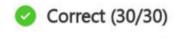


Well done, you have passed the graded assessment You have scored 100%





### Question 1

What is the intersection of a column and a row on a worksheet called?

- /
- a. Cell

Your Answer

- b. Address
- c. Column
- d. Value

### Question 2

Paper spreadsheets can have all the same

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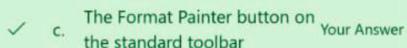


### Assessment

### Question 11

To copy formatting from one area in a worksheet and apply it to another area you would use.

- The Edit>Copy Format and Edit>Paste Format commands from the menu.
- The Copy and Apply Formatting dialog b. box, is located under the Format>Copy
- and Apply menu



There is no way to copy and apply d. formatting in Excel. You have to do it manually

### Question 12

You can add an image to a template by clicking the Insert Picture from File button on the \_\_\_\_ Toolbar.

a. Formatting

b. Picture

Your Answer

c. Drawing

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### ← Assessment

### Question 7

How to add comments to the cells?

- a. Edit > Comments
- b. Insert > Comments Your Answer
- c. File > Comments
- d. View > Comments

### Question 8

If you begin typing an entry into a cell and then realize that you don't want your entry to be placed into a cell, you:

- a. Press the Edit Formula button
- b. Press the Erase key
- c. Press the Enter button
- ✓ d. Press Esc Your Answer



### Question 15

The process of arranging the items of a column in some sequence or order is known as:

- a. Arranging
- b. Filtering

✓ c. Sorting

Your Answer

d. Autofill

### Question 16

Which function in Excel tells how many numeric entries are there?

- a. SUM
- b. NUM
- c. CHKNUM

/ d. COUNT

Your Answer

### Question 17

Add at 1 the 1 the second of a selection of a second o

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## Question 5 ntents of cells A:

Let's say the contents of cells A1, A2, B1, and B2 are 0, 0, a, and 0 respectively. What will be the output of the following formula?

- a. 4
- b. 0
- ✓ c. 3 Your Answer
  - d. 1

### Question 6

The default header for a worksheet is?

- a. The date and time
- ✓ b. None Your Answer
  - c. The sheet tab name
  - d. Your name

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### ← Assessment

### Question 3

Got functions? No? You need the insert function dialog box. How do you get it?

- a. Right-click a cell and then click insert
- b. Type = in a cell

/

c. Click the insert menu and then click function

Your Answer

d. All of the above

### Question 4

You want to track the progress of the stock market daily. Which type of chart should you use?

- a. Row chart
- b. Column chart

/

c. Line chart

Your Answer

d. Pie chart



### Question 13

What type of chart will you use to compare the performance of sales of two products?

- a. Pie Chart
- b. Both A and B
- ✓ c. Column Chart

Your Answer

d. Line Chart

### Question 14

You can activate a cell by

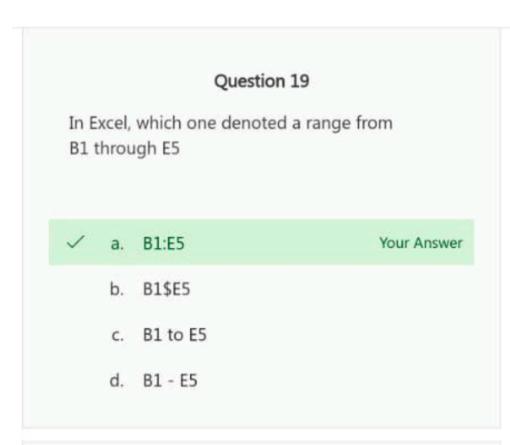
- a. Pressing any arrow key on the keyboard
- b. Clicking the Enter button on the Formula bar

c. Pressing spacebar

Your Answer

d. Pressing enter





## 



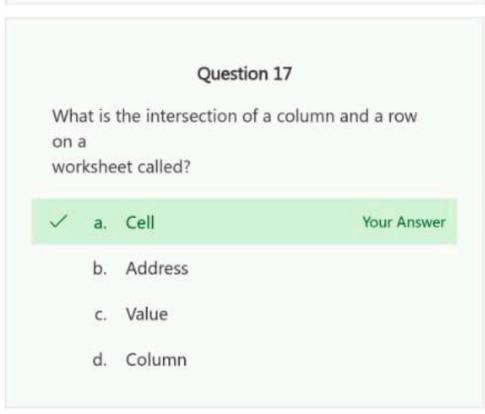
# Question 9 Which wizard lets you convert existing Excel worksheet data and charts into HTML documents? a. FTP wizard b. Intranet wizard c. Internet assistant wizard Your Answer d. Import wizard

