

Spreadsheet Applications

1. Which formula is correct for adding the contents of cells L4, L5, L6, L7 and L8?
 - A. =L4:L8
 - B. =sum(L4:L8)
 - C. sum(L4:L8)
 - D. =add(L4:L8)
2. How can the order of operations in a spreadsheet formula be changed?
 - A. Place the first operation at the beginning of the formula
 - B. Use parenthesis () around the operation to occur first
 - C. Use brackets [] around the operation to occur first
 - D. Add an exclamation mark before the first operation
3. The small black box you see in the corner of a active cell is called a:
 - A. pull handle
 - B. handle
 - C. pull box
 - D. fill handle
4. Once a formula is entered in a cell, use _____ as the fastest way to copy it to adjacent cells.
 - A. Drag and Drop
 - B. Copy and Paste
 - C. AutoFill
 - D. Ctrl + :
5. Which function sums the numbers in the specified range and then divides the sum by the number of cells with numeric values in the range?
 - A. SUM
 - B. MAX
 - C. MIN
 - D. AVERAGE
6. What is the NOW function used to display?
 - A. the date and time when you created the document
 - B. how many characters are in the current file
 - C. the current filename
 - D. the current date and time
7. Which of the following functions is used to calculate the interest paid on a loan for a given period?
 - A. IPMT
 - B. CUMIPMT

- C. RATE
- D. INTRATE

8. In the formula =VLOOKUP(F12, Theory, 4), what does the F12 represent?:

- A. lookup table
- B. search argument
- C. the IF Statement results
- D. column number

9. Cell references that change when copied are called ___ cell references.

- A. resolute
- B. absolute
- C. relative
- D. automatic

10. Which of the following would cause a formula to always refer to Cell B20 when copied, pasted, or moved?

- A. F5/\$B20
- B. F5/\$B\$20
- C. F5/B20
- D. \$F5/\$B20

11. The formula used to multiply cell A1 by cell C1 is:

- A. A1*C1
- B. =A1*C1
- C. C1*A1
- D. =A1/C1

12. Which formula is an example of the future value of an investment?

- A. =FV(E5/12,E9,-E8,-E4,0)
- B. =FunctionFV(E5/12,E9,-E8,-E4,0)
- C. =FUTUREV (E5/12,E9,-E8,-E4,0)
- D. =VF(E5/12,E9,-E8,-E4,0)

13. What is a Lookup function used for?

- A. looks for a value in a graph and returns a number
- B. looks for a value in a table and returns an answer
- C. looks for a number in a table and returns true or false
- D. looks for a value and displays the value

14. What is the difference between a HLOOKUP and VLOOKUP function?

- A. the format of the data you are looking at

- B. the consistency of your data, as either horizontal (H) or vertical (V)
 - C. the consistency of your data, as either high risk (H) or volatile (V)
 - D. the format of the data you use as your reference
15. Which reference operator forms a "rectangle" with the first and last cells included?
- A. Absolute
 - B. Union
 - C. Range
 - D. Intersection
16. Which is the correct syntax when defining a name for a cell range on a worksheet?
- A. The first character of a name must be a letter, an underscore character, or a backslash
 - B. Named cell ranges are case sensitive therefore the letters "C", "I" and "V" cannot be used
 - C. A worksheet only allows four cell ranges to be named at one time
 - D. A name can only contain letters and numbers; special characters are not allowed
17. Which is the correct answer for the following IF statement: If cell E4 is more than 650 then place No in the true box and yes in the false box.
- A. =IF(E4=650, "Yes", "No")
 - B. =IF(E4<650, "No", "Yes")
 - C. =IF(E4>650, "No", "Yes")
 - D. =IF(E4=<>650, "Yes", "No")
18. In the following scenario which of the formulas is correct? A value was placed in cell B3. Determine the maintenance expense of values in cells C5:C15 by multiplying cell C5 times B3. The value in cell B3 is to be used for all the values in cells C5:C15. The results will be placed in cells D5:D15.
- A. =\$B\$3 * C5
 - B. =B3 * C5
 - C. B3 * D5:D15
 - D. \$B\$3 * D5
19. Which of the following most accurately describes a 3D reference?
- A. A reference that refers to the same cell or range in multiple worksheets.
 - B. A reference that refers to cells in three workbooks.
 - C. A reference that gives a three-part result.
 - D. A reference that refers to three different cells.
20. Getting data from a cell located in a different sheet is called:
- A. functioning
 - B. accessing
 - C. referencing
 - D. updating

