MULTIPLE CHOICE

1. An electronic ____ is an application you use to perform numeric calculations and to analyze and present numeric data.
   a. database  
   b. spreadsheet
   c. dataform
   d. project

   PTS: 1  REF: Excel 2  OBJ: Describe the uses of Excel

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

   PTS: 1  REF: Excel 2  OBJ: Define key spreadsheet terms

3. In Excel, a worksheet is contained in a file called a ____.
   a. workbook
   b. workpad
   c. notebook
   d. datapad

   PTS: 1  REF: Excel 2  OBJ: Define key spreadsheet terms

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

   PTS: 1  REF: Excel 2  OBJ: Define key spreadsheet terms

5. You can use a spreadsheet to ____ by using variable values to investigate and sample different outcomes.
   a. represent values graphically
   b. organize data
   c. create what-if data scenarios
   d. perform calculations

   PTS: 1  REF: Excel 3  OBJ: Describe the uses of Excel

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

   PTS: 1  REF: Excel 4  OBJ: Identify Excel window elements

7. You can use ____ to move around in a document that is too large to fit on the screen at once.
   a. cell pointers
   b. mode indicators
   c. scroll bars
   d. sheet tabs

   PTS: 1  REF: Excel 4  OBJ: Identify Excel window elements
8. As shown in the accompanying figure, item ____ points to the Name box.
   a. 1  
   b. 2  
   c. 3  
   d. 4  

   PTS: 1  REF: Excel 5  
   OBJ: Identify Excel window elements

9. As shown in the accompanying figure, item ____ points to the formula bar.
   a. 1  
   b. 2  
   c. 3  
   d. 4  

   PTS: 1  REF: Excel 5  
   OBJ: Identify Excel window elements

10. As shown in the accompanying figure, item ____ points to the cell pointer, which outlines the active cell.
    a. 1  
    b. 2  
    c. 3  
    d. 4  

   PTS: 1  REF: Excel 5  
   OBJ: Identify Excel window elements
11. As shown in the accompanying figure, item 1 points to the ____.
   a. sheet tab  c. cell pointers
   b. status bar  d. sheet tab scrolling button
   PTS: 1  REF: Excel 5
   OBJ: Identify Excel window elements

12. As shown in the accompanying figure, item 2 points to the ____.
   a. sheet tab  c. mode indicator
   b. status bar  d. sheet tab scrolling button
   PTS: 1  REF: Excel 5
   OBJ: Identify Excel window elements

13. As shown in the accompanying figure, item 3 points to the ____.
   a. sheet tab  c. cell pointers
   b. status bar  d. sheet tab scrolling button
   PTS: 1  REF: Excel 5
   OBJ: Identify Excel window elements

14. As shown in the accompanying figure, item 4 points to the ____.
   a. formula button  c. mode indicator
   b. status bar  d. New sheet button
   PTS: 1  REF: Excel 5
   OBJ: Identify Excel window elements

15. All Excel formulas begin with the ____.
   a. plus sign (+)  c. equal sign (=)
   b. asterisk (*)  d. slash (/)
   PTS: 1  REF: Excel 6
   OBJ: Explain how a formula works

16. The Excel operator for exponent is ____.
   a. /  c. %
   b. \  d. ^
   PTS: 1  REF: Excel 7
   OBJ: Identify Excel arithmetic operators
17. The Excel operator for division is ____.
   a. /
   b. \  c. %
   d. ^
   PTS: 1  REF: Excel 7
   OBJ: Identify Excel arithmetic operators

18. If cell A1 contained 10, cell A2 contained 2 and cell A3 contained =A1/A2, what would cell A3 show on the worksheet?
   a. =A1/A2  c.  5
   b. =10/2  d. =5
   PTS: 1  REF: Excel 7
   OBJ: Explain how a formula works

19. If cell A1 contained 10, cell A2 contained 2 and cell A3 contained =A1^A2, what would cell A3 show on the worksheet?
   a. =A1^A2  c. 10^2
   b. 20  d. 100
   PTS: 1  REF: Excel 7
   OBJ: Explain how a formula works

