**Spreadsheet Applications - 2016 SLC**

1)  Which formula is correct for adding the contents of cells L4, L5, L6, L7 and L8?

A) =L4:L8

B) =sum(L4:L8)

C) =add(L4:L8)

D) sum(L4:L8)

2)  How can the order of operations in a spreadsheet formula be changed?

A) Use brackets [ ] around the operation to occur first

B) Place the first operation at the beginning of the formula

C) Use parenthesis ( ) around the operation to occur first

D) Add an exclamation mark before the first operation

3)  The small black box you see in the corner of a active cell is called a:

A) pull handle

B) pull box

C) fill handle

D) handle

4)  Once a formula is entered in a cell, use \_\_\_\_\_\_\_\_\_\_ as the fastest way to copy it to adjacent cells.

A) Ctrl + :

B) Drag and Drop

C) AutoFiII

D) Copy and Paste

5)  Which function sums the numbers in the specified range and then divides the sum by the number of cells with numeric values in the range?

A) MAX

B) AVERAGE

C) MIN

D) SUM

6)  What is the NOW function used to display?

A) the current date and time

B) how many characters are in the current file

C) the current filename

D) the date and time when you created the document

7)  Which of the following functions is used to calculate the interest paid on a loan for a given period?

A) RATE

B) IPMT

C) CUMIPMT

D) INTRATE

8)  In the formula =VLOOKUP(F12, Theory, 4), what does the F12 represent?:

A) search argument

B) lookup table

C) column number

D) the IF Statement results

9)  Cell references that change when copied are called \_\_\_ cell references.

A) relative

B) resolute

C) absolute

D) automatic

10)  Which of the following would cause a formula to always refer to Cell B20 when copied, pasted, or moved?

A) F5/B20

B) F5/$B20

C) F5/$B$20

D) $F5/$B20

11)  The formula used to multiply cell A1 by cell C1 is:

A) =A1\*C1

B) A1\*C1

C) =A1/C1

D) C1\*A1

12)  Which formula is an example of the future value of an investment?

A) =FUTUREV (E5/12,E9,-E8,-E4,0)

B) =VF(E5/12,E9,-E8,-E4,0)

C) =FV(E5/12,E9,-E8,-E4,0)

D) =FunctionFV(E5/12,E9,-E8,-E4,0)

13)  What is a Lookup function used for?

A) looks for a value in a graph and returns a number

B) looks for a value and displays the value

C) looks for a value in a table and returns an answer

D) looks for a number in a table and returns true or false

14)  What is the difference between a HLOOKUP and VLOOKUP function?

A) the consistency of your data, as either high risk (H) or volatile (V)

B) the format of the data you are looking at

C) the format of the data you use as your reference

D) the consistency of your data, as either horizontal (H) or vertical (V)

15)  Which reference operator forms a "rectangle" with the first and last cells included?

A) Intersection

B) Absolute

C) Union

D) Range

16)  Which is the correct syntax when defining a name for a cell range on a worksheet?

A) A name can only contain letters and numbers; special characters are not allowed

B) Named cell ranges are case sensitive therefore the letters “C”, “I” and “V” cannot be used

C) The first character of a name must be a letter, an underscore character, or a backslash

D) A worksheet only allows four cell ranges to be named at one time

17)  Which is the correct answer for the following IF statement: If cell E4 is more than 650 then place No in the true box and yes in the false box.

A) =IF(E4<650, "No","Yes")

B) =IF(E4=<>650, "Yes","No")

C) =IF(E4>650, "No","Yes")

D) =IF(E4=650, "Yes","No")

18)  In the following scenario which of the formulas is correct? A value was placed in cell B3. Determine the maintenance expense of values in cells C5:C15 by multiplying cell C5 times B3. The value in cell B3 is to be used for all the values in cells C5:C15. The results will be placed in cells D5:D15.

A) $B$3 \* D5

B) =B3 \* C5

C) B3 \* D5:D15

D) =$B$3 \* C5

19)  Which of the following most accurately describes a 3D reference?

A) A reference that gives a three-part result.

B) A reference that refers to the same cell or range in multiple worksheets.

C) A reference that refers to three different cells.

D) A reference that refers to cells in three workbooks.

