Chapter 4: Microsoft Excel 2013

In Excel the intersection of a column and a row is called :
   a.   range.
   b.   block.
   c.   selection.
   d.   cell.

Excel workbooks have what file extension?
   a.   .doc
   b.   .xlt
   c.   .xlw
   d.   .xlsx

How deep (how many rows) is an excel worksheet?
   a.   1024.
   b.   1,048,566.
   c.   256
   d.   60,000.

A new, blank workbook contains how many worksheets?
   a.   1.
   b.   2.
   c.   3 .
   d.   4.

A rectangular block of cells is called a :
   a.   data block.
   b.   paragraph.
   c.   code segment.
   d.   range.

If you change a cell entry upon which a formula depends (which a formula refers to), what will happen ?
   a.   The formula will display an error message.
   b.   The formula will automatically recalculate to reflect the changed data.
   c.   You need to rebuild the formula before it will display a new result.
   d.   You will need to copy the formula upon itself.

In Excel, what is the result of the formula $= 3 +(4 – 2)*3$?
   a.   15.
   b.   9.
   c.   4.
   d.   none of the above.

The way Information appears in a cell (such as its alignment, font) is referred to as the cell's :
   a.   Style.
   b.   format.
   c.   display mode.
   d.   attributes.

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What happens when you close a workbook that you work with in Excel ?
  a. The workbook is automatically saved.
  b. Excel will automatically exit.
  c. <u>If you made changes to the workbook since you last saved, a dialog box will appear and give you the opportunity to save again.</u>
  d. A new, empty workbook will automatically appear.

What is the shorter way of computing =C1+C2+C3+C4+C5+C6+C7+C8 ?
  a. ADD (C1..C8).
  b. TOTAL (C1:C8).
  c. <u>SUM (C1:C8).</u>
  d. C1:C8.

Q12: What tool can be used to quickly create SUM formula?
  a. Summation.
  b. =SUM.
  c. <u>AutoSum.</u>
  d. Sum-o-matic.

What feature can be used to get detailed information on a particular cell ?
  a. The reference area.
  b. <u>The formula bar</u>.
  c. The format menu
  d. Edit menu

Excel displays number signs (#####) in a cell when :
  a. <u>A formatted number is too long to fit in the column.</u>
  b. There is an error in a formula.
  c. A text entry is to long to fit in the column.
  d. The cell has an invalid customized format.

Writing an incorrect formula that attempts to perform math by referring to a text entry causes excel to display what in the formula cell ?
  a. ERROR.
  b. <u>#VALUE</u>.
  a. #####.
  b. d.!!!!! .

On a Chart, what is used to indicate what each color or symbol stands for ?
  a. a data series.
  b. The X-axis.
  c. <u>a legend</u>.
  d. a category.

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Line charts are most appropriate for :
   a. Showing trends or changes over time.
   b. Comparing individual values at specific times.
   c. Showing relationships among portions of a whole.
   d. None of the above.

Column charts are most appropriate for :
   a. Showing trends or changes over time.
   b. Comparing individual values at specific times.
   c. Showing relationships among portions of a whole.
   d. None of the above.

Pie charts are most appropriate for :
   a. Showing trends or changes over time.
   b. Comparing individual values at specific times.
   c. Showing relationships among portions of a whole.
   d. None of the above.

A data file created by a spreadsheet program is called ?
   a. Template.
   b. Workbook.
   c. Worksheet.
   d. Either b or c.

What is the combination of keys required to come back to the top of the worksheet?
   a. Page Up (PgUp)
   b. Alt and Page Up
   c. Ctrl and Home
   d. Ctrl and left arrow

What key is used to select multiple different ranges of cells?
   a. Shift
   b. Ctrl
   c. Alt
   d. AltCar or AltGr

To edit existing data in a cell without having to retype it all, you should .
   a. one-click the cell
   b. Click the Edit button on the Formula bar
   c. Hold SHIFT down while clicking the cell
   d. None of the above - you must retype.

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If you select a cell with a date in it and drag the fill handle down across several cells, what happens is that .
   a. The date is copied to each cell
   b. the date is increased by 1 day into each cell
   c. The date is increased by 1 week into each cell
   d. Nothing as AutoFill applies only to numbers

To remove the contents of several cells at once, you can .
   a. Select the cells and press DELETE.
   b. select the cells and right click and choose Clear Contents
   c. Select the cells and drag the fill handle back up over them
   d. All of the above

The formula that will add the value of cell D4 to the value of C2 and then multiply by the value in B2 is:
   a. (D4+C2)*B2
   b. D4+C2*B2
   c. = (D4+C2*B2
   d. = (B2*(D4+C2)

Cell A4 =2 and A5 = 4. You select both cells and drag the fill handle down to A8. The contents of cells A6, A7, and A8 are:
A. 8,16,32
B. 2, 4, 2
C. 2, 2, 2
D. 6,8,10

You can automatically resize the column to fit the width of the column's contents by on the column boundary line.
A. Clicking
B. Double-clicking
C. Right-clicking
D. Double right-clicking

To save an existing file with a new name, what command should you use?
   a. File Name
   b. Save As
   c. Versions
   d. Save

How many cells are included in the range A1:B3?
   a. 2
   b. 4
   c. 6
   d. 9

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The black box in the lower-right corner of a selection that is used to copy cells is called the:
 a. Copy handle.
 b. **Fill handle.**
 c. Range handle.
 d. Entry handle.