20. In the accompanying figure, the entry in cell B4 is a ____.
    a. label  c. number
    b. formula  d. value
    PTS: 1  REF: Excel 8
    OBJ: Build formulas with the AutoSum button

21. In the accompanying figure, the entry in cell B15 is a ____.
    a. label  c. calculation
    b. formula  d. value
    PTS: 1  REF: Excel 8
    OBJ: Build formulas with the AutoSum button

22. In the accompanying figure, the entry in cell B5 is a ____.
    a. label  c. graphic
    b. formula  d. value
23. A(n) ____ is an entry in a cell that contains text such as “2013 Sales” or “Travel Expenses.”
   a. value          c. formula
   b. label          d. argument

24. A(n) ____ is a built-in formula that uses arguments to calculate information.
   a. label          c. template
   b. function       d. indicator

25. Excel recognizes an entry as a value if it is a number or it begins with ____.
   a. +              c. $
   b. =              d. All of the above.

26. You can use the _____ key(s) on the keyboard to navigate a worksheet.
   a. [Ctrl]         c. arrow
   b. Zoom           d. [Enter]

27. To quickly jump to the first cell in a worksheet press ____.
   a. [Alt][Page Up]  c. [Page Up]
   b. [Shift][Home]   d. [Ctrl][Home]

28. To move one screen to the left press ____.
   a. [Ctrl][Home]    c. [Ctrl][Page Left]
   b. [Alt][Page Up]  d. [Alt][Page Down]

29. To quickly jump to the last cell in a worksheet press ____.
   a. [Alt][Page Down]  c. [Page Down]
   b. [Shift][Down]   d. [Ctrl][End]

30. You can change, or ____ the contents of an active cell at any time.
   a. recover          c. edit
   b. navigate        d. calculate
31. The Undo button allows you to reverse up to ____ previous actions, one at a time.
   a. 1
   b. 10
   c. 100
   d. 1,000

32. You can edit the contents of the active cell by ____.
   a. pressing the [Enter] key and starting to type
   b. pressing the [Home] key and starting to type
   c. just starting to type
   d. pressing the [Ctrl] key and the [Home] key and starting to type

33. As shown in the accompanying figure, item 1 points to the ____.
   a. insertion point
   b. mode indicator
   c. Enter button
   d. active cell

34. As shown in the accompanying figure, item 2 points to the ____.
   a. insertion point
   b. mode indicator
   c. Enter button
   d. active cell
35. As shown in the accompanying figure, item 3 points to the ____.
   a. insertion point  
   b. mode indicator  
   c. Enter button  
   d. active cell  
   PTS: 1  REF: Excel 11  
   OBJ: Edit cell entries in the formula bar

36. In a worksheet, the ____ is called the formula prefix.
   a. minus sign (-)  
   b. plus sign (+)  
   c. pound sign (#)  
   d. equal sign (=)  
   PTS: 1  REF: Excel 12  
   OBJ: Enter a formula

37. ____ operators perform mathematical calculations such as adding and subtracting.
   a. Text concatenation  
   b. Reference  
   c. Arithmetic  
   d. Comparison  
   PTS: 1  REF: Excel 12  
   OBJ: Enter a formula

38. Possible paper orientations for printing a worksheet are landscape and ____.
   a. preview  
   b. portrait  
   c. normal  
   d. page break  
   PTS: 1  REF: Excel 16  
   OBJ: Change the page orientation

39. The ____ option helps fit the data on a single page without making changes to individual margins.
   a. Scale to Fit  
   b. Paginate  
   c. Page Break View  
   d. Squeeze  
   PTS: 1  REF: Excel 16  
   OBJ: Preview and print a worksheet

40. You can use the ____ slider on the status bar to enlarge your view of specific areas of your worksheet.
   a. Preview  
   b. Zoom  
   c. Orientation  
   d. Layout  
   PTS: 1  REF: Excel 16  
   OBJ: Preview and print a worksheet
Excel 2013 Unit B: Working with Formulas and Functions

MULTIPLE CHOICE

1. In the formula =D1+C1/F3, which calculation will be performed first?
   a. C1/F3  
   c. D1/F3  
   b. D1+C1  
   d. D1+F3
   
