

Name: _____ Class: _____ Date: _____

Excel Module 01: Getting Started with Excel

1. The name of the active workbook appears in the status bar of the Excel window. _____

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Session 1.1 Visual Overview

2. The formula bar displays the value or formula of the active cell. _____

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Session 1.1 Visual Overview

3. The sheets in a workbook are identified in the sheet tabs at the top of the workbook window. _____

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Session 1.1 Visual Overview

4. The AutoComplete feature automatically completes an entry based on previous entries in a column. _____

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

5. A ScreenTip is a box with descriptive text about a command that appears when you point to a button on the ribbon. _____

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

6. Speed Fill enters text based on patterns it finds in the data. _____

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a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Using Flash Fill

7. The worksheet is organized into individual cells. _____

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Exploring a Workbook

8. An adjacent range is a collection of separate ranges. _____

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Exploring a Workbook

9. Numeric data is any number that can be used in a mathematical calculation. _____

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

10. AutoFit changes the column width or row height to display the longest or tallest entry within the column or row. _____

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Resizing Columns and Rows

11. Column width is expressed in terms of the number of characters a column can contain or the size of the column in points. _____

ANSWER: False - pixels

POINTS: 1

REFERENCES: Resizing Columns and Rows

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12. A keyboard shortcut is a key or combination of keys that you press to access a feature or perform a command.

ANSWER: True

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

13. A common business practice is to include a worksheet named Documentation that contains a description of the workbook, the name of the person who prepared the workbook, and the date it was created.

ANSWER: True

POINTS: 1

REFERENCES: Exploring a Workbook

14. When text wraps within a cell, the column width increases so that all of the text within the cell is displayed.

ANSWER: False - row height

POINTS: 1

REFERENCES: Resizing Columns and Rows

15. A formula is written using operands that combine different values, resulting in a single value that is then displayed in the cell.

ANSWER: False - operators

POINTS: 1

REFERENCES: Performing Calculations with Formulas

16. Every function follows a set of rules, or syntax, which specifies how the function should be written.

ANSWER: True

POINTS: 1

REFERENCES: Simplifying Formulas with Functions

17. Cutting moves the selected content, whereas copying duplicates the selected content.

ANSWER: True

POINTS: 1

REFERENCES: Modifying a Worksheet

18. When you insert a new row, the existing rows are shifted down and the new row has the same width as the row above it.

ANSWER: False - height

POINTS: 1

REFERENCES: Modifying a Worksheet

19. In the formula, =2+6*2, addition would be calculated after multiplication.

ANSWER: True

POINTS: 1

REFERENCES: Simplifying Formulas with Functions

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20. Normal view shows how the worksheet will appear when printed. _____

ANSWER: False - Page Layout

POINTS: 1

REFERENCES: Printing a Workbook

21. The advantage of an electronic ____ is that the content can be easily edited and updated to reflect changing financial conditions.

- a. database b. spreadsheet
- c. expression d. formula

ANSWER: b

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

22. Keyboard ____ can help you work faster and more efficiently because you can keep your hands on the keyboard.

- a. KeyTips b. ScreenTips
- c. ShortTips d. shortcuts

ANSWER: d

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

23. In ____, the ribbon increases in height, the buttons are bigger, and more space appears around each button so you can more easily use your finger or a stylus to tap the button you need.

- a. Touch Mode b. Click Mode
- c. Tap Mode d. Normal Mode

ANSWER: a

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

24. "AZ" is an example of a ____.

- a. column heading b. row heading
- c. cell reference d. Name box

ANSWER: a

POINTS: 1

REFERENCES: Exploring a Workbook

25. To go to column A of the current row, press ____.

- a. Ctrl + Home b. Home
- c. Shift + Tab d. Tab + Enter

ANSWER: b

POINTS: 1

REFERENCES: Exploring a Workbook

26. An Excel worksheet can have a maximum of ____ columns in a worksheet.

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- a. 156 b. 256
- c. 16,384 d. 17 million

ANSWER: c

POINTS: 1

REFERENCES: Exploring a Workbook

27. To make A1 the active cell, you should press which of the following keys?

- a. Page Up b. Page Down
- c. Home d. Ctrl + Home

ANSWER: d

POINTS: 1

REFERENCES: Exploring a Workbook

28. You can move to the previous or next sheet by pressing the ____ keys.

- a. Alt + Page Up or Alt + Page Down b. Ctrl + Page Up or Ctrl + Page Down
- c. Tab + Page Up or Tab + Page Down d. F4 + Page Up or F4 + Page Down

ANSWER: b

POINTS: 1

REFERENCES: Exploring a Workbook

29. Each range is identified with a range reference that includes the cell reference of the upper-left cell of the rectangular block and the cell reference of the lower-right cell separated by a ____.