20)  Getting data from a cell located in a different sheet is called:

A) referencing

B) updating

C) functioning

D) accessing

21)  What is the keyboard shortcut to open a spreadsheet?

A) Alt + O

B) Right click start

C) Double click "Home"

D) Ctrl + O

22)  This level of protection prevents changes to the way worksheets are displayed.

A) Workbook Level Protection

B) Worksheet Level Protection

C) Cell Level Protection

D) Template Level Protection

23)  Use this to divide the window into two panes.

A) Command

B) Toggle

C) Split

D) View

24)  Excel can be copied into Word by using this feature.

A) Advanced commands

B) Tab Delimited

C) Insert columns

D) Editing

25)  The value of which function is automatically updated whenever you reopen a workbook?

A) TODAY()

B) DATE()

C) TIME()

D) NEW()

26)  Make a worksheet appear bigger or smaller on your screen is called \_\_\_\_\_\_\_\_.

A) Hide

B) zoom

C) embedded

D) Legend

27)  Which one of the following formats means that users can view but **not** change data in a worksheet?

A) Read-only

B) Template

C) PDF

D) Macro

28)  What should you use in order to prevent sensitive data from being seen in a worksheet?

A) PV function

B) Hide Sheet command

C) Hide command

D) Password function

29)  What is the format used for referencing a different worksheet in a formula?

A) SheetName?”CellAddress”

B) WorkbookName!CellAddress

C) SheetName!CellAddress

D) WorksheetName?”CellAddress”

30)  Which formula should be used to reference a value in cell G14 on Sheet 4 of a workbook?

A) Sheet4!=G14

B) =Sheet4\*G14

C) =Sheet4!G14

D) =G14toSheet4

31)  Which description identifies a .csv file?

A) An HTML file that is mostly text

B) A text file that contains values separated by paragraphs

C) A text file that contains values separated by tabs or spaces

D) A text file that contains comma separated values

32)  Which file format saves only the text and values that are displayed in the cells of the active worksheet and the columns of data are separated by commas?

A) XML

B) HTML

C) CSV

D) TXT

33)  What key do you press to select nonadjacent cells?

A) SHIFT

B) CTRL + ALT

C) CTRL

D) F9

34)  The PMT function contains which arguments?

A) (payment, months)

B) (rate, loan amount, interest)

C) (principle, interest, time)

D) (rate, periods, loan amount)

35)  To make A1 the active cell, you should press which of the following keys?

A) Home

B) Page Down

C) Ctrl+Home

D) Page Up

36)  The active cell is D13. When you press the Ctrl Home key, the active cell becomes:

A) A13

B) D13

C) A1

D) D1

37)  What can a user freeze in a worksheet?

A) Rows in the middle of the worksheet and columns in the middle of the worksheet

B) Only the top 10 rows of the active worksheet and no columns

C) Rows at the top of the worksheet and columns on the left side of the worksheet

D) Only the columns on the left; rows cannot be frozen

38)  What happens when you freeze panes in a worksheet?

A) Separate worksheet areas are created that you can scroll through one at a time

B) A group of cells have the same formatting applied and do not change

C) Specific rows or columns are kept visible while scrolling across or down in the worksheet

D) An additional spreadsheet is created so it appears as a subset of the active worksheet

39)  What formatting feature is applied to a cell so text does **not** flow into the next cell but instead appears as a block of text within the cell?

A) Integrated text

B) Wrap align

C) Wrap text

D) Square format

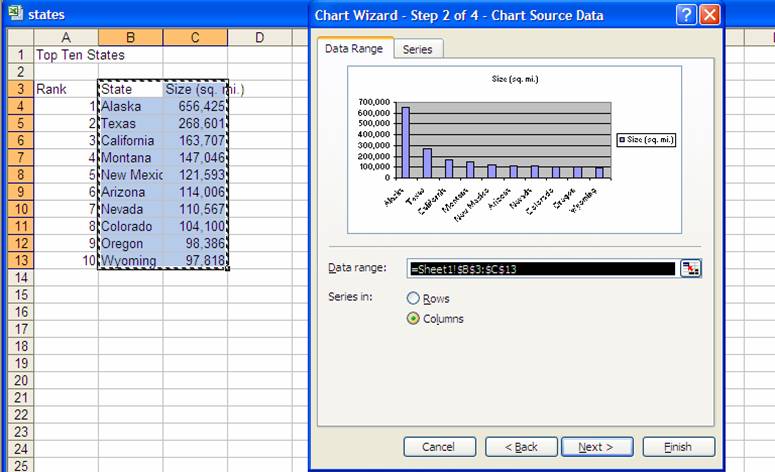
40)  Which tool will rotate text so it appears diagonally in a cell?

