**Multiple Choice Answer Key**

**Excel, Chapter 1**

1. What is the first step in planning an effective worksheet?

**B**

1. What Excel interface item is not displayed until you start typing or editing data in a cell?

**D**

1. Given the formula =B1\*B2+B3/B4^2 where B1 contains 3, B2 contains 4, B3 contains 32, and B4 contains 4, what is the result?

**A**

1. Why would you press Ctrl+’ in Excel?

**C**

1. Which of the following is a nonadjacent range?

**D**

1. If you want to balance a title over several columns, what do you do?

**B**

1. Which of the following characteristics is not applicable to the Accounting Number Format?

**A**

1. You selected and copied formatted worksheet data containing formulas. However, you want the pasted copy to contain the current formula results rather than formulas. What do you do?

**C**

1. Assume that the data on a worksheet consume a whole printed page and a couple of columns on a second page. You can do all of the following except what to force the data to print all on one page?

**B**

1. What should you do if you see a column of pound signs (###) instead of values or results of formulas?

**D**