# Section 1: INTRODUCTION

1. Which of the following is true of Excel 2021?
   1. It can be accessed via the Microsoft online portal
   2. It is a monthly subscription service
   3. It can be installed on up to 5 devices
   4. **It’s a one-time purchase**
2. Excel 2021 was released so that customers who have not upgraded to Excel 365, have access to the newer features.
   1. **TRUE**
   2. FALSE

# Section 2: Getting Started in excel 2021

1. Where is the Print command found?
   1. Home ribbon
   2. Review ribbon
   3. **Backstage**
   4. View ribbon
2. What is the keyboard shortcut to close a workbook?
   1. **CTRL+w**
   2. CTRL+c
   3. SHIFT+o
   4. CTRL+SHIFT+w

# Section 3: creating your first excel spreadsheet

1. If you save an Excel template to ‘My Documents’, it will be accessible from the **Personal** tab in the templates section of ‘New’.
   1. TRUE
   2. **FALSE**
2. What is the keyboard shortcut to edit a cell?
   1. F1
   2. **F2**
   3. F3
   4. F4

# Section 4: introduction to excel formulas

1. To count cells that contain text, use the COUNT function.
   1. TRUE
   2. **FALSE**
2. What would be the result of this calculation, =10+(10/2)
   1. **15**
   2. 10
   3. 20
   4. 5

# Section 5: using named ranges

1. Which of the following is NOT a valid name for a named range?
   1. SalesData
   2. **Sales Data**
   3. Sales\_Data
   4. Sales
2. Which keyboard shortcut displays a pop-up window containing a list of all named ranges in the workbook?
   1. **F3**
   2. F4
   3. F5
   4. F8

# Section 6: formatting numbers and cells

1. Which number format would you use to ensure the decimal places in a list of values are lined up?
   1. **Accounting**
   2. Currency
   3. Number
   4. General
2. Which keyboard shortcut can be used to hardcode the date into a cell so that it doesn’t automatically update?
   1. CTRL+:
   2. **CTRL+;**
   3. CTRL+SHIFT+;
   4. CTRL+Space

# Section 7: formatting worksheets

1. Which keyboard shortcut can be used to insert a new row or column?
   1. **CTRL+SHIFT++**
   2. CTRL+
   3. SHIFT+i
   4. CTRL+Tab
2. Which of the following ‘Clear’ options can be used to remove a background fill color from a cell but not the value?
   1. Clear Contents
   2. **Clear Formats**
   3. Clear All
   4. Clear Comments

# Section 8: Working with excel lists

1. When a filter is applied to a dataset, the filtered-out data is no longer accessible?
   1. TRUE
   2. **FALSE**
2. What is the keyboard shortcut to create an Excel table?
   1. CTRL+i
   2. **CTRL+t**
   3. CTRL+e+t
   4. CTRL+SHIFT+t

# Section 9: moving and linking to data

1. Which paste option is used to organise data horizontally?
   1. Values
   2. Formulas
   3. Formats
   4. **Transpose**
2. How many items can be held on the clipboard?
   1. 20
   2. 21
   3. 23
   4. **24**

# Section 10: An introduction to intermediate formulas

1. When using VLOOKUP, the FALSE argument will perform an approximate match of the lookup value in the table.
   1. TRUE
   2. **FALSE**
2. In cell A1 is the value ’10’. In cell A2 is the value ‘20’. What will be the result of the formula =IF(A2>=A1,”Yes”,”No”).
   1. **Yes**
   2. No

# Section 11: analyzing data with charts

1. Which of the following chart types is best for visualizing time-based data?
   1. Pie
   2. Clustered Column
   3. Bar
   4. **Line**
2. Which of the following chart elements needs to be turned on to see the values displayed on the chart?
   1. Legend
   2. **Data Labels**
   3. Axis Titles
   4. Trendline

# Section 12: conditional formatting

1. When presenting sensitive information to an audience, it’s a good idea to ‘show the bar only’ when using Data Bars.
   1. **TRUE**
   2. FALSE
2. If you have values from 0 to 100 in your worksheet and you apply a ‘4 traffic light’ icon set, which range will be represented by the red traffic light?
   1. 0-24
   2. 25-49
   3. 50-74
   4. **75-100**

# Section 13: inserting items into a spreadsheet

1. You can freely use any image you find online in a spreadsheet.
   1. TRUE
   2. **FALSE**
2. If you have Microsoft Edge, File Explorer and Word open behind Excel in that order, which one will you be able to take a snip of when using the screenshot tool?
   1. File Explorer
   2. Word
   3. **Microsoft Edge**
   4. Desktop Background

# Section 14: working with views and zoom

1. Which of the following views will show you headers and footers?
   1. Normal
   2. Page Break Preview
   3. **Print Layout**
   4. Custom
2. What is the keyboard shortcut to zoom in to a document?
   1. **CTRL+ALT++**
   2. CTRL++
   3. SHIFT+z
   4. CTRL+Enter

# Section 15: page layout and print options

1. Print Selection and setting a Print Area is the same thing, except the former is temporary and the latter needs to be cleared.
   1. **TRUE**
   2. FALSE
2. To ensure that the column headings in row 1 print on every page, which option should be set?
   1. Freeze Panes
   2. Headers and Footers
   3. **Print Titles**
   4. Print Area

# Section 16: finalizing the spreadsheet

1. By default, all cells in Excel are unlocked and you need to manually lock the cells you would like to protect?
   1. TRUE
   2. **FALSE**
2. Which of the following will not be removed when inspecting the workbook?
   1. Author Details
   2. Comments
   3. Headers and Footers
   4. **Formatting**