21. What is the keyboard shortcut to open a spreadsheet?
- A. Alt + O
 - B. Ctrl + O
 - C. Double click "Home"
 - D. Right click start
22. This level of protection prevents changes to the way worksheets are displayed.
- A. Template Level Protection
 - B. Worksheet Level Protection
 - C. Cell Level Protection
 - D. Workbook Level Protection
23. Use this to divide the window into two panes.
- A. Toggle
 - B. Split
 - C. View
 - D. Command
24. Excel can be copied into Word by using this feature.
- A. Insert columns
 - B. Advanced commands
 - C. Tab Delimited
 - D. Editing
25. The value of which function is automatically updated whenever you reopen a workbook?
- A. TIME()
 - B. NEW()
 - C. DATE()
 - D. TODAY()
26. Make a worksheet appear bigger or smaller on your screen is called _____.
- A. zoom
 - B. Hide
 - C. Legend
 - D. embedded
27. Which one of the following formats means that users can view but not change data in a worksheet?
- A. Macro
 - B. Template
 - C. Read-only
 - D. PDF

28. What should you use in order to prevent sensitive data from being seen in a worksheet?
- A. PV function
 - B. Password function
 - C. Hide command
 - D. Hide Sheet command
29. What is the format used for referencing a different worksheet in a formula?
- A. SheetName?"CellAddress"
 - B. WorksheetName?"CellAddress"
 - C. SheetName!CellAddress
 - D. WorkbookName!CellAddress
30. Which formula should be used to reference a value in cell G14 on Sheet 4 of a workbook?
- A. =Sheet4*G14
 - B. Sheet4!=G14
 - C. =G14toSheet4
 - D. =Sheet4!G14
31. Which description identifies a .csv file?
- A. An HTML file that is mostly text
 - B. A text file that contains values separated by paragraphs
 - C. A text file that contains comma separated values
 - D. A text file that contains values separated by tabs or spaces
32. Which file format saves only the text and values that are displayed in the cells of the active worksheet and the columns of data are separated by commas?
- A. HTML
 - B. TXT
 - C. XML
 - D. CSV
33. What key do you press to select nonadjacent cells?
- A. SHIFT
 - B. CTRL
 - C. F9
 - D. CTRL + ALT
34. The PMT function contains which arguments?
- A. (payment, months)
 - B. (principle, interest, time)
 - C. (rate, loan amount, interest)

D. (rate, periods, loan amount)

35. To make A1 the active cell, you should press which of the following keys?

- A. Ctrl+Home
- B. Page Up
- C. Page Down
- D. Home

36. The active cell is D13. When you press the Ctrl Home key, the active cell becomes:

- A. D13
- B. A13
- C. A1
- D. D1

37. What can a user freeze in a worksheet?

- A. Only the columns on the left; rows cannot be frozen
- B. Only the top 10 rows of the active worksheet and no columns
- C. Rows at the top of the worksheet and columns on the left side of the worksheet
- D. Rows in the middle of the worksheet and columns in the middle of the worksheet

38. What happens when you freeze panes in a worksheet?

- A. A group of cells have the same formatting applied and do not change
- B. Separate worksheet areas are created that you can scroll through one at a time
- C. An additional spreadsheet is created so it appears as a subset of the active worksheet
- D. Specific rows or columns are kept visible while scrolling across or down in the worksheet

39. What formatting feature is applied to a cell so text does not flow into the next cell but instead appears as a block of text within the cell?

- A. Integrated text
- B. Square format
- C. Wrap text
- D. Wrap align

40. Which tool will rotate text so it appears diagonally in a cell?

- A. Vertical text
- B. Rotate text
- C. Rotate and angle
- D. Orientation alignment tool

41.

