Each of the following statements is either true or false. Indicate your choices by circling T or F.

T  F  1. The only way to introduce errors in a worksheet is by entering the wrong data.

T  F  2. There four error alert message styles which are listed as follows: stop, warning, information, and not available.

T  F  3. If you apply validation to a cell that already contains data, the existing data are not automatically checked for validity.

T  F  4. If you have speakers installed on your computer, Excel makes it possible to hear, as well as see, the contents of cells.

T  F  5. You can use a button on the Formula Auditing toolbar to highlight cells that contain validation restrictions and messages.

T  F  6. A pivot table is a non-active table that quickly summarized large amounts of data from a data source such as lists or another table.

T  F  7. After making changes to the worksheet, you must refresh the pivot table.

T  F  8. Creating a chart based on pivot table data can be an effective means to interpret that data.

T  F  9. There is only one predefined format that can be applied to a pivot table.

T  F  10. A data marker is an area, bar, slice or other symbol that represents a data point or value originating from a worksheet cell.

T  F  11. A doughnut chart is a circular chart with a filled in center.

T  F  12. An area chart is a grid attached to chart that displays the data used to create the chart.

T  F  13. A 3-D chart includes a depth dimension as well as height and with dimensions.

T  F  14. You create a XY (scatter) chart to show the relationship between hours spent studying for an exam and the grade earned on the exam.

T  F  15. Microsoft Excel’s stock chart options include: open, high, low, and, close.

T  F  16. A pie chart cannot include a trend line.
Write the Answer in the space provided.

1. Write the command path to attach an input message to a cell.

2. How do you create a user specified error alert message?

3. Write the steps for using a PivotTable Wizard.

4. Write the steps for using a PivotChart Wizard.

5. Write the steps to create a Stacked Column Chart.

6. Write the steps to create a Doughnut Chart.
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Write the Answer in the space provided.

7. Write the path to create a 3-D Cylinder chart.

8. How do you add a picture to a chart?

9. How do you create a stock chart?

10. How do you create a XY Scatter Chart?