

***Exploring Microsoft Office 2010 Volume 1***  
**(Grauer/Poatsy/Hulett/Krebs/Mast/Mulbery/Hogan)**  
**Excel Chapter 1**

- 1) A spreadsheet  
A) is the core of a slide presentation.  
B) is an electronic file that is used to write text and graphics on the web.  
C) is an electronic file that contains a grid of columns and rows for related data.  
D) is another word for a letter written on a computer.

Answer: C

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

- 2) A spreadsheet PROGRAM is defined as  
A) a software application used to create and modify spreadsheets.  
B) a software application used to create and modify text-based documents.  
C) a software application used to create and modify video presentations.  
D) a software application used to create and modify a database.

Answer: A

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

- 3) A worksheet is defined as  
A) the background color of a cell.  
B) the current cell location of the insertion point as indicated by a dark border.  
C) a single spreadsheet that often contains formulas, functions, values, text, and visual aids.  
D) an unfinished project.

Answer: C

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

4) A workbook is defined as

- A) similar to a spreadsheet but bound rather than electronic.
- B) an un-editable "picture" of data.
- C) the address of the current cell.
- D) a file containing related worksheets.

Answer: D

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

5) An Input Area (as it applies to Excel 2010) is defined as

- A) a range of cells containing results based on the output area.
- B) displays the name of a worksheet within a workbook.
- C) a range of cells containing values for variables used in formulas.
- D) displays the content of the active cell.

Answer: C

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

6) An Output Area (as it applies to Excel 2010) is defined as

- A) a range of cells containing results based upon manipulation of the variables in the input area.
- B) displays the name of a worksheet within a workbook.
- C) a range of cells containing values for variables used in formulas.
- D) displays the content of the active cell.

Answer: A

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

7) The Name Box (as it applies to Excel 2010)

- A) is located at the intersection of a column and a row.
- B) displays the name of a worksheet within a workbook.
- C) identifies the address of the current cell.
- D) displays the content of the active cell.

Answer: C

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

- 8) The Formula Bar (as it applies to Excel 2010)
- A) displays the name of a worksheet within a workbook.
  - B) is at the intersection of a column and a row.
  - C) identifies the address of the current cell.
  - D) displays the content of the active cell.

Answer: D

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

- 9) A sheet tab (as it applies to Excel 2010)
- A) displays the content of the active cell.
  - B) conceals the applicable formulas for the workbook.
  - C) identifies the address of the current cell.
  - D) displays the name of a worksheet within a workbook.

Answer: D

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

- 10) A cell (as it applies to Excel 2010)
- A) must have formulas entered into it.
  - B) cannot be used for labels or headings.
  - C) must have text entered into it.
  - D) is the intersection of a column and a row.

Answer: D

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

- 11) A cell address (as it applies to Excel 2010)
- A) identifies the electronic "neighborhood" of a spreadsheet.
  - B) identifies a cell by a column letter and a row number.
  - C) searches for and displays similar labels as you type.
  - D) is a number that represents a quantity and can be the basis of calculations.

Answer: B

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

12) The active cell (as it applies to Excel 2010)

A) is where all the functions of the database perform the calculations.

B) is the cell that always holds the current date.

C) is the location of the insertion point as indicated by a dark border.

D) is where all the formulas of the workbook do the math.

Answer: C

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

13) Which cell becomes active when you press the "Enter" key?

A) Cell A1 .

B) The cell at the bottom of the next column.

C) The next cell down.

D) The cell at the end of the current row.

Answer: C

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

14) The data type "Text" (as it applies to Excel)

A) should be entered into every cell of the spreadsheet.

B) includes letters, numbers, and spaces not used in calculations.

C) includes formulas, functions, and formatting.

D) is of little concern to Excel because Excel does calculations on numbers.

Answer: B

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

15) To put a long text label on two or more lines within a single cell

A) type the first line, then hit "Enter".

B) insert a line break with the "Alt + Enter" key combination.

C) type the second line then use the Backspace key.

D) insert a text box using F4.

Answer: B

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

16) AutoComplete (as it applies to Excel)

- A) adds all the numbers in the row automatically.
- B) searches for and displays any other similar label in the current column as you begin to type.
- C) adds all the numbers in the columns automatically.
- D) is a number that represents a quantity and can be the basis of calculations.

