Illustrated Microsoft Office 365 and Excel 2016 Intermediate 1st edition Reding Solutions Manual

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Excel 2016 Module 2: Working with Formulas and Functions

A Guide to this Instructor's Manual:
We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive module summary.

This document is organized chronologically, using the same heading in **blue** that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips, and activities geared towards quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor's Manual, our Instructor's Resources Site also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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Module Objectives

Students will have mastered the material in Excel Module 2 when they can:

- Create a complex formula
- Insert a function
- Type a function
- Copy and move cell entries
- Understand relative and absolute cell references
- Copy formulas with relative cell references
- Copy formulas with absolute cell references
- Round a value with a function

Excel 26: Create a Complex Formula

LEARNING OUTCOMES

- Create a complex formula by pointing
- Use the fill handle and Auto Fill

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LECTURE NOTES

- Define a complex formula.
- Demonstrate how to create a complex formula.
- Explain the order of precedence used by Excel to determine which operation to perform first in a complex formula.
- Discuss how you can change the order of precedence in a formula by using parentheses.

TEACHER TIP
The concept of percentages can be difficult for some students to grasp. Remind students that 20% can be expressed as 0.2 or .2, but is not the same as 20. To illustrate this, draw a circle on the board and divide it into fifths. Point out that one fifth is 20% and is what you get if you multiply 1 by 20% or .2. Draw 20 circles to show what the answer would be if 1 was multiplied by 20.

TEACHER TIP
Point out that to increase a number by a specific percent that number needs to be multiplied by the percent value, which is then added to the original number. To demonstrate this, take 100 and multiply it by 20% and then add the resulting value (20) to 100 to get 120. Note that 120 is the result when 100 is increased by 20%.

CLASSROOM ACTIVITIES

1. Group Activity: Explore the effect of parentheses by presenting an expression, such as 3 * 4 ^ 2 - 12 / 2 + 1, evaluating it using the order of operations (43), then adding parentheses in one or more places, such as (3 * 4) ^ 2 - 12 / (2 + 1), and reevaluating the expression (140). Note how the result changes.

2. Quick Quiz:
   1. True or False: You can change the order of precedence in a formula by using brackets. (Answer: False)
   2. In the formula 218-44/815*9, which operation will be performed first? (Answer: Division)

Excel 28: Insert a Function

LEARNING OUTCOMES

- Use the Insert Function button
- Select a range for use in a function
- Select a function from the AutoSum list arrow

LECTURE NOTES

- Define functions.
- Point out that you can use the Insert Function button on the formula bar to choose a function from a dialog box.
- Discuss how you can click the Sum button list arrow to enter some frequently used functions, such as AVERAGE.
- Mention that you can insert a function on its own, or as part of another formula. Point out that when using a function alone, it always begins with the formula prefix = (the equal sign).

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- Demonstrate how to use the AVERAGE function.
- Use FIGURES 2-3 and 2-4 to point out the different parts of the Insert Function dialog box and the Function Arguments dialog box, respectively.
- Demonstrate how to use the Fill button to copy a formula to other cells.

TEACHER TIP
Remind students that the range of cells to average does not include the total in cell B12. Point out that an incorrect value would be calculated by the Average function in cell B15 if the total was included.

TEACHER TIP
While the range B15:E15 is selected, direct the students' attention to Average, Count, and Sum data on the status bar. Discuss how this feature allows users to quickly see those values without adding them to the spreadsheet.

TEACHER TIP
Using the Collapse and Expand buttons of the Insert Function dialog box can seem confusing to students who have never used this dialog box. Make sure to demonstrate how to use these buttons using a number of examples, and also explain how these buttons make it much easier to enter the arguments of a function.

CLASSROOM ACTIVITIES

1. Class Discussion: Ask students why some functions are available from the Sum list arrow on the Home tab and how they might use those functions.

2. Quick Quiz:
   1. You can use the _____ button on the formula bar to choose a function from a dialog box. (Answer: Insert Function)
   2. If you use a function alone, it always begins with the _____ sign. (Answer: equal)

LAB ACTIVITIES

1. As mentioned in this lesson, there are many categories of functions, including Financial, Date & Time, and Statistical. The Insert Function dialog box is useful not only for entering functions, but also for finding out more about the various functions available in Excel. Ask students to choose one of these categories and then to use the Insert Function dialog box to explore three functions within that category. Ask students to write down the names of the three functions, their descriptions, and their structures.

2. The AVERAGE function behaves differently depending on whether there is a blank in a cell range or a zero. Have students use Help to answer the following questions: What is the maximum number of cells that you can average? (Answer: 255). What does the AVERAGE function actually measure? (Answer: central tendency). If there is a blank in a cell within the range being averaged, is it converted to a zero? (Answer: No, it is not included in the average).

Excel 30: Type a Function

LEARNING OUTCOMES

- Select a function by typing
- Use AutoComplete to copy formulas

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LECTURE NOTES

- Point out that in addition to using the Insert Function dialog box or the Sum button on the Ribbon to enter functions, you can also type the function directly into a cell and complete the arguments needed.
- Explain how the AutoComplete feature makes it easy to enter function names.
- Demonstrate how to manually enter the MAX and MIN functions.
- In FIGURE 2-6, point out the ScreenTip that appears beneath the cell to help you complete the function.

TEACHER TIP
Again, remind students to select the correct range (B4:B11) to find the maximum and minimum values.

TEACHER TIP
Point out that the parenthesis does not need to be typed. After the function range is selected, pressing the [Enter] key closes the parenthesis, enters the function, and moves the active cell down one row.

CLASSROOM ACTIVITIES

1. Quick Quiz:
   1. When manually entering a function, you always begin with a(n) _____ sign. (Answer: equal).
   2. True or False: When manually entering a function, you must know the exact spelling of the function. (Answer: False)

2. Class Discussion: Brainstorm situations in which it would be useful to use COUNT and COUNTA functions.

3. Critical Thinking: Sometimes, it is just as easy to scan a list and pick out the highest value as it is to use the MAX function. Consider various numerical lists, such as a list of the ages of family members, a list of class grades, a list of stock prices, a list of the areas of states, a list of city populations, and so on. When would it make more sense to use the MAX function than simply to scan the list to determine the highest value? Why? Does the answer depend on the amount of data, the type of data, or both? Why?

Excel 32: Copy and Move Cell Entries

LEARNING OUTCOMES

- Copy a range to the Clipboard
- Paste a Clipboard entry
- Empty cell contents
- Copy cell contents

LECTURE NOTES

- Discuss the different methods for copying or moving cells and ranges (or the contents within them) from one location to another: Cut, Copy, and Paste buttons; the fill handle in the lower-right corner of the active cell; or the drag-and-drop feature.
- Define the Office Clipboard.

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- Point out the Clipboard launcher and the Office Clipboard pane in FIGURE 2-9.
- Demonstrate how to copy the contents of a range from one location to another using the Copy and Paste buttons.
- Demonstrate how to copy cell contents using the drag-and-drop method.

TEACHER TIP
Remind students of the importance of having the correct pointer. Refer students back to TABLE 1-3.

TEACHER TIP
Explain that another way to create a formula that increases a value by a certain percentage is to multiply by the value one and the decimal equivalent of the percent. For example, in cell B21, to calculate a 30% increase over the value in cell B12 using the formula =B12*1.3 is equivalent to =B12+B12*.3 and =B12+B12*30%.

TEACHER TIP
The Cut, Copy, and Paste buttons and the drag-and-drop feature are found in many other programs in addition to Excel. Ask students if they have come across these features in other Office programs. If yes, in which programs? Do these features work exactly the same in Excel as in the other programs?

CLASSROOM ACTIVITIES

1. Quick Quiz:
   1. The _____ is a temporary storage area that holds the selections you copy or cut. (Answer: Office Clipboard or Clipboard)
   2. When pasting a range from the Clipboard into the worksheet, you only need to specify the _____ cell of the range where you want to paste the selection. (Answer: upper-left)
   3. True or False: The Clipboard can contain a maximum of 24 items. (Answer: True)

2. Class Discussion: Ask students to name the different ways you can copy cell contents. Then ask them to identify their favorite method and explain their choice.

LAB ACTIVITY
Ask students to create a new worksheet with data of their choice. Have them use the Cut button to move the contents of a range from one location to another, and ask them to note what happens to the contents of the original cells.

Excel 34: Understand Relative and Absolute Cell References

LEARNING OUTCOMES

- Identify cell referencing
- Identify when to use absolute or relative cell references

LECTURE NOTES

- Define relative cell references and absolute cell references.
- Explain when relative cell references are used. Be sure to point out that when a formula containing a relative cell reference is copied to a new location, the cell reference will change as it is applied to the new location or *relative* to the new location.

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- Explain when absolute cell references are used. Be sure to point out that when a formula containing an absolute cell reference is copied to a new location, the cell reference does not change.

TEACHER TIP
Relative and absolute cell addressing are difficult concepts for students to grasp but it is this concept that makes electronic spreadsheets so powerful. Explain that if you have a formula in cell A3 that references cells A1 and A2, when you copy the formula in cell A3 to cell D3, your copy the addresses relative to original formula location. Cell D3 is three columns to the right so the addresses in the formula will also move three columns to the right (D1 and D2).

CLASSROOM ACTIVITIES

1. Class Discussion: Display FIGURE 2-13 for the class on a projection screen. Ask students to explain the different formulas used in the worksheet, including the type of cell referencing used. Use this same figure and ask them how many actual formulas were entered.

