

QM213 Review Questions: Week 3 – Tables in Word & Excel

Use these questions for review. The quizzes will use similar questions in multiple-choice format.

1. How can you prevent entire columns or blocks of columns from being visible on your spreadsheet?
2. How do you control where text will stop and start around an image that you paste into Word?
3. How do you suppress all the lines of data in an Excel spreadsheet except those that contain specific values you want to see?
4. How do you capture an image of your active program window on a Windows computer?
5. If you have a series of appropriately separated values in a Word document, how do you convert all of the rows and columns into a table that you can easily format in Word?
6. You have a table where the 1st column is a sequence number (1 to 100), the second column is the family name, and the third column is the birthday. You need to sort the table so the oldest people are listed first (earlier birthdays to later birthdays) and people are listed in order of their family names within each birthday. How should you define the sort?
7. How do you create a list of numbers in increasing order (e.g., 11, 12, 13, 14...128) in a column in Excel?
8. You paste the image of an Excel worksheet into your Word document and you want to force all text to skip over the entire block of lines where you have pasted the image. What option do you use?
9. You want to work with the data from an Excel spreadsheet in your Word document; e.g., by using Word table options. Which form of pasting should you use?
10. If you want to create a table in Word, what's the best separator to use between values on the same line of your table?
11. Why should you keep numbered versions of your work?
12. You need to paste the data from a table you created in Excel into Word and you want the values in the Excel cells to carry over with their formatting into the Word document. Which paste function should you use?
13. You want to copy the appearance of a section of your Excel table into a Word document so that you will be able to change its size in Word without worrying about reformatting the cells. Which paste function should you use?
14. You need to paste the data from a table you created in Excel into Word but you want just the values in the Excel cells with tabs separating the values in the Word document. Which paste function should you use?
15. How do you capture an image of your entire screen on a Windows computer using a single keystroke or a combination of keys?
16. You have been working on a project in Excel for a week. You open yesterday's file, project_v04.xlsx, and immediately
17. In Excel, what is the function you would use to generate a random number between 400 and 800?
18. How can you return to seeing hidden columns or lines on your spreadsheet?
19. How can you prevent entire lines or blocks of lines from being visible on your spreadsheet?
20. Which of the following illustrates how a production-line manager can reasonably use statistics about products sold at different parts of the year?
21. When you sort a table with multiple columns, you must usually
22. You paste the image of an Excel worksheet into your Word document on the right hand half of the page and you want to force all text to keep appearing next to the image (on the left) and then resume using the entire width of the page after the text drops below the bottom of the image. What option do you use?
23. We discussed cases in which someone muddled grade reports at a university by
24. You want to copy Excel cells from a table into Word so that you can automatically invoke Excel to alter formulas in the Word document. Which paste function should you use?
25. You want to sort a table by the leftmost column by alphabetical value starting at Z at the top and ending with A at the bottom. What function should you use in Excel?

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26. You have a table where the 1st column is a sequence number (1 to 100), the second column is the family name, and the third column is the birthday. You need to sort the table so that the last names will be in alphabetical order (A-Z) and the rows for every family name are sorted with the oldest people first (earlier birthdays to later birthdays). How should you define the sort?
27. You want to sort a table by the leftmost column by alphabetical value starting with A at the top and ending with Z at the bottom. What function should you use in Excel?