Answer: B

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

17) A Value (as it applies to Excel)

- A) controls the sequence in which Excel performs arithmetic operations.
- B) is a number that represents a quantity and can be the basis of calculations.
- C) includes letters, numbers, and spaces.
- D) is a combination of cell references, operators, values, and/or functions used to perform calculations.

Answer: B

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

18) To insert the current date into an active cell use

- A) F4.
- B) Ctrl + Alt + Delete.
- C) The Ctrl + D key combination.
- D) The Ctrl and semicolon key combination.

Answer: D

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

19) A Formula (as it applies to Excel 2010) is

- A) a number that represents a date and can be the basis of calculations.
- B) a combination of cell references, operators, values, and/or functions used to perform calculations.
- C) a number that represents a quantity and can be the basis of calculations.
- D) should be used in each column of a workbook.

Answer: B

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

- 20) You should use cell references in formulas instead of constant values so
- A) you can easily include letters, numbers, and spaces.
  - B) it is easier to debug the errors.
  - C) you can change the input values without changing the formulas.
  - D) you can control the sequence in which Excel performs arithmetic operations.

Answer: C

Diff: 2

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

- 21) The order of precedence (as it applies to math operations in Excel)
- A) includes letters, numbers, and spaces.
  - B) controls the sequence in which Excel performs arithmetic operations.
  - C) is a software application used to create and modify business communications.
  - D) includes formulas, functions, and formatting.

Answer: B

Diff: 2

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

- 22) Auto Fill (as it applies to Excel 2010)
- A) enables you to copy the contents of a cell or to continue a sequence by dragging the fill handle.
  - B) is the fastest way to type A1 in the name box.
  - C) is adjustable so you can display more or less characters in a column.
  - D) helps carry over the fill to the remaining worksheets.

Answer: A

Diff: 2

Reference: Mathematics and Formulas

Objective: 5

AppChap: Excel 1: Introduction to Excel

- 23) The fill handle (as it applies to Excel 2010)
- A) is the fastest way to type A1 in the name box.
  - B) helps carry over the fill to the remaining slides.
  - C) is the same action as pressing "enter".
  - D) is a small black square at the bottom-right corner of a cell that facilitates fill operations.

Answer: D

Diff: 2

Reference: Mathematics and Formulas

Objective: 5

AppChap: Excel 1: Introduction to Excel

24) Using the fill handle on a cell containing a formula

- A) cannot complete a sequence of dates in a column.
- B) changes the background color of the selected cells to yellow.
- C) copies the formula in the active cell to other cells and adapts it based upon the type of cell references in the original formula.
- D) has two or more sub-commands related to the command.

Answer: C

Diff: 2

Reference: Mathematics and Formulas

Objective: 5

AppChap: Excel 1: Introduction to Excel

25) Ribbon Commands with arrows indicate

- A) a shortcut to cell A1.
- B) there are two or more sub-commands related to the command.
- C) the next step in the process.
- D) directionality.

Answer: B

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 7

AppChap: Excel 1: Introduction to Excel

26) Column width

- A) is adjustable so you can display more or less characters in a column.
- B) is not adjustable so keep the formulas as short as possible.
- C) always switches back to default.
- D) is best left unchanged unless you absolutely have to.

Answer: A

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 8

AppChap: Excel 1: Introduction to Excel

27) Row Height

- A) is the adjustable vertical measurement of a row.
- B) changes the background color of the selected cells.
- C) is controlled by the fill handle of the adjacent cell.
- D) is not adjustable so use only smaller fonts for formulas.

Answer: A

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 8

AppChap: Excel 1: Introduction to Excel

28) To adjust the column width and/or row height of many cells at once

- A) just type longer or taller formulas in some of them.
- B) click and drag across the cells to select them and use any sizing method you choose.
- C) drag the fill handle across the cells.
- D) type A1 in the "Go To" dialog box.

Answer: B

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 8

AppChap: Excel 1: Introduction to Excel

29) To show a "hidden" row one (1) or a "hidden" column A.

- A) type A1 in the name box and then press "Enter"
- B) use only a Ribbon command with arrows .
- C) scroll to the left.
- D) scroll to the right.

