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Course Title: Excel   Date: _____

Full Name: _____

PART I: Chose the correct answer (1 point each)

1. Excel is a _____ software program.
    a. Editing   b. database   c. spreadsheet   d. None
2. Which of the following component displays the contents of active cell?
    a. Name box   b. Formula bar   c. Menu bar   d. Status bar   e. None
3. To select multiple non-adjacent cells in a worksheet you will click them holding
    a. Shift Key   b. Ctrl Key   c. Enter Key   d. Space Key   e. None
4. _____ is a place where the address of the active cell is displayed in Excel.
    a. Formula bar   b. Name box   c. Title bar   d. Status bar
5. What is the intersection of a column and a row on a worksheet called?
    a. Column   b. Row   c. Address   d. Cell   e. None
6. Which function in Excel tells how many numeric entries are there?
    a. Sum   b. Len   c. Count   d. Max   e. Min
7. Which one is not a Function in MS Excel?
    a. Max   b. Avg   c. Min   d. Average   e. None
8. Functions in MS Excel must begin with _____.
    a. An () sign   b. an = sign   c. a + sign   d. a > sign   e. None
9. Witch Excel function checks whether a condition is TRUE or FALSE?
    a. IF   b. AND   c. OR   d. XOR   e. None   F. All
10. In Excel COLUMNS and ROWS are labeled as _____ and _____ respectively.
    a. 1,2,3,..etc and A,B,C,...etc   b. A,B,C,...etc and 1,2,3,...etc   c. 1A,2B,3C   d. None
11. The process of arranging items in ascending or descending order in Excel is called _____.
    a. Filtering   b. Sorting   c. Autofill   d. Arranging   e. None
12. The _____ feature of MS Excel quickly completes a series of data
    a. Sorting   b. Autofill   c. Filtering   d. All   e. None
13. In Excel, which one denoted a range from B1 through E5
    a. B1,E5   B. B1:E5   C. B1-E5   D. B1$E5   E. B1 to E5
14. What is the pictorial representation of worksheet data?
    a. Chart   b. WordArt   c. Clipart   d. All   e. None
15. _____ sign is used to create an absolute cell reference.
    a. @   b. %   c. $ d. &   e. #
16. _____ function is used to combine text from different cells into one cell.
    a. Product   b. Plus   c. Concatenate   d. Add   e. None
17. Witch one is the correct Excel formula to find the Average between A1,A2 and A3?
    a. =AVERAGE(A1:A3)   b. =AVERAGE(A1,A2,A3)   c. = SUM(A1,A2,A3)/3 d. All
18. Assume cell A2 contains 8 which represents the month August. Which one of the following formulas is correct to display the full month name (August).
    a. =TEXT(A2,"DDDD")   b. =TEXT(A2,"MM")   c. =TEXT(A2,"MMMM") d. None

19. The formula =A1*B10*H100 is equivalent to one of the following function.
   a. =PRODUCT(A1,B10,H100)   b. =PRODUCT(A1:B10:H100) c. =PRODUCT(A1:H100)
20. One of the following is not the correct usage of Excel function.
   a. =ISBLANK(A1)   b. =ISTEXT(A1)   c. =RANK(B2,$B$2:$B$9,0) d. =RANK(B2,B2:B9,0)

PART II: Match the following (1 point each)

Part A			Part B	
1._____	Relative reference	A.	=$E50 or =E$50	
2._____	Workbook	B.	=$B$100	
3._____	Currency	C.	A spreadsheet program used to deal with numerical values.	
4._____	Absolute reference	D.	A function used to convert a text formatted number into number.	
5._____	Excel	E.	Comparison operator	
6._____	Mixed reference	F.	=A1	
7._____	=VALUE()	G.	Logical operator	
8._____	< >	H.	It contains a group of worksheets.	
9._____	=SUM(B20:M20)	I.	A format used to enter a salary into the active cell.	
10._____	=XOR()	J.	Excel function used to display today's date.	
11._____	=MAX()	K.	=if(A2>90,"A",if(A2>80,"B",if(A2>70,"C",if(A2>60,"D","F"))))	
12._____	=TEXT()	L.	Excel function used to sum a range of values between two cells in Excel.	
13._____	=SUM(B20,M20)	M.	Returns the value of a cell in a table based on the column and row number.	
14._____	=VLOOKUP()	N.	Returns the position of a cell in a row or column.	
15._____	=HLOOKUP()	O.	Excel function used to sum a non-consecutive cell values in Excel.	
16._____	? or *	P.	Excel function used to find the highest value.	
17._____	=MATCH()	Q.	=_____(A1,$A$1:SG$10,5,false); 5 means 5th column wise.	
18._____	=INDEX()	R.	=_____(A1,$A$1:SG$10,5,false); 5 means 5th row wise.	
19._____	Grading formula	T.	Excel function used to convert number into text.	
20._____	=TODAY()	U.	Is called wildcard in excel.	

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PART III: Answer the following (1 point each)

1.	**Label the diagram below:(13 points)** Column Heading_____; Row Heading_____; Active cell_____; cell_____; Formula bar_____; Name box_____; Vertical Alignment____; Horizontal Alignment____; Menu bar_____; Select All_____; Font Size_____; Font Size_____; Font Style_____.
2.	**Convert the following Excel formulas if necessary: (3 points)** | Formula	Relative Reference	Mixed Reference	Absolute Reference
---	---	---	---
=A10+A200:A500			
=B$10+$B200:B$500			
=$C$10+$C$200:$C$500				
3.	**What is Excel? (1 point)** _____ _____
4.	**Rewrite the following Excel Function in the correct format:** 	Formula	Answer here
=IF(A1>50,PROMOTED,FAILED)	
=SUM(A1:A10,">100",B1:B10,"<2022")	
=COUNTIF(1A:100A="ASMARA")		
5.	**What is the difference between MS-Excel and Ms-Access?(1 Bonus point)** _____ _____ _____ _____

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Zeal For Wisdom

PART IV: Workout the following (1 point each)

	A	B	C	D	E	F
1	USA Annual Purchases Report 2011					
2	Customer ID	Gender	City	Education	Annual Purchases	Annual Salary
3	C11	M	New York	University	$6,233	$7,500
4	C12	M	New York	High School	$4,233	$4,999
5		F	Seattle	University	$6,560	$6,750
6		M	Chicago	University	$5,001	$12,000
7		F	New York	University	$7,034	$17,500
8		F	Chicago	University	$5,345	$13,150
9		F	Seattle	High School	$790	$3,799
10		F	Seattle	None	$240	$2,150
11		M	Seattle	University	$4,300	$22,450
12		f	New York	None	$232	$2,500
13						

A

City	Total Annual Purchases
15 City	
16 New York	?
17 Chicago	?
18 Seattle	?

B

Annual Salary	Gender	
City	Male	Female
New York	?	?
Chicago	?	?
Seattle	?	?

C

Education	Average Annual Purchases
21 University	?
22 High School	?
23 None	?

D

Gender	Population
26 Male	?
27 Female	?

PART IV		Answer Here(write only formulas)
A	B16	
	B17	
	B18	
B	E17	
	E18	
	E19	
	F17	
	F18	
	F19	
C	B21	
	B22	
	B23	
D	B26	
	B27	