2. Quick Quiz:
   1. _____ cell references are the default in Excel. (Answer: Relative)
   2. Which sign do you use to create an absolute cell reference? (Answer: $, the dollar sign)

Excel 36: Copy Formulas with Relative Cell References

LEARNING OUTCOMES

- Copy and Paste formulas with relative cell references
- Examine Auto Fill and Paste options
- Use the Fill button

LECTURE NOTES

- Discuss the advantages of copying formulas rather than retyping them.
- Mention that you can use the Copy and Paste commands or the fill handle to copy formulas.
- Demonstrate how to copy formulas with relative cell references using the Copy and Paste buttons.
- Explain the Auto Fill option.
- Demonstrate how to copy a formula using the fill handle.
- Point out the Auto Fill Options button in FIGURE 2-14 and discuss the options that it provides.
- Point out the Paste Options button in FIGURE 2-15 and discuss the options that it provides.
- Demonstrate how to use the Fill button list arrow, which is shown in FIGURE 2-16.

TEACHER TIP
By default, cell formulas use relative cell reference. This means that if the cells you are copying contain relative cell references and you want to maintain the relative referencing, then you don't need to make any changes to the cells before copying them.

CLASSROOM ACTIVITIES

1. Quick Quiz:
   1. You can drag the _____ in a cell to copy cells or to continue a series of data based on previous cells. (Answer: fill handle)

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2. Critical Thinking: Excel updates relative references when formulas are copied. Can Excel ever be "too smart"? Could updating relative references when formulas are copied ever produce the wrong result? When?

LAB ACTIVITY
The fill handle can be used to complete a sequential series of numbers or labels. These series can include: the months in the year, days of the week, and sequential numbers. Allow students to form groups of 3 or 4, and then have them create sample sequences of both numbers and labels using the fill handle. Ask them to think about how this feature can improve efficiency and eliminate errors and misspellings.

Excel 38: Copy Formulas with Absolute Cell References

LEARNING OUTCOMES
- Create an absolute cell reference
- Use the fill handle to copy absolute cell references

LECTURE NOTES
- Make sure that students understand that to preserve a specific cell address when a formula is copied, you need to apply an absolute cell reference before copying the formula.
- Use FIGURE 2-17 to show the incorrect values that can result from relative referencing in copied formulas that should have absolute references.
- Demonstrate how to create absolute cell references.

TEACHER TIP
Point out that before students copy or move a formula, they should determine whether or not the formula needs any absolute cell references, and they should add the absolute references, if needed. Otherwise, they will get incorrect results, as shown in FIGURE 2-17.

TEACHER TIP
Make sure students know that they can add absolute cell reference when creating a formula by either typing the $ in front of the column letter and row number or by typing the cell address and then immediately pressing the [F4] key. An absolute cell reference does not need to be added after the formula is created, but it can be added if necessary.

CLASSROOM ACTIVITIES
1. Quick Quiz:
   1. When you press the _____ key, dollar signs are inserted in the cell address. (Answer: F4)
   2. When you press the _____ key, the range finder outlines the arguments of the equation in blue and red. (Answer: F2)
   3. True or False: To preserve a specific cell address when a formula is copied, you need to apply an absolute cell reference before copying the formula. (Answer: True)

2. Critical Thinking: Think about what would happen if the default in Excel was absolute cell references, rather than relative cell references. Would it be easier to create most worksheets? Why or why not?

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3. Critical Thinking: In Figure 2-18, the change factor is entered as a value in cell G2 and the absolute cell address G2 is used in the What if formula. What are the advantages of using an absolute reference rather than the actual value in the What if formula?

Excel 40: Round a Value with a Function

LEARNING OUTCOMES

- Use Formula AutoComplete to insert a function
- Copy an edited formula

LECTURE NOTES

- Demonstrate how to edit a cell so that it includes the ROUND function.
- Demonstrate how to copy the edited formula into other formulas.

TEACHER TIP
Explain that without using the ROUND function sometimes Excel appears to perform incorrect calculations. Excel calculates values out to more decimal places than are normally displayed and unless the ROUND function is used, all decimal places are used in calculations, even if they are not displayed. For example, if cell B2 contains the value 1 and cell B3 contains 3 and you create the formula =B2/B3 in cell B4 and the result is displayed as 0.333333. If in cell B5 you enter the formula =B4*3 the resulting value displayed is 1 instead of 0.999999.

CLASSROOM ACTIVITIES

1. Class Discussion: Ask students to discuss some other examples in which it would be appropriate to use the ROUND function.

2. Quick Quiz:
   1. When you begin typing "RO" after the equal sign, the _____ feature displays a list of functions beginning with "RO". (Answer: AutoComplete)
   2. True or False: A calculated value must have at least one number after the decimal. (Answer: False)
   3. _____ are predesigned workbook files. (Answer: templates)

LAB ACTIVITY
Ask students to apply the ROUND function to all the cells in the range B14:E17 so that all the cells display exactly two digits after the decimal point. Students should print the resulting worksheet but NOT save their changes.

End of Module Material

- **Concepts Reviews** consist of multiple choice, matching, and screen identification questions.
- **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the module skills. The Independent Challenges increase in difficulty, with the first one in each module being the easiest. Independent Challenges 2 and 3 become increasingly open-ended, requiring more independent problem solving.

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- **Independent Challenge 4: Explore** contains practical exercises to help students with their everyday lives by focusing on important and useful essential skills, including creating photo montages for scrapbooks and photo albums, retouching and color-correcting family photos, applying layer styles and getting Help online.
- **Visual Workshops** are practical, self-graded capstone projects that require independent problem solving.

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MODULE B
Working with Formulas and Functions

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Module 2: Working with Formulas and Functions

Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Paste button	8. b	13. d
2. Copy button	9. e	14. b
3. Insert Function button	10. c	15. c
4. Paste Options button	11. d	16. b
5. Fill handle	12. a	17. c
6. Fill button		
7. AutoSum button		

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Skills Review

The filename for steps 1 through 7 in this Skills Review is EX 2-Construction Supply Company Inventory.xlsx. The completed solution file is shown here.

Filename: EX 2-Construction Supply Company Inventory.xlsx

	A	B	C	D	E	F	G	H	I
1	Construction Supply Company						Change	2.5	
2	Inventory, in cases								
3		Pylons	Bricks	Tarps	Insulation	Total		What if?	
4	Storage 1	67	65	67	48	247		618	
5	Storage 2	39	53	57	62	211		528	
6	Storage 3	50	44	69	33	196		490	
7	Storage 4	33	89	56	39	217		543	
8	Storage 5	38	42	51	53	184		460	
9	Total	**227**	**293**	**300**	**235**				
10									
11	30% drop	158.9	205.1	210	164.5				
12									
13	Average	45.4	58.6	60	47	211			
14	Maximum	67	89	69	62	247			
15	Minimum	33	42	51	33	184			
16									
17		Pylons	Bricks	Tarps	Insulation	Total			
18	Storage 1								
19	Storage 2								
20	Storage 3								
21	Storage 4								

Sheet1

Ready

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Independent Challenges

Because students may tackle the independent challenges in different ways, it is important to stress that there is not just one correct solution. What follows are examples of a possible solution for each of the Independent Challenges.

Independent Challenge 1

Students create a spreadsheet to track monthly expenses for a local coffee shop.

Estimated completion time: 20 minutes

Filename: EX 2-Coffee Shop Expenses.xlsx

	A	B	C	D	E	F	G	H	I
1	Estimated Coffee Shop Expenses						Projected Increase		
2								0.17	
3		Monthly	Annually		Monthly	Annually			
4	Rent	2500	30000		2925	35100			
5	Supplies	1600	19200		1872	22464			
6	Milk	3600	43200		4212	50544			
7	Sugar	1300	15600		1521	18252			
8	Pastries	850	10200		994.5	11934			
9	Coffee	600	7200		702	8424			
10	Utilities	750	9000		877.5	10530			
11	Total	**11200**	**134400**		13104	157248			
12									
13	Sales	24500	294000		23000	276000			
14	Profit/Loss	13300	159600		9896	118752			
15									
16									
17									
18									
19									
20									
21									

Sheet1

Ready

Independent Challenge 2

Students use the data file EX 2-4.xlsx to track expenses for the Office Specialists Center. Make sure students' files contain the correct formulas in the Total, Average, Maximum and Minimum columns and rows.

