**Multiple Choice Answer Key**

**Excel, Chapter 5**

1. A worksheet contains data for businesses that are sponsoring this year’s Arts Festival. The worksheet contains these columns in this sequence: Business Name, Address, City, State, and Donation Amount. Data are sorted by State and then by City. What is the default *At a change in* setting within the Subtotal dialog box, and what would be a more appropriate setting?

**B**

1. You created an outline for a dataset. What does the + button indicate to the left of a row heading?

**D**

1. A worksheet contains a PivotTable placeholder and the PivotTable Fields task pane. Where do you drag the State field if you want a list of each state in the first column of the PivotTable?

**C**

1. You just created a slicer for the State field in a PivotTable. Which of the following does *not* characterize the initial slicer?

**A**

1. You created a PivotTable and made some changes to values in the original dataset from which the PivotTable was created. How does this affect the PivotTable?

**D**

1. You created a PivotTable to summarize salaries by department. What is the default summary statistic for the salaries in the PivotTable?

**B**

1. What settings should you select for a PivotTable if you want to apply a different color scheme and display different fill colors for main category rows and horizontal lines within the PivotTable?

**C**

1. Which PivotTable calculated field is correctly constructed to calculate a 20% tip on a meal at a restaurant?

**B**

1. You have created a PivotChart showing sales by quarter by sales rep. Before presenting it to management, you notice the name of a rep who has since been fired. How do you remove this rep from the chart without deleting the data?

**A**

1. Currently, the House Types field is in the Row Labels area, the Real Estate Agent field is in the Column Labels area, and Sum of List Prices is in the Values area. How can you modify the PivotTable to display the agent names as subcategories within the house types in the first column?

**D**