https://selldocx.com/products
/test-bank-shelly-cashman-series-microsoft-office-365-and-excel-2019-comprehensive-1e-freund

Name: _____ Class: _____ Date: _____

Excel Module 01

1. You can start Excel using the Start button on the Windows taskbar or a shortcut on your desktop.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 1-5
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.9.1 - Save a presentation.
CORPORATE STANDARDS: 4307 - Start Excel.
TOPICS: Shelly Cashman Series: Staring and Using Excel
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 1:34 AM
DATE MODIFIED: 7/30/2019 1:36 AM

2. You can use the DELETE key to clear cell contents.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 1-59
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.3 - Copy, cut, and paste data.
CORPORATE STANDARDS: 1171 - Clear cell contents.
TOPICS: Shelly Cashman Series: Correcting Errors
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 1:37 AM
DATE MODIFIED: 7/30/2019 1:39 AM

3. To print worksheet contents across the length of a page, you can use portrait orientation.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: SCEX 1-53
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.4 - Insert headers and footers.
CORPORATE STANDARDS: 919 - Change the page orientation.
TOPICS: Shelly Cashman Series: Printing a Worksheet
KEYWORDS: Bloom's: Remember

Copyright Cengage Learning. Powered by Cognero.

Name: _____ Class: _____ Date: _____

Excel Module 01

DATE CREATED: 7/30/2019 1:39 AM
DATE MODIFIED: 7/30/2019 1:40 AM

4. When you enter a value in a worksheet cell, it is automatically left-aligned.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: SCEX 1-53
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.1 - Enter data into cells.
CORPORATE STANDARDS: 2061 - Enter a number.
TOPICS: Shelly Cashman Series: Selecting a Cell
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 1:41 AM
DATE MODIFIED: 7/30/2019 1:42 AM

5. You can use the I-beam pointer to copy cell contents into adjacent cells.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: SCEX 1-22
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.3 - Copy, cut, and paste data.
CORPORATE STANDARDS: 1324 - Copy cell content.
TOPICS: Shelly Cashman Series: Using the Fill Handle to copy a Cell to Adjacent Cells
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 1:43 AM
DATE MODIFIED: 7/30/2019 1:45 AM

6. To print a worksheet, you begin by going to Backstage view.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 1-55
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.6.2 - Change presentation views.

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

CORPORATE STANDARDS: 3191 - Print a worksheet.
TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 1:46 AM
DATE MODIFIED: 7/30/2019 1:48 AM

7. To fit all worksheet content on one page, you can set page scaling in Backstage view.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 1-53
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.6.3 - Navigate between slides in different views.
CORPORATE STANDARDS: 3671 - Scale a worksheet for printing.
TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 1:48 AM
DATE MODIFIED: 7/30/2019 1:50 AM

8. You can edit cell contents in the Formula bar or in the cell itself.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 1-57
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.2 - Replace data.
CORPORATE STANDARDS: 2004 - Edit cell contents.
TOPICS: Shelly Cashman Series: Correcting Errors
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 1:51 AM
DATE MODIFIED: 7/30/2019 1:52 AM

9. To enter a typed number into a cell, you can press Tab or Backspace.

ANSWER: False - Enter
False - enter
False - ENTER
POINTS: 1
REFERENCES: SCEX 1-53

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	3.1.1 - Enter data into cells.
CORPORATE STANDARDS:	2061 - Enter a number.
TOPICS:	Shelly Cashman Series: Selecting a Cell
KEYWORDS:	Bloom's: Remember
DATE CREATED:	7/30/2019 1:53 AM
DATE MODIFIED:	7/30/2019 1:54 AM

10. When you copy and paste a formula with absolute cell references, Excel substitutes new references to reflect the new formula location.