Estimated completion time: 20 minutes

Filename: EX 2-Office Specialists Center Finances.xlsx

	A	B	C	D	E	F	G	H	I	J
1	Office Specialists Center									
2										
3	Operating Expenses for 2020									
4										
5	Expense	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Average	Maximum	Minimum	
6	Rent	10240	10240	10240	10240	40960	10240	10240	10240	
7	Utilities	9500	8482	7929	8596	34507	8626.75	9500	7929	
8	Payroll	24456	27922	26876	30415	109669	27417.3	30415	24456	
9	Insurance	9000	8594	8472	8523	34589	8647.25	9000	8472	
10	Education	4000	4081	7552	5006	20639	5159.75	7552	4000	
11	Inventory	15986	14115	14641	15465	60207	15051.8	15986	14115	
12	Total	**73182**	**73434**	**75710**	**78245**					
13										
14	Average	12197	12239	12618.3	13040.8					
15	Maximum	24456	27922	26876	30415					
16	Minimum	4000	4081	7552	5006					
17										
18										
19										
20										
21										

Sheet1

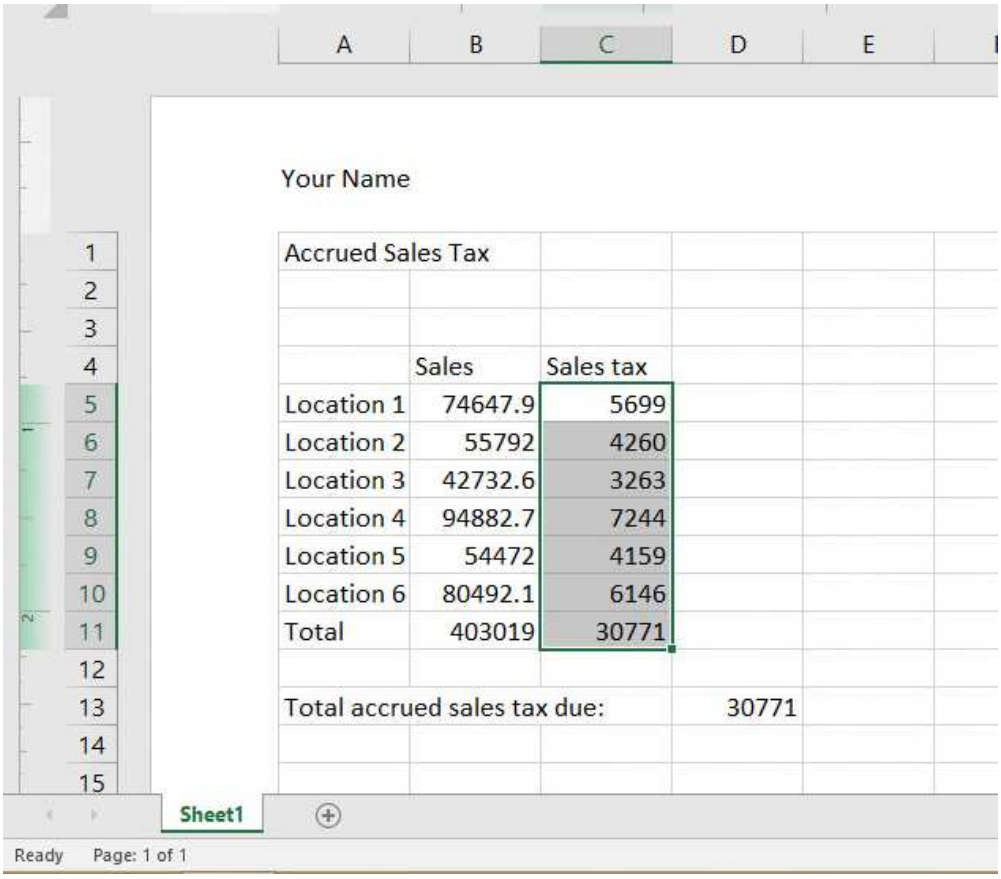
Ready

Independent Challenge 3

In this independent challenge, students calculate payments for accrued sales tax to state government

Estimated completion time: 20 minutes

Filename: EX 2-Food Co-op Sales Tax Calculations.xlsx



Your Name

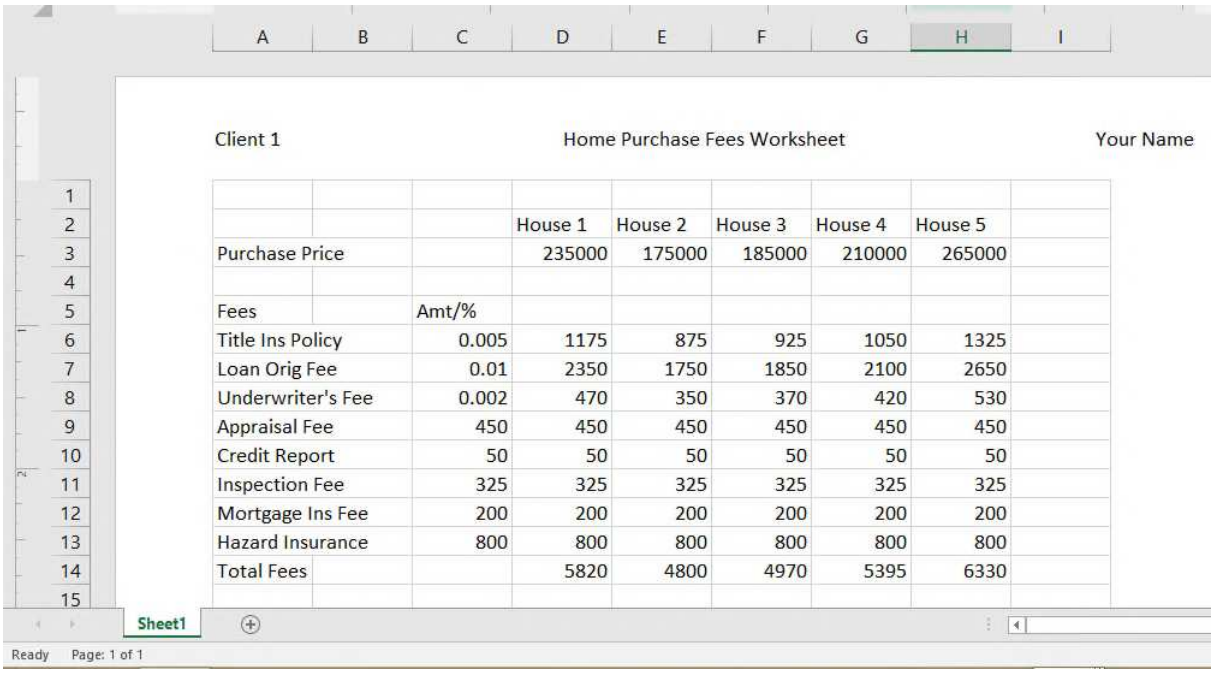
Accrued Sales Tax		
	Sales	Sales tax
Location 1	74647.9	5699
Location 2	55792	4260
Location 3	42732.6	3263
Location 4	94882.7	7244
Location 5	54472	4159
Location 6	80492.1	6146
Total	403019	30771
Total accrued sales tax due:		30771

Independent Challenge 4: Explore

In this independent challenge, students create a workbook named Home Purchase Fees. Students must determine what fees are common and how it is assessed, then insert the appropriate formula or value for the fee.

Estimated completion time: 25 minutes

Filename: EX B-Home Purchase Fees Worksheet.xlsx

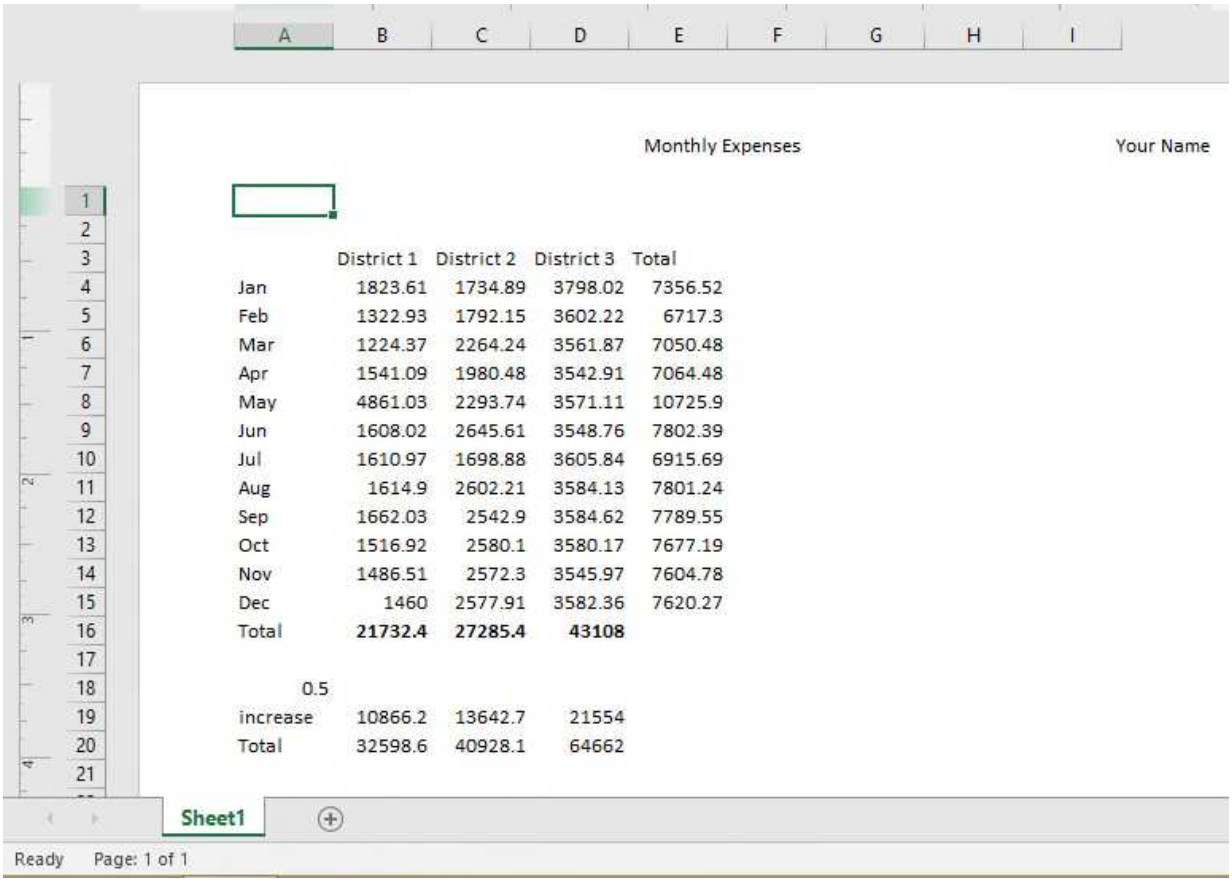


Client 1 Home Purchase Fees Worksheet Your Name

			House 1	House 2	House 3	House 4	House 5
Purchase Price			235000	175000	185000	210000	265000
Fees		Amt/%					
Title Ins Policy		0.005	1175	875	925	1050	1325
Loan Orig Fee		0.01	2350	1750	1850	2100	2650
Underwriter's Fee		0.002	470	350	370	420	530
Appraisal Fee		450	450	450	450	450	450
Credit Report		50	50	50	50	50	50
Inspection Fee		325	325	325	325	325	325
Mortgage Ins Fee		200	200	200	200	200	200
Hazard Insurance		800	800	800	800	800	800
Total Fees			5820	4800	4970	5395	6330

Visual Workshop

You should receive the completed file EX 2-Monthly Expenses.xlsx. This worksheet should be identical to the one shown below. Check the accuracy with which each worksheet is created, and make sure students use formulas where outlined on page 50.