   PTS: 1  REF: Excel 26  
   OBJ: Create a complex formula by pointing

2. Which of the following is a complex formula?
   a. =SUM(B4:B8)  
   c. =AVERAGE(C6:D6)  
   b. =(B4/B8)*10  
   d. =MIN(D5:D7)
   
   PTS: 1  REF: Excel 26  
   OBJ: Create a complex formula by pointing

3. In the formula =(G15-G14)*$M$3/4, which mathematical operation is performed first?
   a. $M$3/4  
   c. (G15-G14)  
   b. (G15-G14)*$M$3  
   d. (G15-G14)/4
   
   PTS: 1  REF: Excel 26  
   OBJ: Create a complex formula by pointing

4. How can the order of precedence in this formula, =C12+C13*F4, be changed so that cells C12 and C13 are added together as the first operation that occurs?
   a. =C12+(C13*F4)  
   c. =$C12+$C13*F4  
   b. =(C12+C13)*F4  
   d. =C12*F4+C13
   
   PTS: 1  REF: Excel 26  
   OBJ: Create a complex formula by pointing

5. All functions begin with the formula prefix ____.
   a. @ (at symbol)  
   c. # (number symbol)  
   b. = (equals sign)  
   d. + (plus sign)
   
   PTS: 1  REF: Excel 28  
   OBJ: Select a range for use in a function

6. In Excel, MAX and AVERAGE are examples of ____.
   a. functions  
   c. lists  
   b. arguments  
   d. buttons
   
   PTS: 1  REF: Excel 28 | Excel 30  
   OBJ: Use the Insert Function button | Select a function by typing
7. In the accompanying figure, the dialog box illustrates what element of a function?
   a. arithmetic operator  
   b. argument  
   c. order of precedence  
   d. range  
   PTS: 1  
   REF: Excel 29  
   OBJ: Use the Insert Function button

8. Functions can be entered for formulas using all of the following methods except ____.
   a. the Insert Function dialog box  
   b. the AutoSum button  
   c. typing the function  
   d. typing the function argument  
   PTS: 1  
   REF: Excel 30  
   OBJ: Select a function by typing

9. The COUNTA function is used to count the number of cells in a range that contain which type of data?
   a. numbers  
   b. dates  
   c. formulas  
   d. All of the above.  
   PTS: 1  
   REF: Excel 30  
   OBJ: Select a function by typing

10. Which method of entering a function requires the user to know the name and initial characters of a function?
    a. manually typing the function  
    b. using the Insert Function button  
    c. using the Sum button  
    d. using the Sum list arrow  
    PTS: 1  
    REF: Excel 30  
    OBJ: Select a function by typing

11. When cells are copied using Excel’s copy function, what happens to the data in the copied cells?
    a. The data is permanently deleted from the copied cells.  
    b. The data is temporarily deleted from the copied cells.  
    c. The data remains in its original location.  
    d. The data is moved to another location and removed from its original location.  
    PTS: 1  
    REF: Excel 32  
    OBJ: Copy a range to the Clipboard

12. Once the Office Clipboard reaches its maximum of 24 items, how does it handle new items that are copied or cut?
    a. The user sees a “clipboard full” message.  
    b. The clipboard automatically deletes all items and starts over with the new item.  
    c. The clipboard prompts the user to delete items.
d. The clipboard automatically deletes the oldest item on the clipboard.

PTS: 1  REF: Excel 32  OBJ: Copy a range to the Clipboard

13. When cells or rows are inserted or deleted in an Excel worksheet, how are cell references affected by the insertion or deletion?
   a. Cell references are not affected.
   b. The user must insert new cell references.
   c. The user is prompted to enter new cell references.
   d. Cell references are automatically adjusted.

