

2008 WRC Spreadsheet Applications

True/False

Indicate whether the sentence or statement is true or false.

- 1. The status bar is in the bottom of the Excel window.
- 2. You can use the formula bar to change the contents of cells by retyping or editing the current contents of the cell.
- 3. To print an entire workbook, use the Print button on the Standard toolbar.
- 4. When you create a new workbook, you always start with five blank worksheets.
- 5. Functions do not start with =.
- 6. Excel always starts spell-checking from the beginning of the worksheet.
- 7. When there is no apparent pattern in a range, the Fill handle just copies data.
- 8. AutoFormat is a built-in set of formatting instructions that can apply only colors and borders.
- 9. A header prints at the top of each page in a worksheet.
- 10. Pick From List displays a list of all the labels already in the column.
- 11. When you paste cells that have been cut, the cut data replaces any existing data.
- 12. The Comma Style button inserts commas and two decimal places.
- 13. The COUNTA function ignores text.
- 14. A cell with an absolute reference does not change when a formula is copied.
- 15. In an OR function, any one of your logical tests can be true for the result cell to show TRUE.
- 16. If you do not key a percent (%) sign, you must key the decimal equivalent of a value.
- 17. Many businesses show negative numbers in green.
- 18. You can use Excel's Date & Time functions to calculate ages, hours worked, days passed, and future dates.
- 19. You can create a chart on its own sheet or within a worksheet containing data.
- 20. When you select a chart, the Data menu is replaced by the Chart menu.
- 21. A data point is a single value or piece of data from the data series.
- 22. A gridline is a small line or marker on the category (x) and value (y) axes to help you read the values.
- 23. You can use the adjustment handle to rotate an object.
- 24. Through groups and 3-D references, you can gather information from multiple worksheets to calculate grand totals.
- 25. The workbook that is active when you tile the windows horizontally appears in the top half of the screen.

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

- _____ 26. To move the screen down one page, press:
- a. [Enter]
 - b. [Delete]
 - c. [PgDn]
 - d. [Spacebar]
- _____ 27. The file extension that Excel automatically uses for workbooks is:
- a. .xlw
 - b. .xlt
 - c. .xls
 - d. .mxl
- _____ 28. To print a worksheet:
- a. Click the Print button.
 - b. Choose Print from the File menu.
 - c. Press [Ctrl]+[P].
 - d. All of the above
- _____ 29. To exit Excel:
- a. Choose Exit from the File menu.
 - b. Turn off your computer.
 - c. Triple-click the mouse.
 - d. Double-click the title bar.
- _____ 30. To use the Redo command, you can press:
- a. [Ctrl]+[Z]
 - b. [Ctrl]+[X]
 - c. [Ctrl]+[U]
 - d. [Ctrl]+[Y]
- _____ 31. As you key data, it appears in the active cell and in the:
- a. Formula bar
 - b. Status bar
 - c. Menu bar
 - d. Name box
- _____ 32. You can change the font style and the font size by using the:
- a. Edit menu
 - b. Formatting toolbar
 - c. File menu
 - d. Standard toolbar
- _____ 33. While using the Format Painter, the pointer is:
- a. A double-headed arrow
 - b. A four-headed arrow
 - c. A white cross with a small paintbrush
 - d. A cross-hair
- _____ 34. If you see a range address of A1:B3, the range would include:
- a. 6 cells on 3 rows and in 2 columns
 - b. 6 cells on 2 rows and in 3 columns
 - c. 4 cells on 6 rows and in 3 columns
 - d. 4 cells on 3 rows and in 6 columns
- _____ 35. To change a column width:
- a. Drag the row border to a different size.
 - b. Double-click a column's right border to AutoFit.
 - c. Double-click the row's bottom border to AutoFit.
 - d. None of the above
- _____ 36. Which alignment is assigned to a value in a cell?
- a. Right
 - b. Left
 - c. Center
 - d. Decimal
- _____ 37. To open the Format cells dialog box, press:
- a. [Ctrl]+[1]
 - b. [Ctrl]+[2]
 - c. [Ctrl]+[3]
 - d. [Ctrl]+[4]
- _____ 38. To change the AutoCorrect Options, you would use this menu:
- a. Edit
 - b. Format
 - c. Insert
 - d. Tools
- _____ 39. The Ignore Once option in the Spell-Check dialog box provides the following action:
- a. Does not change the spelling of this occurrence
 - b. Does not change the spelling of any occurrences
 - c. Adds this word to the dictionary
 - d. Replaces the current spelling with the highlighted alternative
- _____ 40. The wildcard character that represents any number of characters is:
- a. *
 - b. @
 - c. !
 - d. &