Monthly Expenses

Your Name

	District 1	District 2	District 3	Total
Jan	1823.61	1734.89	3798.02	7356.52
Feb	1322.93	1792.15	3602.22	6717.3
Mar	1224.37	2264.24	3561.87	7050.48
Apr	1541.09	1980.48	3542.91	7064.48
May	4861.03	2293.74	3571.11	10725.9
Jun	1608.02	2645.61	3548.76	7802.39
Jul	1610.97	1698.88	3605.84	6915.69
Aug	1614.9	2602.21	3584.13	7801.24
Sep	1662.03	2542.9	3584.62	7789.55
Oct	1516.92	2580.1	3580.17	7677.19
Nov	1486.51	2572.3	3545.97	7604.78
Dec	1460	2577.91	3582.36	7620.27
Total	**21732.4**	**27285.4**	**43108**	
0.5				
increase	10866.2	13642.7	21554	
Total	32598.6	40928.1	64662	

Name:_____ Class:_____ Date:_____

Productivity App: Productivity Apps for School and Work

1. OneNote will not function at all without an Internet connection.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: PA-2
Syncing a Notebook to the Cloud
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:21 PM
DATE MODIFIED: 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Converting Handwriting to Text
PA-3
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:26 PM
DATE MODIFIED: 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: PA-4
Recording a Lecture
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:27 PM
DATE MODIFIED: 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Introduction to Sway
PA-6

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QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:35 PM
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5. Sway users work through a Storyline, which has tools and a work area for composing a digital story.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:38 PM
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6. Sway will not resize background images, so it is necessary to purchase a separate app to do that.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:46 PM
DATE MODIFIED: 4/26/2016 7:48 PM

7. Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Introduction to Office
PA-10
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:48 PM
DATE MODIFIED: 4/26/2016 7:49 PM

8. Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.
   a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:50 PM
DATE MODIFIED: 4/26/2016 7:51 PM

9. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:51 PM
DATE MODIFIED: 4/26/2016 7:52 PM

10. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:52 PM
DATE MODIFIED: 4/26/2016 7:53 PM

11. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: True / False
HAS VARIABLES: False

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12. Microsoft Edge will allow users to save webpages, but they cannot be written on.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:56 PM
DATE MODIFIED: 4/26/2016 7:57 PM

13. Each OneNote notebook is divided into sections, also called Section Tabs. _____

ANSWER: True
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:57 PM
DATE MODIFIED: 4/26/2016 7:59 PM

14. It is possible, through OneNote, to draw directly on the screen using drawing tools. _____

ANSWER: True
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:59 PM
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15. OneNote only allows one type of project to be stored at a time. _____

ANSWER: False -
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:01 PM
DATE MODIFIED: 4/26/2016 8:03 PM

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16. A Sway site can be shared on Microsoft-approved devices only. _____

ANSWER: False -
POINTS: 1
REFERENCES: PA-6
Introduction to Sway
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:03 PM
DATE MODIFIED: 4/26/2016 8:05 PM

17. Storyline selections, called Frames, allow users to add content. _____

ANSWER: False -
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:05 PM
DATE MODIFIED: 4/26/2016 8:06 PM

18. Users can add Facebook or OneNote pictures in Sway without leaving the app. _____

ANSWER: True
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:07 PM
DATE MODIFIED: 4/26/2016 8:08 PM

19. To use Office Mix, an account is necessary at mix.office.com. _____

ANSWER: True
POINTS: 1
REFERENCES: Adding Office Mix to PowerPoint
PA-10
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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20. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. _____

ANSWER: False -

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POINTS: 1
REFERENCES: PA-10
Adding Office Mix to PowerPoint
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:10 PM
DATE MODIFIED: 4/26/2016 8:11 PM

21. Using Office Mix, screen recordings can be captured and used to help enhance a presentation. _____

ANSWER: True
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:12 PM
DATE MODIFIED: 4/26/2016 8:13 PM

22. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. _____
ANSWER: False -
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:13 PM
DATE MODIFIED: 4/26/2016 8:14 PM

23. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it. _____
ANSWER: True
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:15 PM
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24. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer. _____

ANSWER: True
POINTS: 1

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REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:16 PM
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25. Microsoft OneNote is a _____ app for your academic and professional life.
    a. spreadsheet
    b. notetaking
    c. database
    d. gaming

ANSWER: b
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:17 PM
DATE MODIFIED: 4/26/2016 8:23 PM

26. OneNote is divided into sections similar to that of a
    a. spiral notebook.
    b. map
    c. compass
    d. desktop

ANSWER: a
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:56 PM
DATE MODIFIED: 4/26/2016 8:58 PM

27. The Microsoft OneNote mobile app
    a. was subcontracted for Microsoft by Google.
    b. runs a full version of OneNote 2016.
    c. is a lightweight version of OneNote 2016.
    d. syncs with all Apple products.

ANSWER: c
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud

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PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:59 PM
DATE MODIFIED: 4/26/2016 9:01 PM

28. OneNote creates a Drawing Canvas, which is
    a. a container for shapes and lines.
    b. a personal assistant.
    c. a storyline for interactive video content
    d. .a teleprompter.

ANSWER: a
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:07 PM
DATE MODIFIED: 4/27/2016 3:14 PM

29. Microsoft Sway utilizes Responsive Design, which means
    a. the software responds to hackers and other threats responsively.
    b. what you create becomes the exclusive property of Microsoft.
    c. your content only works with Microsoft-approved products.
    d. your content adapts perfectly to any screen size.

ANSWER: d
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:14 PM
DATE MODIFIED: 4/27/2016 3:16 PM

30. In Sway, each storyline can include
    a. text, images, and videos.
    b. databases, word-processor documents, and spreadsheets.
    c. games, productivity apps, and home-office applications.
    d. other Sways.

ANSWER: a
POINTS: 1
REFERENCES: Creating a Sway presentation
PA-6

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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31. To add content to Sway from search results, you
    a. purchase varying data plans from Microsoft.
    b. left-click on the content once.
    c. drag the content right into Sway.
    d. press ALT-F4.

ANSWER: c
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:20 PM
DATE MODIFIED: 4/27/2016 3:23 PM

32. To share a presentation through Office Mix,
    a. users hold up their devices so that others can look at it.
    b. Presentations cannot be shared through Office Mix.
    c. a data projector is required.
    d. a link is shared with friends and colleagues.

ANSWER: d
POINTS: 1
REFERENCES: Sharing an office Mix Presentation
PA-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:23 PM
DATE MODIFIED: 4/27/2016 3:24 PM

33. In Office Mix, the Slide Notes feature works as a _____, to help you focus on your content instead of memorizing a presentation.
    a. digital assistant
    b. TelePrompTer
    c. calculator
    d. spreadsheet

ANSWER: a
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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34. In a Screen Recording, Office Mix
    a. often crashes any computer running it.
    b. offers helpful suggestions to search queries.
    c. filters out any spam that may distract a user from a presentation.
    d. captures everything that happens in a selected part of the screen, to be added to a presentation.

ANSWER: d
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:27 PM
DATE MODIFIED: 4/27/2016 3:28 PM

35. To share an Office Mix presentation,
    a. let a friend or colleage take a picture of it.
    b. upload it to your personal Office Mix dashboard.
    c. send the device via snail mail to whomever you want to present it to.
    d. sharing Office Mix presentations is currently unavailable.

ANSWER: b
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:25 PM
DATE MODIFIED: 4/27/2016 5:25 PM

36. Microsoft Edge
    a. has been discontinued in favor of an enhanced version of Internet Explorer.
    b. is a cutting-edge word processing program.
    c. is the default web browser for Windows 10, designed to replace Internet Explorer.
    d. allows users to make high quality presentations to friends or colleagues.

ANSWER: c
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Multiple Choice

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37. Consider the Hub in Microsoft Edge as
    a. similar to using Office Mix.
    b. a complete replacement for Microsoft Office.
    c. a nuisance, to be ignored at all costs.
    d. one-stop access to all the things you collect on the Web.

ANSWER: d
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:28 PM
DATE MODIFIED: 4/27/2016 5:29 PM

38. When Cortana is on in Microsoft Edge, it acts as a(n)
    a. personal assistant.
    b. template to draw on a web page with.
    c. array of tools to make quality presentations.
    d. place to store text, images, and videos.