PTS: 1  REF: Excel 33  OBJ: Empty cell contents

14. Which tab and group will allow the insertion of rows and columns in a worksheet?
   a. HOME tab, Styles group
   b. PAGE LAYOUT tab, Page Format group
   c. HOME tab, Cells group
   d. PAGE LAYOUT tab, Cells group

PTS: 1  REF: Excel 33  OBJ: Copy cell contents

15. In the accompanying figure, the item marked as 1 points to the ____ button.
   a. Sum
   b. Cut
   c. Paste
   d. Copy

PTS: 1  REF: Excel 33  OBJ: Paste a Clipboard entry

16. In the accompanying figure, the item marked as 2 points to the ____ button.
   a. Copy
   b. Cut
   c. Paste
   d. Undo
17. In the accompanying figure, the item marked number ____ indicates the Clipboard dialog box launcher.
   a. 1  
   b. 2  
   c. 3  
   d. 5

18. In the accompanying figure, the item marked 5 indicates which element of the Excel window?
   a. worksheet  
   b. Clipboard task pane  
   c. workbook  
   d. notes pane

19. To insert cells, click the Insert list arrow in the Cells group on the ____ tab, then click Insert Cells.
   a. HOME  
   b. CELLS  
   c. INSERT  
   d. TOOLS

20. You can create an absolute cell reference by placing a ____ in front of both the column letter and the row number of the cell address.
   a. %  
   b. &  
   c. $  
   d. @

21. Which type of cell reference preserves the exact cell address in a formula?
   a. absolute  
   b. mixed  
   c. relative  
   d. All of the above.

22. An Excel user should use a relative cell reference when it is important to ____.
   a. preserve the relationship to the formula location  
   b. never change the formula  
   c. preserve the exact cell address in a formula  
   d. memorize the formula

23. Which formula contains a mixed cell reference?
   a. =(A6+A7)*0.20  
   b. =$A$6+$A$7)*0.20  
   c. =(A6+$A$7)*0.20  
   d. =$A$6+$A$7)*0.20

24. Which function key on the keyboard allows the Excel user to cycle through all possible combinations of relative, mixed, and absolute cell references for a formula?
   a. [F1]  
   b. [F2]  
   c. [F10]
b. [F4]  
d. [F12]

PTS: 1  REF: Excel 35  OBJ: Identify cell referencing

25. A(n) ____ cell reference tells Excel to substitute new cell references within the copied formulas as necessary.
   a. mixed  
c. relative
   b. absolute  
d. parameter

PTS: 1  REF: Excel 36  OBJ: Copy and paste formulas with relative cell references

26. Which of the following is NOT a Paste list arrow option?
   a. pasting values only  
c. pasting cell selectors
   b. pasting values with number formatting  
d. pasting formulas only

PTS: 1  REF: Excel 37  OBJ: Copy and paste formulas with relative cell references

27. Which keyboard shortcut turns on Edit mode?
   a. [F1]  
c. [F4]
   b. [F2]  
d. [F8]

PTS: 1  REF: Excel 38  OBJ: Create an absolute cell reference

28. To continue a sequence in adjacent cells, such as months of the year, use the ____ feature of Excel.
   a. SUM function  
c. fill handle
   b. redo  
d. copy/paste

PTS: 1  REF: Excel 39  OBJ: Use the fill handle to copy absolute cell references

29. In the formula =ROUND(D4:F4,0), what does the zero indicate?
   a. The number of decimal places in the rounded number.
   b. The number of times the formula should be repeated.
   c. A null value.
   d. The value for cell F4.

PTS: 1  REF: Excel 40  OBJ: Use Formula AutoComplete to insert a function

30. Excel templates make creating a professional looking spreadsheet easier by including all of the following EXCEPT ____ in the template.
   a. formulas  
c. labels
   b. formatting  
d. data

PTS: 1  REF: Excel 41  OBJ: Use Formula AutoComplete to insert a function

31. Excel templates include which of these common documents?
   a. budgets  
c. time cards
   b. balance sheets  
d. All of the above.

