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| 1. Currency is an example of a number format.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-16 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.4 - Apply number formats. | | *CORPORATE STANDARDS:* | 565 - Apply the Currency number format. | | *TOPICS:* | New Perspectives Series: Formatting Numbers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 2:52 AM | | *DATE MODIFIED:* | 8/1/2019 3:08 AM | |

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| 2. You can apply date formats to cells by using the Date category in the Format Cells dialog box.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-19 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.4 - Apply number formats. | | *CORPORATE STANDARDS:* | 567 - Apply the Date number format. | | *TOPICS:* | New Perspectives Series: Formatting Numbers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 3:15 AM | | *DATE MODIFIED:* | 8/1/2019 3:23 AM | |

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| 3. To change the background color of a cell, you use the Background color button.   |  |  | | --- | --- | | *ANSWER:* | False - Fill  False - fill  False - FILL | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-2 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 833 - Change the fill color of a cell. | | *TOPICS:* | New Perspectives Series: Formatting Workbook Text and Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 3:35 AM | | *DATE MODIFIED:* | 8/1/2019 7:34 AM | |

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| 4. To format the cell value 44.54 as 44.540, you can use the Increase Decimal button.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-17 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.4 - Apply number formats. | | *CORPORATE STANDARDS:* | 2410 - Increase the number of displayed decimal places. | | *TOPICS:* | New Perspectives Series: Formatting Numbers | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/7/2019 3:00 AM | | *DATE MODIFIED:* | 8/7/2019 3:16 AM | |

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| 5. To apply formats to data when it meets criteria you specify, you can use conditional formatting.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-48 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.9.2.1 - Create custom conditional formatting rules. | | *CORPORATE STANDARDS:* | 1369 - Create a conditional formatting rule. | | *TOPICS:* | New Perspectives Series: Highlighting Data with Conditional Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/7/2019 3:19 AM | | *DATE MODIFIED:* | 9/24/2019 10:39 PM | |

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| 6. Clicking the Percentage style in the Number Format list applies \_\_\_\_\_ decimal places by default.   |  |  |  | | --- | --- | --- | |  | a. | one | |  | b. | two | |  | c. | three | |  | d. | four |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-3 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.4 - Apply number formats. | | *CORPORATE STANDARDS:* | 577 - Apply the Percentage number format. | | *TOPICS:* | New Perspectives Series: Formatting Workbook Text and Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 4:10 AM | | *DATE MODIFIED:* | 8/1/2019 4:16 AM | |

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| 7. To help you easily identify sheets in a workbook, you can add \_\_\_\_\_ to the sheet tab.   |  |  |  | | --- | --- | --- | |  | a. | Alignment | |  | b. | Fonts | |  | c. | Color | |  | d. | Styles |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.4.1 - Change worksheet tab color. | | *CORPORATE STANDARDS:* | 802 - Change the color of a worksheet tab. | | *TOPICS:* | New Perspectives Series: Working with Fill Colors and Backgrounds | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 4:17 AM | | *DATE MODIFIED:* | 8/1/2019 4:24 AM | |

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| 8. To format a range so that all values greater than $500 appear in red, which of the following can you use?   |  |  |  | | --- | --- | --- | |  | a. | conditional formatting | |  | b. | cell formatting | |  | c. | cell styles | |  | d. | Quick Access toolbar |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-48 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.9.2.1 - Create custom conditional formatting rules. | | *CORPORATE STANDARDS:* | 1369 - Create a conditional formatting rule. | | *TOPICS:* | New Perspectives Series: Highlighting Data with Conditional Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 4:26 AM | | *DATE MODIFIED:* | 8/1/2019 4:30 AM | |

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| 9. To change a range's conditional formatting from data bars to icon sets, which of the following can you do?   |  |  |  | | --- | --- | --- | |  | a. | Delete the conditional formatting rule. | |  | b. | Edit the conditional formatting rule. | |  | c. | Format the range in the Font dialog box. | |  | d. | Format the range as a table. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-49 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.9.2.2 - Manage conditional formatting rules. | | *CORPORATE STANDARDS:* | 1968 - Edit a conditional formatting rule. | | *TOPICS:* | New Perspectives Series: Highlighting Data with Conditional Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 4:31 AM | | *DATE MODIFIED:* | 8/1/2019 4:33 AM | |

