

Concepts Review Answer Key

Unit 1 Basic Skills

Lesson 1: Exploring Excel 2007

True/False Questions

		Page Number
1	F	8
2	T	8
3	T	12
4	T	17
5	F	20
6	T	22
7	F	17
8	T	22
9	F	22
10	F	26

Multiple Choice Questions

		Page Number
1	C	9
2	A	18
3	C	15
4	D	17

Lesson 4: Formatting the Contents of Cells

True/False Questions

		Page Number
1	F	114
2	F	107
3	F	109-110
4	F	116
5	F	102
6	T	107
7	F	116
8	T	116
9	T	107
10	F	118

Multiple Choice Questions

		Page Number
1	A	102
2	B	106
3	A	107
4	D	119

Lesson 2: Editing, Viewing, and Printing Worksheets

True/False Questions

		Page Number
1	F	46
2	T	37
3	T	48
4	F	43-44
5	F	48
6	T	39
7	T	53
8	T	57
9	F	54
10	F	51

Multiple Choice Questions

		Page Number
1	A	37
2	B	48
3	D	42
4	B	56

Lesson 5: Changing the Appearance of Worksheets

True/False Questions

		Page Number
1	F	141-142
2	F	132-133
3	F	132-133
4	T	136
5	T	154
6	T	139
7	T	153-154
8	T	152
9	F	147
10	T	144

Multiple Choice Questions

		Page Number
1	C	136
2	C	147
3	A	150
4	B	155

Lesson 3: Working with Formulas and Functions

True/False Questions

		Page Number
1	F	74
2	T	70
3	T	84
4	F	84
5	T	74-75
6	F	75
7	T	77
8	T	71
9	F	70
10	F	75

Multiple Choice Questions

		Page Number
1	B	85-86
2	C	71
3	B	70
4	D	77

Lesson 6: Discovering the Magic of Excel Charting

True/False Questions

		Page Number
1	F	174
2	T	176
3	F	182
4	F	186-187
5	T	182
6	F	190
7	T	192-193
8	T	178-179
9	T	195
10	F	178

Multiple Choice Questions

		Page Number
1	A	174
2	C	184
3	D	174
4	A	178

Unit 2 Beyond the Basics

Lesson 7: Working with Large Worksheets

True/False Questions

		Page Number
1	F	216-217
2	T	220
3	T	221
4	F	224
5	T	227
6	F	229-230
7	T	229-230
8	T	235-236
9	T	235-236
10	F	243

Multiple Choice Questions

		Page Number
1	B	221
2	A	221
3	D	229-230
4	C	243

Lesson 10: Managing Multiple-Sheet Workbooks

True/False Questions

		Page Number
1	T	338
2	T	341
3	F	344-345
4	F	358
5	F	348
6	T	352
7	F	352
8	T	353-354
9	F	352
10	T	362

Multiple Choice Questions

		Page Number
1	B	341-342
2	A	348-349
3	D	353
4	D	358

Lesson 8: Adding Graphics to Worksheets

True/False Questions

		Page Number
1	T	262
2	F	262
3	T	262
4	F	268-269
5	F	270
6	T	277
7	T	277
8	T	277
9	F	281
10	T	282

Multiple Choice Questions

		Page Number
1	D	260
2	A	268-269
3	B	269
4	C	277

Lesson 11: Creating Tables and Outlines

True/False Questions

		Page Number
1	F	391
2	F	387
3	T	388
4	F	394
5	T	401
6	T	401
7	T	406-407
8	T	406
9	F	411
10	T	411

Multiple Choice Questions

		Page Number
1	C	398-399
2	A	395
3	C	389
4	A	406-407

Lesson 9: Using Templates and Protecting Worksheets

True/False Questions

		Page Number
1	T	302
2	F	304
3	F	305
4	T	308
5	T	309-310
6	T	311
7	F	311-312
8	T	314
9	T	318
10	T	318

Multiple Choice Questions

		Page Number
1	C	303
2	A	304
3	B	314-315
4	C	314

Unit 3 Advanced Skills

Lesson 12: Creating PivotTables and Macros

True/False Questions

		Page Number
1	T	428
2	T	436
3	F	429
4	F	436
5	F	440-441
6	F	443
7	F	446
8	T	448
9	T	449
10	T	448

Multiple Choice Questions

		Page Number
1	C	428-429
2	B	444
3	A	448
4	D	448

Lesson 15: Using Advanced Formatting and Analysis Tools

True/False Questions

		Page Number
1	T	550
2	T	554
3	F	554
4	F	562
5	T	558
6	F	561
7	T	562
8	F	562
9	F	566
10	T	571

Multiple Choice Questions

		Page Number
1	D	550
2	C	563-564
3	D	566
4	B	571

Lesson 13: Using Financial Functions and Data Analysis

True/False Questions

		Page Number
1	T	476
2	T	477
3	T	476
4	F	476
5	T	480
6	F	482-483
7	T	482-483
8	F	486
9	F	482-483
10	F	491

Multiple Choice Questions

		Page Number
1	A	480
2	B	476
3	A	482-483
4	D	486

Lesson 16: Collaborating in Excel

True/False Questions

		Page Number
1	T	590
2	F	594
3	T	595
4	F	599-600
5	T	604
6	T	604
7	T	601
8	F	613
9	F	614
10	T	620

Multiple Choice Questions

		Page Number
1	C	595
2	D	609
3	A	614
4	B	615

Lesson 14: Auditing and Additional Functions

True/False Questions

		Page Number
1	F	510
2	T	514
3	F	514
4	F	520
5	T	524
6	T	525
7	F	527-528
8	T	528
9	T	528
10	F	530

Multiple Choice Questions

		Page Number
1	B	510
2	D	513
3	D	517-518
4	A	522-523

Lesson 17: Integrating Excel with Other Programs

True/False Questions

		Page Number
1	T	644
2	F	645
3	T	650
4	F	650
5	F	653
6	T	655-656
7	F	662
8	T	664-665
9	T	668
10	T	670

Multiple Choice Questions

		Page Number
1	D	646
2	B	650
3	C	653
4	D	659-660