PTS: 1  REF: Excel 41  OBJ: Copy an edited formula
32. The file extension .xltx indicates what type of Excel file?
   a. Excel template  
   b. Excel workbook  
   c. Excel worksheet  
   d. Excel formulas only worksheet
   
   PTS: 1  REF: Excel 41  OBJ: Copy an edited formula

33. The default file extension for an Excel 2013 workbook is ____.
   a. .xltx  
   b. .xslx  
   c. .xlsx  
   d. .xls
   
   PTS: 1  REF: Excel 41  OBJ: Copy an edited formula
MULTIPLE CHOICE

1. The ____ of a cell determines how the labels and values look.
   a. value  
   b. formula  
   c. label  
   d. format
   
   PTS: 1  REF: Excel 52  OBJ: Format a number

2. To format a cell or range, first you select it, and then you apply the formatting using the ____ , the Mini toolbar, or a keyboard shortcut.
   a. Name box  
   b. formula box  
   c. Ribbon  
   d. Sheet tabs
   
   PTS: 1  REF: Excel 52  OBJ: Format a number

3. The default Accounting number format adds dollar signs and ____ decimal places to the data.
   a. one  
   b. two  
   c. three  
   d. four
   
   PTS: 1  REF: Excel 52  OBJ: Format a number

4. Cells and ranges in a worksheet can be formatted ____.
   a. only before data is entered  
   b. only after data is entered  
   c. before or after data is entered  
   d. at the same time data is entered
   
   PTS: 1  REF: Excel 52  OBJ: Format a number

5. In the accompanying figure, item 1 is the ____ button.
   a. Number Format  
   b. Accounting Number Format  
   c. Currency Style  
   d. Percent Style
   
   PTS: 1  REF: Excel 53  OBJ: Format a number

6. In the accompanying figure, item 2 is the ____ list arrow.
   a. Number Format  
   b. Accounting Number Format  
   c. Commands in Number  
   d. Decimal Number
7. To apply a table style, select the data to be formatted or click anywhere within the intended range (Excel can automatically detect a range of cells), click the Format as Table button in the ____ group on the HOME tab, and then click a style in the gallery.
   a. Alignment  
   b. Styles  
   c. Cells  
   d. Editing

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

9. In the ____ window you can search for online pictures (or Clip Art) in Office.com, through the Bing search engine, or on your SkyDrive.
   a. Find Images  
   b. Insert Pictures  
   c. Add Clip Art  
   d. Add Images

10. A ____ is an individual media file, such as art, sound, animation, or a movie.
    a. point  
    b. cell style  
    c. clip  
    d. template

11. You can apply font styles and alignment options using the ____ tab of the Ribbon.
    a. INSERT  
    b. HOME  
    c. PAGE LAYOUT  
    d. VIEW

12. You can apply font styles and alignment options using the ____ dialog box.
    a. Format Cells  
    b. Insert  
    c. Conditional Formatting  
    d. AutoCorrect

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

14. The Format Painter button is found in the ____ group on the HOME tab of the Ribbon.
    a. Alignment  
    b. Styles  
    c. Clipboard  
    d. Font

15. You can change the ____ of labels and values in cells to be left, right, or center.
    a. font  
    b. cell style
16. In the accompanying figure, item ____ shows the button that centers text across columns.
   a. 1  
   b. 2  
   c. 3  
   d. 4  
   PTS: 1  REF: Excel 57  OBJ: Change cell alignment

17. In the accompanying figure, item ____ shows the button that centers text horizontally within the cell.
   a. 2  
   b. 3  
   c. 4  
   d. 5  
   PTS: 1  REF: Excel 57  OBJ: Change cell alignment

18. In the accompanying figure, item ____ shows the button that wraps long text into multiple lines.
   a. 2  
   b. 3  
   c. 4  
   d. 5  
   PTS: 1  REF: Excel 57  OBJ: Change cell alignment

19. In the accompanying figure, item ____ shows the button that aligns text at the left edge of the cell.
   a. 1  
   b. 2  
   c. 3  
   d. 5  
   PTS: 1  REF: Excel 57  OBJ: Change cell alignment

20. Double-clicking the column line to the right of a column activates the ____ feature for the column.
    a. AutoCorrect  
    b. Format  
    c. AutoFit  
    d. Format as Table  
    PTS: 1  REF: Excel 58  OBJ: Resize a column with AutoFit

21. ####### in a cell means that the ____.
    a. formula contains an error  
    b. value contains an error  
    c. label has a spelling error  
    d. column is too narrow to display the value completely  
    PTS: 1  REF: Excel 58  OBJ: Change the width of multiple columns
22. Which of the following removes only the contents of a selected row or column?
   a. the Delete button  
   b. the [Delete] key  
   c. the Delete command on a shortcut menu  
   d. All of the above.