- b. ? d. &
- ___ 41. You can use the Find command to locate:
 a. Words c. Formats
 b. Sequence of characters d. All of the above
- ___ 42. If you key label Week 1 in A1 and use the AutoFill handle to fill the series, what label will you find in A5?
 a. Week 3 c. Week 7
 b. Week 5 d. Week 8
- ___ 43. When you insert a new worksheet, it is placed:
 a. In front of the active sheet c. As sheet one
 b. Behind the active sheet d. As the last sheet in the workbook
- ___ 44. When you delete cells, you are given the following option:
 a. Shift cells right c. Entire row
 b. Shift cells down d. All of the above
- ___ 45. To accept an AutoComplete suggestion, press:
 a. [Esc] c. [Space]
 b. [Tab] d. [Enter]
- ___ 46. To paste a range of cells, press:
 a. [Ctrl]+[X] c. [Ctrl]+[P]
 b. [Ctrl]+[C] d. [Ctrl]+[V]
- ___ 47. The Office Clipboard is a temporary memory area that can hold up to ___ copied items.
 a. 8 c. 24
 b. 12 d. 30
- ___ 48. To delete a cell, press the following keys on the numeric keypad:
 a. [Ctrl]+[/] c. [Ctrl]+[+]
 b. [Ctrl]+[-] d. [Ctrl]+[*]
- ___ 49. To hide a column heading, select the column and choose Column, Hide from the ___ menu.
 a. File c. Insert
 b. Edit d. Format
- ___ 50. This type of alignment aligns contents in the middle of the cell.
 a. Center c. Right
 b. Left d. General
- ___ 51. Which type of vertical alignment positions the text at an equal distance from the top and bottom edges?
 a. Top c. Justify
 b. Distributed d. Center
- ___ 52. Which three alignment buttons appear on the Formatting toolbar?
 a. Left, Center, Right c. Left, Right, Justify
 b. Left, Bottom, Justify d. Left, Right, Distributed
- ___ 53. To combine a range of cells into one cell that occupies the same amount of space, use the ___ button on the Formatting toolbar.
 a. Align Left c. Align Right
 b. Merge and Center d. Center
- ___ 54. Multiplication formulas use a(n):
 a. * c. +
 b. / d. -
- ___ 55. Division formulas use a(n):
 a. * c. +
 b. / d. -
- ___ 56. To start the Edit mode:

- a. Double-click in a cell
b. Click in a cell
- c. Triple-click in a cell
d. None of the above
- ___ 57. The MIN function calculates the ___ value in a range.
a. Largest
b. Smallest
c. Average
d. None of the above
- ___ 58. An example of an absolute cell reference is:
a. @B@10
b. \$A\$1
c. "C6"
d. *G7
- ___ 59. A cell reference that does not change when a formula is copied is:
a. Actual
b. Simple
c. Absolute
d. Relative
- ___ 60. When you edit a formula, you can press ___ to move through the cell reference types.
a. [F3]
b. [F4]
c. [F5]
d. [F6]
- ___ 61. The result of $2+3*4/2$ is:
a. 4
b. 6
c. 8
d. 10
- ___ 62. The result of $(2+3)*4/2$ is:
a. 4
b. 6
c. 8
d. 10
- ___ 63. For the logical_test part of the condition, the IF function uses such functions as:
a. OR
b. NOT
c. AND
d. All of the above
- ___ 64. To add text in an IF function, you enclose the text in:
a. Parentheses
b. Brackets
c. Quotation marks
d. None of the above
- ___ 65. You can create a formula using the IF function that displays text based on whether a condition is:
a. Old or new
b. Greater or less than
c. First or last
d. True or false
- ___ 66. Functions can be entered in a worksheet through the:
a. Function command in the Insert menu
b. Formula bar
c. Insert Function dialog box
d. All of the above
- ___ 67. To find the monthly interest rate you must:
a. Multiply the rate by 12
b. Multiply the rate by 6
c. Divide the rate by 12
d. Divide the rate by 6
- ___ 68. When payments are to be made at the beginning of a period, the Type argument in a financial function is specified as:
a. 0
b. 1
c. 2
d. 3
- ___ 69. Using this function, any one of your logical tests can be true for the result cell to show TRUE.
a. OR
b. AND
c. IF
d. NOT
- ___ 70. To remove formatting from a cell or a range, use the ___ menu.
a. File
b. Edit
c. Format
d. Insert
- ___ 71. In Page Break Preview, the page breaks inserted by Excel appear as:

