Name: _____

Date: _____

Microsoft Excel

Week 7 Test

Directions: Answer the questions to the best of your ability. If you do not finish in the allotted time, print what you have and take it with you to finish and turn in later.

1. As you enter data in a cell in an Excel worksheet, it appears not only in the cell but in the
   - a. Status Bar
   - b. Text Bar
   - c. Formula Bar
   - d. Navigation Bar

2. A selected group of cells is called a
   - a. group
   - b. set
   - c. range
   - d. frame

3. In the Excel worksheet, the mouse pointer displays as a(n)
   - a. pointing finger
   - b. arrow
   - c. thick plus sign
   - d. crosshair

4. To remove both data and formats from a cell, use the
   - a. Delete command
   - b. Remove command
   - c. Delete All command
   - d. Clear command

5. A quick way to copy identical values to a series of adjacent cells is to use the
   - a. Fill command
   - b. AutoComplete command
   - c. AutoInsert command
   - d. Insert command

6. A collection of related worksheets is called a
   - a. workbook
   - b. notebook
   - c. book
   - d. database

7. In the Excel worksheet, the mouse pointer displays as a(n)
   - a. pointing finger
   - b. arrow
   - c. thick plus sign
   - d. crosshair

8. The intersection of a single row and a single column is called a
   - a. cell
   - b. cell reference
   - c. field
   - d. frame

9. By default, Excel aligns numbers at the
   - a. left side of a cell
   - b. center of a cell
   - c. right side of a cell
   - d. top of a cell

10. To create a title that spans several columns or rows, the button to use is
    a. Span and Center
    b. Merge and Span
    c. Merge and Center
    d. Merge Cells

11. The small square in the bottom right corner of the active cell is called the
    a. active handle
    b. selection handle
    c. sizing handle
    d. fill handle

12. To quickly fill down, click the destination cell and press
    a. Page Down
    b. Ctrl + down arrow
    c. Ctrl + D
    d. Ctrl + End

13. The command sequence you use to hide columns is
    a. Format, Hide Column
    b. View, Column, Hide
    c. Format, Column, Hide
    d. View, Hide Column

14. If you clicked in cell B2 and issued the Freeze Panes command, what would be frozen?
    a. all columns after B and all rows below 1
    b. row 1 and column A
    c. row 2 and column B
    d. none of the above

15. Labels at the tops of columns make up the
    a. column row
    b. label row
    c. header row
    d. name row

16. You will find the Sort command on the
    a. Edit menu
    b. Format menu
    c. Data menu
    d. Tools menu

17. If your worksheet is very wide, you can sometimes fit it on one page by changing to
    a. portrait orientation
    b. landscape orientation
    c. wide orientation
    d. expanded orientation

18. Each Excel workbook has three worksheets in it by default.

19. A cell reference consists of the column letter and row number.

20. By default, Excel aligns text at the right of the cell.

21. In Excel, Undo and Redo actions are cleared whenever you save the worksheet.

22. You can delete more than one row or column at a time.

23. Hiding a column removes it from view temporarily.

24. You must accept Excel's determination of where to break pages when printing.

25. You can print one or all sheets from a workbook.

26. A spreadsheet is a grid of rows and columns containing only numbers.

27. A worksheet is the same as a spreadsheet.

28. Rows in a worksheet are identified by numbers.

29. To remove cell data, you can simply press the Delete key.

30. When data is too wide for a cell, Excel might display a series of number signs (###).

31. When formatting currency values using the Cells dialog box, you can choose whether to display the dollar sign.

32. If you Undo an action from the Undo list, Excel will also undo all actions listed above it on the list.

33. You must delete rows or columns one at a time.

34. When you copy or move data, formats applied to those cells are also copied or moved.

35. To quickly fill to the right, click in the destination cell and press Ctrl + R.

36. If desired, you can add new worksheets in your current Excel file.

37. After you hide columns, you must close and reopen the worksheet to unhide the columns.

38. If you sort a last name column in ascending order, Adams would come first and Williams last.

39. If you have labels at the top of your columns, you must sort them along with other data.

40. You can print an entire worksheet or only a range of cells.