ANSWER: a
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:30 PM
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39. Microsoft OneNote replaces physical _____, _____, and _____ with a searchable, digital notebook.
    a. notebooks
    b. binders
    c. paper notes
    d. computers

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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40. OneNote captures your ideas and schoolwork on any device so you can _____, _____, and _____.
    a. stay organized
    b. share notes
    c. work with others on projects
    d. let others do your work for you.

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:43 PM
DATE MODIFIED: 4/27/2016 5:44 PM

41. Each OneNote notebook contains _____, _____, and _____.
    a. sections
    b. pages
    c. other notebooks
    d. complete apps

ANSWER: a, b, c
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:45 PM
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42. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)
    a. text
    b. images
    c. videos
    d. social media

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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43. With Sway, you can (select all that apply)
    a. Drag content from the search results right into the Storyline.
    b. specify the source of the media, so you can add Facebook or OneNote pictures and videos without leaving the app.
    c. have your computer make Sways for you automatically.
    d. legally use copyrighted material free of charge.

ANSWER: a, b
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:48 PM
DATE MODIFIED: 4/27/2016 5:50 PM

44. In sharing a Sway site, you can (select all that apply)
    a. share a Sway with only yourself
    b. post the Sway on Docs.com.
    c. send friends a link to the Sway site
    d. share a Sway site by way of social media, such as Facebook and Twitter.

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Sharing a Sway
PA-8
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:50 PM
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45. Using Office Mix, you can (select all that apply)
    a. record yourself on video.
    b. capture still and moving images on your desktop.
    c. insert interactive elements sucha as quizzes and live webpages directly into PowerPoint slides.
    d. post presentations to OneDrive, but only one viewer at a time can watch them.

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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46. Office Mix can support which types of user-created quizzes? (select all that apply)
    a. short answer
    b. true/false
    c. multiple choice
    d. multiple response

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:54 PM
DATE MODIFIED: 4/27/2016 5:56 PM

47. Office Mix will run on which types of operating systems/devices? (select all that apply)
    a. PCs
    b. Macs
    c. iOS devices
    d. Android devices

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:56 PM
DATE MODIFIED: 4/27/2016 5:58 PM

48. Microsoft Edge allows users to _____, _____, and _____. (select all that apply)
    a. write on webpages
    b. read webpages without advertisements and other distractions
    c. search for information using a virtual personal assistant
    d. work seamlessly in real time with colleagues worldwide

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
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49. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)
    a. defining words
    b. finding the weather
    c. suggesting coupons for shopping
    d. updating stock market information

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
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50. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)
    a. insert typed notes
    b. draw on the page with only a fingertip
    c. copy a screen image
    d. draw on the screen, but not save the page or the drawing

ANSWER: a, b, c
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:05 PM
DATE MODIFIED: 4/27/2016 6:08 PM

51. OneNote is _____.

ANSWER: A note-taking app for your academic and professional life.
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:08 PM
DATE MODIFIED: 4/27/2016 6:10 PM

52. Links to companion Sways that teach you how to use OneNote can be found at _____.

ANSWER: www.cengagebrain.com.
POINTS: 1
REFERENCES: Creating a OneNote Notebook

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PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False
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DATE MODIFIED: 4/27/2016 6:11 PM

53. Beyond simple typed notes, OneNote _____.
ANSWER: stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.
POINTS: 1
REFERENCES: Taking Notes
PA-3
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:12 PM
DATE MODIFIED: 4/27/2016 6:14 PM

54. If a notebook contains sensitive material, you can _____.
ANSWER: password-protect some or all of the notebook so that only certain people can open it.
POINTS: 1
REFERENCES: Recording a Lecture
PA-4
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:14 PM
DATE MODIFIED: 4/27/2016 6:17 PM

55. When you draw on a page, OneNote creates a_____.
ANSWER: drawing canvas, which is a container for shapes and lines.
POINTS: 1
REFERENCES: Taking Notes
PA-3
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:17 PM
DATE MODIFIED: 4/27/2016 6:18 PM

56. OneNote saves your notes _____.
ANSWER: every time you make a change in a notebook.
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud
PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False

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57. A Sway site organizes text, images, and video into a _____.
ANSWER: responsive design, which means your content adapts perfectly to any screen size.
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:22 PM
DATE MODIFIED: 4/27/2016 6:23 PM

58. You create a Sway by adding text and media content into a Storyline selection, or
ANSWER: card
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
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DATE MODIFIED: 4/27/2016 6:24 PM

59. To add pictures, videos, or documents in a Sway, select a card in the left pane and _____.
ANSWER: select the Insert Content button.
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:24 PM
DATE MODIFIED: 4/27/2016 6:25 PM

60. In Sway, use the Design button to display tools including _____.
ANSWER: color palettes, font choices, animation emphasis effects, and style templates.
POINTS: 1
REFERENCES: Designing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:26 PM
DATE MODIFIED: 4/27/2016 6:27 PM

61. Use the _____ button to display your finished Sway presentation as a website.

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Productivity App: Productivity Apps for School and Work

ANSWER: Play
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:27 PM
DATE MODIFIED: 4/27/2016 6:28 PM

62. As the author, you can edit a published Sway site by clicking the_____.
ANSWER: Edit button
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:28 PM
DATE MODIFIED: 4/27/2016 6:30 PM

63. Office Mix is a _____
ANSWER: free PowerPoint add-in from Microsoft that adds features to PowerPoint.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:30 PM
DATE MODIFIED: 4/27/2016 6:31 PM

64. When you post a finished presentation to OneDrive, Office Mix _____.
ANSWER: provides a link you can share with friends and colleagues.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:31 PM
DATE MODIFIED: 4/27/2016 6:33 PM

65. In Office Mix, a clip is _____.
ANSWER: a short segment of audio, such as music, or video.
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11

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Productivity App: Productivity Apps for School and Work

QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:33 PM
DATE MODIFIED: 4/27/2016 6:34 PM

66. Office Mix creates video clips in two ways: _____.
ANSWER: by recording live action on a webcam and by capturing screen images and movements.
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:34 PM
DATE MODIFIED: 4/27/2016 6:36 PM

67. To enhance and assess audience understanding, make your slides interactive by using Office Mix to _____.
ANSWER: add quizzes, live webpages, and apps.
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:38 PM
DATE MODIFIED: 4/27/2016 6:40 PM

68. When you complete your work with Office Mix, _____.
ANSWER: upload the presentation to your personal Office Mix dashboard.
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:40 PM
DATE MODIFIED: 4/27/2016 6:41 PM

69. Microsoft Edge is _____.
ANSWER: the name of the new Web browser built into Windows 10.
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:41 PM
DATE MODIFIED: 4/27/2016 6:43 PM

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Productivity App: Productivity Apps for School and Work

70. Microsoft Edge allows you to _____.
ANSWER: search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:43 PM
DATE MODIFIED: 4/27/2016 6:44 PM

71. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: _____.
ANSWER: to promote interaction with the web and share its contents with colleagues.
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:44 PM
DATE MODIFIED: 4/27/2016 6:46 PM

72. In Microsoft Edge, you can switch to Reading View, which _____.
ANSWER: is available for most news and research sites, to eliminate distracting advertisements.
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:46 PM
DATE MODIFIED: 4/27/2016 6:47 PM

73. Consider the Hub in Microsoft Edge as _____.
ANSWER: providing one-stop access to all the things you collect on the web.
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:47 PM
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74. One of the most impressive Microsoft Edge features are the Web Note tools, _____.
ANSWER: which you use to write on a webpage or to highlight text.

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Productivity App: Productivity Apps for School and Work

POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:49 PM
DATE MODIFIED: 4/27/2016 6:50 PM

75. You can share inked pages with others using Microsoft Edge by _____.
ANSWER: using the Share Web Note button.
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Completion
HAS VARIABLES: False
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DATE MODIFIED: 4/27/2016 6:52 PM

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Grading Rubric
Module 2: Working with Formulas and Functions
Independent Challenge 1

Professor:
Notes:
Solution Filename: *EX 2-Coffee Shop Expenses.xlsx*

Description	**Pts**	**Your Score**
EX 2-Coffee Shop Expenses is stored to data file location	**2**	
Student expense data is added to B4:B10	**3**	
A formula is added to C4 and filled to C5:C10	**3**	
The label in A15 is moved to A14	**3**	
Formulas in B11, C11, C13 and B14 are created as instructed	**3**	
B14 is filled to C14	**3**	
B3:C3 labels are copied to E3:F3	**3**	
Projected Increase is added to G1 and .2 is added to H2	**3**	
Formulas are added to E4 and F4 and are copied into E5:F10	**3**	
Formula is added to E11 and copied to F11	**3**	
B13:C13 are copied to E13:F13	**3**	
Formulas are added to E14 and F14	**3**	
The projected increase is changed to .17 and compared to Figure 2-24	**3**	
Student name is added to a cell	**3**	
TOTAL POSSIBLE POINTS:	**41**	**0**

YOUR SCORE: _____

Grading Rubric
Module 2: Working with Formulas and Functions
Skills Review

Professor:
Notes:
Solution Filename: *EX 2-Construction Supply Company Inventory.xlsx*

