



Assessment

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



Correct (30/30)

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

Close and exit



Assessment

Question 11

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

- a. The Edit>Copy Format and Edit>Paste Format commands from the menu.

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



- c. The Format Painter button on the standard toolbar Your Answer

- d. There is no way to copy and apply 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



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



Assessment

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
- d. Autofill



Your Answer

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

What is the intersection of a column and a row?

Close and exit



Assessment

Question 5

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



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



Assessment

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



Assessment

Question 19

In Excel, which one denoted a range from B1 through E5



a. B1:E5

Your Answer

b. B1\$E5

c. B1 to E5

d. B1 - E5

Question 20

What function displays row data in a column or column data in a row?



a. Transpose

Your Answer

b. Index

c. Rows

d. Hyperlink



Assessment

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?

- ✓ a. Page Break Preview Your Answer
- b. Margins
- c. Headers and Footers
- d. Page Orientation



Assessment

Question 17

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



a. Cell

Your Answer

b. Address

c. Value

d. Column

Question 18

An Excel file is generally called a / an:

a. Worksheet

b. Sheet



c. Workbook

Your Answer

d. E-Spreadsheet



Assessment



d. The AutoSum button

Your Answer

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?



a. Linked

Your Answer

b. Hyperlinked placed in a word table

c. Embedded

d. Use the word menu bar and toolbars

Close and exit



Assessment



Correct (30/30)

Question 1

Functions in MS Excel must begin with ____

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

Your Answer

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 cell

Your Answer

Close and exit



Assessment

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

Your Answer

Question 22

You can use the formula palette too?

- a. Format cells containing numbers
- b. Enter assumptions data



- c. Create and edit formulas containing functions

Your Answer

- d. Copy a range of cells

Question 23

Close and exit



Assessment

Question 25

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



a. Left click on the gray column title button Your Answer

b. 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



Assessment

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

Close and exit



Assessment

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

Close and exit