Answer: A

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 8

AppChap: Excel 1: Introduction to Excel

30) A "Range"

- A) cannot be selected with the mouse.
- B) are the numbers that fall between the smallest and largest in the formula.
- C) is another word for the active worksheet.
- D) refers to a group of adjacent or contiguous cells.

Answer: D

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 9

AppChap: Excel 1: Introduction to Excel

31) A nonadjacent range

- A) is the best tool to use to decide which numbers to select.
- B) is selected with the "Ctrl + Alt + Delete" key combination.
- C) contains two or more cells or ranges that are not touching each other.
- D) isn't possible in Excel 2010.

Answer: C

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 9

AppChap: Excel 1: Introduction to Excel



32) To select a range in using the name box

- A) click in the name box and type the range address such as B15:D25 and then press "Enter".
- B) select the name box from the 2010 File menu and choose "Range".
- C) position the mouse pointer over the column headings holding the Alt key.
- D) click in the first cell of the range, hold the "Ctrl" key, and then click in the last cell of the range.

Answer: A

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 9

AppChap: Excel 1: Introduction to Excel

33) "Copy as Picture" can be a useful command when

- A) you do not have a printer available.
- B) the formulas, functions, and headings need to be tested.
- C) you need an un-edit able "picture" of data to use elsewhere in the workbook or other programs.
- D) you need to make changes to the data later.

Answer: C

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 9

AppChap: Excel 1: Introduction to Excel

34) When you paste copied data, Excel displays the Paste Options button

- A) in the status bar at the left of the screen.
- B) in the next set of nonadjacent ranges.
- C) on the toolbar.
- D) in the bottom right corner of the pasted data.

Answer: D

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 9

AppChap: Excel 1: Introduction to Excel

35) To Transpose Columns and Rows

- A) select and copy the original range then click the top left corner of the destination range, click the Paste Arrow, and then click Transpose.
- B) save and close the document, then reopen it in "Transpose mode".
- C) drag and drop A-Z onto 1-26.
- D) drag the range to a new location on the worksheet.

Answer: A

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 9

AppChap: Excel 1: Introduction to Excel

36) Horizontal Alignment (as it applies to Excel)

- A) refers to the up-down position of contents in a cell.
- B) removes the vertical lines running through the data.
- C) puts a line horizontally through the data.
- D) refers to the left-right position of contents in a cell.

Answer: D

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 10

AppChap: Excel 1: Introduction to Excel

37) Vertical Alignment (as it applies to Excel)

- A) refers to the up-down position of contents in a cell.
- B) removes the vertical lines and the tangent lines on the print-out.
- C) shows the vertical lines but not the tangent lines on the print-out.
- D) refers to the left-right position of contents in a cell.

Answer: A

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 10

AppChap: Excel 1: Introduction to Excel

38) Wrap Text (as it applies to Excel)

- A) can be downloaded as an add-on .
- B) is no longer possible in Excel 2010 due to contract restrictions.
- C) is most useful with very short headings.
- D) enables data to appear on two or more lines within a cell.

Answer: D

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 10

AppChap: Excel 1: Introduction to Excel

39) A Border (as it applies to Excel)

- A) is data from another cell that is only temporarily residing in the active cell.
- B) is a line that surrounds a cell or a range of cells.
- C) never prints.
- D) is preset and weight cannot be adjusted.

Answer: B

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 10

AppChap: Excel 1: Introduction to Excel

40) Fill Color (as it applies to Excel)

A) is handled automatically depending upon the contents of the cell.

B) is not adjustable.

C) is black by default.

D) is the background color of a cell.

Answer: D

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 10

AppChap: Excel 1: Introduction to Excel

41) By default new workbooks contain four worksheets.

Answer: FALSE

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

42) You should plan the structure of the worksheets in a workbook before you begin entering data.

Answer: TRUE

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

43) The Excel Window contains elements that are similar to other Office applications and some that are unique to Excel.

Answer: TRUE

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

44) Text can be any letters, numbers, and symbols and Excel can use them in calculations.

Answer: FALSE

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

45) Excel uses the / symbol to perform multiplication on operands.

Answer: FALSE

Diff: 1

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

46) To begin a formula in a cell, first type the # symbol.