A) Rotate and angle

B) Orientation alignment tool

C) Rotate text

D) Vertical text

41)   
In the worksheet and chart wizard shown, what would need to be done to only include the five largest states?

A) change the data range

B) change the "Series in:" selection to rows

C) click "Finish" in this dialog box

D) click on the "Series" tab

42)  Picture, Clip Art, Shapes, SmartArt, Screenshot are all part of which group?

A) Links

B) Illustrations

C) Designs

D) Diagrams

43)  To change colors of values click on this button:

A) Fill color

B) Formatting color

C) Serif color

D) Font color

44)  How many size handles does a text box or graphic have?

A) four

B) eight

C) two

D) six

45)  Which one of the following best describes how to explode a pie chart?

A) drag with the mouse pointer over the selected piece

B) click on the Page Layout tab – delete

C) rename the pie chart

D) create a graph by highlighting the outside edge of the pie

46)  What would you use in order to format the legend?

A) legend style

B) formulas tab

C) legend gallery

D) review tab

47)  When a chart on Sheet1is moved to a new sheet, the default name for that worksheet is:

A) Sheet3

B) Chart1

C) Sheet1-Chart

D) Sheet2

48)  Which one of the following identifies which data markers are associated with each data series?

A) x-axis

B) y-axis

C) Chart area

D) Legend

49)  What is a "group of related data?"

A) legend

B) data series

C) column

D) data labels

50)  Which one of the following only appears in a 3D chart type?

A) X axis

B) legend

C) Y axis

D) Z axis

51)  What type of reports are visual representations of PivotTables?

A) Slicer

B) PivotChart

C) Calculated field

D) Data Marker

52)  When the \_\_\_ in a spreadsheet is updated, the related chart also is updated.

A) columns

B) editing

C) data

D) formatting

53)  In order to \_\_\_ an embedded chart, it must first be selected.

A) create

B) identify

C) sort

D) resize

54)  Which of the following is a feature of a standard column chart?

A) It shows trends over time.

B) It compares values directly side by side.

C) It is complicated.

D) It is automatically 3D.

55)  The term used to describe the information on which a chart is based is:

A) data series.

B) source data.

C) x- and y-axes.

D) chart type.

56)  What is a graphical representation of data created within the worksheet?

A) scatter chart

B) pie chart

C) embedded chart

D) gannett chart

57)  A chart that appears on the same sheet as the worksheet data is called:

A) a PivotTable chart.

B) an embedded chart.

C) a combination chart.

D) a chart sheet.

58)  When charting the daily prices of a particular stock, what chart type is the best choice?

A) pyramid

B) line

C) pie

D) XY

59)  The process of emphasizing one particular slice in a pie chart over others is referred to as \_\_\_\_ the slice.

A) deconstructing

B) attaching

C) detaching

D) exploding

60)  What is it called when a pie piece is taken out of the pie chart?

A) emphasizes

B) remove

C) explode

D) resizes

61)  A spreadsheet would NOT be the best software choice for which of the following?

A) visualizing relationships with dynamic graphs

B) calculating data

C) preparing a club newsletter

D) building and using analytical models

62)  A scatter chart has \_\_\_\_\_\_\_\_\_\_\_\_ value axes.

A) four

B) three

C) one

D) two

63)  What could a government agency use a spreadsheet to do?

A) record the taxes paid by businesses

B) search for specific members of an organization

C) create new product information

D) key letters to members of the legislature

64)  Which type of information should be created with a spreadsheet?

A) To create a flyer for a car wash

B) To design a birthday card

C) To store financial data

D) To create recipes for a cookbook

65)  What would be a good business use of a spreadsheet?

A) Create business letters to prospective clients.

B) Research new product information.

C) Manage financial information.

D) Plan a personal budget.

66)  What action do you need to take if a cell displays the # symbol?