ANSWER:	False - **relative** False - **Relative** False - **RELATIVE**
POINTS:	1
REFERENCES:	SCEX 1-22
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	3.1.3 - Copy, cut, and paste data.
CORPORATE STANDARDS:	1288 - Copy a formula.
TOPICS:	Shelly Cashman Series: Using the Fill Handle to Copy a Cell to Adjacent Cells
KEYWORDS:	Bloom's: Understand
DATE CREATED:	7/30/2019 1:57 AM
DATE MODIFIED:	7/30/2019 4:33 AM

11. To find the largest value in a cell range, use the MIN function.

ANSWER:	False - Max False - MAX False - max
POINTS:	1
REFERENCES:	SCEX 1-26
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS:	1459 - Create a formula using the MAX function.
TOPICS:	Shelly Cashman Series: Calculating Average, Maximum, and Minimum Values
KEYWORDS:	Bloom's: Remember
DATE CREATED:	7/30/2019 2:00 AM
DATE MODIFIED:	7/30/2019 2:02 AM

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

12. The easiest way to insert the SUM function is to use the AutoSum button on the Home tab.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 1-20
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1487 - Create a formula using the SUM function.
TOPICS: Shelly Cashman Series: Calculating Sums and Using Formulas
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:03 AM
DATE MODIFIED: 7/30/2019 2:05 AM

13. You have selected a cell with a formula. Which of the following can you use to copy that formula to an adjacent cell?

a. mode indicator
b. Page Break Preview
c. scroll bar
d. Fill handle

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.3 - Copy, cut, and paste data.
CORPORATE STANDARDS: 4543 - Use the Fill handle to copy a formula.
TOPICS: Shelly Cashman Series: Calculating Average, Maximum, and Minimum Values
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:05 AM
DATE MODIFIED: 7/30/2019 2:07 AM

14. In the formula =SUM(A6:A9), which of the following best describes A6?

a. argument
b. function
c. label
d. active cell

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

LEARNING OBJECTIVES: 5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1487 - Create a formula using the SUM function.
TOPICS: Shelly Cashman Series: Calculating Sums and Using Formulas
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 2:08 AM
DATE MODIFIED: 7/30/2019 2:10 AM

15. Which of the following lets you edit the contents of a cell?
    a. Click the cell, click the status bar, and press Enter.
    b. Click the cell and click in the status bar.
    c. Double-click the cell, click in the status bar, or just start typing.
    d. Double-click the cell or click in the formula bar.

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-57
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.2 - Replace data.
CORPORATE STANDARDS: 2004 - Edit cell contents.
TOPICS: Shelly Cashman Series: Correcting Errors
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:17 AM
DATE MODIFIED: 7/30/2019 2:42 AM

16. Where can you see a preview of how your worksheet will look when printed, including headers?
    a. Print tab in Backstage view
    b. Page Break preview
    c. Normal view
    d. File preview

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-52
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.6.2 - Change presentation views.
CORPORATE STANDARDS: 3181 - Preview a worksheet for printing.
TOPICS: Shelly Cashman Series: Printing a Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:25 AM
DATE MODIFIED: 7/30/2019 2:29 AM

17. Which of the following formulas totals the cells B6, B7, B8, B9, and B10 most efficiently?

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

a. The formula =B6+B7+B8+B9+B10.
b. The formula =TOTAL(B6-B10)
c. The formula =SUM(B6:B10)
d. The formula +SUM(B6-B10)

ANSWER: c
POINTS: 1
REFERENCES: SCEX 1-26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 5.1.1 - Insert footnotes and endnotes.
CORPORATE STANDARDS: 2057 - Enter a formula that uses a function.
TOPICS: Shelly Cashman Series: Calculating Average, Maximum, and Minimum Values
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 2:30 AM
DATE MODIFIED: 7/30/2019 2:32 AM

18. To have Excel enter the lowest price from a range of prices, which of the following would you use?

a. MAX function
b. COUNT function
c. MIN function
d. COUNTA function

ANSWER: c
POINTS: 1
REFERENCES: SCEX 1-26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1462 - Create a formula using the MIN function.
TOPICS: Shelly Cashman Series: Calculating Average, Maximum, and Minimum Values
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 2:32 AM
DATE MODIFIED: 7/30/2019 2:34 AM

