

Excel Competency Exam Practice Test

The contents of this exam are based on the topics provided here:

https://www.bauer.uh.edu/departments/undergraduate-advising-center/current-students/excel_topics.php

Solutions provided at the end of this document.

Topic 1:

1. The AutoAdd function adds up numbers in a column or row you specify.
 - a) True
 - b) False
2. "AAA" is an example of a ____ in Excel.
 - a) cell reference
 - b) column heading
 - c) name box
 - d) row heading
3. _____ quickly highlight(s) important information in a spreadsheet that match your criteria by applying formatting options, data bars, color scales, or icon sets.
 - a) cell references
 - b) conditional formatting
 - c) Excel tables
 - d) pivot tables

Topic 2:

	A	B	C	D	E	F
1		Jan	Feb	Mar	Total	Average
2	Sales	120	160	210	490	245
3	Overhead	100	130	160	390	195
4	Profits	20	30	50	100	50

4. The best formula to calculate Profits for January is:
 - a) =SUM(B2:B3)
 - b) =B2-B3
 - c) =B4-(B2+B3)
 - d) =A4-(A2+A3)
 - e) =SUBTRACT(B2:B3)

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5. The best formula to calculate the Average for Profits is:

- a) =(B4+C4+D4)/3
- b) =MEAN(B4:E4)
- c) =AVERAGE(B4:D4)
- d) =AVERAGE(B4:E4)

6. As a general rule, Excel will _____-align numbers.

- a) right
- b) left
- c) top
- d) bottom

Topic 3:

7. Cell D4 contains the formula =C1+C2. What formula will see when you paste this into cell E5?

- a) =C1+C2
- b) =\$C1+\$C2
- c) =D2+D3
- d) =E6+E7

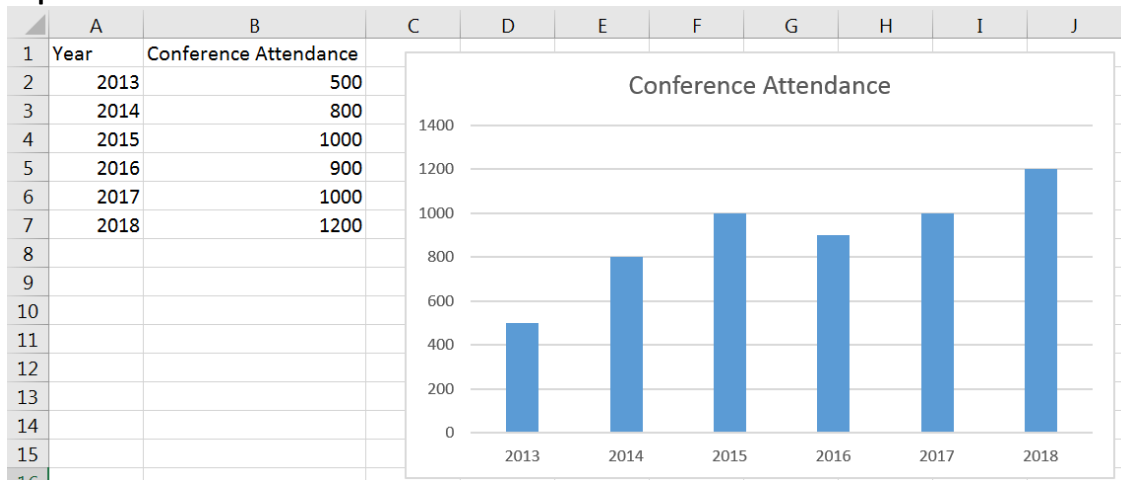
8. When you copy a formula that contains an absolute reference to a new location, the reference _____.

- a) is updated automatically
- b) does not change
- c) becomes bold
- d) has a dotted outline in its cell

9. Which of the following is a logical function?

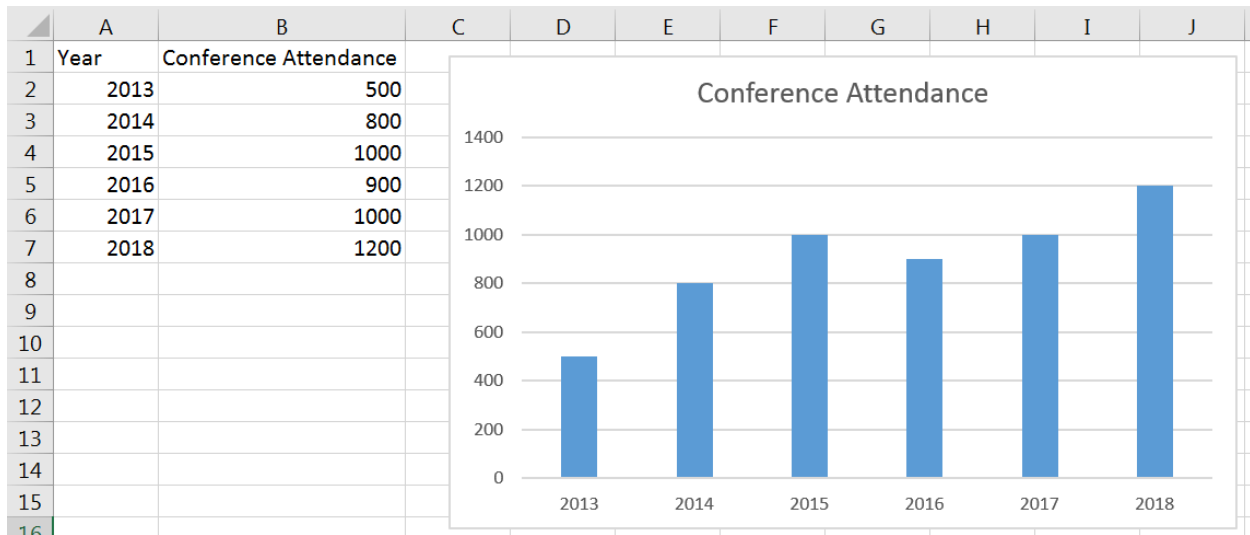
- a) AVERAGE
- b) IF
- c) SUMPRODUCT
- d) VLOOKUP

