Chapter 4: Spreadsheets

Quiz

True/False
Indicate whether the statement is true or false.

1. “What if” analysis enables a user to see the effect of making different numerical assumptions.
   ANSWER: T

2. A column goes across the page.
   ANSWER: F

3. Every cell in a spreadsheet has a cell address.
   ANSWER: T

4. Most spreadsheet programs enable a user to have only one worksheet per file.
   ANSWER: F

5. A symbol that tells a spreadsheet how to compute values is called an arithmetic operator.
   ANSWER: T

6. A predefined calculation used in a spreadsheet program is called a function command.
   ANSWER: T

7. A relative cell reference does not change when it is copied to a new location.
   ANSWER: F

8. An absolute cell reference changes when it is copied to a new location.
   ANSWER: F

   ANSWER: T

10. A line graph represents each value as a percentage of the total.
    ANSWER: F
Multiple Choice
Identify the letter of the choice that best completes the statement or answers the question.

11. What type of data can be entered into a spreadsheet?
   a. text
   b. values
   c. formulas
   d. all of the above
   ANSWER: d

12. Extreme caution should be used when a user ________.
   a. inserts a row or column
   b. changes a cell’s width
   c. changes a cell’s format
   d. none of the above
   ANSWER: a

13. What statement is true about spreadsheet errors?
   a. Errors in spreadsheets are rare.
   b. Errors in spreadsheets are relatively common, occurring about 5% of the time.
   c. Error rates are about the same as in other clerical/administrative duties.
   d. None of the above.
   ANSWER: b

14. Spreadsheets are used only in the following law office applications.
   a. tax planning
   b. tax preparation
   c. estate planning
   d. none of the above
   ANSWER: d

15. A good way to secure a spreadsheet is to _____.
   a. password-protect it
   b. protect spreadsheet cells
   c. only build spreadsheets that are small and uncomplicated
   d. a and b
   ANSWER: d