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| 10. Which of the following are ways to align cell contents in relation to cell edges? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | left | |  | b. | center | |  | c. | bold | |  | d. | underline |  |  |  | | --- | --- | | *ANSWER:* | a, b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-20 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.2 - Modify cell alignment and indentation. | | *CORPORATE STANDARDS:* | 348 - Align cell contents horizontally. | | *TOPICS:* | New Perspectives Series: Formatting Worksheet Cells | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 4:38 AM | | *DATE MODIFIED:* | 8/1/2019 4:54 AM | |

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| 11. Steffie wants to change the margins of a worksheet to Normal to align it better on a printed page. To do this, what can she do after selecting the worksheet for this purpose?   |  |  |  | | --- | --- | --- | |  | a. | Click Margins in the Page Setup group on the Page Layout tab and then click on Normal. | |  | b. | Set Width and Height to Automatic and Scale to 100%  in the Scale to Fit group on the Page Layout tab. | |  | c. | Click Orientation and then select from the drop down menu in the Page Setup group on the Page Layout tab. | |  | d. | Check the boxes beside Gridlines View Point and Headings View Point in the Sheet Options group on the Page Layout tab. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-60 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.4.4 - Modify page setup. | | *CORPORATE STANDARDS:* | 1134 - Change worksheet margins. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: UNDERSTAND | | *DATE CREATED:* | 8/1/2019 5:01 AM | | *DATE MODIFIED:* | 8/1/2019 5:07 AM | |

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| 12. The Comma Style format adds a comma and a dollar sign to a cell value.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-18 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.4 - Apply number formats. | | *CORPORATE STANDARDS:* | 559 - Apply the Comma number format. | | *TOPICS:* | New Perspectives Series: Formatting Numbers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 5:09 AM | | *DATE MODIFIED:* | 8/1/2019 5:13 AM | |

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| 13. A predesigned combination of formats, such as font size and color, is called a cell default.   |  |  | | --- | --- | | *ANSWER:* | False - style  False - STYLE  False - Style | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-35 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.7 - Apply cell styles. | | *CORPORATE STANDARDS:* | 414 - Apply a cell style. | | *TOPICS:* | New Perspectives Series: Applying Cell Styles | | *DATE CREATED:* | 8/1/2019 5:15 AM | | *DATE MODIFIED:* | 8/1/2019 5:35 AM | |

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| 14. To combine multiple cells into one and center its content, you change the cells' style.   |  |  | | --- | --- | | *ANSWER:* | False - alignment  False - Alignment  False - ALIGNMENT | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-24 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.1 - Merge cells. | | *CORPORATE STANDARDS:* | 2833 - Merge and center cell contents. | | *TOPICS:* | New Perspectives Series: Formatting Worksheet Cells | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:26 AM | | *DATE MODIFIED:* | 8/1/2019 5:32 AM | |

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| 15. To change the color of cell content, you use the \_\_\_\_\_\_\_\_ color list arrow.   |  |  |  | | --- | --- | --- | |  | a. | Cell | |  | b. | Text | |  | c. | Pattern | |  | d. | Font |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 837 - Change the font color of cell content. | | *TOPICS:* | New Perspectives Series: Formatting Cell Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:39 AM | | *DATE MODIFIED:* | 8/1/2019 5:45 AM | |

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| 16. A \_\_\_\_\_\_\_ refers to a collection of characters with a similar, specific design.   |  |  |  | | --- | --- | --- | |  | a. | symbol | |  | b. | font | |  | c. | point | |  | d. | keyword |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 844 - Change the font of cell content. | | *TOPICS:* | New Perspectives Series: Formatting Cell Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:46 AM | | *DATE MODIFIED:* | 8/1/2019 5:50 AM | |