A) change your formula

B) increase the size of the cell

C) increase the formula to include the proper cell reference

D) enter the proper number into the cell

67)  When an error occurs in a formula in a cell, Excel displays the \_\_\_ button next to the cell and identifies the cell with the error by placing a green triangle in the upper left of the cell.

A) AutoFill Options

B) AutoCorrect Options

C) Smart Tag Actions

D) TraceError

68)  Which one of the following is the output of inaccurate information caused by the input of invalid data?

A) GIGO

B) LIFI

C) GIGI

D) FIFO

69)  What is an advantage of a spreadsheet program?

A) Spreadsheets can answer "What if?" questions.

B) Spreadsheets check for incorrect answers.

C) Spreadsheets input formulas for you.

D) Spreadsheets answer "When?" questions.

70)  In a spreadsheet, formulas and functions can automatically calculate solutions very quickly, making it convenient to try various \_\_\_ of complex numeric problems.

A) scenarios

B) plots

C) titles

D) sizes

71)  Changing the order of the fields in the \_\_\_\_\_\_\_\_\_ area affects how the data displays in a PivotTable.

A) Row Labels or Column Labels

B) External data source

C) Existing worksheet

D) Pivot chart

72)  The Trace Error command on the ribbon is used to:

A) audit single cells in the worksheet

B) evaluate the displayed in the underlined expression

C) draw arrows that point from a precedent to the selected cell

D) select the cell containing a triangle icon

73)  Excel automatically totals numbers when they are dropped into which area of a pivot table report?

A) row fields

B) data items

C) column fields

D) page fields

74)  Which area is used specifically to filter the pivot table and create separate reports or separate pivot tables?

A) data

B) page

C) row

D) column

75)  The process of finding and correcting errors in a worksheet is called:

A) Debugging

B) Verifying

C) Validating

D) Searching and replacing

76)  Why would a page field be used in a pivot table?

A) to break the report into separate "pages"

B) to analyze two or more spreadsheets

C) to identify which data will be summarized

D) to bring in data from more than one place

77)  Though Access is designed to manage this kind of system, Excel also can be used as what kind of tool?

A) Formula

B) Database

C) Spreadsheet

D) Presentation

78)  Workbooks containing macros must be saved using this type of file format that is different from that of normal workbooks in order for the macros to be available.

A) Mxl

B) Xlsm

C) xltx

D) Maco

79)  A macro is a recorded set of mouse and keyboard \_\_\_ that can be played back at any time.

A) securities

B) actions

C) instructions

D) sorts

80)  Macros are a prime way to pass\_\_\_ to computers.

A) viruses

B) data

C) emails

D) files

81)  If you are using a template that has a chart on it and you wish to change the chart type:

A) delete the existing chart and create a new one

B) right click the chart and change Chart Type

C) just change the data in the cells and it will be created

D) you cannot change this in a template

82)  Which product would be a good choice for a template?

A) A company’s invoice

B) A graph of rainfall over a one month period

C) A graph of the results of an experiment

D) A list of contacts in a phone

83)  When utilizing a template, after selecting and installing the template to create a new document, if you press the Save button, what happens?

A) the Save As dialog box appears

B) it automatically saves over the existing template

C) you are given the option to print or store the data

D) the document is read-only and will not allow saving

84)  To have your macros available when creating additional workbooks, you can:

A) macros are not available in additional workbooks

B) create a separate workbook for your macros and name it MyMacros.xlsm

C) leave all workbooks containing macros open

D) copy macros to the additional workbooks

85)  In advanced filtering, you enter the criteria you wish to search for in the \_\_\_\_ Range.

A) Copy To

B) Criteria

C) Name

D) List

86)  What is known as a process that hides records that do **not** meet user-specified criteria?

A) filter

B) consolidation

C) macro

D) dependent

87)  Cat Services, Inc. has a wide range of products for discerning cat owners. Henry would like to know what products are in the highest demand. What would Henry most likely do to find his answer?

A) sort the inventory in ascending order by cost per product

B) sort the inventory in descending order by cost per product

C) sort the inventory in ascending order by quantity ordered

D) sort the inventory in descending order by quantity ordered

88)  This refers to a cell range containing one row of labels and at least one additional row underneath the row of labels that contains the criteria you want to match.