Answer: FALSE

Diff: 1

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

47) Always key in the numbers of a mathematical operation rather than using the cell address where the number appear.

Answer: FALSE

Diff: 2

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

48) The order of precedence in Excel is the same as the basic order of operations in math.

Answer: TRUE

Diff: 2

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

49) Excel displays the result of a formula in its cell. You can display the formula itself by using the combination of Ctrl and ` (accent) keys at the same time.

Answer: TRUE

Diff: 2

Reference: Mathematics and Formulas

Objective: 6

AppChap: Excel 1: Introduction to Excel

50) In Excel, it is possible to add, delete, or rename worksheets at any time in the process.

Answer: TRUE

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 7

AppChap: Excel 1: Introduction to Excel

51) Worksheets name "tabs" automatically reflect the contents of the worksheets.

Answer: FALSE

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 7

AppChap: Excel 1: Introduction to Excel

52) To help with Managing your Workbook, worksheets tabs can be assigned unique colors.

Answer: TRUE

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 7

AppChap: Excel 1: Introduction to Excel

53) If the column is too narrow, part of the data you enter in the cell will get deleted.

Answer: FALSE

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 8

AppChap: Excel 1: Introduction to Excel

54) In Excel, when you hide a column or row, the data is not deleted, just hidden.

Answer: TRUE

Diff: 2

Reference: Workbook and Worksheet Management

Objective: 8

AppChap: Excel 1: Introduction to Excel

55) Using Formatting on data makes it difficult to read and tends to obscure meaningful details.

Answer: FALSE

Diff: 2

Reference: Formatting

Objective: 10

AppChap: Excel 1: Introduction to Excel

56) Use Horizontal alignment to move the data in a cell closer to the top or bottom of the cell.

Answer: FALSE

Diff: 2

Reference: Formatting

Objective: 10

AppChap: Excel 1: Introduction to Excel

57) It is possible to rotate the text of a cell to read vertically (up and down) rather than across.

Answer: TRUE

Diff: 2

Reference: Formatting

Objective: 10

AppChap: Excel 1: Introduction to Excel

58) Merge and Center is not a good tool for creating titles of headings in Excel.

Answer: FALSE

Diff: 2

Reference: Formatting

Objective: 10

AppChap: Excel 1: Introduction to Excel

59) Increase/Decrease Indent tool is a good way to make certain text stand out from a list.

Answer: TRUE

Diff: 2

Reference: Formatting

Objective: 10

AppChap: Excel 1: Introduction to Excel

60) Changing the Format of a cell changes the value of the number stored in the cell.

Answer: FALSE

Diff: 3

Reference: Formatting

Objective: 11

AppChap: Excel 1: Introduction to Excel

61) The Page Setup Dialog box contains additional options not found on the Excel "Ribbon".

Answer: TRUE

Diff: 3

Reference: Page Setup and Printing

Objective: 12

AppChap: Excel 1: Introduction to Excel

62) While it is common to center a worksheet horizontally on a page, it is not possible to center it vertically on the page in Excel 2010.

Answer: FALSE

Diff: 3

Reference: Page Setup and Printing

Objective: 12

AppChap: Excel 1: Introduction to Excel

63) The page setup dialog box Header/Footer tab is one way of adding a header and/or footer to your spreadsheet.

Answer: TRUE

Diff: 3

Reference: Page Setup and Printing

Objective: 12

AppChap: Excel 1: Introduction to Excel

64) Excel displays data in gridlines of columns and rows. Those grid lines always appear on the printed document.

Answer: FALSE

Diff: 3

Reference: Page Setup and Printing

Objective: 12

AppChap: Excel 1: Introduction to Excel

65) In Excel 2010, there is really no way to tell what a print-out will look like until you print it.

Answer: FALSE

Diff: 3

Reference: Page Setup and Printing

Objective: 12

AppChap: Excel 1: Introduction to Excel

66) A \_\_\_\_\_ is an electronic file that contains a grid of columns and rows.

Answer: spreadsheet

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

67) A \_\_\_\_\_ program is a computer application used to create and modify spreadsheets.

Answer: spreadsheet

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

68) \_\_\_\_\_ is a single spreadsheet that can contain formulas, functions, values, text and visual aids.

