Excel Quiz Guide

What to know:

Formulas and functions
Types of values: number, text, Boolean
Literals vs. cell references
Single cell references vs. range references
How formulas change when copied: relative vs. absolute references
These specific components of formulas:
  • arithmetic operators: +, -, *, /, ^
  • the text operator &
  • the comparison operators: =, <>, <, >, <=, >=
  • these numeric functions: SUM, PRODUCT, INT, ROUND, AVERAGE
  • these text functions: LEN, LEFT, RIGHT, MID, FIND
  • IF, COUNT, COUNTIF, SUMIF, VLOOKUP

You will be allowed to bring one 8.5 x 11 sheet of paper to use as a crib sheet during the quiz. You may use both sides of the page, with as small a font as you wish. The content must be created by you. You are not allowed to simply print out something created by us for this course (e.g., the Function Table on the course web site) and use that. If you do, it will be confiscated.