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| 17. To return cell contents to its default font and style, you can use the \_\_\_\_\_ command.   |  |  |  | | --- | --- | --- | |  | a. | Clear Formats | |  | b. | Clear Contents | |  | c. | Clear All | |  | d. | Clear Comments |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-43 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 1172 - Clear cell formatting. | | *TOPICS:* | New Perspectives Series: Finding and Replacing Text and Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:51 AM | | *DATE MODIFIED:* | 8/1/2019 5:56 AM | |

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| 18. When you underline cell content, you are using \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | a font style | |  | b. | an orientation setting | |  | c. | an indent setting | |  | d. | a centering style |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 4409 - Underline cell content. | | *TOPICS:* | New Perspectives Series: Formatting Cell Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 5:58 AM | | *DATE MODIFIED:* | 8/1/2019 6:02 AM | |

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| 19. To align currency symbols and decimal points in a column of numbers, you can apply the \_\_\_\_ number format.   |  |  |  | | --- | --- | --- | |  | a. | Currency | |  | b. | Accounting | |  | c. | Percentage | |  | d. | General |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.4 - Apply number formats. | | *CORPORATE STANDARDS:* | 551 - Apply the Accounting number format. | | *TOPICS:* | New Perspectives Series: Formatting Numbers | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:04 AM | | *DATE MODIFIED:* | 8/1/2019 6:08 AM | |

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| 20. To apply a cell style, you would use the Cell Styles command on the \_\_\_\_\_ tab.   |  |  |  | | --- | --- | --- | |  | a. | Layout | |  | b. | Insert | |  | c. | View | |  | d. | Home |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.7 - Apply cell styles. | | *CORPORATE STANDARDS:* | 414 - Apply a cell style. | | *TOPICS:* | New Perspectives Series: Applying Cell Styles | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:09 AM | | *DATE MODIFIED:* | 8/1/2019 6:15 AM | |

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| 21. To combine multiple cells into one combined cell, which of the following do you use?   |  |  |  | | --- | --- | --- | |  | a. | Column Width command | |  | b. | Center button | |  | c. | Merge and Center button | |  | d. | Increase Indent button |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.1 - Merge cells. | | *CORPORATE STANDARDS:* | 2839 - Merge cells. | | *TOPICS:* | New Perspectives Series: Formatting Worksheet Cells | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:16 AM | | *DATE MODIFIED:* | 8/1/2019 6:22 AM | |

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| 22. Which of the following lets you apply bold formatting to a selected cell? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Home tab | |  | b. | Format Cells dialog box | |  | c. | Insert tab | |  | d. | Mini toolbar |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-2 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 622 - Bold cell content. | | *TOPICS:* | New Perspectives Series: Formatting Workbook Text and Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:23 AM | | *DATE MODIFIED:* | 8/9/2019 11:55 AM | |

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| 23. How can you distinguish between a manually added page break and an automatic page break in a worksheet?   |  |  |  | | --- | --- | --- | |  | a. | Automatic page breaks appear as dashed lines while manual page breaks appear as solid lines. | |  | b. | Automatic page breaks appear as curved lines while manual page breaks appear as jagged lines. | |  | c. | Automatic page breaks appear as dashed lines while manual page breaks appear as wavy lines. | |  | d. | Automatic page breaks appear as zigzag lines while manual page breaks appear as solid lines. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.4.4 - Modify page setup. | | *CORPORATE STANDARDS:* | 2559 - Insert a page break. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: UNDERSTAND | | *DATE CREATED:* | 8/1/2019 6:31 AM | | *DATE MODIFIED:* | 8/1/2019 6:35 AM | |

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| 24. Which of these will you do in step X in the series of clicks/ selections to delete a vertical page break: View tab > Workbook View > Page Break Preview > X > Page layout tab > Page Setup > Breaks > Remove Page Break?   |  |  |  | | --- | --- | --- | |  | a. | Select the column to the left of the page break you want to delete. | |  | b. | Select the column to the right of the page break you want to delete. | |  | c. | Select the row above the page break you want to delete. | |  | d. | Select the row below the page break you want to delete. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.4.4 - Modify page setup. | | *CORPORATE STANDARDS:* | 3277 - Remove a page break. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: UNDERSTAND | | *DATE CREATED:* | 8/1/2019 6:37 AM | | *DATE MODIFIED:* | 8/1/2019 6:42 AM | |

