

Name _____ Class _____ Date _____
: _____ : _____ e: _____

Excel Module 1

1. An Excel _____ allows data to be summarized and charted easily.

- a. worksheet
- b. workflow
- c. document
- d. presentation

ANSWER:

a

POINTS:

1

REFERENCES:

EX 1

Introduction

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

DATE CREATED:

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2. The person or persons requesting the worksheet should supply their requirements in a _____ document.

- a. blank
- b. test issues
- c. requirements
- d. certified

ANSWER:

c

POINTS:

1

REFERENCES:

EX 3

Project-Personal Budget Worksheet and Chart

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

DATE CREATED:

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3. The first step in creating an effective worksheet is to make sure you _____.

- a. apply font formatting
- b. understand what is required
- c. insert a chart
- d. enter the data

ANSWER:

b

POINTS:

1

REFERENCES:

EX 3

Project-Personal Budget Worksheet and Chart

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

DATE CREATED:

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DATE MODIFIED:

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4. To enter data in a cell, you must first select the _____.

- a. row
- b. worksheet
- c. column
- d. cell

ANSWER:

d

POINTS:

1

REFERENCES:

EX 4

Selecting a Cell

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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5. ____ is/are used to place worksheet, column, and row titles on a worksheet.
- | | | | |
|----|-------|----|------|
| a. | Color | b. | Text |
| c. | Links | d. | Tabs |

ANSWER: b
POINTS: 1
REFERENCES: EX 4
 Entering Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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6. Clicking the ____ box completes an entry.
- | | | | |
|----|--------|----|---------|
| a. | Cancel | b. | Formula |
| c. | Enter | d. | Tab |

ANSWER: c
POINTS: 1
REFERENCES: EX 6
 Entering Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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7. The ____ feature works behind the scenes, fixing common typing or spelling mistakes when you complete a text entry.
- | | | | |
|----|--------------|----|-------------|
| a. | AutoComplete | b. | AutoCorrect |
| c. | AutoFormat | d. | AutoTyping |

ANSWER: b
POINTS: 1
REFERENCES: EX 7
 Entering Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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8. Pressing the ____ key to complete an entry activates the adjacent cell to the right.
- | | | | |
|----|-------------|----|------------|
| a. | RIGHT ARROW | b. | LEFT ARROW |
|----|-------------|----|------------|

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c. UP ARROW

d. DOWN ARROW

ANSWER:

a

POINTS:

1

REFERENCES:

EX 8

Entering Text

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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9. The range of cells receiving copied content is called the ____ area.

a. fill

b. range

c. location

d. paste

ANSWER:

d

POINTS:

1

REFERENCES:

EX 13

Using the Fill Handle to Copy a Cell to Adjacent Cells

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

DATE CREATED:

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10. You can enter the correct range in a function by typing the beginning and ending cell references separated by a ____.

a. semi-colon (;)

b. colon (:)

c. period (.)

d. none of the above

ANSWER:

b

POINTS:

1

REFERENCES:

EX 12

Calculating a Sum

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

DATE CREATED:

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DATE MODIFIED:

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11. The range of cells receiving the content of copied cells is called the ____.

a. receiver cell

b. final cell

c. receiving range

d. destination area

ANSWER:

d

POINTS:

1

REFERENCES:

EX 15

Using the Fill Handle to Copy a Cell to Adjacent Cells

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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12. A ____ reference is an adjusted cell reference in a copied and pasted formula.

- | | | | |
|----|----------|----|----------|
| a. | revised | b. | relative |
| c. | recycled | d. | retained |

ANSWER: b

POINTS: 1

REFERENCES: EX 14

Using the Fill Handle to Copy a Cell to Adjacent Cells

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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13. The ____ button allows you to choose whether you want to copy the values from the source area to the destination area with formatting.

- | | | | |
|----|--------------------|----|-------------------|
| a. | Copy Options | b. | Replace Options |
| c. | Formatting Options | d. | Auto Fill Options |

ANSWER: d

POINTS: 1

REFERENCES: EX 15

Using the Fill Handle to Copy a Cell to Adjacent Cells

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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14. You ____ a worksheet to emphasize certain entries and make the worksheet easier to read and understand.

- | | | | |
|----|--------|----|-------|
| a. | save | b. | print |
| c. | format | d. | clear |

ANSWER: c

POINTS: 1

REFERENCES: EX 19

Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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15. You can apply the Bold font style by pressing the ____ keyboard shortcut keys.