Description	**Pts**	**Your Score**
EX 2-Construction Supply Company Inventory is stored to data file location	**2**	
The SUM function is added to B9 and copied to C9:E9	**3**	
The complex formula =B9-B9*0.3 is added to B11 and copied to C11:E11	**3**	
Functions are added to B13:B15 as instructed	**3**	
AVERAGE, MAXIMU< and MINIMUM functions are added to C13:C15 as instructed	**3**	
Column and row headings are copied and pasted to cells B17 and A18 as instructed	**3**	
Descriptions are added explaining relative and absolute cell references	**3**	
Total is calculated in F4 and is filled to F5:F8	**3**	
The range C13:C15 is filled to D13:F15	**3**	
A formula is added to H4 and is filled to H5:H8	**3**	
Student name is added to A25 and the results are compared to Figure 2-23	**3**	
TOTAL POSSIBLE POINTS:	**32**	**0**

YOUR SCORE: _____

Grading Rubric
Module 2: Working with Formulas and Functions
Independent Challenge 3

Professor:
Notes:
Solution Filename: *EX 2-Food Co-op Sales Tax Calculations.xlsx*

Description	**Pts**	**Your Score**
EX 2-Food Co-op Sales Tax Calculations is stored to data file location	**2**	
Sales data for all stores is added to the worksheet, similar to Figure 2-26	**3**	
Student local rate is used to calculate sales tax	**3**	
Formulas are created to calculate tax owed for each store	**3**	
Formula to total all sales tax is created	**3**	
All decimal places are eliminated for sales tax and total due, using the ROUND function	**3**	
Student name is added to header	**3**	
TOTAL POSSIBLE POINTS:	**20**	**0**

YOUR SCORE: _____

Grading Rubric
Module 2: Working with Formulas and Functions
Independent Challenge 4

Professor:
Notes:
Solution Filename: *EX 2-Home Purchase Fees Worksheet.xlsx*

Description	**Pts**	**Your Score**
EX 2-Home Purchase Fees Worksheet is stored to data file location	**2**	
Labels and data for five homes are added to the worksheet	**3**	
Labels for the Fees, Amount or Rate columns are added	**3**	
Formulas to calculate the fee are added to each column	**3**	
Formulas to add the total fee to the purchase price are added, similar to Figure 2-27	**3**	
A title and student name are added to the header	**3**	
TOTAL POSSIBLE POINTS:	**17**	**0**

YOUR SCORE: _____

Grading Rubric
Module 2: Working with Formulas and Functions
Visual Workshop

Professor:
Notes:
Solution Filename: *EX 2-Monthly Expenses.xlsx*

Description	**Pts**	**Your Score**
EX 2-Monthly Expenses is stored to data file location	**2**	
The worksheet shown in Figure 2-28 is created, with formulas in the cells specified in the figure.	**10**	
The student name and title are added to the header	**3**	
TOTAL POSSIBLE POINTS:	**15**	**0**

YOUR SCORE: _____

Grading Rubric
Module 2: Working with Formulas and Functions
Independent Challenge 2

Professor:
Notes:
Solution Filename: *EX 2-Office Specialists Center Finances.xlsx*

Description	**Pts**	**Your Score**
EX 2-Office Specialists Center Finances is stored to data file location	**2**	
A formula is added in the Quarter 1 column as instructed and is copied to the Total row	**3**	
The SUM function is used to create formulas in the Total column	**3**	
Formulas are created for each expense and quarter	**3**	
Worksheet is compared to Figure 2-25	**3**	
Student name is added to A25	**3**	
TOTAL POSSIBLE POINTS:	**17**	**0**

YOUR SCORE: _____

Grading Rubric – Excel 2016
Module 2: Working with Formulas and Functions
Chapter Lesson

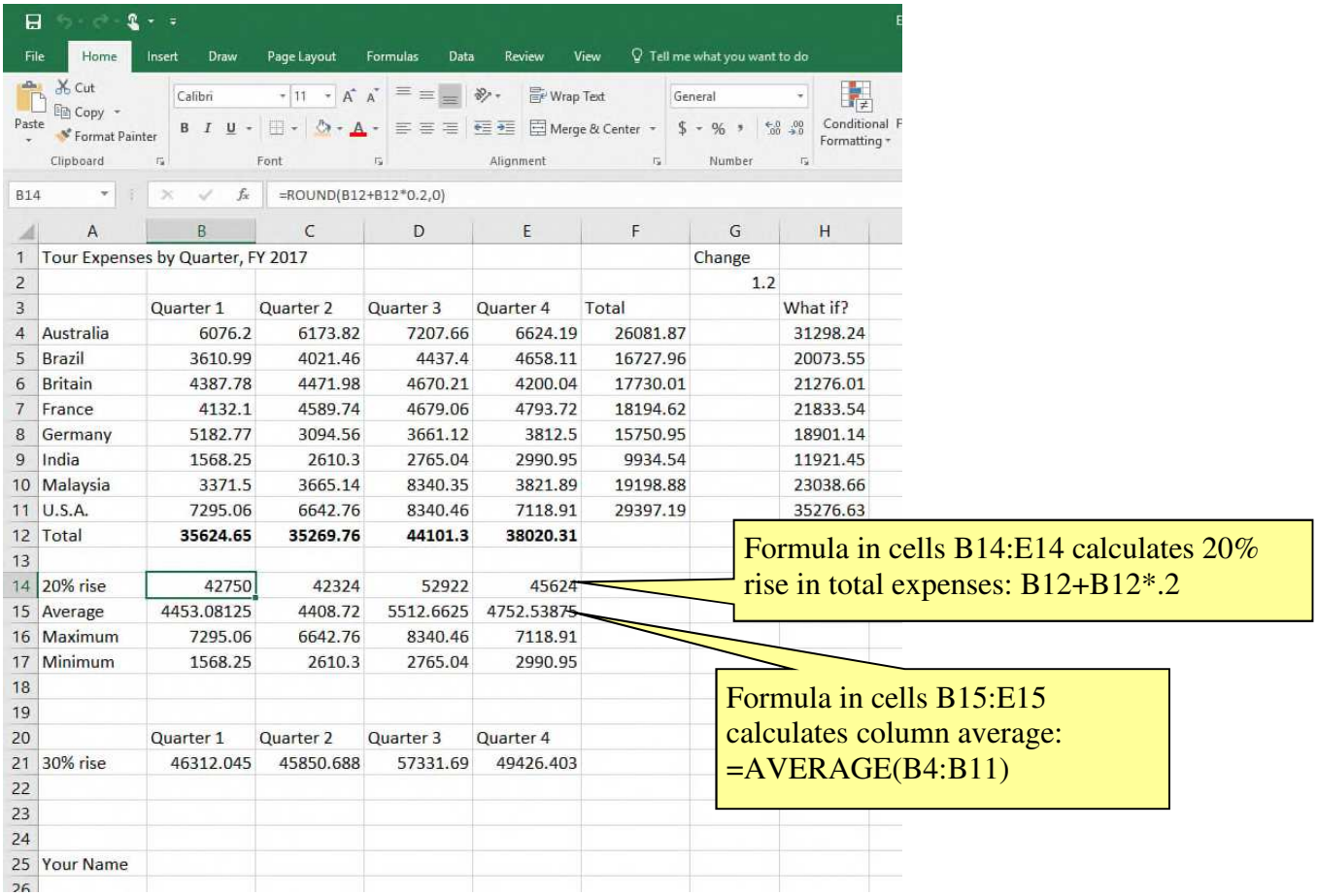
Class:
Professor:
Notes:
Solution Filename: *EX 2-R2G Tour Expense Analysis.xlsx*

Description	**Pts**	**Your Score**
Formulas in cells B14:E14 calculates 20% rise in total expenses: B12+B12*.2	**4**	
Formulas in cells B15:E15 calculates column average: =AVERAGE(B4:B11)	**4**	
Formulas in cells B16:E16 calculates maximum value across a range: =MAX(B4:B11)	**3**	
Formulas in cells B17:E17 calculates minimum value across a range: =MIN(B4:B11)	**3**	
Formulas in cells B21:E21 calculates 30% rise in total: =B12*1.3	**3**	
Formulas in cells F4:F11 calculates total expenses for each tour country: =SUM(B4:E4)	**3**	
Formulas in cells H4:H12 calculates how various percentage increases might affect total expenses: =F4*G2	**3**	
Rounding function applied to cells B14:E14	**3**	
Cell A25 contains student name	**2**	
TOTAL POSSIBLE POINTS:	**28**	**0**

YOUR SCORE: _____

Excel Module 2: Working with Formulas and Functions
Annotated Solutions

Chapter Lesson



	A	B	C	D	E	F	G	H
1	Tour Expenses by Quarter, FY 2017						Change	
2							1.2	
3		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total		What if?
4	Australia	6076.2	6173.82	7207.66	6624.19	26081.87		31298.24
5	Brazil	3610.99	4021.46	4437.4	4658.11	16727.96		20073.55
6	Britain	4387.78	4471.98	4670.21	4200.04	17730.01		21276.01
7	France	4132.1	4589.74	4679.06	4793.72	18194.62		21833.54
8	Germany	5182.77	3094.56	3661.12	3812.5	15750.95		18901.14
9	India	1568.25	2610.3	2765.04	2990.95	9934.54		11921.45
10	Malaysia	3371.5	3665.14	8340.35	3821.89	19198.88		23038.66
11	U.S.A.	7295.06	6642.76	8340.46	7118.91	29397.19		35276.63
12	Total	**35624.65**	**35269.76**	**44101.3**	**38020.31**			
13								
14	20% rise	42750	42324	52922	45624			
15	Average	4453.08125	4408.72	5512.6625	4752.53875			
16	Maximum	7295.06	6642.76	8340.46	7118.91			
17	Minimum	1568.25	2610.3	2765.04	2990.95			
18								
19								
20		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
21	30% rise	46312.045	45850.688	57331.69	49426.403			
22								
23								
24								
25	Your Name							