   PTS: 1  REF: Excel 60  
   OBJ: Use column and row heading buttons to insert and delete

23. You insert a comment in a worksheet by using a command on the ____ tab on the Ribbon.
   a. HOME  
   b. REVIEW  
   c. INSERT  
   d. VIEW

   PTS: 1  REF: Excel 61  
   OBJ: Use the Insert dialog box

24. A small, ____ triangle appears in the upper-right corner of a cell containing a comment.
   a. red  
   b. blue  
   c. green  
   d. yellow

   PTS: 1  REF: Excel 61  
   OBJ: Use the Insert dialog box

25. You can use colors, patterns, and borders to enhance the overall appearance of a worksheet and to make it easier to read. One of the ways of adding these enhancements is to use the Borders, Font Colors, and Fill Color buttons in the Font group on the ____ tab of the Ribbon.
   a. HOME  
   b. DATA  
   c. PAGE LAYOUT  
   d. REVIEW

   PTS: 1  REF: Excel 62  
   OBJ: Apply a border and pattern to a cell

26. You can change colors, patterns, and borders of cells by using the Fill tab and the Border tab in the ____ dialog box.
   a. Page Setup  
   b. AutoCorrect  
   c. Insert  
   d. Format Cells

   PTS: 1  REF: Excel 62  
   OBJ: Apply a border and pattern to a cell

27. Cell ____ are predesigned combinations of formats.
   a. resolutions  
   b. dimensions  
   c. alignments  
   d. styles

   PTS: 1  REF: Excel 62  
   OBJ: Format cells using the shortcut menu

28. ____ shows you how a fill color will look before you apply it.
   a. Sneak Peek  
   b. Live Preview  
   c. Quick Look  
   d. Advance Look

   PTS: 1  REF: Excel 62  
   OBJ: Use Live Preview to apply color to cells

29. A theme can be applied using the Themes button in the Themes group on the ____ tab on the Ribbon.
   a. HOME  
   b. DATA  
   c. PAGE LAYOUT  
   d. REVIEW

   PTS: 1  REF: Excel 63
OBJ: Apply a border and pattern to a cell

30. _____ formatting is automatically updated if you change data in the worksheet.
   a. Conditional  
   b. Spatial  
   c. Dynamic  
   d. Data  

   PTS: 1  REF: Excel 64

OBJ: Create conditional formatting in a range

31. The default format for cells that meet a condition with conditional formatting is _____.
   a. Dark Blue Fill with Light Red Text  
   b. Light Red Fill with Dark Red Text  
   c. Light Blue Fill with Dark Blue Text  
   d. Dark Red Fill with Light Red Text  

   PTS: 1  REF: Excel 64

OBJ: Change formatting and parameters in conditional formatting

32. If you create a conditional formatting rule you can modify it using the Conditional Formatting _____.
   a. Rules Options dialog box  
   b. Rules template  
   c. Rules Wizard  
   d. Rules Manager  

   PTS: 1  REF: Excel 65

OBJ: Change formatting and parameters in conditional formatting

33. You can add multiple worksheets to a workbook by clicking the HOME tab on the Ribbon, pressing and holding ____, and then clicking the number of existing worksheet tabs that correspond with the number of sheets you want to add, clicking the Insert list arrow in the Cells group on the HOME tab, then clicking Insert Sheet.
   a. [Esc]  
   b. [Shift]  
   c. [F4]  
   d. [Alt]  

   PTS: 1  REF: Excel 67

OBJ: Reorder sheets in a workbook

34. The Spelling button is found in the Proofing group on the ____ tab on the Ribbon.
   a. HOME  
   b. PAGE LAYOUT  
   c. REVIEW  
   d. DATA  