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| 25. To see how copied contents will look with both values and number formatting, you would use Paste Numbers.   |  |  | | --- | --- | | *ANSWER:* | False - Preview  False - PREVIEW  False - preview | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-40 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 3150 - Paste values and number formatting. | | *TOPICS:* | New Perspectives Series: Copying and Pasting Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:50 AM | | *DATE MODIFIED:* | 8/1/2019 6:55 AM | |

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| 26. To paste copied cell contents with values only, not including formatting, which of the following can you use?   |  |  |  | | --- | --- | --- | |  | a. | Paste Preview | |  | b. | Paste option icon | |  | c. | Paste list arrow | |  | d. | Paste button |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-40 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 3153 - Paste values only. | | *TOPICS:* | New Perspectives Series: Copying and Pasting Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:03 AM | | *DATE MODIFIED:* | 8/1/2019 7:09 AM | |

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| 27. Decreasing a cell's indent moves its contents to the right one space.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-21 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 1716 - Decrease the indent of cell contents. | | *TOPICS:* | New Perspectives Series: Formatting Worksheet Cells | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:20 AM | | *DATE MODIFIED:* | 8/1/2019 7:23 AM | |

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| 28. When you change cell contents to italics, you are changing the cell's alignment.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 2751 - Italicize cell content. | | *TOPICS:* | New Perspectives Series: Formatting Workbook Text and Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:58 AM | | *DATE MODIFIED:* | 8/1/2019 8:02 AM | |

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| 29. To move cell contents one space to the right, you can use the Increase Space button.   |  |  | | --- | --- | | *ANSWER:* | False - Indent  False - indent  False - INDENT | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-21 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.2 - Modify cell alignment and indentation. | | *CORPORATE STANDARDS:* | 2407 - Increase the indent of cell contents. | | *TOPICS:* | New Perspectives Series: Formatting Worksheet Cells | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:02 AM | | *DATE MODIFIED:* | 8/1/2019 8:05 AM | |

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| 30. To copy a cell's formatting to another cell, which of the following can you use?   |  |  |  | | --- | --- | --- | |  | a. | Format Cells dialog box | |  | b. | Format Painter | |  | c. | Quick Analysis Tool | |  | d. | Format as Table |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.6 - Format cells by using format painter and AutoFill. | | *CORPORATE STANDARDS:* | 4548 - Use the Format Painter with cell contents. | | *TOPICS:* | New Perspectives Series: Copying and Pasting Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:28 AM | | *DATE MODIFIED:* | 8/1/2019 8:31 AM | |

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| 31. You double-click the Format Painter button when you want to \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | copy a cell's format to more than one cell | |  | b. | copy a cell's format to only one cell | |  | c. | use conditional formatting | |  | d. | clear a cell's formatting |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.6 - Format cells by using format painter and AutoFill. | | *CORPORATE STANDARDS:* | 4548 - Use the Format Painter with cell contents. | | *TOPICS:* | New Perspectives Series: Copying and Pasting Formats | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:31 AM | | *DATE MODIFIED:* | 8/1/2019 8:35 AM | |

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| 32. Eleanor wants a title row to be printed at the top of every sheet when she prints her data in an MS Excel file. What will she do in step X in the following series of clicks/tasks to do so: Page Layout tab > Print Titles > Page Setup Dialog box > X > OK?   |  |  |  | | --- | --- | --- | |  | a. | Click on the select button in Rows to repeat at top area and select a title row. | |  | b. | Click on the select button in Columns to repeat at left area and select a title row. | |  | c. | Click the check box before Row and column headings under Print. | |  | d. | Click the check box before Gridlines under Print. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-56 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.6.4 - Display repeating row and column titles on multipage worksheets. | | *CORPORATE STANDARDS:* | 3938 - Set print titles for a worksheet. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:35 AM | | *DATE MODIFIED:* | 8/1/2019 8:36 AM | |

