Spreadsheet Applications Test

1. The expression returns the maximum value in the range A1:A100 and then divides the value by 100.
   a. =MAX(A1:A100/100)
   b. =MAXIMUM(A1:A100)/100
   c. =MAX(A1:A100)/100
   d. =MAX(100)/(A1:A100)

2. The operator checks if the value in a given cell is less than the value in another cell.
   a. <>
   b. <
   c. >
   d. <=

3. A chart placed in the same worksheet with its corresponding data is known as a(n) chart.
   a. embedded
   b. pie
   c. attached
   d. custom

4. A data is a group of related data points.
   a. aggregate
   b. cluster
   c. roster
   d. series

5. The Stop Recording toolbar contains two buttons: the Stop Recording button and the Reference button.
   a. Relational
   b. Absolute
   c. Macro
   d. Relative

6. To execute a macro you create, you can select the command in the Macro dialog box.
   a. Start
   b. Run
   c. Execute
   d. Launch

7. In VBA, macros are called procedures.
   a. commented
   b. body
   c. modular
   d. sub
8. Why would you use a spreadsheet instead of using a table in a word processing document?
   a. You cannot perform any calculations in a table.
   b. A spreadsheet offers many more options of manipulating data, including advanced calculations.
   c. A spreadsheet is always easier to use.
   d. There are more fonts and font styles available in a spreadsheet.

9. Which one of the following is a true statement about where a list is filtered?
   a. Copied data cannot be sorted without an impact on the original records.
   b. Field names in another location can be arranged in any order.
   c. When copied to a new location, copied data are linked back to the original database.
   d. Filtering a list in place is useful when you want to see all of the data in records that meet filter criteria.

10. Which one of the following criteria will display records of all females old enough to drive (assuming the driving age is 16)?
    a. Gender equals female, age greater than or equal to 16.
    b. Gender equals female, age greater than 16.
    c. Gender equals female, age less than 17.
    d. Gender equals female, age equal to 16.

11. The rectangular area where a column and a row intersect is called a(n):
    a. active cell
    b. cell range
    c. cell
    d. cell pointer

12. Categories in charts are generally plotted along the horizontal axis known as the:
    a. X-axis
    b. Y-axis
    c. secondary axis
    d. data point axis

13. Data values are plotted along the vertical axis, known as the:
    a. data axis
    b. secondary axis
    c. Y-axis
    d. X-axis

14. To view the code of a macro, you need to open the Visual Basic:
    a. Editor
    b. Manager
    c. Code Window
    d. Reader
15. Which function can move data easily and quickly to report answers to different questions?
   a. chart
   b. lookup table
   c. diagram
   d. pivot table

16. Which one of the following cannot be done after a pivot table has been created?
   a. rename a field
   b. create a chart
   c. use a formula referencing a field that has been removed
   d. run a macro

17. Formatting in a pivot table will be retained when doing which one of the following?
   a. changing source data
   b. renaming items
   c. displaying or hiding items
   d. displaying or hiding totals

18. If you have created a pivot table with a pivot chart based on it, which one of the following would affect only the table and not the chart?
   a. set up titles to print on each page of the table
   b. hide fields in the table
   c. sort the table
   d. refresh the table

19. Which one of the following is the easiest method to print only rows that meet specific criteria?
   a. hide columns
   b. data validation
   c. conditional formatting
   d. filter

20. What filter criteria would you use in a list of fines owed if you wanted only fines that were $10 or more but under $50?
   a. fee is greater than or equal to 10 and less than 50
   b. fee is greater than or equal to 10 and less than or equal to 50
   c. fee is greater than 10 and less than 50
   d. fee is between 10 and 50

21. Which AutoFilter option would you use to filter data for Room Numbers between 100-199?
   a. custom criteria
   b. nonblanks
   c. sort
   d. top 10
22. What does the error message #DIV/0! mean?
   a. The formula is using the wrong type of argument.
   b. The formula is attempting to divide a number by zero.
   c. The formula contains a cell reference that is not valid.
   d. There is no room in the cell for the number of digits needing to be displayed.

