Name:_____

7) 14024B-5 COMPUTER APPLICATIONS HS

Excel Module 1 Worksheet

Page 1

Question 2 - Multiple Choice — Points: 1

What function returns the average or arithmetic mean of a range of cells?

A) AVERAGE
B) SUM
C) MIN
D) MAX

Question 6 - Multiple Choice — Points: 1

What is the symbol for division in an Excel formula?

A) /
B) -
C) +
D) =

Question 30 - Multiple Choice — Points: 1

Shortcut to bring you to the first cell in a worksheet.

A) [CTRL][Home]
B) [CTRL][End]

Question 10 - True/False — Points: 1

TRUE OR FALSE: The DELETE key will remove a cell entry.

A) True
B) False

Question 15 - Multiple Choice — Points: 1

What tab is used to set the worksheet print options?

A) Draw
B) Insert
C) Page Layout
D) Formulas

Question 26 - Multiple Choice — Points: 1

What pointer in Excel is used to select a cell or range?

A) Normal
B) Fill Handle
C) Move

Question 4 - Multiple Choice — Points: 1

What is the symbol for multiplication in an Excel formula?

A) x
B) ^
C) *
D) /

Question 23 - Multiple Choice — Points: 1

What are descriptive text or other information that identifies data in rows, columns, or charts?

A) Labels
B) Values

Question 14 - True/False Points: 1

TRUE OR FALSE: The AutoSum button selects the adjacent range **below** or to the **right**.

A) True B) False

Question 9 - Multiple Choice Points: 1

What paper orientation is wider than it is tall?

A) Portrait B) Landscape

Question 21 - Multiple Choice Points: 1

Which of the following is an example of a range?

A) J9 B) J2

C) A1:F7

Question 22 - Multiple Choice Points: 1

What is a collection of related worksheets contained in a single file?

A) Numericsheet B) Worksheet

C) Databook D) Workbook

Question 16 - Multiple Choice Points: 1

What symbol is the formula prefix?

A) = B) +

C) * D) -

Question 11 - Multiple Choice Points: 1

What option will fit a large amount of data on a single page when printed?

A) Scale to Fit B) AutoComplete

C) Merge Cells

Question 19 - Multiple Choice Points: 1

What pointer appears as a black plus sign?

A) Move pointer B) Normal pointer

C) I-beam pointer D) Fill handle pointer

Question 24 - Multiple Choice Points: 1

What keys can be used to navigate a worksheet?

A) Arrow B) Shift

C) CTRL D) Space

Question 8 - Multiple Choice — Points: 1

What function returns the largest value from a range of cells?

A) MIN
B) IF
C) SUM
D) MAX

Question 17 - Multiple Choice — Points: 1

What is the shortcut to save?

A) CTRL + A
B) CTRL + S
C) CTRL + U
D) CTRL + Z

Question 27 - Multiple Choice — Points: 1

What is the cell you are working in called?

A) Name Box
B) Fill Handle
C) Active Cell

Question 7 - Multiple Choice — Points: 1

What is the symbol for exponent in an Excel formula?

A) #
B) &
C) $
D) ^

Question 25 - Multiple Choice — Points: 1

How can you edit the contents of the active cell?

A) Press the [Ctrl] key and the [Home] key and then start to type
B) Just start typing
C) Press the [Home] key and start to type

Question 18 - Multiple Choice — Points: 1

To choose from all available functions, which of the following would you use?

A) Insert Function dialog box
B) Formula AutoComplete
C) AutoSum arrow

Question 28 - Multiple Choice — Points: 1

What is the shortcut for edit mode?

A) F2
B) F1
C) F4
D) F12

Question 1 - Multiple Choice — Points: 1

What must every formula start with?

A) *
B) -
C) =
D) +

Question 3 - Multiple Choice Points: 1

What function returns the smallest value from a range of cells?

A) AVERAGE B) SUM

C) MIN D) MAX

Question 12 - True/False Points: 1

TRUE OR FALSE: The contents of a cell cannot be edited on the formula bar.

A) True B) False

Question 20 - Multiple Choice Points: 1

What is the electronic application used to perform numeric calculations and analyze numeric data?

A) Database B) Dataform

C) Spreadsheet D) Project

Question 5 - Multiple Choice Points: 1

What function adds a range of cells?

A) MAX B) AVERAGE

C) SUM D) MIN

Question 29 - Multiple Choice Points: 1

What is the temporary storage location for cut or copied items?

A) Name Box B) Clipboard

C) Range

Question 13 - Multiple Choice Points: 1

What key will move the cell pointer to the next row (down)?

A) Enter B) Delete

C) Tab