

Attempt 1

You scored **72/72** in this challenge. Please see the below table for details

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#Question1

Which of the following methods cannot be used to enter data in a cell

Correct Answers

Pressing the Esc key

Your Answers

Pressing the Esc key

#Question2

Which of the following will not cut information?

Correct Answers

Pressing Ctrl + C

Your Answers

Pressing Ctrl + C

#Question3

Which of the following is not a way to complete a cell entry?

Correct Answers

Pressing spacebar

Your Answers

Pressing spacebar

#Question4

You can activate a cell by

Correct Answers

All of the above

Your Answers

All of the above

#Question5

Text formulas:

Correct Answers

Concatenate and manipulate text

Your Answers

Correct Answers

Select the cells containing the title text plus the range over which the title text is to be centered

Your Answers

Select the cells containing the title text plus the range over which the title text is to be centered

#Question9

When integrating word and excel, the word is usually the

Correct Answers

Both destination and client

Your Answers

Both destination and client

#Question10

Comments put in cells are called

Correct Answers

Cell tip

Your Answers

Cell tip

#Question11

Which is used to perform what if analysis?

Correct Answers

All the options

Your Answers

All the options

#Question12

Multiple calculations can be made in a single formula using

Correct Answers

Array formula

Your Answers

Array formula

#Question13

Hyperlinks can be

Correct Answers

All the options

Your Answers

Correct Answers

The Format Painter button on the standard toolbar

Your Answers

The Format Painter button on the standard toolbar

#Question17

When you link data maintained in an excel workbook to a word document

Correct Answers

The word document contains a reference to the original source application

Your Answers

The word document contains a reference to the original source application

#Question18

Which area in an excel window allows entering values and formulas

Correct Answers

Formula bar

Your Answers

Formula bar

#Question19

Which function will calculate the number of workdays between 6/9/2004 and 8/12/2004?

Correct Answers

Networkdays

Your Answers

Networkdays

#Question20

The default header for a worksheet is

Correct Answers

None

Your Answers

None

#Question21

To drag a selected range of data to another worksheet in the same workbook, use the

Correct Answers

Ctrl key

Your Answers

Correct Answers

Worksheets and charts

Your Answers

Worksheets and charts

#Question25

Excel files have a default extension of

Correct Answers

Xls

Your Answers

Xls

#Question26

You can use the formula palette to

Correct Answers

Create and edit formulas containing functions

Your Answers

Create and edit formulas containing functions

#Question27

Each excel file is called a workbook because

Correct Answers

It can contain many sheets including worksheets and chart sheets

Your Answers

It can contain many sheets including worksheets and chart sheets

#Question28

The Paste Special command lets you copy and paste:

Correct Answers

The resulting values of a formula instead of the actual formula

Your Answers

The resulting values of a formula instead of the actual formula

#Question29

Which of the following options is not located in the Page Setup dialog box?

Correct Answers

Page Break Preview

Your Answers

Correct Answers

Position the mouse pointer over the cell

Your Answers

Position the mouse pointer over the cell

#Question33

What symbol is used before a number to make it a label?

Correct Answers

' (apostrophe)

Your Answers

' (apostrophe)

#Question34

Which symbol must all formulas begin with?

Correct Answers

=

Your Answers

=

#Question35

Which of the following formulas is not entered correctly?

Correct Answers

10+50

Your Answers

10+50

#Question36

Which of the following formulas will Excel Not be able to calculate?

Correct Answers

=SUM(Sales)-A3

Your Answers

=SUM(Sales)-A3