19. Which of the following tabs lets you see exactly how your worksheet looks before printing?

a. Insert
b. View
c. Formulas
d. File

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-52
QUESTION TYPE: Multiple Choice

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

HAS VARIABLES:	False
LEARNING OBJECTIVES:	2.6.2 - Change presentation views.
CORPORATE STANDARDS:	3181 - Preview a worksheet for printing.
TOPICS:	Shelly Cashman Series: Printing a Worksheet
KEYWORDS:	Bloom's: Remember
DATE CREATED:	7/30/2019 2:35 AM
DATE MODIFIED:	7/30/2019 2:37 AM

20. To see a preview of how a pasted value will look, which of the following would you use?

a. Fill button
b. AutoFill Options button
c. Paste button
d. Paste List arrow

ANSWER:	d
POINTS:	1
REFERENCES:	SCEX 1-52
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	2.6.2 - Change presentation views.
CORPORATE STANDARDS:	3181 - Preview a worksheet for printing.
TOPICS:	Shelly Cashman Series: Printing a Worksheet
KEYWORDS:	Bloom's: Remember
DATE CREATED:	7/30/2019 2:37 AM
DATE MODIFIED:	7/30/2019 2:40 AM

21. Which of the following functions would you use to calculate the arithmetic mean of a price list?

a. MAX
b. COUNT
c. SUM
d. AVERAGE

ANSWER:	d
POINTS:	1
REFERENCES:	SCEX 1-26
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS:	1419 - Create a formula using the AVERAGE function.
TOPICS:	Shelly Cashman Series: Calculating Average, Maximum, and Minimum Values
KEYWORDS:	Bloom's: Understand
DATE CREATED:	7/30/2019 2:42 AM
DATE MODIFIED:	7/30/2019 2:45 AM

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

22. To print your worksheet on a piece of paper larger than 8-1/2 x 11", which Excel tab would you use?

a. Home
b. Page Layout
c. Insert
d. View

ANSWER: b
POINTS: 1
REFERENCES: SCEX 1-54
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.4 - Insert headers and footers.
CORPORATE STANDARDS: 923 - Change the paper size.
TOPICS: Shelly Cashman Series: Printing a Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:45 AM
DATE MODIFIED: 7/30/2019 2:47 AM

23. To print more than one copy of your worksheet, which tab would you go to?

a. View
b. Page Layout
c. Insert
d. File

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-54
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.6.3 - Navigate between slides in different views.
CORPORATE STANDARDS: 904 - Change the number of copies to print.
TOPICS: Shelly Cashman Series: Printing a Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:47 AM
DATE MODIFIED: 7/30/2019 2:50 AM

24. If you discover an error immediately after you have confirmed a cell entry, what of the following would you use next?

a. The Undo button on the Quick Access toolbar
b. The Cancel button on the Formula bar
c. The Enter button on the Formula bar
d. The Save button on the Quick Access toolbar

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-59

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.8.1 - Inspect a workbook for hidden properties and personal information.
CORPORATE STANDARDS: 4419 - Undo an action.
TOPICS: Shelly Cashman Series: Correcting Errors
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:51 AM
DATE MODIFIED: 7/30/2019 2:53 AM

25. To select a single worksheet cell so you can work with it, which of the following would you do?

a. Click the cell.
b. Move the cell pointer over the cell.
c. Click the status bar.
d. Click the Name box.