In the worksheet and chart wizard shown, what would need to be done to only include the five largest states?

- A. click on the "Series" tab
- B. change the "Series in:" selection to rows
- C. change the data range
- D. click "Finish" in this dialog box

42. Picture, Clip Art, Shapes, SmartArt, Screenshot are all part of which group?

- A. Illustrations
- B. Diagrams
- C. Designs
- D. Links

43. To change colors of values click on this button:

- A. Font color
- B. Serif color
- C. Formatting color
- D. Fill color

44. How many size handles does a text box or graphic have?

- A. two
- B. eight
- C. six
- D. four

45. Which one of the following best describes how to explode a pie chart?

- A. drag with the mouse pointer over the selected piece
- B. rename the pie chart
- C. create a graph by highlighting the outside edge of the pie
- D. click on the Page Layout tab - delete

46. What would you use in order to format the legend?

- A. legend gallery
- B. formulas tab
- C. review tab
- D. legend style

47. When a chart on Sheet1 is moved to a new sheet, the default name for that worksheet is:

- A. Sheet3
- B. Chart1
- C. Sheet1-Chart
- D. Sheet2

48. Which one of the following identifies which data markers are associated with each data series?

- A. Legend
- B. x-axis
- C. y-axis
- D. Chart area

49. What is a "group of related data?"

- A. column
- B. legend
- C. data series
- D. data labels

50. Which one of the following only appears in a 3D chart type?

- A. Y axis
- B. Z axis
- C. X axis
- D. legend

51. What type of reports are visual representations of PivotTables?

- A. Calculated field
- B. Data Marker
- C. PivotChart
- D. Slicer

52. When the ___ in a spreadsheet is updated, the related chart also is updated.

- A. formatting
- B. columns
- C. editing
- D. data

53. In order to ___ an embedded chart, it must first be selected.

- A. identify
- B. resize
- C. create
- D. sort

54. Which of the following is a feature of a standard column chart?

- A. It compares values directly side by side.
- B. It is complicated.
- C. It shows trends over time.
- D. It is automatically 3D.

55. The term used to describe the information on which a chart is based is:
- A. chart type.
 - B. source data.
 - C. x- and y-axes.
 - D. data series.
56. What is a graphical representation of data created within the worksheet?
- A. gannett chart
 - B. scatter chart
 - C. embedded chart
 - D. pie chart
57. A chart that appears on the same sheet as the worksheet data is called:
- A. a PivotTable chart.
 - B. a chart sheet.
 - C. a combination chart.
 - D. an embedded chart.
58. When charting the daily prices of a particular stock, what chart type is the best choice?
- A. pie
 - B. line
 - C. pyramid
 - D. XY
59. The process of emphasizing one particular slice in a pie chart over others is referred to as ____ the slice.
- A. detaching
 - B. exploding
 - C. deconstructing
 - D. attaching
60. What is it called when a pie piece is taken out of the pie chart?
- A. explode
 - B. remove
 - C. emphasizes
 - D. resizes
61. A spreadsheet would NOT be the best software choice for which of the following?
- A. calculating data
 - B. building and using analytical models
 - C. preparing a club newsletter

- D. visualizing relationships with dynamic graphs
62. A scatter chart has _____ value axes.
- A. two
 - B. four
 - C. one
 - D. three
63. What could a government agency use a spreadsheet to do?
- A. record the taxes paid by businesses
 - B. search for specific members of an organization
 - C. key letters to members of the legislature
 - D. create new product information
64. Which type of information should be created with a spreadsheet?
- A. To store financial data
 - B. To design a birthday card
 - C. To create a flyer for a car wash
 - D. To create recipes for a cookbook
65. What would be a good business use of a spreadsheet?
- A. Manage financial information.
 - B. Plan a personal budget.
 - C. Create business letters to prospective clients.
 - D. Research new product information.
66. What action do you need to take if a cell displays the # symbol?
- A. increase the formula to include the proper cell reference
 - B. enter the proper number into the cell
 - C. increase the size of the cell
 - D. change your formula
67. When an error occurs in a formula in a cell, Excel displays the ___ button next to the cell and identifies the cell with the error by placing a green triangle in the upper left of the cell.
- A. Smart Tag Actions
 - B. AutoFill Options
 - C. AutoCorrect Options
 - D. TraceError
68. Which one of the following is the output of inaccurate information caused by the input of invalid data?
- A. GIGO