- a. semi-colon b. period
- c. colon d. comma

ANSWER: c

POINTS: 1

REFERENCES: Exploring a Workbook

30. The characters +, -, *, and / are examples of ____.

- a. formulas b. values
- c. arithmetic operators d. calculations

ANSWER: c

POINTS: 1

REFERENCES: Excel Formulas and Functions

31. An Excel formula always begins with a(n) ____.

- a. parentheses b. equals sign
- c. plus sign d. colon

ANSWER: b

POINTS: 1

REFERENCES: Performing Calculations with Formulas

32. The formula used to multiply cell A1 by cell C1 is ____.

- a. =A1*C1 b. C1*A1

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c. =A1/C1 d. A1*C1

ANSWER: a

POINTS: 1

REFERENCES: Simplifying Formulas with Functions

33. A(n) _____ is a group of cells in a rectangular block.

- a. cluster b. adjunct
c. selection d. range

ANSWER: d

POINTS: 1

REFERENCES: Session 1.1 Visual Overview

34. When you insert a new column, the existing columns are shifted to the _____ and the new column has the same width as the column directly to its left

- a. right b. up
c. down d. left

ANSWER: a

POINTS: 1

REFERENCES: Modifying a Worksheet

35. If you want to create a new line within a cell, press the _____ keys to move the insertion point to the next line within the cell.

- a. Ctrl + Enter b. Alt + Enter
c. Alt + E d. Ctrl + E

ANSWER: b

POINTS: 1

REFERENCES: Resizing Columns and Rows

36. What is the result of the expression =50+20/10*5?

- a. 60 b. 1
c. 25 d. 50

ANSWER: a

POINTS: 1

REFERENCES: Performing Calculations with Formulas

37. To change the order of operations, enclose part of the formula in _____.

- a. brackets b. italics
c. parentheses d. quotation marks

ANSWER: c

POINTS: 1

REFERENCES: Performing Calculations with Formulas

38. Excel makes reading formulas simpler by _____ each cell reference in the formula and its corresponding cell in the worksheet.

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- a. color coding b. bolding
- c. highlighting d. italicizing

ANSWER: a

POINTS: 1

REFERENCES: Performing Calculations with Formulas

39. To switch to ____ mode, you double-click the cell.

- a. Insert b. Copy
- c. Edit d. Paste

ANSWER: c

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

40. To change a column width, you can click ____ on the Column submenu to make the column(s) as wide as the longest entry of the cells in the column.

- a. QuickFit b. AutoFit
- c. Full Column d. Longest

ANSWER: b

POINTS: 1

REFERENCES: Resizing Columns and Rows

41. ____ makes it easier to enter repetitive text in cells.

- a. Editing mode b. AutoFit
- c. AutoComplete d. AutoFill

ANSWER: c

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

42. Which of the following takes precedence over multiplication?

- a. division b. exponentiation
- c. addition d. subtraction

ANSWER: b

POINTS: 1

REFERENCES: Performing Calculations with Formulas

43. ____ enters text based on patterns it finds in the data.

- a. AutoComplete b. Flash Fill
- c. AutoFit d. Fill

ANSWER: b

POINTS: 1

REFERENCES: Modifying a Worksheet

44. In ____ orientation, a page is taller than it is wide.

- a. natural b. landscape

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- c. portrait d. basic

ANSWER: c

POINTS: 1

REFERENCES: Printing a Workbook

45. ____ displays the location of the different page breaks within the worksheet.

- a. Normal b. Page Preview
c. Page Break Preview d. Page Break Layout

ANSWER: c

POINTS: 1

REFERENCES: Printing a Workbook

46. You can ____ the width or the height of the printout so that all of the columns or all of the rows fit on a single page.

- a. shrink b. size
c. scale d. scroll

ANSWER: c

POINTS: 1

REFERENCES: Printing a Workbook

47. According to the order of operation in Excel:

- a. Excel performs exponentiation, then multiplication and division, then addition, and subtraction.
b. Excel performs multiplication, then exponentiation, then division, then addition, and then subtraction.
c. Excel performs exponentiation, then multiplication, then division, then subtraction, and then addition.
d. Excel performs multiplication, then division, then exponentiation, then addition, and then subtraction.

