# Quick Concepts Check Answer Key Exploring Microsoft Excel 2016, Chapter 1

1. **What are two major advantages of using an electronic spreadsheet instead of a paper-based ledger?**  
   Using a calculator to perform calculations and entering results in a paper-based ledger can lead to greater inaccuracies than building formulas in a spreadsheet, especially when a value changes and new results are needed. In addition, it is easier to make data-entry changes in a spreadsheet over making changes in a paper ledger.
2. **What are the visual indicators that a cell is the active cell?**  
   The active cell is indicated by a solid green border. In addition, the Name Box displays the active cell name, such as B15. Finally, the row and column headings have a light gray background with a thick green line for the respective row and column that contains the active cell.
3. **What steps should you perform before entering data into a worksheet?**  
   (1) State the purpose of the worksheet. (2) Decide what input values and data are needed. (3) Decide what outputs are needed to achieve the purpose of the worksheet. (4) Decide how to arrange the inputs and outputs into columns and rows.
4. **What three types of content can you enter into a cell? Give an example (different from those in the book) for each type.**   
   Text: Microsoft Excel  
   Value: 1234.56  
   Date: January 31, 2018
5. **What is the order of operations? Provide and explain two examples that use four different operators: one with parentheses and one without.**  
   The order of operations is a set of rules that specify the sequence in which arithmetic calculations are performed from left to right in the following order of importance: Parenthesis, exponentials, multiplication and division, and addition and subtraction.  
   =A1+A2\*A3/(A4-A5)  
   In this above example, the A4-A5 in parentheses is calculated first. Then A2\*A3 is calculated. That result is divided by the result from A4-A5. Finally, that value is added to the value in A1.  
    =A1+A2\*A3/A4-A5  
   In this second example without parentheses, the order of operations is this: A2\*A3 is calculated first. That result is then divided by A4. That result is added to A1, and A5 is finally subtracted from that sum.
6. **Why should you use cell references instead of typing values in formulas?**  
   The values could change. If you enter values in a formula, you would have to edit the formulas, which could introduce other errors. You should enter values in other cells and then use those cell references in the formulas. That way, when you change individual cell values, the results of the formulas will automatically update.
7. **When would it be useful to display formulas instead of formula results in a worksheet?**  
   Displaying formulas is helpful to check formulas. You can see more formulas at one time instead of clicking each cell containing a formula and then looking at the Formula Bar. You can also print cell formulas if you find it is easier to proofread formulas on a printout.
8. **Give an example of when you would delete a column versus when you would hide a column.**  
   You would delete a column that is no longer needed. For example, if you assigned new product numbers, you could delete the column of old product numbers. You hide a column when you don’t want to delete it, but it contains confidential or extraneous data that is not needed before you print a worksheet for someone.
9. **When should you adjust column widths instead of using the default width?**   
   The default column widths may be too wide or too narrow for the data in those columns. You should increase or decrease the width based on the data in those columns.
10. **Why would you use the Paste Special options in Excel?**  
    You might want the pasted data to be in a different format than the default paste. For example, you might want to paste formulas or values only.
11. **What is the importance of formatting a worksheet?**  
    Formatting helps create a professional looking spreadsheet. It helps users see the importance of values and labels by enhancing the appearance. Formatting helps draw attention to important areas and helps the users analyze data better.
12. **Describe five alignment and font formatting techniques used to format labels that are discussed in this section.**  
    (1) Apply horizontal or vertical alignment. (2) Merge and center titles over columns. (3) Increase or decrease indent. (4) Wrap text in a cell. (5) Apply borders and fill color.
13. **What are the main differences between Accounting Number Format and Currency format? Which format has its own command on the Ribbon?**  
    The $ is at the left side of the cell for Accounting Number Format and immediately to the left of the value in Currency format. Negative values display in parentheses in Accounting Number Format and are preceded by a minus sign or a parentheses or in red in Currency. The right side of the value is at the right cell margin for Currency format, and is offset a little from the right cell margin for Accounting Number Format. The Accounting Number Format has its own command on the Ribbon.
14. **Why would you insert several worksheets of data in one workbook instead of creating a separate workbook for each worksheet?**  
    You would insert multiple worksheets in a workbook when you want to store related data together. For example, you might want to create a weekly worksheet of sales for each week in a month so that you can save the entire month’s data in one workbook.
15. **Why would you select a *Center on page* option on the Margins tab within the Page Setup dialog box if you have already set the margins?**  
    You might want to center worksheet data between the margins instead of letting the data appear at the top or left margins, especially if doing so would create an unbalanced look on the printed page.
16. **List at least five elements you can insert in a header or footer.**  
    Page number, number of pages, current date code, current time code, file path code, file name code, sheet name code, and a picture
17. **Why would you want to print gridlines and row and column headings?**  
    The gridlines help the reader’s eye read across a worksheet. Having gridlines and row and column headings is helpful when you print a copy of the cell formulas so that you can analyze your formulas by seeing cell boundaries and seeing the column letters and row numbers for reference.