   PTS: 1  REF: Excel 68

OBJ: Describe how spell checking works

35. The Find & Select button is found in the Editing group on the ____ tab on the Ribbon.
   a. HOME  
   b. PAGE LAYOUT  
   c. REVIEW  
   d. DATA  

   PTS: 1  REF: Excel 68

OBJ: Replace a word using Find & Select
MULTIPLE CHOICE

1. _____ marks indicate the scale of measure for each value on the y-axis.
   a. Datapoint  
   b. Tick  
   c. Axis  
   d. Legend
   PTS: 1  REF: Excel 80  OBJ: Identify chart elements

2. A(n) _____ identifies each data series in a chart, generally with a different color.
   a. axis  
   b. data point  
   c. data marker  
   d. legend
   PTS: 1  REF: Excel 80  OBJ: Identify chart elements

3. The x-axis and y-axis are, respectively, the _____.
   a. horizontal and vertical axes  
   b. data series and gridlines  
   c. tick markers and data series  
   d. vertical and horizontal axes
   PTS: 1  REF: Excel 80  OBJ: Identify chart elements

4. A collection of related data points is called a _____.
   a. data marker  
   b. tick mark  
   c. data point  
   d. data series
   PTS: 1  REF: Excel 80  OBJ: Identify chart elements

5. Each value in a cell selected for a chart is called a _____.
   a. data marker  
   b. tick mark  
   c. data point  
   d. data series
   PTS: 1  REF: Excel 80  OBJ: Identify chart elements

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

7. On a chart created in Excel, the vertical axis is also called the _____.
   a. x-axis  
   b. y-axis  
   c. data marker  
   d. legend
   PTS: 1  REF: Excel 80  OBJ: Identify chart elements
8. Based on the chart in the accompanying figure, what data marker represents the smallest data point?
   a. Quarter 3 – Japan
   b. Quarter 1 – France
   c. Quarter 3 – USA
   d. Quarter 1 – India

   PTS: 1  REF: Excel 81  OBJ: Identify chart elements

9. In the accompanying figure, what chart item explains which color represents each quarter?
   a. value area
   b. plot area
   c. series area
   d. legend

   PTS: 1  REF: Excel 81  OBJ: Identify chart elements

10. What type of chart is shown in the accompanying figure?
    a. Column
    b. Area
    c. Bar
    d. Scatter

    PTS: 1  REF: Excel 81  OBJ: Explore common chart types
11. In the accompanying figure, item ___ represents the vertical axis.
   a. 1  
   b. 2  
   c. 3  
   d. 4  

   PTS: 1  REF: Excel 81  OBJ: Identify chart elements

12. In the accompanying figure, item 4 points to a ____.
   a. data point  
   b. tick mark  
   c. data series  
   d. data marker  

   PTS: 1  REF: Excel 81  OBJ: Identify chart elements

13. In the accompanying figure, which country has the highest quarterly sales?
   a. Australia  
   b. Britain  
   c. Japan  
   d. USA  

   PTS: 1  REF: Excel 81  OBJ: Identify chart elements

14. In the accompanying figure, item ___ represents the horizontal axis.
   a. 2  
   b. 3  
   c. 4  
   d. 5  

   PTS: 1  REF: Excel 81  OBJ: Identify chart elements

15. In the accompanying figure, item 5 represents ____.
   a. data markers  
   b. tick marks  
   c. the plot area  
   d. the legend  

   PTS: 1  REF: Excel 81  OBJ: Explore common chart types

16. A(n) ____ chart compares distinct object levels using vertical bars; it is the Excel default.
   a. line  
   b. area  
   c. column  
   d. pie  

   PTS: 1  REF: Excel 81  OBJ: Explore common chart types

17. To show how individual volume changes over time in relation to total volume, use a(n) ____.
   a. area chart  
   b. bar chart  
   c. column chart  
   d. line chart  

   PTS: 1  REF: Excel 81  OBJ: Explore common chart types

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  OBJ: Explore common chart types

19. Which two charts compare trends over time intervals?
    a. bar and pie  
    b. pie and area  
    c. area and line  
    d. line and scatter  