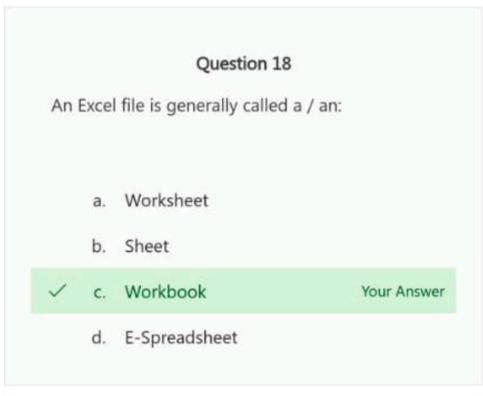
### Question 10

Which of the following is not located in the Page Setup dialog box?













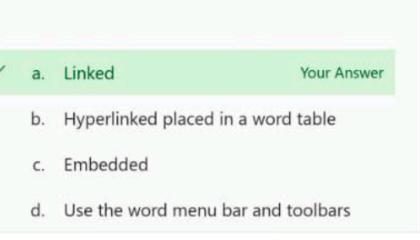
### Question 29

Which key is pressed to copy cell contents using drag and drop?

- a. End key
- b. None of above Your Answer
  - c. Shift key
  - d. Esc key

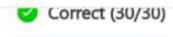
### Question 30

When you insert an excel file into a word document, the data are?









### Question 1

Functions in MS Excel must begin with \_\_\_

- a. A > Sign
- b. An () sign
- c. An Equal Sign Your Answer
  - d. A Plus Sign

### Question 2

What is the use of the 'Merge and Center' feature in MS Excel?

- a. It adds numeric values from two cells
- b. It calculates the total of a range of cells
- c. It joins two words from two cells

d. It combines two cells into one Your Answer cell



### Question 21

Text formulas are used to

- a. Return ASCII values of characters
- b. Show formula error value
- c. Replace cell references
- d. Concatenate and manipulate text

### Question 22

You can use the formula palette too?

- a. Format cells containing numbers
- b. Enter assumptions data
- Create and edit formulas containing functions

  Your Answer
  - d. Copy a range of cells

**Question 23** 

### Question 25

Which of the following describes how to select all the cells in a single column?

- Left click on the gray column Your Answer title button

- Right-click on the column and select Pick from a list
- c. Use data text to the columns menu item
- d. Pressing Ctrl + A on the keyboard

### Question 26

What happens when you insert an Excel file into a Word document?

- a. Hyperlinked
- b. Embedded
- c. Placed in a word table

Your Answer

d. Linked



d. Copy a range of cells

### Question 23

Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following?

- a. None
- b. Headings
- ✓ c. Speed Your Answer
  - d. Rows and columns

### Question 24

Assume that the contents of cells A1 to A5 of a Microsoft Excel worksheet are 1, 2, 3, 4, and 5 respectively and the rest of the cells are empty. Selecting A1 to A5 and clicking on the 'AutoSum' button will display 15 in the\_\_\_\_\_ cell.

- a. A1
- b. B1



## Question 27 Which of the following will not cut information? ✓ a. Pressing Ctrl + C Your Answer b. Pressing Ctrl+X c. Clicking the Cut button on the standard d. Selecting Edit>Cut from the menu

# Question 28 Which button do you click to add up a series of numbers? a. The total button b. The Formula button c. The quick total button ✓ d. The AutoSum button Your Answer

### Question 29