

**1. What function displays row data in a column or column data in a row?**

- a. Hyperlink
- b. Index
- c. Transpose
- d. Rows

**2. When you insert an Excel file into a Word document, the data are**

- a. Hyperlinked
- b. Placed in a word table
- c. Linked
- d. Embedded

**3. Except for the ..... function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result**

- a. IF
- b. AND
- c. OR
- d. NOT

**4. Macros are "run" or executed from the ..... menu.**

- a. Insert
- b. Home
- c. Developer
- d. Data

**5. You can open the consolidate dialog box by choosing Consolidate from the ..... menu.**

- a. Insert
- b. Data
- c. Home
- d. Formula

**6. Each excel file is called a workbook because**

- a. It can contain text and data
- b. It can be modified
- c. It can contain many sheets including worksheets and chart sheets

d. You have to work hard to create it

**7. Which types of charts can excel produce?**

- a. Line graphs and pie charts only
- b. Only line graphs
- c. Bar charts, line graphs and pie charts
- d. Bar charts and line graphs only

**8. How are data organized in a spreadsheet?**

- a. Lines and spaces
- b. Layers and planes
- c. Rows and columns
- d. Height and width

**9. What does the VLOOKUP function do?**

- a. Looks up text that contain 'v'
- b. Checks whether text is the same in one cell as in the next
- c. Finds related records
- d. All of above

**10. Gridlines**

- a. May be turned off for display but turned on for printing
- b. May be turned on or off for printing
- c. The be turned off for display and printing
- d. a, b and c

**11. You can print only an embedded chart by**

- a. Moving the chart to a chart sheet before you print.
- b. Formatting the chart before you print
- c. Selecting the chart before you print
- d. a and c

**12. Which of the following is a correct order of precedence in a formula calculation?**

- a. Multiplication and division, exponential positive and negative value
- b. Multiplication and division, positive and negative values, addition and subtraction
- c. Addition and subtraction, positive and negative values, exponentiation
- d. None of above

**13. A function inside another function is called a ..... function.**

- a. Nested
- b. Round
- c. Sum
- d. Text

**14. How should you print a selected area of a worksheet, if you'll want to print a different area next time?**

- a. On the Office Button, point to print area, and then click set print area.
- b. On the Office Button, click print, and then click selection under print what
- c. On the Office Button, click custom views, then click add
- d. All of above

**15. Which function calculates your monthly mortgage payment?**

- a. PMT (payments)
- b. NPER (number of periods)
- c. PV (present value)
- d. All of above

**16. Which of the following methods can not be used to enter data in a cell?**

- a. Pressing an arrow key
- b. Pressing the tab key
- c. Pressing the Esc key
- d. Clicking the enter button to the formula bar

**17. Which of the following will not set text in selected cells to italics?**

- a. Pressing Ctrl + I on the keyboard
- b. Using the Home – Wizard – Web Form menu item
- c. Using the Format – Cells – Font menu item
- d. None of the above

**18. Which of the following methods cannot be used to edit the content of cell?**

- a. Pressing the Alt key
- b. Clicking the formula bar
- c. Pressing F2
- d. Double clicking the cell

**19. Which of the following is not an option in the spelling dialog box?**

- a. Edit
- b. Ignore
- c. Ignore all
- d. Change

**20. If you press ....., the cell accepts your typing as its contents.**

- a. Enter
- b. Ctrl + Enter
- c. TAB
- d. All of Above

**21. The autofill feature**

- a. Extends a sequential series of data
- b. Automatically adds a range of cell values
- c. Applies a boarder around selected cells
- d. None of above

**22. What is the keyboard shortcut (button or buttons to be pressed) for creating a chart from the selected cells?**

- a. F3
- b. F5
- c. F7
- d. F11

**23. you can use the formula palette to**

- a. format cells containing numbers

- b. create and edit formulas containing functions
- c. entered assumptions data
- d. copy a range of cells

**24. What Pivot Table toolbar button updates the data in a Pivot Table or Pivot Chart report if the source data has changed**

- a. Format Report
- b. Pivot Table
- c. Refresh Data
- d. Show Detail

**25. “Qtr 1, Qtr 2, Qtr 3” is an example of a**

- a. Formula
- b. Function
- c. Series
- d. Syntax

**26. You can edit existing Excel data by pressing the**

- a. F1 key
- b. F2 key
- c. F3 key
- d. F4 key

**27. The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is ....**

- a. G1-G10
- b. B1.G10
- c. B1;G10
- d. B1:G10

**28. A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?**

- a. Go to Office Button-Save As – Save As Type – Excel worksheet
- b. Right click on the spreadsheet tab and select DELETE

- c. Right click on the spreadsheet and select Insert – Entire Column
- d. None of above

**29. What feature enables you to adjust or back solve the value in a cell to reach a desired outcome in a formula?**

- a. Goal Seek
- b. Scenario Summary report
- c. Forecasting
- d. Trend line

**30. Excel is a**

- a. Graphic program
- b. A spreadsheet
- c. Word processor
- d. None of these

**31. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called**

- a. HTML
- b. Pivot Table Field List
- c. Pivot Table List
- d. Pivot Table Report

**32. You can activate a cell by**

- a. Pressing the Tab key
- b. Clicking the cell
- c. Pressing an arrow key
- d. All of above

**33. What term refers to a specific set of values saved with the workbook?**

- a. Range
- b. Scenario
- c. Trend line
- d. What-if analysis

**34. Which of the following describes how to select all the cells in a single column?**

- a. Right click on column and select Pick from list
- b. Use data – text to columns menu item
- c. Left click on the gray column title button
- d. Pressing Ctrl + A on the keyboard

**35. When you use the fill effects in the format data series dialog box, you can not**

- a. rotate text on the chart
- 36. b. select a foreground color
- c. select a pattern
- d. select a background color

**37. Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following?**

- a. Rows and columns
- b. Headings
- c. Speed
- d. None

**38. To insert three columns between columns D and E you would**

- a. Select column D
- b. Select column E
- c. Select columns E, F and G
- d. Select columns D, E, and F.

**39. When integrating Ms-Word and Excel, Word is usually the**

- a. Server
- b. Source
- c. Client
- d. None

**40. The Name box**

- a. Shows the location of the previously active cell
- b. Appears to the left of the formula bar
- c. Appears below the status bar
- d. Appears below the menu bar

**41. How do you change column width to fit the contents?**

- a. Single-click the boundary to the left of the column heading
- b. Double click the boundary to the right of the column heading
- c. Press Alt and single click anywhere in the column
- d. All of above

**42. When you work with large worksheets, you may need to**

- a. size the worksheet to fit on the specific number of pages
- b. add and remove page breaks
- c. specify only certain print areas
- d. all of above

**43. Hyperlinks cannot be**

- a. Special shapes like stars and banners
- b. Drawing objects like rectangles ovals
- c. Pictures
- d. All can be hyperlinks

**44. You can use the horizontal and vertical scroll bars to**

- a. Split a worksheet into two panes
- b. View different rows and columns
- c. Edit the contents of a cell
- d. View different worksheets

**45. What do we call a computer program that organizes data in rows and columns of cells? You might use this type of program to keep a record of the money you earned mowing lawns over the summer.**

- a. Spreadsheet program
- b. Database program
- c. Word processor program
- d. Desktop publisher program