**Excel 2019**

**Quiz**

1. Excel files are called Worksheets.
2. True
3. False
4. Cells can hold three things: Text, Numbers, & \_\_\_\_\_\_\_\_.
5. Formulas
6. $$$
7. ###
8. Anything
9. Where is the Quick Access Toolbar located?
10. Above the Tabs at the top
11. Below the Ribbon
12. On the Home tab
13. On the File tab
14. You can add \_\_\_ to any sheet.
15. Rows
16. Columns
17. Cells
18. All of the above
19. The **Print Titles** option allows you to print a range of rows at the top of each printed page.
20. True
21. False
22. To change a column width  
    a. Place your mouse on the line that separates the row heading and drag
23. Place your mouse on the line that separates the row heading and double click
24. Both A & B
25. None of these
26. To add a Comment to cell
    1. Right click on that cell and start typing
    2. Right click on that cell and choose Insert Comment
    3. Right click on that cell and choose Add a Comment
    4. None of these

1. To Save a File,
2. Click the **Insert** tab and then choose Save or Save As
3. Click the **Home** tab and then choose Save or Save As
4. Click the **File** tab and then choose Save or Save As
5. Click the **Back-Stage View** tab and then choose Save or Save As

1. To add a sheet tab
2. Click the **Home** tab and then choose Add a sheet
3. Click the **+** sign next to the last sheet tab
4. Right click on any sheet tab and choose **Insert**
5. Both B & C
6. To rename a sheet tab, double click on the sheet tab name and then type
7. True
8. False

1. To select a range of cells
2. Drag from the first cell to the last cell
3. Click the first cell in the range, hold Shift, then click the last cell in the range
4. Both A & B
5. Ranges cannot be selected
6. The four steps to Cut, Copy, and Paste are
7. Select, choose Cut or Copy, click where you want to put the selection, Paste
8. Click Cut or copy, Select the cells, click where you want to put the selection, Paste
9. Select the cells, Click Cut or copy, Paste
10. None of the above
11. To create an Absolute Value, use
12. $
13. #
14. ?
15. X
16. A Function is a word used in a formula to tell the formula what to do.
17. True
18. False

1. To delete a row
2. Select the row, right click on that row, choose Delete
3. Select the row, click the delete tab, choose Delete
4. Select the row, click the Home tab, choose Delete button
5. Both A & C
6. All Formulas start with
7. @
8. =
9. /
10. #

1. Slicers allow you to
2. Sort columns of data
3. Filter columns of data
4. Both A & B
5. None of the above

1. To Select a range of sheets
2. Drag from the first sheet to the last sheet
3. Click the first sheet, hold Shift, then click the last sheet in the range
4. Both A & B
5. Ranges of sheets cannot be selected

1. 3-D or 3-Dimensional formulas are formulas that span several sheets
2. True
3. False

1. To customize Ribbons & Tabs, click the \_\_\_\_\_\_ tab
   1. Insert
   2. File
   3. Page Layout
2. Data
3. Range Names are always Absolute Values
4. True
5. False

1. To change the margins
2. Click the Insert tab, then choose Margins
3. Click the Page Layout tab, then choose Margins
4. Go to the Page Setup Options
5. Both A & C

1. The Text to Columns option allow you to
2. Put two different columns of information together in one column
3. Separate data in a single column into two or more columns
4. Both A & C
5. None of these

1. **Pivot Charts** are created from Pivot Tables
2. True
3. False

1. How does an **IF Statement** work?
2. Test, what to do if the test is True, what to do if the test is False
3. Test, and what to do if the test is False
4. Test, and what to do if the test is True
5. None of these

1. A Dependent file is one that
2. Depends on other files to get its answers
3. Does not depend on other files to get its answers
4. Dependent files do not exist
5. They are actually called Source files
6. The New Window option allows you to
7. Arrange your open files side by side
8. Allows you to open the file and a copy of that file
9. Arrange your files as Tiles
10. None of the above
11. When working with Links in files, you have Source files and Dependent files
12. True
13. False
14. Outlining allows you to see different levels of important information in your file
15. True
16. False

1. The Insert Function button can be found under the \_\_\_\_\_\_ tab
2. Insert
3. Formulas
4. View
5. Home
6. The Function which adds all the numbers in a range of cells is
7. Average
8. Min
9. Sum
10. Count
11. To **Print** a file
12. Click the **Insert** tab, then choose Print
13. Click the **Home** tab, then choose Print
14. Click the **File** tab**,** then choose Print
15. Click the **Print** tab, then choose Print
16. Cell names can contain spaces
17. True
18. False

1. The Freeze Panes option will freeze
2. Rows below and columns to the right
3. Rows above and columns to the left
4. All rows and columns
5. None of these
6. **Charts** are always based on the selection
7. True
8. False
9. To **Sort** a list of data
10. The data must be set up first in ascending order
11. There can be no blank rows in the table
12. Data must be set up in columns where data sets are separated
13. Both B &C
14. The Subtotal option is located under the \_\_\_\_\_ tab
15. Insert
16. Data
17. Home
18. Page Layout
19. To select **non-adjacent cells**,
20. Click the first cell, hold CTRL, then click the next cell and so on
21. Click the first cell, hold Shift, then click the next cell and so on
22. Click the first cell, then click the next cell and so on
23. You cannot select non-adjacent cells

1. The new **Concat** function will allow you to take data in multiple cells and join them together into a single cell.
2. True
3. False

1. To create a **Column chart** on its own sheet,
2. Select the data and hit F10
3. Select the data and hit F11
4. Select the data and hit F12
5. Select the data and hit F13

**QuickBooks 2018**

**Answer Key**

1. b    (Module 1-4)
2. a    (Module 1-4)
3. a   (Module 1-4)
4. d   (Module 6-1)
5. a   (Module 5-2)
6. c   (Module 10-1)
7. b   (Module 5-3)
8. c   (Module 3-1)
9. d   (Module 9-2)
10. a   (Module 9-1)
11. c   (Module 2-2)
12. a   (Module 7-1)
13. a   (Module 8-3)
14. a   (Module 8-2.1)
15. d   (Module  6-1)
16. b   (Module 2-2)
17. b   (Module 19-1)
18. c   (Module 16-1)
19. a   (Module 9-3)
20. b   (Module 19-5)
21. a   (Module 12-1)
22. d   (Module 10-1)
23. b   (Module 19-3)
24. a   (Module 18-2)
25. a   (Module 17-1)
26. a   (Module 16-1)
27. b   (Module 15-2)
28. a   (Module 16-2)
29. a   (Module 14-1)
30. b   (Module 8-2.1)
31. b   (Module 8-2.1)
32. c   (Module 5-6)
33. b   (Module 12-1)
34. b   (Module 4-3)
35. a  (Module 11-1)
36. d    (Module 13-2)
37. b   (Module 14-2)
38. a   (Module 2-1)
39. a   (Module 1-2)
40. a   (Module 11-1)