Topic 4:



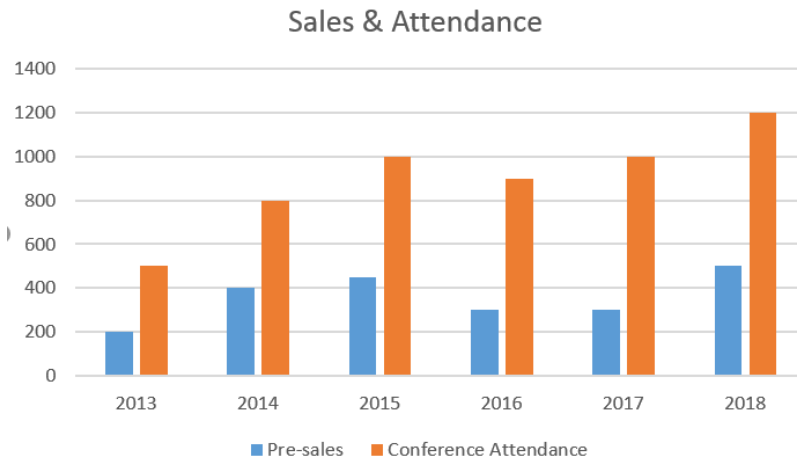
10. The image above shows a:

- a) Column chart
- b) Bar graph
- c) Line Chart
- d) Pie Chart



11. Excel will reference the chart's data source above as:

- a) A1:B7
- b) \$A1:B7\$
- c) A\$1:\$B7
- d) \$A\$1:\$B\$7



12. The words "Pre-sales" and "Conference Attendance" in the image above are called the chart _____:

- a) accent
- b) key
- c) labels
- d) legend

Topic 5:

13. _____ order arranges content in reverse alphabetical order, from Z to A.

- a) Reverse
- b) Major
- c) Ascending
- d) Descending

14. _____ are a powerful tool to quickly group, summarize, and rearrange larger datasets.

- a) Cell references
- b) Functions
- c) Pivot tables
- d) Ranges



15. Selecting the "Food" button on the slicer on the right will mean that the data table on the left will:

- a) Show items that match "Food" only.
- b) Show items that match everything except for "Food".
- c) Not be impacted by the "Food" slicer at all.
- d) All of the above.

Topic 6:

16. A worksheet ____ is a collection of two or more selected worksheets.

- a) index
- b) roster
- c) group
- d) cluster

17. A reference that refers to the same cell or range on multiple sheets is called a(n) _____ reference.

- a) 3-D
- b) Clustered
- c) Indexed
- d) Pivotal

Topic 7:

18. A(n) _____ helps automate repetitive tasks in Excel by recording your steps.

- a) formula
- b) macro
- c) solver
- d) process

19. You can use data _____ to restrict the type of data or the values that users enter into a cell.

- a) auditing
- b) checking
- c) tracking
- d) validation

Topic 8:

20. The _____ function returns TRUE if any of its arguments evaluate to TRUE, and returns FALSE if all of its arguments evaluate to FALSE.

- a) AND
- b) OR
- c) SOME
- d) LOOKUP

	A	B	C	D	E	F	G	H
1	Name	Region	# orders	Sales		Regions	Orders	# people
2	Bob	East	75	\$49,017		East	>=50	
3	Sue	East	24	\$77,738		West	>=50	
4	Rishna	West	97	\$41,107		North	>=50	
5	Mo	North	63	\$57,243		South	>=50	
6	Dave	North	89	\$69,496				

21. To determine the number of sales people by region who have 50 or more orders, we use the:

- a) COUNT
- b) COUNTA
- c) COUNTIF
- d) COUNTIFS

Topic 9:

22. _____ calculates the payment for a loan based on constant payments and a constant interest rate.

- a) CPMT
- b) LOAN
- c) PMT
- d) PPMT

23. A _____ analysis is the process of changing the values in cells to see how those changes will affect the outcome of formulas on the worksheet.

- a) Change
- b) Performance
- c) Pivotal
- d) What-if

Topic 10:

24. Returns the number of characters you specify from the right side of a string.

- a) CHAR
- b) LEN
- c) RIGHT
- d) RSTRING

25. Removes all spaces from text except for single spaces between words.

- a) CODE
- b) CLEAN
- c) TRIM
- d) SUBSTITUTE

Solutions

1. False
2. b
3. b
4. b
5. c
6. a
7. c
8. b
9. b
10. a
11. d
12. d
13. d
14. c
15. a
16. c
17. a
18. b
19. d
20. b
21. d
22. c
23. d
24. c
25. b