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| **SPREADSHEET APPLICATIONS** | |
| |  |  | | --- | --- | | 1) | The basic syntax for a function is the equals sign (=), the \_\_\_ name, and one or more arguments. | |  | A) formula | |  | B) function | |  | C) arithmetic | |  | D) reference | |  |
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| |  |  | | --- | --- | | 2) | \_\_\_\_ lets you search for specific information in your spreadsheet. | |  | A) HLOOKUP | |  | B) UFIND | |  | C) VLOOKUP | |  | D) GFETCH | |  |
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| |  |  | | --- | --- | | 3) | \_\_\_ is/are an example of using an advanced spreadsheet project which includes multiple, integrated spreadsheets. | |  | A) Award certificates | |  | B) Project management | |  | C) Calculations | |  | D) Time sheets | |  |
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| |  |  | | --- | --- | | 4) | Worksheet level protection is **not** intended as a security feature, rather, it simply prevents users from \_\_\_ cells within the worksheet. | |  | A) encrypting | |  | B) unlocking | |  | C) inserting comments | |  | D) modifying locked | |  |
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| |  |  | | --- | --- | | 5) | Using the washout function in the color mode on an inserted image will result in the image being \_\_\_ in transparency. | |  | A) solid | |  | B) darker | |  | C) lighter | |  | D) brighter | |  |

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| |  |  | | --- | --- | | 6) | A \_\_\_ is used to help viewers identify the various columns in a column chart. | |  | A) dialogue box | |  | B) inspector | |  | C) legend | |  | D) viewer | |  |
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| |  |  | | --- | --- | | 7) | An example of \_\_\_ is viewing a Pivot Table report only for a subset that meets a selection criterion. | |  | A) sorting | |  | B) filtering | |  | C) implementing | |  | D) logging | |  |
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| |  |  | | --- | --- | | 8) | The \_\_\_ field must be identified when creating a pivot table. | |  | A) block | |  | B) cell | |  | C) data | |  | D) insert | |  |
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| |  |  | | --- | --- | | 9) | A \_\_\_ is used to automate a task that is performed repeatedly in a spreadsheet application. | |  | A) macro | |  | B) pivot table | |  | C) function | |  | D) formula | |  |
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| |  |  | | --- | --- | | 10) | When comparing three or more variables relative to a central point, the data is best plotted in a \_\_\_\_\_ chart. | |  | A) radar | |  | B) base | |  | C) splatter | |  | D) bubble | |  |

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| |  |  | | --- | --- | | 11) | A Pivot Table in a spreadsheet is very similar to a \_\_\_ within a database. | |  | A) block | |  | B) subset | |  | C) macro | |  | D) query | |  |
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| |  |  | | --- | --- | | 12) | Which of the following functions is considered a statistical analysis function that assists users in analyzing data? | |  | A) AVERAGE | |  | B) VLOOKUP | |  | C) WHEN | |  | D) OR | |  |
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| |  |  | | --- | --- | | 13) | The \_\_\_ feature can be selected when printing a spreadsheet to display the lines of each cell. | |  | A) circle | |  | B) segment | |  | C) gridline | |  | D) border | |  |
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| |  |  | | --- | --- | | 14) | \_\_\_ formatting allows the user to create an option for having a cell turn red or bold automatically if a certain value has been exceeded. | |  | A) Assigned | |  | B) Remote | |  | C) Absolute | |  | D) Conditional | |  |
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| |  |  | | --- | --- | | 15) | Setting up each page field to retrieve data only when viewing a new page would \_\_\_ a Pivot Table query. | |  | A) slow down | |  | B) invalidate | |  | C) speed up | |  | D) lock up | |  |

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| 1) | B |
| 2) | C |
| 3) | B |
| 4) | D |
| 5) | C |
| 6) | C |
| 7) | B |
| 8) | C |
| 9) | A |
| 10) | A |
| 11) | D |
| 12) | A |
| 13) | C |
| 14) | D |
| 15) | C |