

Quiz – Spreadsheet Concepts
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[updated: Saturday, October 3, 2015]

Course: BUS 302
Title: The Gateway Experience (3 units)

“You cannot manage what you cannot measure.” (paraphrase)
--Peter Drucker (1909-2005)

Write your name, team number, and class time in the upper-right hand corner on the front page of this sheet. Answer all questions on this sheet. You must use a blue or black pen only. You must write neatly.

Performance Measurement:

Each question is measured on a six point scale. The scoring rubric for each question on this exam is as follows:

6	-	correct
4	-	mostly correct
2	-	mostly incorrect
0	-	incorrect

Spreadsheets

Please answer each part of each question.

1. Identify at least two major advantages to using a spreadsheet instead of a calculator.
2. Cells can contain formulas and formulas can contain references to other cells.
What is the difference between an *absolute* reference and a *relative* reference?
When you are looking at a formula that contains references to other cells, how can you tell the difference between an *absolute* reference and a *relative* reference?
What is the difference between “Paste” and “Paste Special.”