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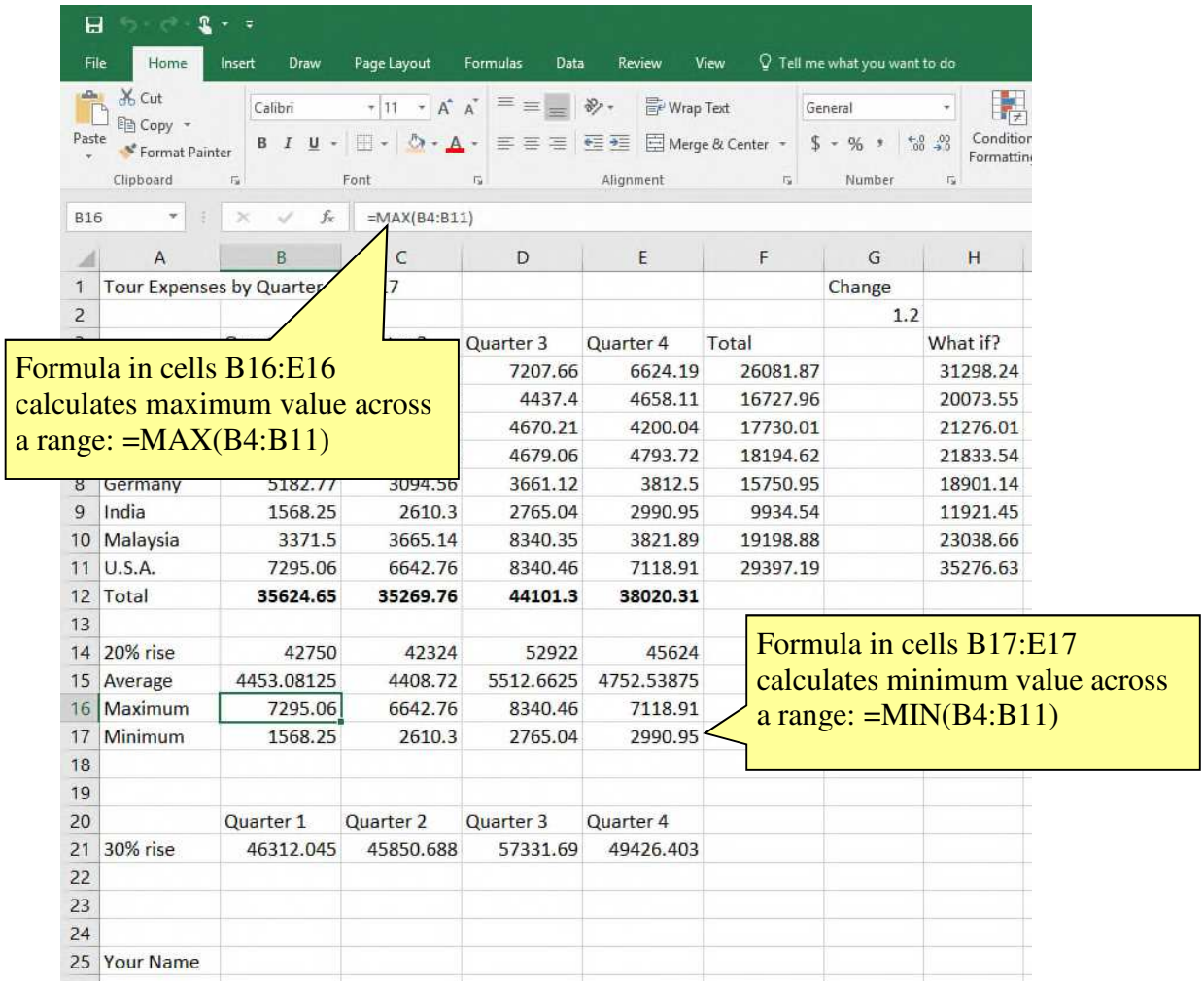

	A	B	C	D	E	F	G	H
1	Tour Expenses by Quarter		7				Change	
2							1.2	
				Quarter 3	Quarter 4	Total		What if?
				7207.66	6624.19	26081.87		31298.24
				4437.4	4658.11	16727.96		20073.55
				4670.21	4200.04	17730.01		21276.01
				4679.06	4793.72	18194.62		21833.54
8	Germany	5182.77	3094.56	3661.12	3812.5	15750.95		18901.14
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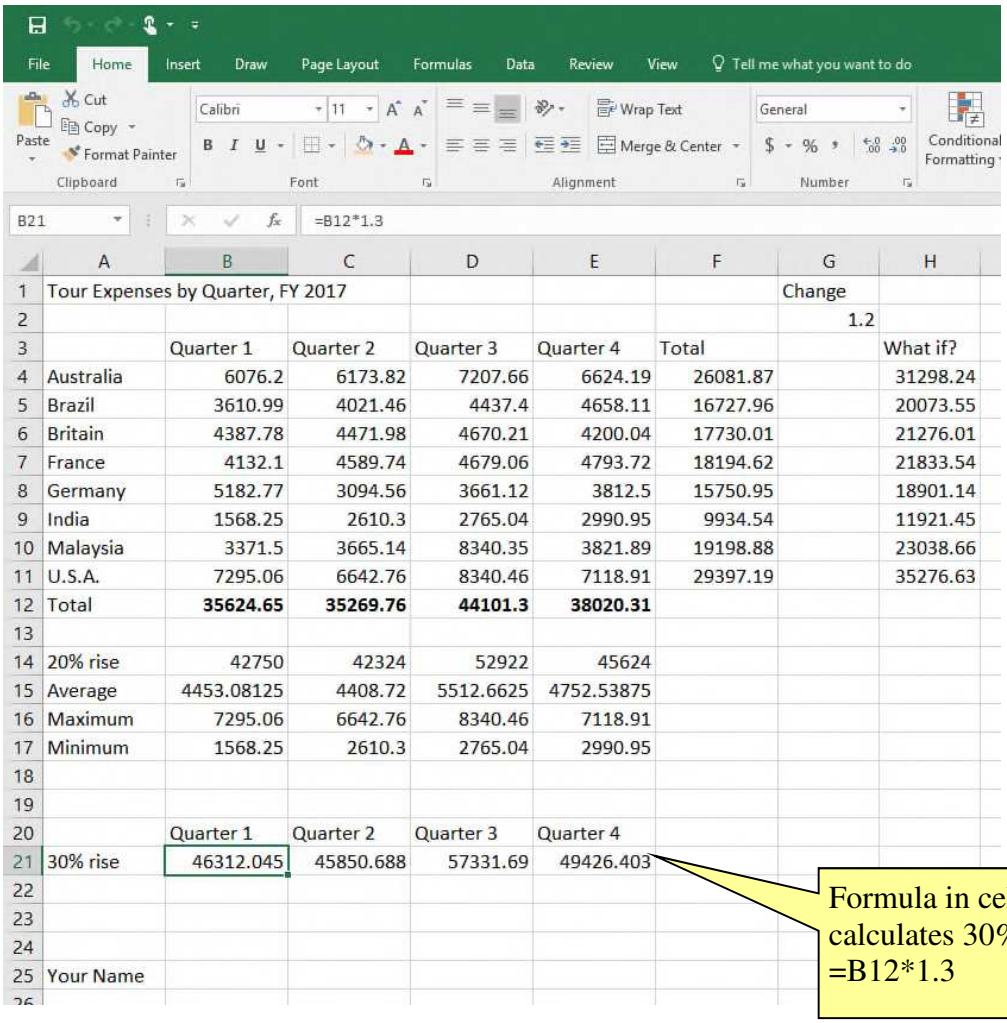

B21 =B12*1.3

	A	B	C	D	E	F	G	H
1	Tour Expenses by Quarter, FY 2017						Change	
2							1.2	
3		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total		What if?
4	Australia	6076.2	6173.82	7207.66	6624.19	26081.87		31298.24
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23								
24								
25	Your Name							

