

B&E 105: TECHNOLOGY FOR BUSINESS SOLUTIONS
EXAM 3 CHECKLIST & OUTLINE

Strategy for doing well: Work along with the videos, filling out your Excel file(s) step by step. Do this until you can comfortably complete the file without any help from these notes or the videos themselves. By the time you sit for the exam, you should have been able to complete the Excel practice file(s) perfectly *several times* without assistance.

Checklist: These topics may appear on the exam. Check them off as you learn them. Anything covered in the videos can be tested. The format of the exam is like that of the practice file(s).

- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Mixed, absolute, relative references | <input type="checkbox"/> <input type="checkbox"/> Change cell names |
| <input type="checkbox"/> <input type="checkbox"/> Wrap Text | <input type="checkbox"/> <input type="checkbox"/> Add spinner |
| <input type="checkbox"/> <input type="checkbox"/> Merge & Center | <input type="checkbox"/> <input type="checkbox"/> Cell borders |
| <input type="checkbox"/> <input type="checkbox"/> Center Across Selection | <input type="checkbox"/> <input type="checkbox"/> <i>Annual Savings</i> calculation |
| <input type="checkbox"/> <input type="checkbox"/> Currency format | <input type="checkbox"/> <input type="checkbox"/> <i>Annual Withdrawal</i> calculation |
| <input type="checkbox"/> <input type="checkbox"/> IF | <input type="checkbox"/> <input type="checkbox"/> <i>Total Savings</i> calculation |
| <input type="checkbox"/> <input type="checkbox"/> VLOOKUP | <input type="checkbox"/> <input type="checkbox"/> <i>Inflation</i> calculation |
| <input type="checkbox"/> <input type="checkbox"/> Group/Ungroup Rows | <input type="checkbox"/> <input type="checkbox"/> <i>Inflation Adjusted Initial Salary</i> calc. |
| <input type="checkbox"/> <input type="checkbox"/> Hide zero value cells | <input type="checkbox"/> <input type="checkbox"/> Hide/Unhide columns and rows |
| <input type="checkbox"/> <input type="checkbox"/> Box & Whisker Chart | <input type="checkbox"/> <input type="checkbox"/> All previous exam material |
| <input type="checkbox"/> <input type="checkbox"/> Format a sheet (background colors) | |
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1. Tools, Part 1 (~19:49)

| Function | Definition |
|--|---|
| =IF(<i>logical_test</i> , [<i>value_if_true</i>], [<i>value_if_false</i>]) | Returns a given value or statement based on the outcome of the <i>logical_test</i> . |
| =VLOOKUP(<i>lookup_value</i> , <i>table_array</i> , <i>col_index_num</i> , [<i>range_lookup</i>]) | Searches the left-most column of a sorted table (the <i>table_array</i>) for a value you specify (<i>lookup_value</i>) and returns the corresponding value in the column you specify (<i>col_index_num</i>). |


- Word wraps:
 - Wrap text- auto adjusts the height of the cell to fit text to the column's width

Home Tab ► Alignment ► Wrap Text


- Merge & Center- joins adjacent cells and centers text within the cell

Home Tab ► Alignment ► Merge & Center

- Center Across Selection- centers text across selection without joining cells

Home Tab ► Alignment  ► *Alignment* tab ► Horizontal ► Center Across Selection

- Currency format- preferred over the “Accounting \$” format when hiding zeros

Home Tab ► Number  ► Currency ► (*choose symbol*)

- IF statements

- =IF(*logical_test*, [*value_if_true*], [*value_if_false*])
- The logical test can use >, <, =, <=, >=, as well as +, -, *, and /
- The logical test can also use cell references and include equations
- Be sure that [*value_if_true*] and [*value_if_false*] have quotes around them if they are words or phrases

- VLOOKUP

- =VLOOKUP(*lookup_value*, *table_array*, *col_index_num*, [*range_lookup*])
- There are several important requirements of this function
 - ***The table must be sorted***
 - ***The lookup value must be in the leftmost column***
 - ***Mixed and absolute references (\$) are needed when copying the formula down or across***
- The *table_array* is the entire table where the value you are looking for is supposed to be.
- The *col_index_num* is the column of the table in which the value you are looking up resides. The first column is “1”, the second column is “2” and so on. The *col_index_num* will never be “1”, because this is the column where the *lookup_value* is.

2. Tools Part 2 (~21:28)

- Grouping Rows

- Select all rows you’d like to be hidden, then

Data Tab ► Outline ► Group (or Ungroup)

- Hide Zeros

- Notice the cell must be *exactly* zero to be hidden, not just a small number (0.0000001 may show as 0.00)

File ► Options ► Advanced ► Display options for this worksheet ► (check/uncheck) Show a zero in cells that have zero values

- Change the name of a cell

Formulas Tab ► Defined Names ► Names Manager ► Edit


- Add a spinner
 - First, add the spinner

Developer Tab ► Controls ► Insert ► Form Control ► Scroll Bar (or Spin Button)

- Drag the cursor to place the spinner.
- Right click to resize.
- Right click then select *Format Control* to select minimum and maximum values, incremental changes, and the cell that you wish to change (the *Cell link*).

- Box and Whisker


- Select the row (or rows) of data, including the heading, then:

Insert Tab ► Charts ► Insert Statistic Chart  ► Box and Whisker

- The shaded rectangle displays the middle 50% of observations, from the 25th to 75th percentiles.
- The line in the shaded rectangle is the median.
- The X is the mean (average).
- The whiskers extend from the max to the min (although outliers may be above or below).
- To remove outliers, right click the plot, then:

Format Data Series ► (uncheck *Show outlier points*)

3. Inputs (~20:30)

- Selecting the entire sheet: click the  in the upper left corner of the sheet.
- To select a border: *Home* Tab ► Font ► Outside Borders
- To select multiple items, hold down the *Ctrl* key and click multiple items.
- Note that the *Retire at Age* means you will work *through* that age. That is, if *Retire at Age* is 65, you work for one year after your 65th birthday, retiring just before you turn 66.

4. Career Savings (~27:20)

- Be able to calculate the following, using IF statements where appropriate:
 - Annual Savings
 - Annual Withdrawal
 - Total Savings
 - Inflation
 - Inflation Adjusted Initial Salary
- Note that each of the Career Savings calculations and formulas require the use of absolute references (that is, they refer to a *named* cell).
- The *Accounting* format doesn't hide zeros.

5. **Outputs (~12:26)**

- Be able to use a VLOOKUP to find values from a retirement table
- Hide (unhide) columns or rows by right clicking the column/row header and selecting *Hide (Unhide)*