

### Question 1

Slicers can only be removed from the Analyze tab in the Ribbon.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=800199>

### Question 2

To adjust animation timing of an object, right-click the Animation Pane and choose Edit Timing.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=799196>

### Question 3

What is the main reason for exporting data to Excel instead of Word?

- A) Table information looks the same in both Word and Excel.
- B) You are not able to analyze the data as you can in Excel.
- C) Charts can be made in Word just as in Excel.
- D) The data can be manipulated the same as in Excel.

Answer: <https://biology-forums.com/index.php?topic=800575>

### Question 4

The following table shows selected data for Buckhorn Corporation for the past four years:

2014 2013 2012 2011

Net credit sales \$19,900 \$17,600 \$18,000 \$16,300

Cost of goods sold 10,000 9,300 9,800 7,900

Inventory 12,000 11,000 9,500 9,900

Net accounts receivable 7,600 6,700 7,000 7,100

Required:

- a. Prepare an analysis showing the trend percentages for the four years 2011 through 2014, using 2011 as the base year.
- b. What was the inventory turnover for 2013?
- c. What was the accounts receivable turnover for 2014

Answer: <https://biology-forums.com/index.php?topic=806495>

### Question 5

In PowerPoint, which of the following CANNOT be linked to using a hyperlink?

- A) E-mail address
- B) Contacts
- C) Web page
- D) Slide in the presentation

Answer: <https://biology-forums.com/index.php?topic=801027>

### Question 6

What do the Performance Analyzer Analysis Notes tell you?

Answer: <https://biology-forums.com/index.php?topic=800774>

### Question 7

All blog service providers offer storage space for text and photographs in the same location.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=799544>

### Question 8

Solver is an add-in What-If Analysis tool.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=799341>

### Question 9

The \_\_\_\_\_ Ribbon feature in the PowerPoint Options dialog box allows you to personalize a tab on the Ribbon.

Answer: <https://biology-forums.com/index.php?topic=801101>

### Question 10

Match the following terms with the corresponding description.

- I. < >
- II. <
- III. >
- IV. >=
- V. <=
- A. Greater than
- B. Not equal to
- C. Less than
- D. Less than or equal to
- E. Greater than or equal to

Answer: <https://biology-forums.com/index.php?topic=799655>

### Question 11

To complete a FREQUENCY function using an array the keystroke Ctrl+Enter must be used.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=799840>

### Question 12

PivotTables automatically refresh data.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=800194>

### Question 13

To ensure the integrity of records in a table, you should set the required property to Yes for critical fields.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=799184>

### Question 14

Match the following terms with the corresponding descriptions:

- I. Locked cell
- II. Unlocked cell
- III. Password
- IV. Protected worksheet
- V. Unprotected worksheet
- A. A word or phrase up to 255 characters in length used to unlock a protected worksheet
- B. A worksheet in which locked cells cannot be edited
- C. A cell that prevents users from editing the contents or formatting of that cell in a protected worksheet
- D. When the worksheet is protected, these cells are able to be edited
- E. The default state for all Excel worksheets

Answer: <https://biology-forums.com/index.php?topic=800527>

### Question 15

If the number 0 is entered in the order argument of the RANK.AVG function the numbers will appear in ascending order.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=799822>

### Question 16

What is the best way to fix a table with repeating groups?

- A) Filter or query the table searching for repeating groups.
- B) Either fix the repeating groups in Excel before importing to Access or alternately add rows in Access and separate repeating data into individual rows.
- C) Create additional columns for repeating data.
- D) Export table to Excel, fix repeating groups, then import back to Access.

Answer: <https://biology-forums.com/index.php?topic=800683>

### Question 17

Which of the following statements about inserting online videos into a Web page is FALSE?

- A) You do not have to leave your open document to go to another window.
- B) You can view the video directly within the context of the document itself.
- C) The online video is embedded into the Web page.
- D) You will see a live preview.

Answer: <https://biology-forums.com/index.php?topic=799489>

### Question 18

Which of the following tools is used to create a report that details information on relationships between tables?

- A) Database Splitter
- B) Performance Analyzer
- C) Table Analyzer
- D) Database Documenter

Answer: <https://biology-forums.com/index.php?topic=800783>

### Question 19

You can \_\_\_\_\_ information from Access to another file format such as Word, Excel or PDF.

Answer: <https://biology-forums.com/index.php?topic=800644>

### Question 20

Match the following terms with the corresponding description:

- I. SUM
- II. AVERAGE
- III. MIN
- IV. MAX
- V. MEDIAN
- A. Returns the largest number in a range of cells
- B. Returns the number in the middle of the set of given numbers
- C. Returns the arithmetic mean of its arguments
- D. Returns the smallest number in a range of cells
- E. Adds all the numbers in a range of cells

Answer: <https://biology-forums.com/index.php?topic=799923>