

_____ formatting lets you set the formatting of a cell or cells independently of the theme.

Ans : Direct

Fill in the Blank: Excel 2013 is the latest version of Microsoft's Excel product and Excel is the world's most popular _____ product.

Ans : spreadsheet

True or False - The standard operating system requirements for Office 2013 include Windows Vista, Windows 7 and Windows 8.

Ans : False

True or False - In Excel 2013 it is possible to AutoFit column width but NOT row height.

Ans : False

Excel versions older than which year don't have the ribbon interface. Type your answer in numeric form

Ans: 2007

True or False - In Excel 2013 "General" format cells have no specific number format.

Ans: true

When using Excel 2013 on which tab of the ribbon would you find the Themes group?

Ans : Page Layout

True or False - The spelling checker in Excel 2013 always ignores words that contain numbers.

Ans : False

True or False - In Excel 2013 you cannot apply "wrap text" formatting to a single cell. It has to be applied to one or more whole rows or columns.

Ans : False

The default style applied to cells is? Drag correct word or phrase to answer box below.

Ans : Normal

True or False - All date formats in Excel 2013 respond to changes in regional date and time settings.

Ans : False

The key tips to navigate and use the command on the ribbon with the keyboard is activated by pressing the ____ key. Drag correct word or phrase to answer box below

Ans : Alt

Which of these check box options in the Excel 2013 Paste Special dialog will cause a row of cells to be pasted as a column or a column of cells to be pasted as a row?

Ans : Transpose

True or False - In Excel 2013 borders can be applied to cells using the Format Cells dialog.

Ans : True

Fill in the blank: The message that appears when you hover your mouse cursor over a button, is called a _____ tip or a tool tip.

Ans : Screen

When editing text in Excel 2013, which of these keys deletes the character to the right of the cursor?

Ans : Delete(del)

True or False - In Excel 2013 it is possible to move a worksheet to another open workbook but not to copy it there.

Ans : False

Fill in the blank: The default location for Excel to save to is generally your _____ folder.

Ans : Documents

True or False - By default, when a new workbook is created in Excel 2013 its theme is Office.

Ans : true

What is the keyboard shortcut for creating a new worksheet? Drag correct word or phrase to answer box below.

Ans : Ctrl+n

In the Excel 2013 Series dialog, which of these is NOT one of the available types?

Ans : Standard

Which of these is NOT a standard Excel 2013 number format?

Ans : Math

By default, Excel sets save auto recovery information every how many minutes? Type your answer in numeric form.

Ans : 10 minutes

What is the keyboard shortcut for activating spell check? Type your answer in the textbox below.

Ans : F7

Which of these is NOT a valid choice for the Horizontal Alignment of text in Excel 2013?

Ans : Bottom