Answer: worksheet

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

69) A \_\_\_\_\_ is a file containing related one or more worksheets.

Answer: workbook

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

70) An \_\_\_\_\_ area is a range of cells containing values for variables used in formulas.

Answer: input

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

71) An \_\_\_\_\_ area is a range of cells containing results based on manipulating the variables.

Answer: output

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

72) By default, new workbooks contain \_\_\_\_\_ worksheets.

Answer: three

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

73) The \_\_\_\_\_ box displays the address of the (active) cell currently in use.

Answer: name

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

74) The \_\_\_\_\_ bar displays the contents of the active cell.

Answer: formula

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

75) Sheet \_\_\_\_\_ show the names of the worksheets contained in the workbook.

Answer: Tabs

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel



76) A \_\_\_\_\_ is the intersection of a column and a row.

Answer: cell

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

77) A cell \_\_\_\_\_ identifies a cell by a column letter and a row number.

Answer: address

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

78) The \_\_\_\_\_ cell is the current cell, indicated by a dark border.

Answer: active

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

79) To display another worksheet click the sheet \_\_\_\_\_ at the bottom of the workbook window.

Answer: tab

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

80) \_\_\_\_\_ is any combination of letters, numbers, etc NOT used for calculations.

Answer: Text

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

81) Excel treats phone numbers and social security numbers as \_\_\_\_\_.

Answer: text

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

82) For a long text label use the "\_\_\_\_\_" key and "Enter" key combination to insert a line break so the text appears on two lines within the cell.

Answer: Alt

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

83) A number that represents a quantity or amount is called a \_\_\_\_\_.

Answer: value

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

84) A combination of cell references, arithmetic operations, values, and/or functions used in calculations is called a \_\_\_\_\_.

Answer: formula

Diff: 3

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

85) For Excel to recognize a formula, it must begin with an \_\_\_\_\_ sign.

Answer: equals or =

Diff: 3

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

86) A2+A3 is not a formula because the \_\_\_\_\_ sign is missing.

Answer: equals or =

Diff: 3

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

87) The order of \_\_\_\_\_ controls the sequence in which Excel does math.

Answer: precedence

Diff: 3

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

88) =A2+A3 is a (better or worse) \_\_\_\_\_ formula than =10+2 because of flexibility.

Answer: better

Diff: 3

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

89) To copy the contents of a cell or range by dragging is called using Auto \_\_\_\_\_.

Answer: fill

Diff: 3

Reference: Mathematics and Formulas

Objective: 5

AppChap: Excel 1: Introduction to Excel

90) To show a "hidden" row one or a "hidden" column A, type \_\_\_\_\_ in the name box and then press "Enter".

Answer: A1

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 8

AppChap: Excel 1: Introduction to Excel

91) Match the following terms to their meanings:

- |                         |  |
|-------------------------|--|
| I. Spreadsheet          | A. An electronic file that contains a grid of columns and rows   |
| II. Spreadsheet Program | B. A computer application used to create and modify spreadsheets |
| III. Worksheet          | C. A handwritten, paper way to store and calculate data          |
| IV. Workbook            | D. A file containing related worksheets                          |
| V. Ledger               | E. A spreadsheet that contains formulas, functions, values, etc  |

Answer: A, B, E, D, C

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 1

AppChap: Excel 1: Introduction to Excel

92) Match the parts of the Excel Window to its meaning:

- |                 |  |
|-----------------|--|
| I. Name Box     | A. Displays the content of the active cell             |
| II. Formula bar | B. Displays the name of a worksheet within a workbook  |
| III. Sheet tab  | C. Identifies a cell by a column letter and row number |
| IV. Cell        | D. Identifies the address of the current (active) cell |
| V. Cell address | E. Intersection of a column or row                     |

Answer: D, A, B, E, C

Diff: 1

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

93) Match the following terms to their meanings:

- |                |   |
|----------------|---|
| I. Active cell | A. Numbers that represent a quantity used for calculations in excel                               |
| II. Sheet tab  | B. A combination of cell references, operators, values, and/or functions to perform a calculation |
| III. Text      | C. Any combination of letters, numbers, symbols   |
| IV. A value    | D. Used to switch to another sheet in the workbook  |
| V. Formula     | E. The current cell, containing the insertions point  |

