

Exam: 038229RR - Microsoft Excel

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When you have completed your exam and reviewed your answers, click **Submit Exam**. Answers will not be recorded until you hit **Submit Exam**. If you need to exit before completing the exam, click **Cancel Exam**.

**Questions 1 to 20:** Select the best answer to each question. Note that a question and its answers may be split across a page break, so be sure that you have seen the *entire* question and *all* the answers before choosing an answer.

1. If you're unsure of what chart to use for a set of data, what feature does Excel include that will help you to decide?
- A. Recommended charts
  - B. Sparklines
  - C. All charts
  - D. Pivot chart
2. What are the two types of formulas in Excel?
- A. Complex and Simple
  - B. Trig and Mathematical
  - C. Logical and Boolean
  - D. General and Currency
3. The order of precedence is very important when building formulas in Excel. Which of the following formulas will produce 778 as the result?
- A.  $=25*((27/9 + 5) + 309*2)$
  - B.  $=25*27/9 + 5 + 309*2$
  - C.  $=25*(27/9 + 5) + 309*2$
  - D.  $=(25*(27/9) + 5 + 309)*2$
4. Which of the following processes should Angel use to merge cells A1:D4 to create a title?
- A. Highlight cells **A1:D4**, click on the **Home** tab, and click on the **Merge cells** icon in the **Styles** group.
  - B. Highlight cells **A1:D4**, right-click and select **Format Cells**, click **Number**, and choose the **Merge cells** option.
  - C. Highlight cells **A1:D4**, right-click and select **Format Cells**, click **Alignment**, and choose the **Merge cells** option.
  - D. Highlight cells **A1:D4**, click on the **Home** tab, and click on the **Wrap text** icon in the **Alignment** group.
5. John wants to see the formulas he has used in his spreadsheet but he does *not* want to see the results of the formulas. How does he display his formulas?
- A. Click **Evaluate Formulas**.
  - B. Click on **Trace Precedents**.
  - C. Click **Print Formulas**.
  - D. Click on **Show Formulas**.

**6.** Which of the following identifies the patterns used for each data series in a chart?

- A.** Data point
- B.** Legend
- C.** The horizontal and vertical axes
- D.** Data series

**7.** After inputting a formula or a piece of data into a cell, what happens to the cell pointer when you press Enter?

- A.** It moves to the next adjacent cell to the right.
- B.** It moves up one cell.
- C.** It moves to the last cell in the column.
- D.** It moves down one cell.

**8.** Helga needs to lay out her newly created pivot table. What are the two ways she can set up a pivot table?

- A.** Helga can check the field or type in the data in the pivot table.
- B.** Helga can drag the fields to the four boxes in the pivot table field list or right-click a field name and choose its location from the shortcut menu.
- C.** Helga can slide cells to the four boxes or double-click properties to choose from a list of pivot table options.
- D.** When Helga created the pivot table, Excel automatically put the fields to the appropriate cells of the pivot table. There aren't two ways to set up a pivot table.

**9.** Which of the following ranges of cells is *correctly* named?

- A.** A5:G1
- B.** A/E5
- C.** A5+G1
- D.** A5:E5

**10.** Which of the following is a group of cells chosen to perform an action?

- A.** Command
- B.** Group
- C.** Range
- D.** Data series

**11.** The order of precedence determines

- A.** how values are divided and multiplied.
- B.** the order in which calculations are performed.
- C.** the properties of the cell reference.
- D.** the order in which worksheets are printed.

**12.** Which one of following is an example of a formatted number using the Currency option?

- A.** 777892
- B.** \$7778.92

- C. 7,7789.2
- D. 7778.92%

**13.** You've been asked to find the average of a range of numbers. Which of the following could you use to find the average of cells A1:A10?

- A. =MAX(A1:A10)
- B. =AVERAGE(A1:A10)
- C. =SUM(A1:A10)
- D. =MIN(A1:A10)

**14.** Joshua needs to join the text in two cells together. Which of the following would perform this function?

- A. ="Good"&"Morning"
- B. ="Good"&&"Morning"
- C. =Good "&" Morning
- D. ="Good"+"Morning"

**15.** What category of predefined formulas in Excel contains the Boolean functions?

- A. Math and Trig
- B. Logical
- C. AutoSum
- D. Recently Used

**16.** You've been asked to find the largest number in a range of numbers. Which of the following could you use to find the largest number in range E11:E23?

- A. =MAX(E11:E23)
- B. =MIN(E11:E23)
- C. =AVERAGE(E11:E23)
- D. =SUM(E11:E23)

**17.** Which of the following keys on a keyboard allows you to select multiple cells located in different parts of your worksheet?

- A. Tab
- B. Alt
- C. Ctrl
- D. Shift

**18.** Entering the formula =SUM(C5:C18) in cell C19 will result in which of the following?

- A. Cells C5 and C18 will be added together.
- B. Cells C5, C18, and C19 will be added together.
- C. The total of cells C5 to C18 will appear in cell C19.
- D. The total of cells C5 to C19 will appear in cell C19.

**19.** The functions you tend to use regularly are listed where on the Ribbon?

**A.** Recently Used

**B.** Text

**C.** Logical

**D.** Date & Time

**20.** Sidney works in the accounting department. His boss just assigned him a task that involves creating budget formulas for the company's payroll expense reports. Sidney will be using Excel spreadsheets to calculate the company's payroll expense reports. In Excel, what does Sidney need to consider when creating formulas?

**A.** Excel has third-party formulas you can purchase from Microsoft.

**B.** Excel performs operations based on the order of precedence.

**C.** Excel has predefined formulas, so you don't have to create any formulas from scratch.

**D.** Excel has limited capabilities, so it would be easier to use payroll software for this application.

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End of exam