23. Which one of the following functions does not use an argument?
   a. TODAY
   b. IF
   c. SUM
   d. COUNT

24. Which one of the following formulas would not result in the average of Cells C7 through C10?
   a. (C7+C8+C9+C10)/4
   b. AVE($C$7:$C$10)
   c. C7+C8+C9+C10/4
   d. AVE(C7:C10)

25. Which one of the following is a correct order of operations in a formula?
   a. multiplication, addition, percent
   b. percent, multiplication, addition
   c. multiplication, percent, addition
   d. percent, addition, multiplication

26. Which cell reference would you use in Sheet 1 to refer to Cell A2 on Sheet 2?
   a. A2!Sheet2
   b. Sheet2!A2
   c. A2(Sheet2)
   d. Sheet2(A2)

27. In a formula, what does the colon stand for?
   a. divide
   b. or
   c. through
   d. and

28. Which one of the following is the most effective chart to compare contributions of individuals to a total?
   a. XY (Scatter)
   b. Clustered column
   c. Stacked column
   d. Line
29. Which of the following is a valid macro name?
   a. 2My_Macro
   b. My macro2
   c. My_macro
   d. My macro

30. Which one of the following business applications is not well-suited to a spreadsheet?
   a. the body of a mail merge letter
   b. a list of customer information for mail merge letters
   c. customer bills
   d. record of accounts receivable

31. The ______ function counts the number of cells containing numbers.
   a. SUM
   b. COUNT
   c. AVERAGE
   d. Max

32. The ______ function returns the smallest value in a set of numbers.
   a. MAX
   b. MIN
   c. SMALLEST
   d. LEAST

33. The ______ function calculates the present value of a loan or investment based on periodic, constant payments
   a. PV
   b. NPER
   c. RATE
   d. PMT

34. A function that determines whether a condition is true or false is called a/an ______ function
   a. comparative
   b. operational
   c. logical
   d. relational

35. The ______ function returns the value TRUE if all arguments are true, and FALSE if one or more arguments is false.
   a. OR
   b. NOT
   c. AND
   d. FALSE
36. The _____ operator checks if the value in a given cell is less than the value in another cell.
   a. <=
   b. <
   c. >
   d. <>

37. The _____ operator checks if the value in a given cell is not equal to the value in another cell.
   a. <=
   b. <>
   c. <
   d. >

38. The ______ function calculates the number of periods required to pay off a loan or investment
   a. FV
   b. NPER
   c. PMT
   d. PV

39. The date functions use your computer's internal ______ to return a value.
   a. cache
   b. clock
   c. matrix
   d. calculator

40. You need to convert the number 5.663 to 5.7; what function should you use?
   a. ROUNDQ
   b. SUM0
   c. TRUNCATE0
   d. MEDTAN0

41. The _____ function calculates the average of a collection of numbers.
   a. AVERAGE0
   b. MEAN0
   c. AVE0
   d. MODE0

42. The value of which function is automatically updated whenever you reopen a workbook?
   a. NEW0
   b. DATE0
   c. TODAY0
   d. TIME0
43. ________ marks are small lines that intersect an axis and represent the scale used for measuring values.
   a. Series
   b. Tick
   c. Value
   d. Index

44. To create a chart, the first step is to:
   a. identify the legend of the chart
   b. click the Chart Wizard button
   c. identify the X-axis of the chart
   d. select the cells that contain the data you want to appear in the chart

45. What displays charted data in a grid at the bottom of the chart?
   a. data table
   b. data series
   c. sheet tab
   d. worksheet

46. The ________ button is the gray rectangle in the upper-left corner of the worksheet where the row and column headings meet.
   a. cell selector
   b. column selector
   c. select all
   d. row selector

47. Which button available on the pivot table toolbar opens the pivot table field dialog box so you can modify options for the selected field?
   a. always display items
   b. field select
   c. field settings
   d. formatting display

48. Why would a page field be used in a pivot table?
   a. to analyze two or more spreadsheets
   b. to break the report into separate "pages"
   c. to identify which data will be summarized
   d. to bring in data from more than one place

49. Where can macros be run?
   a. saved worksheets
   b. protected sheets
   c. every hidden sheets
   d. hidden sheets
50. Which of the following should you consider using if you share your macros with others?
   a. digital signature
   b. macro security
   c. digital certificate
   d. Visual Basic Editor

51. Which of the following is not true about extracting data from a spreadsheet?
   a. Data can be extracted from many worksheets to one or to individual worksheets.
   b. The same data range can be extracted from many workbooks.
   c. There is only one way to extract data from a spreadsheet.
   d. The source workbook may be listed beside the extraction.

52. What criteria must be set if you want to display salespeople whose sales for a week were at least $1000 but not over $2500?
   a. is greater than or equal to '1000 AND is less than or equal to $2500
   b. is greater than 1000 AND is less than or equal to $2500
   c. is eoualto'1000 AND is less than 2500
   d. is greater than or equal to 1000 OR is less than or equal to 2500

53. $BO is an example of a/an reference.
   a. mixed
   b. relative
   c. absolute
   d. dollar

54. If the formula =D$1*$C$1 is copied from cell D2 to cell D3, what formula will appear in cell D3?
   a. =D1.$C$1
   b. =D2*$D$1
   c. =D2"$C$2
   d. =D2*$C$1

55. What does the FV function calculate?
   a. The future value of an investment based on fixed payments and a varying interest rate.
   b. The formula valuation of an investment based on fixed payments and a fixed interest rate across many time periods.
   c. The final value of an investment after 100 payments have been made
   d. The future value of an investment based on fixed payments and a fixed interest rate across equal time periods.