A) criteria operator

B) criteria range

C) and condition

D) conditional range

89)  Custom AutoFilters allow you to specify relationships other than those that are "\_\_\_\_" the criteria specified in the filter records.

A) greater than

B) in

C) equal to

D) like

90)  When applying a filter, what happens to rows that do **not** meet the specified criteria?

A) They are deleted.

B) They are moved to the bottom of the list.

C) They are moved to another worksheet.

D) They are hidden.

91)  The \_\_\_\_ filtering option specifies complex criteria for a filtering operation.

A) Conditional

B) Custom

C) Top 10

D) Criteria

92)  What is a wildcard?

A) A symbol that represents a null value

B) A character that represents other characters

C) A string of text used for searching numbers

D) A predetermined set of characters

93)  If a national customer spreadsheet has the headings First Name, Last Name, City, State, ZIP, Phone; which column would be filtered to determine the customers closest to you?

A) phone

B) first name

C) state

D) last name

94)  Which one of the following should you use to search only a specified range of a worksheet that you have selected?

A) Seek function

B) Replace command

C) Search function

D) Find command

95)  What is one way that a spreadsheet can be secured?

A) By using a password

B) By exiting the spreadsheet

C) By creating a hidden spreadsheet

D) By creating a data pack

96)  What is a good practice to follow when an object is pasted into several different files and needs to remain updated?

A) Paste it as an embedded object

B) Objects cannot be pasted

C) Use the insert feature

D) Paste it as a linked object

97)  When data is entered into a cell and it displays as ######### what should be done?

A) Make the cell wider so the data will display

B) Move the data to a different cell

C) Enter less data

D) Make the cell display as italics

98)  How is text aligned in a cell by default?

A) Right align

B) Justified

C) Left align

D) Center align

99)  This number format causes the cells to display with two decimal places so that decimal places in cells below align vertically:

A) Accounting Number

B) General

C) Standard Currency

D) Control Number

100)  When working with conditional formatting, which one of the following is **not** an option?

A) applying different formats to cells

B) applying happy or sad faces

C) applying data bars inside the cells

D) applying directional arrows

2016 SLC Spreadsheet Applications Key

|  |  |
| --- | --- |
| 1) | B |
| 2) | C |
| 3) | C |
| 4) | C |
| 5) | B |
| 6) | A |
| 7) | B |
| 8) | A |
| 9) | A |
| 10) | C |
| 11) | A |
| 12) | C |
| 13) | C |
| 14) | C |
| 15) | D |
| 16) | C |
| 17) | C |
| 18) | D |
| 19) | B |
| 20) | A |
| 21) | D |
| 22) | A |
| 23) | C |
| 24) | B |
| 25) | A |
| 26) | B |
| 27) | A |
| 28) | C |
| 29) | C |
| 30) | C |
| 31) | D |
| 32) | C |
| 33) | C |
| 34) | D |
| 35) | C |
| 36) | C |
| 37) | C |
| 38) | C |
| 39) | C |
| 40) | B |
| 41) | A |
| 42) | B |
| 43) | D |
| 44) | B |
| 45) | A |
| 46) | C |
| 47) | B |
| 48) | D |
| 49) | B |
| 50) | D |
| 51) | B |
| 52) | C |
| 53) | D |
| 54) | B |
| 55) | B |
| 56) | C |
| 57) | B |
| 58) | B |
| 59) | D |
| 60) | C |
| 61) | C |
| 62) | D |
| 63) | A |
| 64) | C |
| 65) | C |
| 66) | B |
| 67) | C |
| 68) | A |
| 69) | A |
| 70) | A |
| 71) | A |
| 72) | C |
| 73) | B |
| 74) | B |
| 75) | A |
| 76) | A |
| 77) | B |
| 78) | B |
| 79) | C |
| 80) | A |
| 81) | B |
| 82) | A |
| 83) | A |
| 84) | C |
| 85) | B |
| 86) | A |
| 87) | D |
| 88) | B |
| 89) | C |
| 90) | D |
| 91) | B |
| 92) | B |
| 93) | C |
| 94) | D |
| 95) | A |
| 96) | D |
| 97) | A |
| 98) | C |
| 99) | A |
| 100) | B |