Which of the following functions is written in the correct syntax?
 a. NOW(today)
 b. SUM(D2-A2)
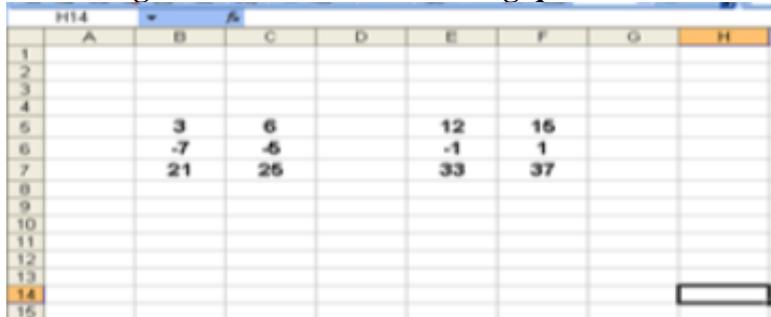 c. =SUM(A1:D1)
 d. =SUM(A1=B1)

What does this button mean ⊟ **?**
 a. Align the text on the borders of the page.
 b. Extend the content on the entire length of the cell.
 c. Merge the selected cells and center the content.
 d. None of the above

What type of chart is this?

 a. Doughnut
 b. Radar
 c. Bar
 d. Pie

Use the figure to answer the following questions:

The values in cells D5 , D6 , D7 are :
 a. 8, -2, 29 .
 b. 9, 29, -3.
 c. 9, -3, 29.
 d. 3, -3, 21.

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Use the figure to answer the following questions:
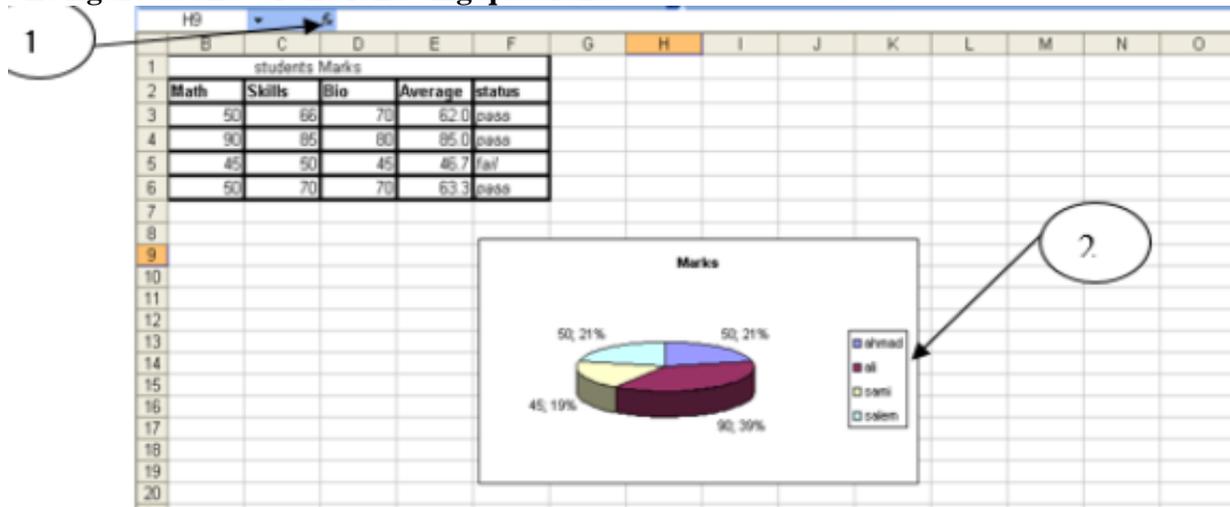
The symbol indicated by arrow (1) is represent :
  a. AutoSum function.
  b. <u>Insert function.</u>
  c. Delete data
  d. Name Box

The rectangle indicated by arrow (2) is represent :
  a. <u>Legend.</u>
  b. data table.
  c. data value.
  d. data series .

The percentages that appear around the chart is called :
  a. <u>data labels.</u>
  b. data table.
  c. data values.
  d. both a + c .

The Active cell in this sheet is:
  a. B9. b. 9H. <u>c. H9.</u> d. H6.

What is the appropriate function to retrieve student status (pass or fail)?
  <u>a. IF.</u> b. SUMIF. c. COUNTIF. d. Average.

What is the result of this function =COUNT (B3:E6)?
  a. 4. b. 14. <u>c. 16.</u> d. Error Massage.

The chart title is :
  a. students marks. <u>b. Marks.</u> c. students name. d. sheet1