- B. FIFO
- C. GIGI
- D. LIFI

69. What is an advantage of a spreadsheet program?

- A. Spreadsheets check for incorrect answers.
- B. Spreadsheets input formulas for you.
- C. Spreadsheets answer "When?" questions.
- D. Spreadsheets can answer "What if?" questions.

70. In a spreadsheet, formulas and functions can automatically calculate solutions very quickly, making it convenient to try various ___ of complex numeric problems.

- A. plots
- B. sizes
- C. scenarios
- D. titles

71. Changing the order of the fields in the _____ area affects how the data displays in a PivotTable.

- A. Existing worksheet
- B. External data source
- C. Row Labels or Column Labels
- D. Pivot chart

72. The Trace Error command on the ribbon is used to:

- A. draw arrows that point from a precedent to the selected cell
- B. audit single cells in the worksheet
- C. select the cell containing a triangle icon
- D. evaluate the displayed in the underlined expression

73. Excel automatically totals numbers when they are dropped into which area of a pivot table report?

- A. data items
- B. page fields
- C. column fields
- D. row fields

74. Which area is used specifically to filter the pivot table and create separate reports or separate pivot tables?

- A. row
- B. data
- C. column
- D. page

75. The process of finding and correcting errors in a worksheet is called:

- A. Searching and replacing
- B. Debugging
- C. Validating
- D. Verifying

76. Why would a page field be used in a pivot table?

- A. to analyze two or more spreadsheets
- B. to bring in data from more than one place
- C. to identify which data will be summarized
- D. to break the report into separate "pages"

77. Though Access is designed to manage this kind of system, Excel also can be used as what kind of tool?

- A. Database
- B. Formula
- C. Presentation
- D. Spreadsheet

78. Workbooks containing macros must be saved using this type of file format that is different from that of normal workbooks in order for the macros to be available.

- A. Maco
- B. Xlsm
- C. Mxl
- D. xltx

79. A macro is a recorded set of mouse and keyboard ___ that can be played back at any time.

- A. sorts
- B. instructions
- C. actions
- D. securities

80. Macros are a prime way to pass ___ to computers.

- A. files
- B. emails
- C. viruses
- D. data

81. If you are using a template that has a chart on it and you wish to change the chart type:

- A. you cannot change this in a template
- B. delete the existing chart and create a new one
- C. just change the data in the cells and it will be created

- D. right click the chart and change Chart Type
82. Which product would be a good choice for a template?
- A. A company's invoice
 - B. A graph of the results of an experiment
 - C. A graph of rainfall over a one month period
 - D. A list of contacts in a phone
83. When utilizing a template, after selecting and installing the template to create a new document, if you press the Save button, what happens?
- A. the document is read-only and will not allow saving
 - B. you are given the option to print or store the data
 - C. it automatically saves over the existing template
 - D. the Save As dialog box appears
84. To have your macros available when creating additional workbooks, you can:
- A. copy macros to the additional workbooks
 - B. leave all workbooks containing macros open
 - C. create a separate workbook for your macros and name it MyMacros.xlsm
 - D. macros are not available in additional workbooks
85. In advanced filtering, you enter the criteria you wish to search for in the ____ Range.
- A. Criteria
 - B. List
 - C. Name
 - D. Copy To
86. What is known as a process that hides records that do not meet user-specified criteria?
- A. dependent
 - B. macro
 - C. consolidation
 - D. filter
87. Cat Services, Inc. has a wide range of products for discerning cat owners. Henry would like to know what products are in the highest demand. What would Henry most likely do to find his answer?
- A. sort the inventory in descending order by cost per product
 - B. sort the inventory in ascending order by quantity ordered
 - C. sort the inventory in descending order by quantity ordered
 - D. sort the inventory in ascending order by cost per product
88. This refers to a cell range containing one row of labels and at least one additional row underneath the row of labels that contains the criteria you want to match.

