NC COMPUTER SKILLS TEST
SPREADSHEET PRACTICE QUESTIONS

Circle the letter of the correct answer.

1. The most useful functions of a spreadsheet are:
A. lines and pictures
B. fonts and borders
C. formulas and graphs
D. labels and envelopes

2. Mathematical calculations in a spreadsheet are called
A. words
B. labels
C. formulas
D. values

3. Your math teacher has asked you to create a chart comparing candy sales for the last 3 years. Which chart will best display your data?
A. pie chart
B. bar chart
C. scattergram
D. line graph

4. Which of the following is an example of an addition formula?
A. =B4+D7
B. 2+3+6=11
C. F3*G7
D. B9/B6

5. Which of the following is an example of a subtraction formula?
A. A-B
B. =C10-B9
C. $14.00-$5.00=$9.00
D. B9/B6

6. Which of the following is an example of a multiplication formula?
A. =L3*C7
B. B2+B3/C4
C. B4 X B6
D. 46 X 39

7. Which type of chart best illustrates values as <u>part</u> of a whole picture?
A. line graph
B. scattergram
C. bar chart
D. pie chart

8. All of the following tasks can be completed using a spreadsheet, except:
A. create a graph comparing class attendance rate
B. create a brochure for the band camp
C. track batting averages for the softball team
D. keep track of field trip payments for the class trip

9. What is the relationship between spreadsheets and graphs?
A. There isn't one
B. Graphs generate spreadsheets
C. Graphs generate formulas
D. Graphs depict the spreadsheet data

10. The numbers in a spreadsheet from cell A1:A49 show candy bar sales last year. How can you find the total number of candy bars sold?
A. Add the numbers in cell A1 and A49 together
B. Subtract the number in cell A49 from cell A1
C. Multiply cell A1 by cell A49
D. Add the range of numbers from A1 through A49

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11. A space near the top of the spreadsheet where the formulas or other information in the active cell can be viewed is called the:
A address label
B. title bar
C. entry bar
D. active cell

12. Which of the following is an example of a questions that can be answer by a spreadsheet?
A. Where?
B. Why?
C. What if?
D. When?

13. A spreadsheet is a tool that allows you to:
A. manipulate data with numbers and text
B. view and manipulate text
C. manipulate graphics
D. make nice banners and posters

14. The most useful functions of a spreadsheet are:
A. lines and pictures
B. fonts and borders
C. formulas and graphs
D. .bmp and .jpg files

Use the spreadsheet below to answer Questions 15-20.

15. How could the total cost of food sold in the cafeteria for one day be calculated?
A. Add cells C2 through C6
B. Add cells A2 through A6
C. Add cells D2 through D6
D. Add cells A6 through D6

16. If 189 more hamburgers were sold, which cell would change?
A. A3 and A5
B. A4 and B4
C. A3 and D3
D. B3 and C3

17. What does COST/UNIT mean?
A. Quantity multiplied by Total Cost
B. Total cost of today's menu
C. Cost of one single item
D. Quantity multiplied by Item

18. Which of the following best describes the places where the costs in Column C are entered?
A. Fields
B. Values
C. Formulas
D. Cells

19. Which column contains data generated by formulas?
A. Column A
B. Column B
C. Column D
D. Column 6

20. If you wanted to predict how many fries would have to be sold for the TOTAL COST of fries to be equal to $200.00, which cell would you change the value until the desired was reached?
A. A6
B. B6
C. C6
D. D6

	A	B	C	D
1	QUANTITY	ITEM	COST/UNIT	TOTAL/ COST
2	156	Hot Dogs	$0.55	$85.00
3	134	Hamburgers	$1.00	$134.00
4	234	Pizza	$0.90	$210.00
5	45	Tacos	$0.75	$33.75
6	347	Fries	$0.50	$173.50