- | | | | |
|----|---------|----|--------|
| a. | ALT+B | b. | CTRL+B |
| c. | SHIFT+B | d. | TAB+B |

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ANSWER: b
POINTS: 1
REFERENCES: EX 24
 Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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16. Combining two or more selected cells into one cell is called ____ cells.
- | | | | |
|----|-----------|----|----------|
| a. | merging | b. | mixing |
| c. | combining | d. | spanning |

ANSWER: a
POINTS: 1
REFERENCES: EX 26
 Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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17. Which of the following is the Ribbon path to the Cell Styles button?
- | | |
|------------------------------|--------------------------------|
| a. (HOME tab Styles group) | b. (STYLES tab Home group) |
| c. (HOME tab Format group) | d. (FORMAT tab Styles group) |

ANSWER: a
POINTS: 1
REFERENCES: EX 21
 Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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18. What effect does the Accounting Number Format have on the selected cells?
- Converts alphabetic characters to numbers
 - Displays cell contents with two decimal places that align vertically
 - Performs tax calculations
 - Copies the numbers of one cell to another

ANSWER: b
POINTS: 1
REFERENCES: EX 30
 Formatting the Worksheet
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
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19. What effect does the Comma Style format have on the selected cells?

- a. Converts decimals to commas within a cell
- b. Converts decimals to commas within merged cells
- c. Displays cell contents with two decimal places and commas as thousands separators
- d. Allows for substitution of selected characters

ANSWER: c
POINTS: 1
REFERENCES: EX 30
 Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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20. Pressing the ____ keyboard shortcut key(s) selects cell A1.

- a. CTRL+HOME
- b. CTRL+END
- c. HOME
- d. END

ANSWER: a
POINTS: 1
REFERENCES: EX 33
 Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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21. How many chart types does Excel offer?

- a. 5
- b. 15
- c. 30
- d. 50

ANSWER: b
POINTS: 1
REFERENCES: EX 33
 Adding a Pie Chart to the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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22. A pie chart with one or more slices offset is referred to as a(n) ____ pie chart.

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- a. exploded
b. outer
c. offset
d. rasterized

ANSWER: a
POINTS: 1
REFERENCES: EX 37
Changing the Sheet Tab Names
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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23. The date you change a file is an example of a(n) ____ property.
a. automatically updated
b. baseline
c. standard
d. indexed

ANSWER: a
POINTS: 1
REFERENCES: EX 40
Changing the Sheet Tab Names
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
DATE MODIFIED: 2/24/2016 5:08 PM

24. ____ properties are associated with all Microsoft Office files and include author, title, and subject.
a. Automatic
b. Hidden
c. Replacement
d. Standard

ANSWER: d
POINTS: 1
REFERENCES: EX 40
Changing the Sheet Tab Names
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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25. You use ____ to view an XPS file.
a. Adobe Reader
b. Backstage View
c. Microsoft PowerView
d. XPS Viewer

ANSWER: d
POINTS: 1
REFERENCES: EX 41
Printing a Worksheet
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
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26. The ____ area on the status bar includes six commands as well as the result of the associated calculation on the right side of the menu.

- | | |
|-----------------|------------------|
| a. AutoFormat | b. AutoComplete |
| c. AutoFunction | d. AutoCalculate |

ANSWER: d
POINTS: 1
REFERENCES: EX 43
Autocalculate
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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27. Which of the following keys toggles between Insert mode and Overtyping mode?

- | | |
|-----------|----------|
| a. INSERT | b. ENTER |
| c. TAB | d. ALT |

ANSWER: a
POINTS: 1
REFERENCES: EX 46
Correcting Errors
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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28. To erase an entire entry in a cell and then reenter the data from the beginning, press the ____ key.

- | | |
|---------|--------|
| a. ALT | b. ESC |
| c. CTRL | d. TAB |

ANSWER: b
POINTS: 1
REFERENCES: EX 45
Correcting Errors
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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29. Which of the following keys moves the insertion point to the beginning of data in a cell?

- | | |
|---------|----------|
| a. HOME | b. ENTER |
|---------|----------|

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c. INSERT

d. TAB

ANSWER:

a

POINTS:

1

REFERENCES:

EX 46

Correcting Errors

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

DATE CREATED:

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30. Which of the following keys moves the insertion point to the end of data in a cell?

a. HOME

b. DELETE

c. END

d. BACKSPACE

ANSWER:

c

POINTS:

1

REFERENCES:

EX 46

Correcting Errors

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

DATE CREATED:

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31. The _____ button allows you to erase recent cell entries.

a. Undo

b. Cell Style

c. Bold

d. Increase Decimal

ANSWER:

a

POINTS:

1

REFERENCES:

EX 46

Correcting Errors

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

DATE CREATED:

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DATE MODIFIED:

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32. Excel remembers the last _____ actions you have completed.

a. 25

b. 50

c. 75

d. 100

ANSWER:

d

POINTS:

1

REFERENCES:

EX 47

Correcting Errors

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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33. Press _____ to select the entire worksheet.