- A. criteria operator
- B. conditional range
- C. and condition
- D. criteria range

89. Custom AutoFilters allow you to specify relationships other than those that are "____" the criteria specified in the filter records.

- A. equal to
- B. in
- C. like
- D. greater than

90. When applying a filter, what happens to rows that do not meet the specified criteria?

- A. They are moved to another worksheet.
- B. They are hidden.
- C. They are deleted.
- D. They are moved to the bottom of the list.

91. The ____ filtering option specifies complex criteria for a filtering operation.

- A. Criteria
- B. Top 10
- C. Custom
- D. Conditional

92. What is a wildcard?

- A. A character that represents other characters
- B. A string of text used for searching numbers
- C. A symbol that represents a null value
- D. A predetermined set of characters

93. If a national customer spreadsheet has the headings First Name, Last Name, City, State, ZIP, Phone; which column would be filtered to determine the customers closest to you?

- A. phone
- B. last name
- C. first name
- D. state

94. Which one of the following should you use to search only a specified range of a worksheet that you have selected?

- A. Replace command
- B. Seek function
- C. Search function

D. Find command

95. What is one way that a spreadsheet can be secured?

- A. By creating a data pack
- B. By exiting the spreadsheet
- C. By using a password
- D. By creating a hidden spreadsheet

96. What is a good practice to follow when an object is pasted into several different files and needs to remain updated?

- A. Paste it as a linked object
- B. Use the insert feature
- C. Objects cannot be pasted
- D. Paste it as an embedded object

97. When data is entered into a cell and it displays as ##### what should be done?

- A. Make the cell display as italics
- B. Move the data to a different cell
- C. Enter less data
- D. Make the cell wider so the data will display

98. How is text aligned in a cell by default?

- A. Center align
- B. Left align
- C. Right align
- D. Justified

99. This number format causes the cells to display with two decimal places so that decimal places in cells below align vertically:

- A. Control Number
- B. General
- C. Accounting Number
- D. Standard Currency

100. When working with conditional formatting, which one of the following is not an option?

- A. applying data bars inside the cells
- B. applying directional arrows
- C. applying different formats to cells
- D. applying happy or sad faces

Answers

- | | | |
|-------|-------|--------|
| 1. B | 41. C | 81. D |
| 2. B | 42. A | 82. A |
| 3. D | 43. A | 83. D |
| 4. C | 44. B | 84. B |
| 5. D | 45. A | 85. A |
| 6. D | 46. A | 86. D |
| 7. A | 47. B | 87. C |
| 8. B | 48. A | 88. D |
| 9. C | 49. C | 89. A |
| 10. B | 50. B | 90. B |
| 11. B | 51. C | 91. C |
| 12. A | 52. D | 92. A |
| 13. B | 53. B | 93. D |
| 14. D | 54. A | 94. D |
| 15. C | 55. B | 95. C |
| 16. A | 56. C | 96. A |
| 17. C | 57. D | 97. D |
| 18. A | 58. B | 98. B |
| 19. A | 59. B | 99. C |
| 20. C | 60. A | 100. D |
| 21. B | 61. C | |
| 22. D | 62. A | |
| 23. B | 63. A | |
| 24. C | 64. A | |
| 25. D | 65. A | |
| 26. A | 66. C | |
| 27. C | 67. A | |
| 28. C | 68. A | |
| 29. C | 69. D | |
| 30. D | 70. C | |
| 31. C | 71. C | |
| 32. D | 72. A | |
| 33. B | 73. A | |
| 34. D | 74. D | |
| 35. A | 75. B | |
| 36. C | 76. D | |
| 37. C | 77. A | |
| 38. D | 78. B | |
| 39. C | 79. B | |
| 40. D | 80. C | |