**Task 1**

*The intention of this task is to make sure that you’re familiar with the parts of MS Excel.*

*Answer the following questions by highlighting your answers by yellow (see sample below).*

*Sample:*

*Q1*

*a) A*

*b) B*

*c) C*

*d) D*

**1). What is the name of the area that displays the contents of the active cell?**

a) Formula bar

b) Status bar

c) Taskbar

d) Title bar

**2). Which ribbon tab contains options related to formatting cells?**

a) Home

b) Insert

c) Page Layout

d) Formulas

**3). What is the small black square in the bottom-right corner of a selected cell range called?**

a) AutoFill handle

b) Quick Analysis button

c) Zoom slider

d) Cell pointer

**4). Which tab contains the command to insert charts in Excel?**

a) Formulas

b) Data

c) Insert

d) Review

**5). Which area displays the active cell reference, formula, or value?**

a) Name box

b) Title bar

c) Formula bar

d) Quick Access Toolbar

**6). What is the keyboard shortcut to open the Format Cells dialog box?**

a) Ctrl + 1

b) Ctrl + F

c) Ctrl + A

d) Ctrl + S

**7).** Which tab is used to access functions like SUM, AVERAGE, and COUNT?

a) Home

b) Formulas

c) Data

d) Review

**8.)** What is the name of the horizontal axis at the top of the Excel window?

a) Status bar

b) Scroll bar

c) Menu bar

d) Ribbon

**9).** Which view allows you to see the layout of your printed worksheet?

a) Page Layout view

b) Normal view

c) Full Screen view

d) Print Preview

**10.)** What is the keyboard shortcut to select the entire worksheet?

a) Ctrl + A

b) Ctrl + C

c) Ctrl + X

d) Ctrl + V

**11).** What is the term for a predefined formula in Excel?

a) Formula bar

b) Function

c) AutoSum

d) Calculation

**12).** Which command is used to adjust the width of a column?

a) Merge Cells

b) Autofit

c) Insert

d) Format Cells

**13).** What is the default file extension for Excel workbooks?

a) .xls

b) .xlsx

c) .xlsm

d) .docx

**14).** Which command is used to insert a new worksheet in Excel?

a) Paste

b) Insert

c) Delete

d) Format

**15).** What is the name of the area that displays the cell reference of the active cell?

a) Name box

b) Formula bar

c) Cell address

d) Active cell panel

**16).** Which command is used to sort data in Excel?

a) Cut

b) Copy

c) Sort

d) Paste

**17).** What is the keyboard shortcut to paste the contents of the clipboard?

a) Ctrl + V

b) Ctrl + C

c) Ctrl + X

d) Ctrl + P

**18).** Which ribbon tab contains options for inserting and deleting rows and columns?

a) Home

b) Insert

c) Page Layout

d) Review

**19).** Which view displays the formulas instead of their calculated values?

a) Normal view

b) Page Layout view

c) Formula view

d) Print Preview

**20).** What is the keyboard shortcut to save an Excel workbook?

a) Ctrl + S

b) Ctrl + N

c) Ctrl + O

d) Ctrl + P

**Once you’re done please turn in your answers in the assignments tab in the IDA July Teams Channel.**