ANSWER: a

POINTS: 1

REFERENCES: Performing Calculations with Formulas

48. To move the active cell up one row, press ____.

- a. Shift + Enter b. Ctrl + Tab
c. Shift + Tab d. Ctrl + Enter

ANSWER: a

POINTS: 1

REFERENCES: Modifying a Worksheet

49. Which of the following will not change the location of the active cell?

- a. drag and drop b. scrolling
c. clicking another cell d. clicking a column heading

ANSWER: b

POINTS: 1

REFERENCES: Exploring a Workbook

50. When you copy a selection of cells using drag and drop, which appears before you release the mouse button?

- a. an outline of the new location of the selected range

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- b. the range
- c. a cell reference of the old location
- d. shortcut tip

ANSWER: a

POINTS: 1

REFERENCES: Starting a New Workbook

51. What is the syntax for a SUM formula adding the values of cell F6 to F9?

- a. /SUM(F9:F6)
- b. =SUM(F6/F9)
- c. =END(F6:F9)
- d. =SUM(F6:F9)

ANSWER: d

POINTS: 1

REFERENCES: Excel Formulas and Functions

52. Ctrl + G is used to access the ____.

- a. Go to Next worksheet command
- b. G column
- c. Go to a location in the worksheet command
- d. formula view

ANSWER: c

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

53. mm/dd/yyyy is known as ____.

- a. a text string
- b. text data
- c. a date format
- d. number data

ANSWER: c

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

54. Whenever you click the Save button on the Quick Access Toolbar or press the ____ keys, the workbook file is updated to reflect the latest content.

- a. Ctrl + V
- b. Ctrl + G
- c. Ctrl + C
- d. Ctrl + S

ANSWER: d

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

55. To move or copy a range of cells, select the correct order:

1. Move the pointer over the border of the selection until the pointer changes shape.
 2. Select the cell or range you want to move or copy.
 3. To move the range, click the border and drag the selection to a new location, or to copy the range, hold down the Ctrl key and drag the selection to a new location.
- a. 1,2,3
 - b. 3,2,1

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c. 1,3,2 d. 2,1,3

ANSWER: d

POINTS: 1

REFERENCES: Modifying a Worksheet

56. A(n) _____ is a grouping of text and numbers in a rectangular grid or table.

ANSWER: spreadsheet

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

57. Keyboard _____ can help you work faster and more efficiently because you can keep your hands on the keyboard.

ANSWER: shortcuts

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

58. The active cell is highlighted with a thick green border, its cell reference appears in the _____, and the corresponding column and row headings are highlighted.

ANSWER: Name Box

POINTS: 1

REFERENCES: Exploring a Workbook

59. The range reference for a(n) _____ range includes the range reference to each range, separated by a semicolon.

ANSWER: nonadjacent

POINTS: 1

REFERENCES: Exploring a Workbook

60. When you _____ a workbook, a dialog box might open, asking whether you want to save the workbook.

ANSWER: close

POINTS: 1

REFERENCES: Closing a Workbook

61. A(n) _____ is a named operation that replaces the arithmetic expression in a formula.

ANSWER: function

POINTS: 1

REFERENCES: Excel Formulas and Functions

62. A(n) _____ of the original range is placed in the new location without removing the original range from the worksheet.

ANSWER: copy

POINTS: 1

REFERENCES: Modifying a Worksheet

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63. The _____ function will not include any cell in the range containing a non-numeric value in the final tally.

ANSWER: COUNT

POINTS: 1

REFERENCES: Modifying a Worksheet

64. A(n) _____ includes a series of questions that help you think about the purpose of the workbook and how to achieve your desired results.

ANSWER: planning analysis sheet

POINTS: 1

REFERENCES: Planning a Workbook

65. _____ removes the data from the row or column as well as removes the row or column itself.

ANSWER: Deleting

POINTS: 1

REFERENCES: Modifying a Worksheet

Identify the letter of the choice that best matches the phrase or definition.

- a. function
- b. Name box
- c. worksheet
- d. range
- e. order of operations
- f. sheet tabs
- g. Ctrl
- h. Normal view
- i. minimize button
- j. template

REFERENCES: Exploring a Workbook
Performing Calculations with Formulas
Modifying a Worksheet
Excel Formulas and Functions
Session 1.1 Visual Overview
The Excel Workbook
Printing a Workbook
Introducing Excel and Spreadsheets

66. Contains a grid of rows and columns into which you can enter text, numbers, dates, and formulas, and display charts.

ANSWER: c

POINTS: 1

67. Multiplication before addition

ANSWER: e

POINTS: 1

68. When you copy a range of cells, you must press this key while you drag the selection to its new location.

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ANSWER: g

POINTS: 1

69. A named operation that replaces the arithmetic expression in a formula

ANSWER: a

POINTS: 1

70. A group of worksheet cells

ANSWER: d

POINTS: 1

71. Hides a window so that only its program button is visible on the taskbar.

ANSWER: i

POINTS: 1

72. Displays the cell reference of the active cell.

ANSWER: b

POINTS: 1

73. Shows the contents of the worksheet.

ANSWER: h

POINTS: 1

74. Displays the name of the sheets in the workbook.

ANSWER: f

POINTS: 1

75. A preformatted workbook with many design features and some content already filled in.

ANSWER: j

POINTS: 1