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.2.2 - Create and modify custom themes.
CORPORATE STANDARDS: 3693 - Select a cell.
TOPICS: Shelly Cashman Series: Selecting a Cell
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:54 AM
DATE MODIFIED: 7/30/2019 2:56 AM

26. Which of the following functions inserts the total of a range?

a. ROUND
b. AUTOSUM
c. AVERAGE
d. SUM

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 5.1.3 - Perform calculations using functions.
CORPORATE STANDARDS: 1487 - Create a formula using the SUM function.
TOPICS: Shelly Cashman Series: Calculating Sums and Using Formulas
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 2:57 AM
DATE MODIFIED: 7/30/2019 3:00 AM

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

27. How many actions does the Undo button let you reverse?

a. 24
b. 50
c. 75
d. 100

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-59
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.8.1 - Inspect a workbook for hidden properties and personal information.
CORPORATE STANDARDS: 4419 - Undo an action.
TOPICS: Shelly Cashman Series: Correcting Errors
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:01 AM
DATE MODIFIED: 7/30/2019 3:04 AM

28. Which of the following would you use to create a duplicate of the selected cell when the CTRL key is pressed?

a. Normal pointer
b. I-beam pointer
c. Move pointer
d. Copy pointer

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-23
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.3 - Copy, cut, and paste data.
CORPORATE STANDARDS: 1324 - Copy cell content.
TOPICS: Shelly Cashman Series: Using the Fill Handle to Copy a Cell to Adjacent Cells
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:04 AM
DATE MODIFIED: 7/30/2019 3:06 AM

29. Which of the following lets you search for a function or select one from a category?

a. Function Arguments dialog box
b. clipboard
c. formula bar
d. Insert Function dialog box

ANSWER: d
POINTS: 1

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

REFERENCES: SCEX 1-26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 5.1.1 - Insert footnotes and endnotes.
CORPORATE STANDARDS: 2057 - Enter a formula that uses a function.
TOPICS: Shelly Cashman Series: Calculating Average, Maximum, and Minimum Values
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:07 AM
DATE MODIFIED: 7/30/2019 3:09 AM

30. Your worksheet is too wide to fit on one portrait page. What is the best way to fix this problem?
    a. Hide the column headings.
    b. Insert a function.
    c. Copy columns to the next page.
    d. Change the page orientation to landscape.

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-53
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.4 - Insert headers and footers.
CORPORATE STANDARDS: 919 - Change the page orientation.
TOPICS: Shelly Cashman Series: Printing a Worksheet
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 3:10 AM
DATE MODIFIED: 7/30/2019 3:12 AM

31. Which of the following tabs lets you set worksheet print options?
    a. File
    b. Home
    c. Page Layout
    d. View

ANSWER: a
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.6.2 - Change presentation views.
CORPORATE STANDARDS: 3191 - Print a worksheet.
TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:13 AM
DATE MODIFIED: 7/30/2019 3:15 AM

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

32. To print your worksheet at its actual size, which of the following would you select?

a. Fit to
b. No scaling
c. Fit sheet to one page
d. Scale to fit

ANSWER: b
POINTS: 1
REFERENCES: SCEX 1-53
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.6.3 - Navigate between slides in different views.
CORPORATE STANDARDS: 3671 - Scale a worksheet for printing.
TOPICS: Shelly Cashman Series: Printing the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:15 AM
DATE MODIFIED: 7/30/2019 3:17 AM

33. Which of the following is the temporary Windows storage area that holds selections you copy or cut?

a. Clipboard
b. Backstage
c. Name box
d. Worksheet window

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-22
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.3 - Copy, cut, and paste data.
CORPORATE STANDARDS: 1288 - Copy a formula.
TOPICS: Shelly Cashman Series: Using the Fill Handle to Copy a Cell to Adjacent Cells
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:18 AM
DATE MODIFIED: 7/30/2019 3:21 AM

34. Which of the following is a built-in formula that helps you perform complex calculations?

a. clipboard
b. mode indicator
c. named range
d. function

ANSWER: d
POINTS: 1

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

REFERENCES: SCEX 1-26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 5.1.1 - Insert footnotes and endnotes.
CORPORATE STANDARDS: 2057 - Enter a formula that uses a function.
TOPICS: Shelly Cashman Series: Calculating Average, Maximum, and Minimum Values
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 3:21 AM
DATE MODIFIED: 7/30/2019 3:26 AM

