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| 1. The name of the active workbook appears in the status bar of the Excel window. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.1 Visual Overview | |

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| 2. The formula bar displays the value or formula of the active cell. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.1 Visual Overview | |

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| 3. The sheets in a workbook are identified in the sheet tabs at the top of the workbook window. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.1 Visual Overview | |

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| 4. The AutoComplete feature automatically completes an entry based on previous entries in a column. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text, Dates, and Numbers | |

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| 5. A ScreenTip is a box with descriptive text about a command that appears when you point to a button on the ribbon. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 6. Speed Fill enters text based on patterns it finds in the data. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Using Flash Fill | |

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| 7. The worksheet is organized into individual cells. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 8. An adjacent range is a collection of separate ranges. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 9. Numeric data is any number that can be used in a mathematical calculation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text, Dates, and Numbers | |

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| 10. AutoFit changes the column width or row height to display the longest or tallest entry within the column or row. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Resizing Columns and Rows | |

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| 11. Column width is expressed in terms of the number of characters a column can contain or the size of the column in points. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - pixels | | *POINTS:* | 1 | | *REFERENCES:* | Resizing Columns and Rows | |

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| 12. A keyboard shortcut is a key or combination of keys that you press to access a feature or perform a command. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 13. A common business practice is to include a worksheet named Documentation that contains a description of the workbook, the name of the person who prepared the workbook, and the date it was created. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 14. When text wraps within a cell, the column width increases so that all of the text within the cell is displayed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - row height | | *POINTS:* | 1 | | *REFERENCES:* | Resizing Columns and Rows | |

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| 15. A formula is written using operands that combine different values, resulting in a single value that is then displayed in the cell. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - operators | | *POINTS:* | 1 | | *REFERENCES:* | Performing Calculations with Formulas | |

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| 16. Every function follows a set of rules, or syntax, which specifies how the function should be written. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Simplifying Formulas with Functions | |

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| 17. Cutting moves the selected content, whereas copying duplicates the selected content. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| 18. When you insert a new row, the existing rows are shifted down and the new row has the same width as the row above it. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - height | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| 19. In the formula, =2+6\*2, addition would be calculated after multiplication. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Simplifying Formulas with Functions | |

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| 20. Normal view shows how the worksheet will appear when printed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - Page Layout | | *POINTS:* | 1 | | *REFERENCES:* | Printing a Workbook | |

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| 21. The advantage of an electronic \_\_\_\_ is that the content can be easily edited and updated to reflect changing financial conditions.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | database | b. | spreadsheet | |  | c. | expression | d. | formula |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 22. Keyboard \_\_\_\_ can help you work faster and more efficiently because you can keep your hands on the keyboard.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | KeyTips | b. | ScreenTips | |  | c. | ShortTips | d. | shortcuts |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 23. In \_\_\_\_, the ribbon increases in height, the buttons are bigger, and more space appears around each button so you can more easily use your finger or a stylus to tap the button you need.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Touch Mode | b. | Click Mode | |  | c. | Tap Mode | d. | Normal Mode |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 24. “AZ” is an example of a \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | column heading | b. | row heading | |  | c. | cell reference | d. | Name box |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 25. To go to column A of the current row, press \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Ctrl + Home | b. | Home | |  | c. | Shift + Tab | d. | Tab + Enter |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 26. An Excel worksheet can have a maximum of \_\_\_\_ columns in a worksheet.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 156 | b. | 256 | |  | c. | 16,384 | d. | 17 million |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 27. To make A1 the active cell, you should press which of the following keys?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Page Up | b. | Page Down | |  | c. | Home | d. | Ctrl + Home |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 28. You can move to the previous or next sheet by pressing the \_\_\_\_ keys.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Alt + Page Up or Alt + Page Down | b. | Ctrl + Page Up or Ctrl + Page Down | |  | c. | Tab + Page Up or Tab + Page Down | d. | F4 + Page Up or F4 + Page Down |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 29. Each range is identified with a range reference that includes the cell reference of the upper-left cell of the rectangular block and the cell reference of the lower-right cell separated by a \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | semi-colon | b. | period | |  | c. | colon | d. | comma |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 30. The characters +, -, \*, and / are examples of \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | formulas | b. | values | |  | c. | arithmetic operators | d. | calculations |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Excel Formulas and Functions | |

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| 31. An Excel formula always begins with a(n) \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | parentheses | b. | equals sign | |  | c. | plus sign | d. | colon |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Performing Calculations with Formulas | |

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| 32. The formula used to multiply cell A1 by cell C1 is \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | =A1\*C1 | b. | C1\*A1 | |  | c. | =A1/C1 | d. | A1\*C1 |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Simplifying Formulas with Functions | |

