

Quick Check Answers

Session 5.1

1. To keep, or freeze, rows and columns so that they don't scroll out of view as you move around the worksheet. Freezing the rows and columns that contain headings makes understanding the data in each record easier.
2. Filter arrows appear in the column headers, a table style format is applied to the table, and the Table Tools Design tab appears on the Ribbon.
3. sort
4. Sort by year of graduation and then by last name.
5. Enter the data for the new record in the row immediately following the last row of data in the table.
6. Create a custom list.
7. descending (Newest to Oldest)

Session 5.2

1. You must first sort the data for which you want to calculate subtotals because subtotals are inserted whenever the value in the specified field changes.
2. Filter the table to show only the finance department, and then use the AVERAGE function in the Total row.
3. Click the Major filter arrow, and then check only the Marketing check box. Click the GPA filter arrow, point to Number Filters, click Greater Than or Equal To, and then enter the value 3.0 in the box to specify the condition for a GPA greater than or equal to 3.0.
4. Click the Level Outline buttons.
5. True
6. Create a multiselect filter. Select multiple items from the Position filter menu.
7. Click the Gender filter arrow, and check only the Female check box. Insert the Total row, click the arrow that appears to the right of the total for the Salary column, and then click Average in the list of functions.

Session 5.3

- | | |
|---|-------------------------------|
| 1. SUM | 5. as values |
| 2. PivotTable Field List box | 6. (a) Filter; (b) PivotTable |
| 3. refresh the PivotTable | 7. grouped |
| 4. as rows labels, column labels, or report filters | 8. filter the PivotChart |

[Access Quick Check Answers 4 1](#)

CH Cherryholmes



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Step-by-Step Medical Coding, 2017 Edition - E-Book Carol J. Buck, 2016-11-08 Take your first step toward a successful career in medical coding with guidance from the most trusted name in coding education From Carol J Buck the bestselling Step by Step Medical Coding is a practical easy to use resource that shows you exactly how to code using all current coding sets Practice exercises follow each step of information to reinforce your understanding of important concepts In depth coverage includes reimbursement ICD 10 CM CPT HCPCS and inpatient coding with an Evolve website that includes 30 day access to TruCode Encoder Essentials No other text so thoroughly covers all coding sets in one source 30 day access to TruCode Encoder Essentials in addition to separate encoder practice exercises on the Evolve companion website help you understand how to utilize an encoder A step by step approach makes it easier to build skills and remember the material UNIQUE Real world coding reports cleared of any confidential information simulate the reports you will encounter as a coder and help you apply coding principles to actual cases Over 500 illustrations include medical conditions and procedures to help you understand the services being coded Exercises Quick Checks and Toolbox features reinforce coding rules and concepts and emphasize key information Valuable tips and advice are offered in features such as From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules UNIQUE Four coding question variations develop your coding ability and critical thinking skills including one code or multiple code answers Official Guidelines for Coding and Reporting boxes allow you to read the official guidelines wording for inpatient and outpatient coding alongside in text explanations UNIQUE Coders Index makes it easy to quickly locate specific codes Sample Electronic Health Record screenshots in the appendix provide examples similar to the EHRs you will encounter in the workplace Online practice activities on Evolve include questions such as multiple choice matching fill in the blank and coding reports A workbook corresponds to the textbook and offers review and practice with more than 1 200 theory practical and report exercises odd numbered answers provided in appendix to reinforce understanding of medical coding Available separately Medical Coding Online uses animations photographs drawings narrated slide shows case based exercises pop up definitions and professional insights to reinforce coding concepts from the Step by Step text Available separately

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Buck's Step-by-Step Medical Coding, 2022 Edition - E-Book Elsevier,2021-11-24

Take your first step toward a successful career in medical coding with guidance from the most trusted name in coding education The bestselling Buck s Step by Step Medical Coding is a practical easy to use resource that shows you exactly how to code using all current coding sets To reinforce your understanding practice exercises follow the explanations of each coding concept In addition to coverage of reimbursement ICD 10 CM CPT HCPCS and inpatient coding an Evolve website includes 30 day access to TruCode Encoder Essentials No other book so thoroughly covers all coding sets Theory and practical review questions located at the end of each chapter focus on recalling important chapter information and application of codes A step by step approach makes it easier to build your coding skills and remember the material Learning objective and glossary review questions reinforce your understanding of key chapter concepts and terms 30 day trial to TruCode Encoder Essentials gives you experience with using an encoder plus access to additional encoder practice exercises on the Evolve website UNIQUE Real life coding reports simulate the reports you will encounter as a coder and help you apply coding principles to actual cases Online activities on Evolve provide extra practice with assignments including coding reports More than 450 illustrations help you understand the types of medical conditions and procedures being coded and include examples taken directly from Elsevier s professional ICD 10 and HCPCS manuals UNIQUE Four coding question variations covering both single code questions and multiple code questions and scenarios develop your coding ability and critical

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