(^{nd}\) part
\(=\text{SUMIF(E2:E16,"=TV",J2:J16)}\)
Insert your favorite TA’s picture here.