35. When you cut or copy a cell, it is cut or copied to which of the following?
    a. Neither the Windows or Office Clipboard
    b. Both the Windows and Office Clipboard
    c. Only the Office Clipboard
    d. Only the Windows Clipboard

ANSWER: b
POINTS: 1
REFERENCES: SCEX 1-22
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.3 - Copy, cut, and paste data.
CORPORATE STANDARDS: 1288 - Copy a formula.
TOPICS: Shelly Cashman Series: Using the Fill Handle to Copy a Cell to Adjacent Cells
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 3:27 AM
DATE MODIFIED: 7/30/2019 3:29 AM

36. Which of the following can you use to insert a formula using a function?
    a. Insert Function dialog box
    b. AutoSum button on the Ribbon
    c. AutoSum list arrow on the Ribbon
    d. Copy and paste a cell containing a function

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: SCEX 1-26
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 5.1.1 - Insert footnotes and endnotes.
CORPORATE STANDARDS: 2057 - Enter a formula that uses a function.
TOPICS: Shelly Cashman Series: Calculating Average, Maximum, and Minimum Values
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 3:30 AM

Copyright Cengage Learning. Powered by Cognero.

Name: _____ Class: _____ Date: _____

Excel Module 01

DATE MODIFIED: 7/30/2019 3:31 AM

37. To create a new, blank workbook, which of the following can you use?

a. The Open command in Backstage view.
b. The New command in Backstage view.
c. The New command on the File tab.
d. The Open command on the File tab.

ANSWER: b, c
POINTS: 1
REFERENCES: SCEX 1-5
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.1.1 - Create a blank desktop database.
CORPORATE STANDARDS: 1349 - Create a blank workbook.
TOPICS: Shelly Cashman Series: Starting and Using Excel
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:32 AM
DATE MODIFIED: 7/30/2019 3:35 AM

38. To insert an equation, click on the Object in the Text group on the Insert tab, then click Microsoft Equation 3.0 in the Object type box, and then click OK.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 1-12
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.1 - Enter data into cells.
CORPORATE STANDARDS: 2684 - Insert an equation.
TOPICS: Shelly Cashman Series: Selecting a Cell
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:35 AM
DATE MODIFIED: 7/30/2019 3:37 AM

39. Which of the following will you select as **X** in the given series of clicks to insert a pie chart: Insert > Charts group > **X** >?

a. Insert Column Chart
b. Insert Combo Chart
c. Insert Pie or Doughnut Chart
d. Insert Stock, Surface or Radar Chart

ANSWER: c

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

POINTS: 1
REFERENCES: SCEX 1-45
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 6.1.1 - Insert a new chart.
CORPORATE STANDARDS: 2573 - Insert a Pie chart.
TOPICS: Shelly Cashman Series: Adding a Pie Chart to the Worksheet
KEYWORDS: Bloom's: REMEMBER
DATE CREATED: 7/30/2019 3:38 AM
DATE MODIFIED: 7/30/2019 3:41 AM

40. Which of the following will you select as **X** in the following series of clicks to change the chart style: Chart > Chart Style > **X** > Any Chart Style?

a. Style
b. Color
c. Border
d. Shape

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-48
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 6.2.4 - Apply styles to PivotTables and PivotCharts.
CORPORATE STANDARDS: 692 - Change a chart style.
TOPICS: Shelly Cashman Series: Adding a Pie Chart to the Worksheet
KEYWORDS: Bloom's: REMEMBER
DATE CREATED: 7/30/2019 3:42 AM
DATE MODIFIED: 7/30/2019 3:46 AM

41. Binay wants to create an X-Y scatter plot. To do so, he should select the data he wants to plot in the scatter chart, then click the Insert tab, and then click Insert Scatter (X, Y) or Bubble Chart.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: SCEX 1-45
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 6.1.1 - Insert a new chart.
CORPORATE STANDARDS: 1628 - Create an X-Y scatter plot.
TOPICS: Shelly Cashman Series: Adding a Pie Chart to the Worksheet
KEYWORDS: Bloom's: UNDERSTAND

