NAME: ____________________________________

MULTIPLE CHOICE

1. In Excel, the electronic spreadsheet you work in is called a ____.
   a. workbook                          c. numericsheet
   b. databook                          d. worksheet

   PTS: 1           REF: Excel 2

2. You can use predesigned, formatted files called ____ to create new worksheets quickly.
   a. formatsheets                     c. templates
   b. layouts                          d. screens

   PTS: 1           REF: Excel 2

3. ____ below the worksheet grid let you switch from sheet to sheet in a workbook.
   a. Cell pointers                    c. Scroll bars
   b. Mode indicators                  d. Sheet tabs

   PTS: 1           REF: Excel 4

4. All Excel formulas begin with the ____.
   a. plus sign (+)                    c. equal sign (=)
   b. asterisk (*)                     d. slash (/)

   PTS: 1           REF: Excel 6

5. The Excel operator for exponent is ____.
   a. /                                 c. %
   b. \                                 d. ^

   PTS: 1           REF: Excel 7

6. Which of the following values would be considered a complex formula?
   a. =B3+C9*D12                        c. =B3+C9
   b. =B3                               d. =B3*D12

   PTS: 1           REF: Excel 26

7. In the calculation =1200/23-600+75*45, which mathematical operation is performed first?
   a. Subtraction                       c. Division
   b. Multiplication                   d. Addition

   PTS: 1           REF: Excel 26
8. The order of precedence in Excel formulas can be changed by using ____.
   a. quotation marks c. colons
   b. parentheses d. question marks

   PTS: 1   REF: Excel 26

9. In the formula =SUM(D1:D4) the values in the parentheses are called a(n) ____.
   a. range c. label
   b. average d. template

   PTS: 1   REF: Excel 4

10. You create an absolute cell reference by placing a ____ in front of both the column letter and the row
    number of the cell address.
    a. # (pound sign) c. / (slash)
    b. = (equal sign) d. $ (dollar sign)

    PTS: 1   REF: Excel 34

11. The ____ of a cell determines how the labels and values look.
    a. value c. label
    b. formula d. format

    PTS: 1   REF: Excel 52

12. The ____ size is the physical size of the text.
    a. style c. point
    b. format d. font

    PTS: 1   REF: Excel 54

13. ____ are styling formats such as bold, italic, and underlining that you can apply to affect the way text
    and numbers look in a worksheet.
    a. Attributes c. Fonts
    b. Formats d. Clip arts

    PTS: 1   REF: Excel 56

14. You can change the ____ of labels and values in cells to be left, right, or center.
    a. font c. cell style
    b. font size d. alignment

    PTS: 1   REF: Excel 56

15. Double-clicking the column line to the right of a column activates the ____ feature for the column.
    a. AutoCorrect c. AutoFit
    b. Format d. Format as Table

    PTS: 1   REF: Excel 58
16. On a chart created in Excel, the horizontal axis is called the _____.
   a. x-axis  
   b. y-axis  
   c. data marker  
   d. legend  
   PTS: 1  
   REF: Excel 80

17. On a chart created in Excel, the vertical axis is called the _____.
   a. x-axis  
   b. y-axis  
   c. data marker  
   d. legend  
   PTS: 1  
   REF: Excel 80

18. A pie chart _____.
   a. compares distinct, unrelated objects over time using a horizontal format  
   b. compares trends over even time intervals  
   c. compares trends over uneven time or measurement intervals  
   d. compares sizes of pieces as part of a whole  
   PTS: 1  
   REF: Excel 81

19. A(n) ____ chart compares distinct object levels using a vertical format; is the Excel default.
   a. line  
   b. area  
   c. column  
   d. pie  
   PTS: 1  
   REF: Excel 81

20. In a pie chart, slices that are pulled away are said to be _____.
   a. identified  
   b. exploded  
   c. opened  
   d. extracted  
   PTS: 1  
   REF: Excel 94

MATCHING

*In Questions 21 through 40, identify the letter of the choice that best matches the phrase or definition.*

a. range-Excel 4   
   b. insertion point-Excel 10  
   c. cell pointer-Excel 4  
   d. cell address-Excel 4  
   e. status bar-Excel 4  
   f. Function-Excel 28  
   g. Office Clipboard-Excel 32  
   h. absolute cell reference-Excel 34  
   i. relative cell reference-Excel 34  
   j. Template-Excel 41  
   k. data bar-Excel 64  
   l. column width-Excel 58  
   m. Font-Excel 54  
   n. Point-Excel 54  
   o. Theme-Excel 63  
   p. Object-Excel 84  
   q. Chart-Excel 79  
   r. category axis-Excel 80  
   s. value axis-Excel 80  
   t. data marker-Excel 80
21. A dark rectangle that outlines the cell in which you are working.
22. Provides a brief description of the active command or task in progress.
23. Identified by the coordinates of the intersecting column and row.
24. A selection of two or more cells.
25. As soon as you click in the formula bar, it appears on the formula bar at the location where new text will be inserted.
26. A temporary storage area that holds the selections you copy or cut.
27. A predesigned workbook file intended to save time when you create common documents such as balance sheets, expense statements, loan amortizations, sales invoices, or timecards.
28. A predefined worksheet formula that enables you to perform complex calculations easily.
29. Changes based on the location when you copy the formula.
30. Does not change when you copy the formula.
31. The name for a collection of characters (letters, numerals, symbols, and punctuation marks) with a similar, specific design.
32. Equal to 1/72 of an inch.
33. A type of conditional formatting that visually illustrates differences among values.
34. A predefined set of attributes that gives your Excel worksheet a professional look.
35. Has a default value of 8.43 characters, a little less than one inch.
36. Often contains the names of data groups, such as locations, months, or years.
37. Often contains numerical values that help you interpret the size of chart elements.
38. Presents information in a pictorial format.
40. Visually represents each data point.
cell pointer
clipboard launcher
copy button
enter button
font size
formula bar
insert function button
mode indicator
name box
sheet tabs
In questions 41-50, identify the points that are listed on the Excel spreadsheet displayed on the page, using the list on the previous page. You may see the same one on the overhead, it may be easier to see.