- a. F1
- b. CTRL+A
- c. ALT+A
- d. F4

ANSWER: b

POINTS: 1

REFERENCES: EX 48
Correcting Errors

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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34. A requirements document includes a needs statement, source of data, summary of calculations, and any other special requirements for a worksheet.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 3
Project-Personal Budget Worksheet and Chart

QUESTION TYPE: True / False

HAS VARIABLES: False

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35. Worksheet titles and subtitles should be as wordy as possible.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 4
Entering Text

QUESTION TYPE: True / False

HAS VARIABLES: False

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36. A thin red border indicates the active cell.

- a. True
- b. False

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ANSWER: False
POINTS: 1
REFERENCES: EX 4
 Selecting a Cell
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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37. Both the Cancel button and the Enter button appear on the formula bar when you begin typing in a cell.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 6
 Entering Text
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
DATE MODIFIED: 4/3/2016 3:26 PM

38. The AutoCorrect feature can automatically capitalize the first letter in the names of days.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 7
 Entering Text
QUESTION TYPE: True / False
HAS VARIABLES: False
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39. When text is longer than the width of a column, Excel displays the overflow characters in adjacent cells to the right as long as those adjacent cells contain no data.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 6
 Entering Text
QUESTION TYPE: True / False
HAS VARIABLES: False

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40. Excel recognizes the following as text: 401AX21, 921-231, 619 321, 883XTY.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 9
Entering Numbers

QUESTION TYPE: True / False

HAS VARIABLES: False

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41. A single point is about 1/32 of one inch in height.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 21
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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42. Excel can display characters in only three font colors: black, red, and blue.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 21
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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43. A character with a point size of 10 is about 10/72 of one inch in height.

a. True

b. False

ANSWER: True

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POINTS: 1
REFERENCES: EX 21
Formatting the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
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44. Modifying the column widths usually is done last because other formatting changes may affect the size of data in the cells in the column.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 20
Formatting the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
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45. Live preview is available on a touch screen.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 22
Formatting the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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46. You can turn off the Bold formatting for selected text by clicking the Roman button (Home tab | Font group).

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 24
Formatting the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
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47. A given range contains the data that determines the size of slices in a corresponding pie chart; these entries are called the category names.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 35
Adding a Pie Chart to the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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48. To add a pie chart, first select the data to be charted and then tap or click the Insert Pie or Doughnut Chart button (INSERT tab | Charts group).

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 35
Adding a Pie Chart to the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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49. To use the AutoCalculate area, select the range of cells containing the numbers for a calculation you want to verify and then press and hold or double-click the AutoCalculate area to display the Customize Status Bar shortcut menu.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 43
Autocalculate

QUESTION TYPE: True / False

HAS VARIABLES: False

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50. With Excel in Edit mode, you can edit cell contents directly in the cell.

- a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 45
 Correcting Errors
QUESTION TYPE: True / False
HAS VARIABLES: False
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51. You can press the RIGHT ARROW or LEFT ARROW keys to position the insertion point during in-cell editing.

a. True
 b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 46
 Correcting Errors
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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52. You should press the SPACEBAR to clear a cell.

a. True
 b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 48
 Correcting Errors
QUESTION TYPE: True / False
HAS VARIABLES: False
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53. A(n) _____ conveys a visual representation of data.

ANSWER: chart
POINTS: 1
REFERENCES: EX 1
 Introduction
QUESTION TYPE: Completion
HAS VARIABLES: False
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54. Careful _____ can reduce your effort significantly and result in a worksheet that is accurate, easy to read, flexible, and useful.

ANSWER: planning
POINTS: 1
REFERENCES: EX 3
 Project-Personal Budget Worksheet and Chart
QUESTION TYPE: Completion
HAS VARIABLES: False
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55. The easiest way to select a cell is to move the block _____ pointer to the cell and then click.

ANSWER: plus sign
POINTS: 1
REFERENCES: EX 4
 Selecting a Cell
QUESTION TYPE: Completion
HAS VARIABLES: False
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56. The active cell reference appears in the _____ on the left side of the formula bar.

ANSWER: Name box
POINTS: 1
REFERENCES: EX 4
 Selecting a Cell
QUESTION TYPE: Completion
HAS VARIABLES: False
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57. As you type, Excel displays the entry (and the Cancel box and Enter box) in the _____.

ANSWER: formula bar
POINTS: 1
REFERENCES: EX 6
 Entering Text
QUESTION TYPE: Completion
HAS VARIABLES: False
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58. _____ corrects two initial capital letters by changing the second letter to lowercase.

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ANSWER: AutoCorrect
POINTS: 1
REFERENCES: EX 7
 Entering Text
QUESTION TYPE: Completion
HAS VARIABLES: False
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59. Excel's _____ function, which adds all of the numbers in a range of cells, provides a convenient means to calculate a total.