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| 33. Which of the following will you select as **X** in the series of clicks to highlight the top 10 items in a range of cells: (Select) Range of cells > Home tab > Styles group > Conditional formatting > **X** > Top 10 items > Change value and highlight option in dialog box if required > OK?   |  |  |  | | --- | --- | --- | |  | a. | Icon Sets | |  | b. | Color Scales | |  | c. | Top/Bottom Rules | |  | d. | Highlight Cells Rules |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-46 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.9.2.2 - Manage conditional formatting rules. | | *CORPORATE STANDARDS:* | 1596 - Create a top/bottom conditional formatting rule. | | *TOPICS:* | New Perspectives Series: Highlighting Data with Conditional Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:38 AM | | *DATE MODIFIED:* | 8/7/2019 11:24 AM | |

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| 34. Clicking the Increase Decimal button in the Number group would change the displayed cell value 14.54 to 14.5.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-17 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.4 - Apply number formats. | | *CORPORATE STANDARDS:* | 1717 - Decrease the number of displayed decimal places. | | *TOPICS:* | New Perspectives Series: Formatting Numbers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:41 AM | | *DATE MODIFIED:* | 8/1/2019 8:42 AM | |

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| 35. To format a cell range so that values between 100 and 500 appear in red, which of the following can you use?   |  |  |  | | --- | --- | --- | |  | a. | icon sets | |  | b. | themes | |  | c. | Top/Bottom Rules | |  | d. | Highlight Cells Rules |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-46 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.9.2.1 - Create custom conditional formatting rules. | | *CORPORATE STANDARDS:* | 1513 - Create a highlight cells conditional formatting rule. | | *TOPICS:* | New Perspectives Series: Highlighting Data with Conditional Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:43 AM | | *DATE MODIFIED:* | 8/1/2019 8:45 AM | |

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| 36. Igor wants to set margins for a worksheet he has created per his choice. Which of these will he select as X and Y in the series of clicks to do so: Page Layout tab > Page Setup > X > Margins drop-down list > Y > Specify choice for Top, Header, Left, Right, Bottom and Footer text boxes > OK?   |  |  |  | | --- | --- | --- | |  | a. | X- Margins, Y- Narrow | |  | b. | X- Margins, Y- Custom Margins | |  | c. | X- Orientation,  Y- Landscape | |  | d. | X- Print Area, Y- Set Print Area |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-60 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.4.4 - Modify page setup. | | *CORPORATE STANDARDS:* | 3931 - Set custom worksheet margins. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: REMEMBER | | *DATE CREATED:* | 8/1/2019 8:46 AM | | *DATE MODIFIED:* | 8/1/2019 8:49 AM | |

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| 37. To insert information that appears at the bottom of every worksheet page, you can use a command on the Insert tab.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-58 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.4.8 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 2496 - Insert a footer. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:49 AM | | *DATE MODIFIED:* | 8/1/2019 8:52 AM | |

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| 38. You can edit a worksheet footer in \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Page Layout view | |  | b. | Normal view | |  | c. | Page Break Preview | |  | d. | Print Preview |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-58 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.4.8 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 1971 - Edit a footer. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:52 AM | | *DATE MODIFIED:* | 8/1/2019 8:54 AM | |

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| 39. To enter your name in the lower right corner of a worksheet page, you can \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Use a button on the Header and Footer Tools Design tab. | |  | b. | Type your name in the Header and Footer Elements group. | |  | c. | Type your name in the lower right cell of the worksheet. | |  | d. | Select the right footer text box and type your name. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-58 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.4.8 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 2076 - Enter text in a footer. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:55 AM | | *DATE MODIFIED:* | 8/1/2019 8:57 AM | |

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| 40. You can create conditional cell formats using either the Home tab or the \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Quick Analysis tool | |  | b. | Cell Styles dialog box | |  | c. | Font formatting buttons on the Home tab | |  | d. | Number formatting buttons on the Home tab |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-48 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.9.2.1 - Create custom conditional formatting rules. | | *CORPORATE STANDARDS:* | 1368 - Create a conditional formatting rule using the Quick Analysis tool. | | *TOPICS:* | New Perspectives Series: Highlighting Data with Conditional Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 9:01 AM | | *DATE MODIFIED:* | 8/1/2019 9:04 AM | |

