Quiz

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**Question 1**(1 point)

*Saved*

 \_\_\_\_\_\_ are the features of MS Excel.

Question 1 options:

|  |  |
| --- | --- |
|  | Data Filtering |
|  | Data Sorting |
|  | Built-in formulae |
|  | All of the above |

**Question 2**(1 point)

*Saved*

In Excel which of these is a quick way to copy formatting from a selected cell to two other cells on the same worksheet?

Question 2 options:

|  |  |
| --- | --- |
|  | a) Use Ctrl to select all three cells, then click the paste button on the standard toolbar |
|  | b) Copy the selected cell, then select the other two cells, click style on the Format menu, then click Modify |
|  | c) Click format painter on the Formatting toolbar twice then click in each cell you want to copy the formatting to |

**Question 3**(1 point)

*Saved*

Which key do you press to check spelling?

Question 3 options:

|  |  |
| --- | --- |
|  | a) F3 |
|  | b) F5 |
|  | c) F7 |
|  | e) None of these |

**Question 4**(1 point)

*Saved*

**Which of the following is not a valid data type in excel**

Question 4 options:

|  |  |
| --- | --- |
|  | a. Number |
|  | b. Character |
|  | c. Label |
|  | d. Date/time |

**Question 5**(1 point)

*Saved*

In MS-Excel which functions will calculate the number of workdays between 6/9/2013 and 8/12/2013

Question 5 options:

|  |  |
| --- | --- |
|  | a) Workday |
|  | b) Date |
|  | c) Network day |
|  | d) Weekday |

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