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| 33. A(n) \_\_\_\_ is a group of cells in a rectangular block.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | cluster | b. | adjunct | |  | c. | selection | d. | range |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.1 Visual Overview | |

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| 34. When you insert a new column, the existing columns are shifted to the \_\_\_\_ and the new column has the same width as the column directly to its left   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | right | b. | up | |  | c. | down | d. | left |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| 35. If you want to create a new line within a cell, press the \_\_\_\_ keys to move the insertion point to the next line within the cell.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Ctrl + Enter | b. | Alt + Enter | |  | c. | Alt + E | d. | Ctrl + E |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Resizing Columns and Rows | |

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| 36. What is the result of the expression =50+20/10\*5?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 60 | b. | 1 | |  | c. | 25 | d. | 50 |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Performing Calculations with Formulas | |

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| 37. To change the order of operations, enclose part of the formula in \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | brackets | b. | italics | |  | c. | parentheses | d. | quotation marks |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Performing Calculations with Formulas | |

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| 38. Excel makes reading formulas simpler by \_\_\_\_ each cell reference in the formula and its corresponding cell in the worksheet.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | color coding | b. | bolding | |  | c. | highlighting | d. | italicizing |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Performing Calculations with Formulas | |

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| 39. To switch to \_\_\_\_ mode, you double-click the cell.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Insert | b. | Copy | |  | c. | Edit | d. | Paste |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text, Dates, and Numbers | |

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| 40. To change a column width, you can click \_\_\_\_ on the Column submenu to make the column(s) as wide as the longest entry of the cells in the column.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | QuickFit | b. | AutoFit | |  | c. | Full Column | d. | Longest |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Resizing Columns and Rows | |

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| 41. \_\_\_\_ makes it easier to enter repetitive text in cells.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Editing mode | b. | AutoFit | |  | c. | AutoComplete | d. | AutoFill |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text, Dates, and Numbers | |

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| 42. Which of the following takes precedence over multiplication?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | division | b. | exponentiation | |  | c. | addition | d. | subtraction |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Performing Calculations with Formulas | |

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| 43. \_\_\_\_ enters text based on patterns it finds in the data.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | AutoComplete | b. | Flash Fill | |  | c. | AutoFit | d. | Fill |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| 44. In \_\_\_\_ orientation, a page is taller than it is wide.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | natural | b. | landscape | |  | c. | portrait | d. | basic |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Printing a Workbook | |

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| 45. \_\_\_\_ displays the location of the different page breaks within the worksheet.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Normal | b. | Page Preview | |  | c. | Page Break Preview | d. | Page Break Layout |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Printing a Workbook | |

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| 46. You can \_\_\_\_ the width or the height of the printout so that all of the columns or all of the rows fit on a single page.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | shrink | b. | size | |  | c. | scale | d. | scroll |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Printing a Workbook | |

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| 47. According to the order of operation in Excel:   |  |  |  | | --- | --- | --- | |  | a. | Excel performs exponentiation, then multiplication and division, then addition, and subtraction. | |  | b. | Excel performs multiplication, then exponentiation, then division, then addition, and then subtraction. | |  | c. | Excel performs exponentiation, then multiplication, then division, then subtraction, and then addition. | |  | d. | Excel performs multiplication, then division, then exponentiation, then addition, and then subtraction. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Performing Calculations with Formulas | |

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| 48. To move the active cell up one row, press \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Shift + Enter | b. | Ctrl + Tab | |  | c. | Shift + Tab | d. | Ctrl + Enter |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| 49. Which of the following will not change the location of the active cell?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | drag and drop | b. | scrolling | |  | c. | clicking another cell | d. | clicking a column heading |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 50. When you copy a selection of cells using drag and drop, which appears before you release the mouse button?   |  |  |  | | --- | --- | --- | |  | a. | an outline of the new location of the selected range | |  | b. | the range | |  | c. | a cell reference of the old location | |  | d. | shortcut tip |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Starting a New Workbook | |

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| 51. What is the syntax for a SUM formula adding the values of cell F6 to F9?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | /SUM(F9:F6) | b. | =SUM(F6/F9) | |  | c. | =END(F6:F9) | d. | =SUM(F6:F9) |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Excel Formulas and Functions | |

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| 52. Ctrl + G is used to access the \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Go to Next worksheet command | |  | b. | G column | |  | c. | Go to a location in the worksheet command | |  | d. | formula view |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 53. mm/dd/yyyy is known as \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | a text string | b. | text data | |  | c. | a date format | d. | number data |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text, Dates, and Numbers | |