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| 41. To paste a data range so that column data appears in rows and row data appears in columns, you can \_\_\_\_\_ the data using the Paste list arrow.   |  |  |  | | --- | --- | --- | |  | a. | reverse | |  | b. | transpose | |  | c. | fill | |  | d. | merge |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-41 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 4401 - Transpose rows and columns when pasting. | | *TOPICS:* | New Perspectives Series: Copying and Pasting Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 9:04 AM | | *DATE MODIFIED:* | 8/1/2019 9:12 AM | |

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| 42. You want to change all worksheet occurrences of "Radio" to "TV"; to do this, you can use the \_\_\_\_\_ feature.   |  |  |  | | --- | --- | --- | |  | a. | Find and Replace | |  | b. | Locate and Replace | |  | c. | Edit and Find | |  | d. | Find and Edit |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-42 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2196 - Find and replace text. | | *TOPICS:* | New Perspectives Series: Finding and Replacing Text and Formats | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 9:12 AM | | *DATE MODIFIED:* | 11/12/2019 7:25 AM | |

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| 43. Alba wants to use a watermark image as the background of her worksheet. She goes to the Page Setup group on the Page Layout tab. What option should she click to begin choosing the image file to use as a watermark?   |  |  |  | | --- | --- | --- | |  | a. | Breaks | |  | b. | Margins | |  | c. | Orientation | |  | d. | Background |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-11 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.7.1.2 - Insert images. | | *CORPORATE STANDARDS:* | 2561 - Insert a picture as a worksheet background. | | *TOPICS:* | New Perspectives Series: Working with Fill Colors and Backgrounds | | *KEYWORDS:* | Bloom's: UNDERSTAND | | *DATE CREATED:* | 8/1/2019 9:19 AM | | *DATE MODIFIED:* | 12/17/2019 4:16 PM | |

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| 44. Which of the following should be selected as X in the series of clicks to save a custom theme: X > Themes group > Themes > Custom > Document theme you want to use?   |  |  |  | | --- | --- | --- | |  | a. | Insert | |  | b. | Developer | |  | c. | Formulas | |  | d. | Page Layout |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-46 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.9.3.3 - Create and modify custom themes. | | *CORPORATE STANDARDS:* | 3626 - Save a custom theme. | | *TOPICS:* | New Perspectives Series: Working with Themes | | *KEYWORDS:* | Bloom's: REMEMBER | | *DATE CREATED:* | 8/1/2019 9:28 AM | | *DATE MODIFIED:* | 8/1/2019 9:30 AM | |

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| 45. On which tab and button are document properties located for editing?   |  |  |  | | --- | --- | --- | |  | a. | File tab, Info Button | |  | b. | View tab, Show button | |  | c. | Review tab, Changes button | |  | d. | Home tab, Alignment button |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-58 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.2.5.7 - Manage document properties. | | *CORPORATE STANDARDS:* | 2012 - Edit document properties. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet for Printing | | *KEYWORDS:* | Bloom's: REMEMBER | | *DATE CREATED:* | 8/1/2019 9:37 AM | | *DATE MODIFIED:* | 8/1/2019 9:41 AM | |

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| 46. To paste only a copied cell's formats, use the Paste Special command.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-40 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 3118 - Paste formatting only. | | *TOPICS:* | New Perspectives Series: Copying and Pasting Formats | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/7/2019 3:22 AM | | *DATE MODIFIED:* | 8/7/2019 3:24 AM | |

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| 47. To rotate cell contents, you use the Alignment tab in the Format Cells dialog box.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 2-24 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPEX.CARE.20.3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 3590 - Rotate cell content to a preset angle. | | *TOPICS:* | New Perspectives Series: Formatting Worksheet Cells | | *DATE CREATED:* | 8/7/2019 3:25 AM | | *DATE MODIFIED:* | 8/7/2019 3:28 AM | |