Formula in cells B21:E21 calculates 30% rise in total: =B12*1.3

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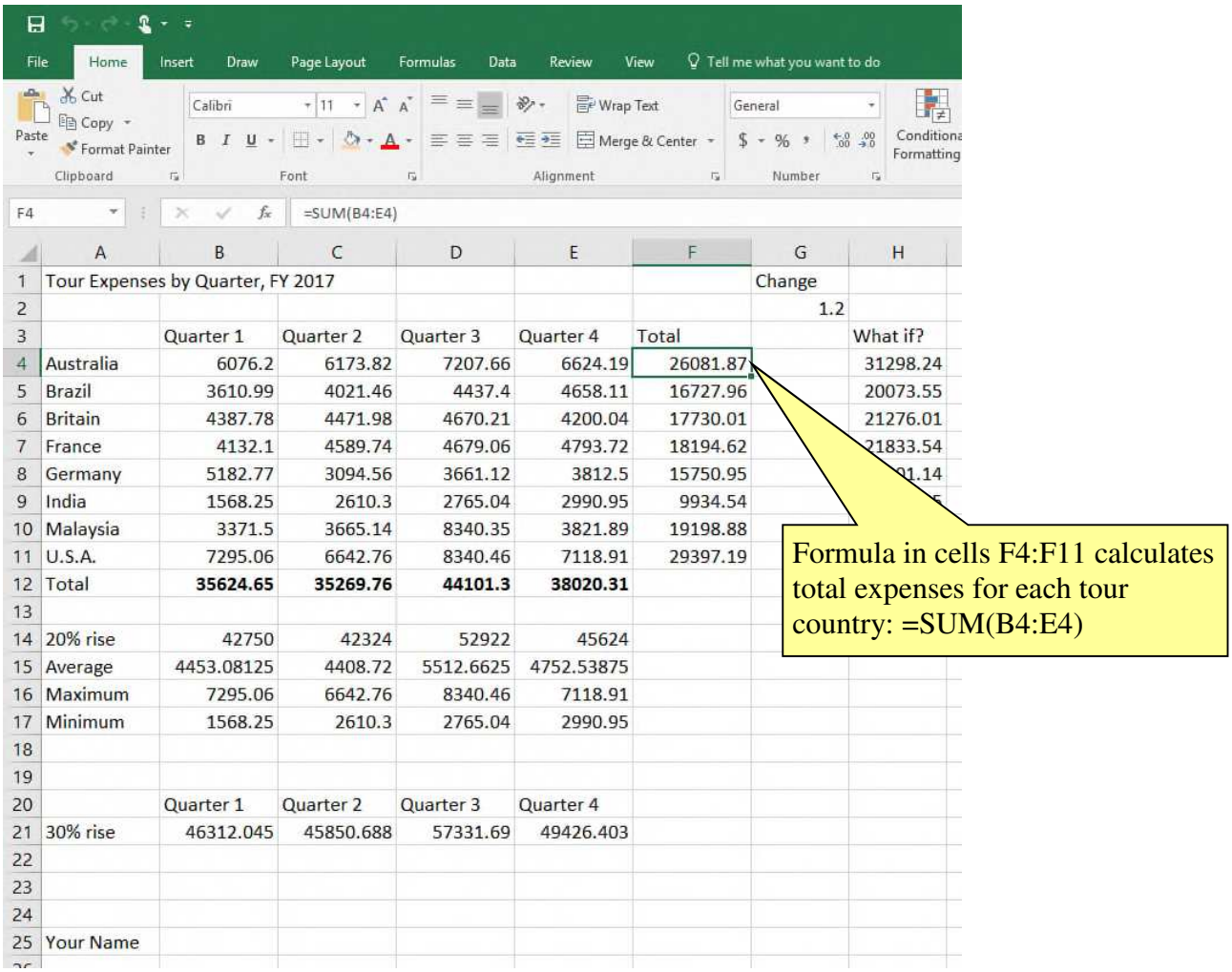

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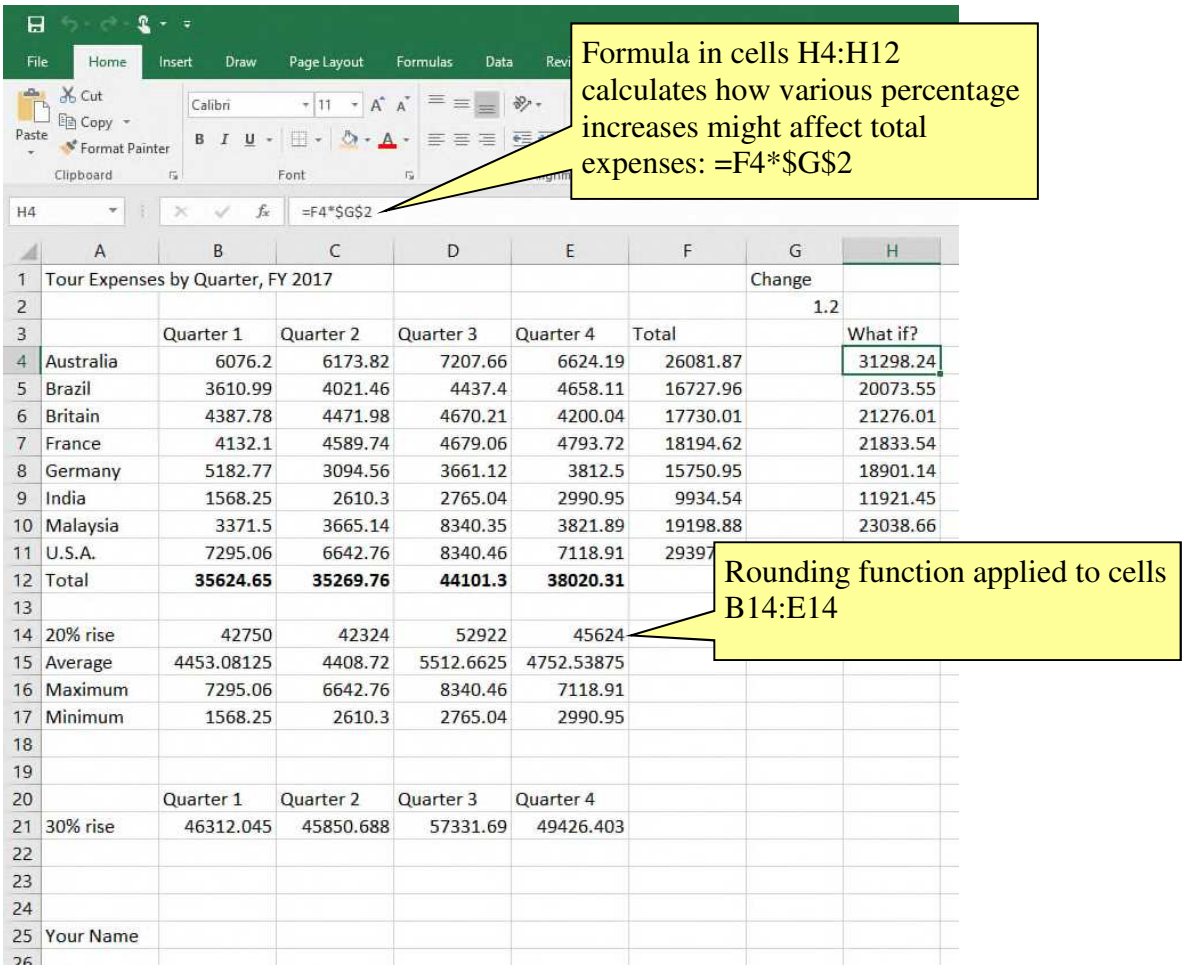

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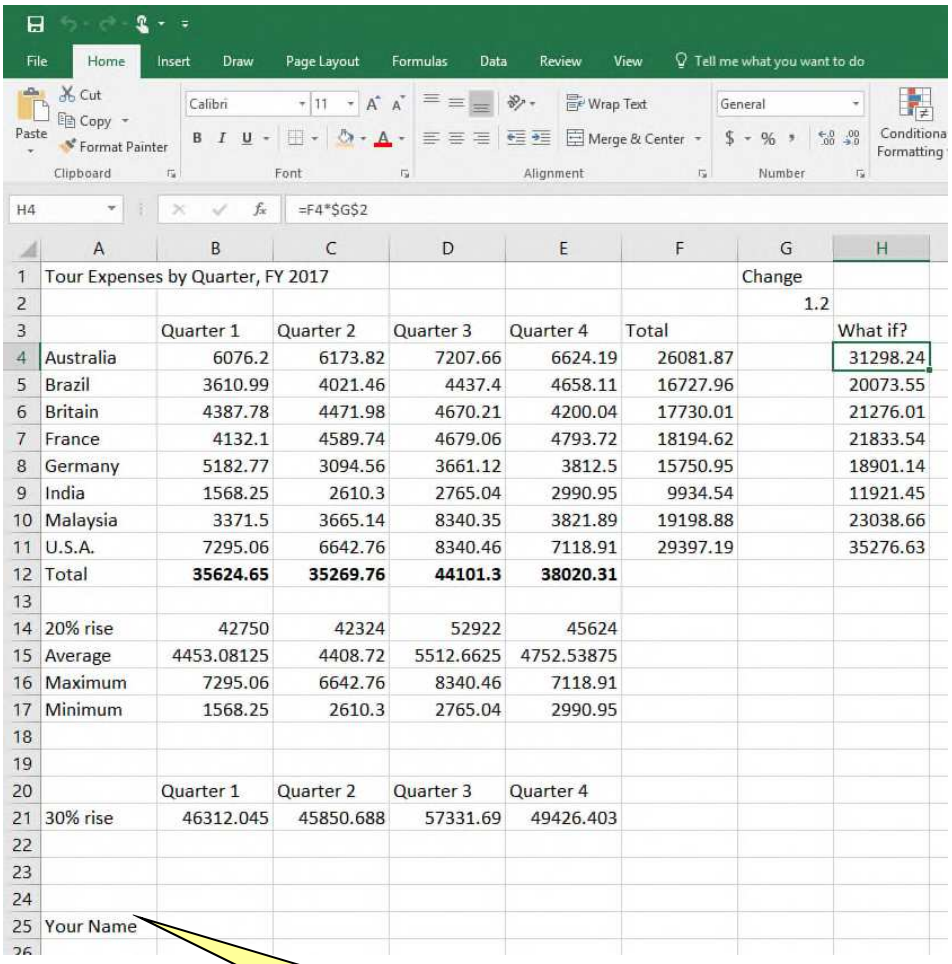

H4 =F4*G2

	A	B	C	D	E	F	G	H
1	Tour Expenses by Quarter, FY 2017						Change	
2							1.2	
3		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total		What if?
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21	30% rise	46312.045	45850.688	57331.69	49426.403			
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Cell A25 contains student name

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