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| 54. Whenever you click the Save button on the Quick Access Toolbar or press the \_\_\_\_  keys, the workbook file is updated to reflect the latest content.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Ctrl + V | b. | Ctrl + G | |  | c. | Ctrl + C | d. | Ctrl + S |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 55. To move or copy a range of cells, select the correct order: 1. Move the pointer over the border of the selection until the pointer changes shape. 2. Select the cell or range you want to move or copy. 3. To move the range, click the border and drag the selection to a new location, or to copy the range, hold down the Ctrl key and drag the selection to a new location.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 1,2,3 | b. | 3,2,1 | |  | c. | 1,3,2 | d. | 2,1,3 |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| 56. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a grouping of text and numbers in a rectangular grid or table.   |  |  | | --- | --- | | *ANSWER:* | spreadsheet | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 57. Keyboard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can help you work faster and more efficiently because you can keep your hands on the keyboard.   |  |  | | --- | --- | | *ANSWER:* | shortcuts | | *POINTS:* | 1 | | *REFERENCES:* | Introducing Excel and Spreadsheets | |

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| 58. The active cell is highlighted with a thick green border, its cell reference appears in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the corresponding column and row headings are highlighted.   |  |  | | --- | --- | | *ANSWER:* | Name Box | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 59. The range reference for a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ range includes the range reference to each range, separated by a semicolon.   |  |  | | --- | --- | | *ANSWER:* | nonadjacent | | *POINTS:* | 1 | | *REFERENCES:* | Exploring a Workbook | |

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| 60. When you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a workbook, a dialog box might open, asking whether you want to save the workbook.   |  |  | | --- | --- | | *ANSWER:* | close | | *POINTS:* | 1 | | *REFERENCES:* | Closing a Workbook | |

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| 61. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a named operation that replaces the arithmetic expression in a formula.   |  |  | | --- | --- | | *ANSWER:* | function | | *POINTS:* | 1 | | *REFERENCES:* | Excel Formulas and Functions | |

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| 62. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the original range is placed in the new location without removing the original range from the worksheet.   |  |  | | --- | --- | | *ANSWER:* | copy | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| 63. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ function will not include any cell in the range containing a non-numeric value in the final tally.   |  |  | | --- | --- | | *ANSWER:* | COUNT | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| 64. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ includes a series of questions that help you think about the purpose of the workbook and how to achieve your desired results.   |  |  | | --- | --- | | *ANSWER:* | planning analysis sheet | | *POINTS:* | 1 | | *REFERENCES:* | Planning a Workbook | |

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| 65. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ removes the data from the row or column as well as removes the row or column itself.   |  |  | | --- | --- | | *ANSWER:* | Deleting | | *POINTS:* | 1 | | *REFERENCES:* | Modifying a Worksheet | |

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| *Identify the letter of the choice that best matches the phrase or definition.*   |  |  | | --- | --- | | a. | function | | b. | Name box | | c. | worksheet | | d. | range | | e. | order of operations | | f. | sheet tabs | | g. | Ctrl | | h. | Normal view | | i. | minimize button | | j. | template |  |  |  | | --- | --- | | *REFERENCES:* | Exploring a Workbook Performing Calculations with Formulas Modifying a Worksheet Excel Formulas and Functions Session 1.1 Visual Overview The Excel Workbook Printing a Workbook Introducing Excel and Spreadsheets | |

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| 66. Contains a grid of rows and columns into which you can enter text, numbers, dates, and formulas, and display charts.   |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | |

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| 67. Multiplication before addition   |  |  | | --- | --- | | *ANSWER:* | e | | *POINTS:* | 1 | |

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| 68. When you copy a range of cells, you must press this key while you drag the selection to its new location.   |  |  | | --- | --- | | *ANSWER:* | g | | *POINTS:* | 1 | |

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| 69. A named operation that replaces the arithmetic expression in a formula   |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | |

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| 70. A group of worksheet cells   |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | |

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| 71. Hides a window so that only its program button is visible on the taskbar.   |  |  | | --- | --- | | *ANSWER:* | i | | *POINTS:* | 1 | |

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| 72. Displays the cell reference of the active cell.   |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | |

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| 73. Shows the contents of the worksheet.   |  |  | | --- | --- | | *ANSWER:* | h | | *POINTS:* | 1 | |

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| 74. Displays the name of the sheets in the workbook.   |  |  | | --- | --- | | *ANSWER:* | f | | *POINTS:* | 1 | |

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| 75. A preformatted workbook with many design features and some content already filled in.   |  |  | | --- | --- | | *ANSWER:* | j | | *POINTS:* | 1 | |