- a. Dashed blue lines
b. Solid blue lines
- c. Dashed green lines
d. Solid green lines
- ___ 72. To center a page horizontally, choose this tab from the Page Setup dialog box:
a. Page
b. Margins
c. Header/Footer
d. Sheet
- ___ 73. The function INT(9.678) will give you the following result.
a. 9.7
b. 9.6
c. 9
d. None of the above
- ___ 74. Excel stores:
a. The full number of decimals keyed
b. 3 decimal places
c. 2 decimal places
d. 1 decimal place
- ___ 75. The INT function is in the ___ category.
a. Financial
b. Logical
c. Math & Trig
d. Date & Time
- ___ 76. If you want Excel to use the value as shown in the cell, use the ___ function.
a. ROUND
b. IF
c. PMT
d. AND
- ___ 77. A serial number is a date shown as a:
a. Label
b. Value
c. Formula
d. Function
- ___ 78. Formatting January 1, 2003 with a custom format of **dd mmmm y** would result in the following:
a. 01 Jan 03
b. 01 Jan 2003
c. 01 January 03
d. 01January 2003
- ___ 79. A/an ___ reference does not change when a formula is copied.
a. Relative
b. Mixed
c. Absolute
d. None of the above
- ___ 80. Because Excel stores dates as numbers, date calculations are:
a. Not possible
b. Possible
c. Necessary
d. None of the above
- ___ 81. A chart sheet shows a:
a. Chart in a sheet by itself
b. Chart in a sheet with a worksheet
c. Chart in a Word document
d. None of the above
- ___ 82. To show a percentage on a slice of a pie chart, use this tab in the Format Data Series dialog box:
a. Axes
b. Gridlines
c. Data Labels
d. Data Table
- ___ 83. Charts that show trends in data over a period of time are:
a. Bar charts
b. Column charts
c. Line charts
d. Pie charts
- ___ 84. A guide that explains the symbols, patterns, or colors used to differentiate data series is a:
a. Legend
b. Plot area
c. Value axis
d. Data series
- ___ 85. The Chart Wizard button is on the:
a. Formatting toolbar
b. Standard toolbar
c. Drawing toolbar
d. Chart toolbar
- ___ 86. The horizontal axis is generally the:
a. Y axis
b. Z axis
c. T axis
d. X axis
- ___ 87. When you select a chart, the Data menu is replaced by the:

- a. Insert menu
b. Tools menu
- c. Format menu
d. Chart menu
- ___ 88. You can use the AutoShapes button:
a. To draw an object
b. To draw a text box
- c. To display a list of preset objects
d. To draw an arrow
- ___ 89. Use the ___ dialog box to make several changes at once to an AutoShape.
a. Format Text Box
b. Format Object
- c. Format Picture
d. Format AutoShape
- ___ 90. You can choose from ___ 3-D styles.
a. 10
b. 15
- c. 20
d. 25
- ___ 91. To format a picture:
a. Double-click the background
b. Triple-click the background
- c. Click the background
d. None of the above
- ___ 92. Save your workbook in this format so it can be viewed on the World Wide Web:
a. .html
b. .xlt
- c. .xls
d. .txt
- ___ 93. To see how your worksheet will look in your browser, choose ___ from the File menu.
a. Web Page Preview
b. Print Preview
- c. Print
d. Print Area
- ___ 94. You can select cells on the worksheet and print them by using the ___ choice in the Print dialog box.
a. All
b. Pages
- c. Selection
d. Active sheet(s)
- ___ 95. To set a Print Area, choose Print Area, Set Print Area from this menu:
a. File
b. Format
- c. Insert
d. Edit
- ___ 96. To paste a link, use this command from the Edit menu:
a. Replace
b. Paste
- c. Fill
d. Paste Special
- ___ 97. If a formula refers to cells in another worksheet, the formula is described as a/an ___ reference.
a. External
b. Internal
- c. 3-D
d. None of the above
- ___ 98. The MAX function:
a. Returns the smallest value in a range of cells.
b. Returns the largest value in a range of cells.
c. Returns the mean value in a range of cells.
d. None of the above
- ___ 99. To display the formulas in a worksheet, press:
a. [Alt]+[~]
b. [Shift]+[~]
- c. [Ctrl]+[Alt]+[~]
d. [Ctrl]+[~]
- ___ 100. The wildcard character used to represent one character in that position is:
a. *
b. ?
- c. #
d. &