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

DATE CREATED: 7/30/2019 3:50 AM
DATE MODIFIED: 7/30/2019 3:51 AM

42. On which tab and button are document properties located for editing?

a. File tab, Info Button
b. View tab, Show button
c. Review tab, Changes button
d. Home tab, Alignment button

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-52
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.5.7 - Manage document properties.
CORPORATE STANDARDS: 2012 - Edit document properties.
TOPICS: Shelly Cashman Series: Document Properties
KEYWORDS: Bloom's: REMEMBER
DATE CREATED: 7/30/2019 3:52 AM
DATE MODIFIED: 7/30/2019 3:53 AM

43. Henri wants to convert a workbook to PDF so that he can print it in high quality using a commercial printer. He can do so by clicking on Page Layout > Save As > (Enter name in) File name box > Save As type list > PDF > Minimum Size (publishing online) > Options > OK > Save.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: SCEX 1-53
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.7.1 - Save workbooks in alternative file formats.
CORPORATE STANDARDS: 2157 - Export a workbook to a PDF or XPS document.
TOPICS: Shelly Cashman Series: Printing a Worksheet
KEYWORDS: Bloom's: UNDERSTAND
DATE CREATED: 7/30/2019 3:53 AM
DATE MODIFIED: 7/30/2019 3:54 AM

44. To customize the status bar, right click on the status bar to open the Customize Status Bar menu and uncheck the items that you don't want to show.

a. True
b. False

ANSWER: True

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

POINTS: 1
REFERENCES: SCEX 1-8
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.1.3 - Hide and lock database objects.
CORPORATE STANDARDS: 1662 - Customize the status bar.
TOPICS: Shelly Cashman Series: Starting and Using Excel
KEYWORDS: Bloom's: REMEMBER
DATE CREATED: 7/30/2019 3:55 AM
DATE MODIFIED: 7/30/2019 3:56 AM

45. The Comma Style format adds a comma and a dollar sign to a cell value.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: SCEX 1-41
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.4 - Apply number formats.
CORPORATE STANDARDS: 559 - Apply the Comma number format.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 3:56 AM
DATE MODIFIED: 7/30/2019 3:58 AM

46. A predesigned combination of formats, such as font size and color, is called a cell default.

ANSWER: False - style
False - STYLE
False - Style
POINTS: 1
REFERENCES: SCEX 1-32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 3.2.7 - Copy, cut, and paste a table.
CORPORATE STANDARDS: 414 - Apply a cell style.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 3:58 AM
DATE MODIFIED: 7/30/2019 4:01 AM

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

47. To combine multiple cells into one and center its content, you change the cells' style.

ANSWER:	False - alignment False - Alignment False - ALIGNMENT
POINTS:	1
REFERENCES:	SCEX 1-38
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	3.2.1 - Check spelling.
CORPORATE STANDARDS:	2833 - Merge and center cell contents.
TOPICS:	Shelly Cashman Series: Formatting the Worksheet
KEYWORDS:	Bloom's: Remember
DATE CREATED:	7/30/2019 4:02 AM
DATE MODIFIED:	7/30/2019 4:04 AM

48. When you double-click a cell's right column border, which of the following occurs?

a. The column is deleted.
b. AutoFit resizes the column to 8.43 characters wide.
c. A column is added to the right of the column's border.
d. AutoFit resizes the column to the widest cell entry.

ANSWER:	d
POINTS:	1
REFERENCES:	SCEX 1-42
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	2.4.7 - Format page numbers.
CORPORATE STANDARDS:	3391 - Resize a column using AutoFit.
TOPICS:	Shelly Cashman Series: Formatting the Worksheet
KEYWORDS:	Bloom's: Understand
DATE CREATED:	7/30/2019 4:06 AM
DATE MODIFIED:	7/30/2019 4:07 AM