ANSWER: SUM
POINTS: 1
REFERENCES: EX 12
 Calculating a Sum
QUESTION TYPE: Completion
HAS VARIABLES: False
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60. You can click the _____ button arrow (HOME tab | Editing group) to view a list of often-used functions.

ANSWER: Sum
POINTS: 1
REFERENCES: EX 13
 Calculating a Sum
QUESTION TYPE: Completion
HAS VARIABLES: False
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61. The automatically adjusted cell reference in a pasted formula is called a(n) _____.

ANSWER: relative reference
POINTS: 1
REFERENCES: EX 14
 Using the Fill Handle to Copy a Cell to Adjacent Cells
QUESTION TYPE: Completion
HAS VARIABLES: False
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62. The _____ button allows you to choose whether you want to copy the values from the source area to the destination area with or without formatting.

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ANSWER: Auto Fill Options
POINTS: 1
REFERENCES: EX 15
 Using the Fill Handle to Copy a Cell to Adjacent Cells
QUESTION TYPE: Completion
HAS VARIABLES: False
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63. _____ indicates how characters are emphasized.

ANSWER: Font style
POINTS: 1
REFERENCES: EX 21
 Formatting the Worksheet
QUESTION TYPE: Completion
HAS VARIABLES: False
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64. The default font for a new workbook is _____ 11-point regular black.

ANSWER: Calibri
POINTS: 1
REFERENCES: EX 21
 Formatting the Worksheet
QUESTION TYPE: Completion
HAS VARIABLES: False
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65. _____ cells involves creating a single cell by combining two or more selected cells.

ANSWER: Merging
POINTS: 1
REFERENCES: EX 26
 Formatting the Worksheet
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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66. Like an area chart, a(n) _____ chart often is used to illustrate changes in data over time.

ANSWER: line
POINTS: 1
REFERENCES: EX 34

Excel Module 1

Adding a Pie Chart to the Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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67. _____ involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

ANSWER: Green computing

POINTS: 1

REFERENCES: EX 41
Printing a Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

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68. While typing in a cell, you can press the _____ key to erase all the characters back to and including the incorrect character you just typed.

ANSWER: BACKSPACE

POINTS: 1

REFERENCES: EX 45
Correcting Errors

QUESTION TYPE: Completion

HAS VARIABLES: False

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69. In a worksheet, columns typically contain information that is similar to a list. _____

ANSWER: False - rows

POINTS: 1

REFERENCES: EX 5
Entering Text

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

TOPICS: Critical Thinking

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70. The group of adjacent cells beginning with B4 and ending with B8, written as B4:B8, is called a(n) range.

ANSWER: True

POINTS: 1

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REFERENCES: EX 12
Calculating a Sum
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:08 PM
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71. The opposite of merging cells is splitting a merged cell. _____

ANSWER: True
POINTS: 1
REFERENCES: EX 27
Formatting the Worksheet
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:08 PM
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Critical Thinking Questions Case 1-1

Perry has recently expanded his business and hired two employees. As a result of this expansion, he is considering carefully how to establish policies and procedures for creating workbooks.

72. Perry decides that before either of his employees creates a new workbook he must give them a ____.

- a. requirements document
- b. USB flash drive
- c. file name
- d. table of keyboard shortcuts

ANSWER: A
POINTS: 1
REFERENCES: EX 3
Project-Personal Budget Worksheet and Chart
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-1
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:08 PM
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73. Perry also decides that he should approve ____ of any proposed worksheet.

- a. the font and font size
- b. a chart
- c. a sketch
- d. the title and subtitle text

ANSWER: C

Excel Module 1

POINTS: 1
REFERENCES: EX 3
 Project-Personal Budget Worksheet and Chart
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-1
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:08 PM
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Critical Thinking Questions

Case 1-2

Anita is new to Microsoft Excel 2016. As she uses the application, she is beginning to see that Excel offers many features to help her save time and be more productive.

74. Which of the following features helps Anita be more productive by automatically reducing the number of misspelled or mistyped words?

- | | |
|------------------|----------------|
| a. AutoComplete | c. AutoCorrect |
| b. AutoCalculate | d. Auto Fill |

ANSWER: C
POINTS: 1
REFERENCES: EX 7
 Entering Text
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-2
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:08 PM
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75. Which of the following Excel features helps Anita be more productive by helping her more easily organize and identify her workbook files?

- | | |
|------------------------|------------------------|
| a. Shortcut menus | c. Contextual tabs |
| b. Document properties | d. Enhanced ScreenTips |

ANSWER: B
POINTS: 1
REFERENCES: EX 40
 Changing the Sheet Tab Names
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-2
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:08 PM

Name _____ Class _____ Date _____

Excel Module 1

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