**Multiple Choice Answer Key**

# Exploring Microsoft Excel 2016, Chapter 1

1. Which step is *not* part of planning a worksheet design?

**d. Enter labels, values, and formulas.**

2. You just copied a range of data containing formulas. However, you want to preserve the formula results and the original number and text formatting in the pasted range. Which paste option would you select?

**c. Values & Source Formatting**

3. Given the formula =B1\*B2+B3/B4^2, what operation is calculated first?

**d. B4^2**

4. How can you display formulas within the cells instead of the cell results?

**b. Press Ctrl+`.**

5. What is a fast way to apply several formats at one time?

**b. Apply a cell style.**

6. Which of the following is *not* an alignment option?

**c. Fill Color**

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

**a. Dollar sign immediately on the left side of the value**

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

**c. Click the Paste arrow in the Clipboard group and select Values & Source Formatting.**

9. 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. Increase the left and right margins.**

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

**d. Increase the column width.**