Answer: E, D, C, A, B

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

94) Match the keystrokes to their descriptions:

- |                 |  |
|-----------------|--|
| I. Up Arrow     | A. Move up one cell in the same column             |
| II. Down Arrow  | B. Move left one cell in the same row              |
| III. Left Arrow | C. Move down one cell in the same column           |
| IV. Right Arrow | D. Move right one cell in the same row             |
| V. Home         | E. Move the active cell to column A of current row |

Answer: A, C, B, D, E

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

95) Match the keystrokes to their descriptions:

- |                 |  |
|-----------------|--|
| I. Page Up      | A. Move insertion point up one screen                              |
| II. Page Down   | B. Move insertion point down one screen                            |
| III. Tab        | C. Move right one cell in the same row                             |
| IV. Ctrl + Home | D. Move insertion point to Cell A1                                 |
| V. Ctrl + End   | E. Move insertion point to the last active corner in the worksheet |

Answer: A, B, C, D, E

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 2

AppChap: Excel 1: Introduction to Excel

96) Match the type of data that can be entered into a cell with its description:

- |                 |   |
|-----------------|---|
| I. Text         | A. Stored as a "serial" number but can be displayed in various ways         |
| II. Values      | B. Letters, Numbers, symbols not used in calculations                       |
| III. Dates      | C. Cell references, arithmetic operations, values...used in a calculation   |
| IV. Formulas    | D. Numbers that represent a quantity to be used as a basis for calculations |
| V. AutoComplete | E. Displays other labels in that column that match the letters you type     |

Answer: B, D, A, C, E

Diff: 2

Reference: Introduction to Spreadsheets

Objective: 3

AppChap: Excel 1: Introduction to Excel

97) Match the following terms to their meanings:

- |                                      |  |
|--------------------------------------|--|
| I. Formulas                          | A. Addition, subtraction, multiplication, and division |
| II. Mathematical operations          | B. Change static numbers into meaningful results       |
| III. Start a formula by using the... | C. Text  |
| IV. A2+A3 (without = sign)           | D. Formula using a constant (not recommended)          |
| V. =10+2                             | E. Equals sign (=)                                     |

Answer: B, A, E, C, D

Diff: 2

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

98) Match the arithmetic operators in order of precedence:

- |                     |                               |
|---------------------|-------------------------------|
| I. Parentheses      | A. 3rd in order of precedence |
| II. Exponent        | B. 1st in order of precedence |
| III. Multiplication | C. 4th in order of precedence |
| IV. Division        | D. 5th in order of precedence |
| V. Addition         | E. 2nd in order of precedence |

Answer: B, E, A, C, D

Diff: 2

Reference: Mathematics and Formulas

Objective: 4

AppChap: Excel 1: Introduction to Excel

99) Match the following terms to their meanings:

- |                                 |  |
|---------------------------------|--|
| I. Order of Precedence          | A. Controls the sequence of arithmetic operations              |
| II. Actual values in Formulas   | B. Not recommended unless the value is a constant              |
| III. Auto Fill                  | C. "Show Formulas" on the Formulas tab or Ctrl + ` combination |
| IV. Fill Handle                 | D. Copying the contents of a cell or range by dragging         |
| V. Display formulas in the cell | E. Small black square at the bottom-right corner of a cell     |

Answer: A, B, D, E, C

Diff: 3

Reference: Mathematics and Formulas

Objective: 5

AppChap: Excel 1: Introduction to Excel

100) Match the following terms to their meanings:

- |                              |  |
|------------------------------|--|
| I. Worksheet tabs            | A. Double click the worksheet tab                      |
| II. Sheet1, Sheet2, ...      | B. Click "insert worksheet" next to the worksheet tabs |
| III. Change a worksheet name | C. Default worksheet names                             |
| IV. Insert a new worksheet   | D. Right click the tab and select "delete"             |
| V. Delete a worksheet        | E. Names and colors can be changed                     |

Answer: E, C, A, B, D

Diff: 3

Reference: Workbook and Worksheet Management

Objective: 7

AppChap: Excel 1: Introduction to Excel