   PTS: 1  REF: Excel 81  OBJ: Explore common chart types
20. Which chart type do you use to compare distinct objects over time using horizontal bars?
   a. area  
   b. bar  
   c. column  
   d. line
   
   PTS: 1  REF: Excel 81  OBJ: Explore common chart types

21. A scatter 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. combines a column and line chart to compare data requiring different scales of measure
   
   PTS: 1  REF: Excel 81  OBJ: Explore common chart types

22. Which chart type is the best candidate for emphasizing sales trends over a period of 6 months?
   a. line  
   b. pie  
   c. area  
   d. scatter
   
   PTS: 1  REF: Excel 81  OBJ: Explore common chart types

23. Which chart type is the best candidate for spotting trends and extrapolating information based on research data?
   a. pie  
   b. area  
   c. scatter  
   d. hi-low
   
   PTS: 1  REF: Excel 81  OBJ: Explore common chart types

24. A chart that is inserted directly in the current worksheet is called a(n) ____ chart.
   a. inner  
   b. embedded  
   c. sub  
   d. interactive
   
   PTS: 1  REF: Excel 82  OBJ: Create a chart

25. You can ____ the chart title text to select it.
   a. click  
   b. double-click  
   c. triple-click  
   d. right-click
   
   PTS: 1  REF: Excel 82  OBJ: Add a chart title

26. An example of a(n) ____ chart is a column chart with a line chart.
   a. nested  
   b. combination  
   c. complex  
   d. exploded
   
   PTS: 1  REF: Excel 86  OBJ: Change the chart type

27. Which of the following will NOT be affected or rearranged by choosing a new layout on the CHART TOOLS DESIGN tab?
   a. data  
   b. legend  
   c. titles  
   d. gridlines
   
   PTS: 1  REF: Excel 86  OBJ: Change the chart design

28. A combination chart can add a(n) ____ axis to chart related data.
   a. combo  
   b. secondary  
   c. tertiary  
   d. clustered
29. You can change a column chart to a clustered bar chart using the ____ dialog box.
a. New Chart Type c. Adjust Type
b. Chart Category d. Change Chart Type

30. The default border color around a chart title is ____.
a. red c. black
b. green d. blue

31. To add a shadow to an object, click the ____ button in the Format Chart Title pane, click Shadow, and make the desired selections.
a. Options c. Tools
b. Effects d. Shadow Format

32. In the accompanying figure, item 1 points to a ____.
a. vertical axis label c. horizontal axis title
b. horizontal axis label d. vertical axis title

33. In the accompanying figure, item 2 points to a ____.
a. vertical axis label c. horizontal axis title
b. horizontal axis label d. vertical axis title

34. In the accompanying figure, item 3 points to a ____.
a. vertical axis label c. horizontal axis title
b. horizontal axis label d. vertical axis title

35. In the accompanying figure, item 4 points to a ____.
a. vertical axis label c. horizontal axis title
b. horizontal axis label d. vertical axis title
36. Which of the following is not an option that the Data Labels can produce?
   a. series name  
   b. category name  
   c. value of the data point  
   d. legend name  
   PTS: 1  REF: Excel 89  OBJ: Add axis titles

37. Shape ____ make it possible to apply multiple formats to a data series, such as an outline, fill color, and text color, all with a single click.
   a. text annotations  
   b. gridlines  
   c. markers  
   d. styles  
   PTS: 1  REF: Excel 90  OBJ: Apply a style to a data series

38. You can add a text box using the CHART TOOLS ____ tab.
   a. DESIGN  
   b. LAYOUT  
   c. FORMAT  
   d. TEXT  
   PTS: 1  REF: Excel 92  OBJ: Type text in a text box

39. Text annotations are ____ that you can add to further describe the data in your chart.
   a. arrows  
   b. titles  
   c. labels  
   d. notes  
   PTS: 1  REF: Excel 92  OBJ: Draw an arrow on a chart

40. ____ lets you create diagram types including List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid.
   a. SmartArt  
   b. WordArt  
   c. ClipArt  
   d. 3-DArt  
   PTS: 1  REF: Excel 93  OBJ: Modify a drawn object

41. 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  OBJ: Explode a pie chart slice