49. To change the color of cell content, you use the _____ color list arrow.

a. Cell
b. Text
c. Pattern
d. Font

ANSWER:	d
POINTS:	1
REFERENCES:	SCEX 1-37
QUESTION TYPE:	Multiple Choice

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.5 - Apply cell formatting.
CORPORATE STANDARDS: 837 - Change the font color of cell content.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 4:07 AM
DATE MODIFIED: 7/30/2019 4:09 AM

50. A _____ refers to a collection of characters with a similar, specific design.

a. symbol
b. font
c. point
d. keyword

ANSWER: b
POINTS: 1
REFERENCES: SCEX 1-34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.5 - Apply cell formatting.
CORPORATE STANDARDS: 844 - Change the font of cell content.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 4:09 AM
DATE MODIFIED: 7/30/2019 4:11 AM

51. The default worksheet text is _____-point Calibri.

a. 10
b. 11
c. 12
d. 14

ANSWER: b
POINTS: 1
REFERENCES: SCEX 1-36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.5 - Apply cell formatting.
CORPORATE STANDARDS: 850 - Change the font size of cell content.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 4:11 AM
DATE MODIFIED: 7/30/2019 4:13 AM

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

52. To return cell contents to its default font and style, you can use the _____ command.

a. Clear Formats
b. Clear Contents
c. Clear All
d. Clear Comments

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-59
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.5 - Apply cell formatting.
CORPORATE STANDARDS: 1172 - Clear cell formatting.
TOPICS: Shelly Cashman Series: Correcting Errors
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 4:13 AM
DATE MODIFIED: 7/30/2019 4:15 AM

53. When you underline cell content, you are using _____.

a. a font style
b. an orientation setting
c. an indent setting
d. a centering style

ANSWER: a
POINTS: 1
REFERENCES: SCEX 1-32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.5 - Apply cell formatting.
CORPORATE STANDARDS: 4409 - Underline cell content.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 4:15 AM
DATE MODIFIED: 7/30/2019 4:17 AM

54. To align currency symbols and decimal points in a column of numbers, you can apply the ____ number format.

a. Currency
b. Accounting
c. Percentage
d. General

ANSWER: b
POINTS: 1
REFERENCES: SCEX 1-41

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.4 - Apply number formats.
CORPORATE STANDARDS: 551 - Apply the Accounting number format.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 4:17 AM
DATE MODIFIED: 7/30/2019 4:19 AM

55. To apply a cell style, you would use the Cell Styles command on the _____ tab.

a. Layout
b. Insert
c. View
d. Home

ANSWER: d
POINTS: 1
REFERENCES: SCEX 1-32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.7 - Copy, cut, and paste a table.
CORPORATE STANDARDS: 414 - Apply a cell style.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 4:19 AM
DATE MODIFIED: 7/30/2019 4:22 AM

56. To combine multiple cells into one combined cell, which of the following do you use?

a. Column Width command
b. Center button
c. Merge and Center button
d. Increase Indent button

ANSWER: c
POINTS: 1
REFERENCES: SCEX 1-38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.1 - Check spelling.
CORPORATE STANDARDS: 2839 - Merge cells.
TOPICS: Shelly Cashman Series: Formatting the Worksheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 4:22 AM
DATE MODIFIED: 7/30/2019 4:25 AM

Copyright Cengage Learning. Powered by Cognero.

Excel Module 01

57. Which of the following lets you apply bold formatting to a selected cell? Select all the options that apply.

a. Home tab
b. Format Cells dialog box
c. Insert tab
d. Mini toolbar

ANSWER:	a, b, d
POINTS:	1
REFERENCES:	SCEX 1-35
QUESTION TYPE:	Multiple Response
HAS VARIABLES:	False
LEARNING OBJECTIVES:	3.2.5 - Apply cell formatting.
CORPORATE STANDARDS:	622 - Bold cell content.
TOPICS:	Shelly Cashman Series: Formatting the Worksheet
KEYWORDS:	Bloom's: Remember
DATE CREATED:	7/30/2019 4:26 AM
DATE MODIFIED:	7/30/2019 4:30 AM

Copyright Cengage Learning. Powered by Cognero.