56. What refers to a range of cells where the range depends on the content of the cells?
   a. valid range
   b. named range
   c. defined range
   d. dynamic named range
57. What will be displayed if 30/3 is keyed in a cell?
   a. 10/1
   b. 30/3
   c. 27
   d. 10

58. What does the NPER function calculate?
   a. the number of periods for an investment based on periodic payments and a constant interest rate
   b. the net payments made over a set period of time
   c. the net present value based on a discount rate
   d. the net percent rate of return on an investment

59. What type of function should be used to compute the present value of a recent investment?
   a. engineering function
   b. logical function
   c. financial function
   d. information function

60. The _____ of the worksheet shows the actual formulas you have entered, rather than the resulting values.
   a. actual symbol
   b. formulas version
   c. formulas Print symbol
   d. current version

61. To keep proportions of a chart the same as you resize it, press and hold the ____ key as you drag one of the corner selection handles.
   a. Alt
   b. Ctrl
   c. Shift
   d. Esc

62. Which one of the following would not be a practical use of a spreadsheet application?
   a. predicting the amount that you will spend on clothing in a year
   b. keeping track of grades in a class
   c. planning a budget
   d. printing out envelopes

63. The PivotTable automatically ____ with the addition or removal of fields of data.
   a. reconfigures
   b. saves
   c. filters
   d. prints
64. Where can a macro button be created?
a. on the bottom of the workbook  
b. in the middle of the workbook  
c. at the top of the workbook  
d. anywhere in a workbook

65. In Excel, it is not possible to filter on ___ column.  
a. an indented  
b. a reverse  
c. only one  
d. more than one

66. Combining two or more cells together is called ___________ cells.  
a. merging  
b. spanning  
c. combining  
d. mixing

67. To move the screen down one page, press:  
a. [enter]  
b. [delete]  
c. [PgDn]  
d. [Spacebar]

68. The file extension that Excel automatically uses for workbooks is:  
a. .xlw  
b. .exl  
c. .xls  
d. .mxl

69. 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

70. 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
71. To use the Redo command, you can press
A. [Ctrl] +[Z]
B. [Ctrl] + [X]
C. [Ctrl] + [U]
D. [Ctrl] + [Y]

72. As your key data, it appears in the active cell and in the:
A. Formula Bar
B. Status Bar
C. Menu Bar
D. Name Box

73. 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

74. 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

75. 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

76. 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

77. Which alignment is assigned to a value in a cell?
A. Right
B. Left
C. Center
D. Decimal
78. To open the Format cells dialog box, press:
A. [ctrl] + [1]
B. [ctrl] + [2]
C. [ctrl] + [3]
D. [ctrl] + [4]

79. To change the AutoCorrect options, you would use this menu:
A. Edit
B. Format
C. Insert
D. Tools

80. 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

81. The wildcard character that represents any number of characters is:
A. *
B. ?
C. !
D. &

82. You can use the Find command to locate:
A. Words
B. Sequence of Characters
C. Formats
D. All of the above

83. 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
B. Week 5
C. Week 7
D. Week 8

84. When you insert a new worksheet, it is placed:
A. In front of the active sheet
B. Behind the active sheet
C. As sheet one
D. As the last sheet in the workbook
85. When you delete cells, you are given the following option:
A. Shift Cells Right
B. Shift Cells Down
C. Entire Row
D. All of the above

86. To accept an AutoComplete suggestion press:
A. [esc]
B. [tab]
C. [space]
D. [enter]

87. To paste a range of cells, press:
A. [Ctrl] + [X]
B. [Ctrl] + [C]
C. [Ctrl] + [P]
D. [Ctrl] + [V]

88. The Office Clipboard is a temporary memory area that can hold up to ____ copied items.
A. 8
B. 12
C. 24
D. 30

89. To delete a cell, press the following keys on the numeric keypad:
A. [Ctrl] + [/]
B. [Ctrl] + [-]
C. [Ctrl] + [+]  
D. [Ctrl] + [*]

90. To hide a column heading, select the column and choose Column, hide from the ___ menu.
A. File
B. Edit
C. Insert
D. Format

91. This type of alignment aligns contents in the middle of the cell.
A. Center
B. Left
C. Right
D. General
92. Which type of vertical alignment positions the text at an equal distance from the top and bottom edges?
A. Top
B. Distributed
C. Justify
D. Center

93. Which three alignment buttons appear on the Formatting toolbar?
A. Left, Center, Right
B. Left, Bottom, Justify
C. Left, Right Justify
D. Left, Right Distributed

94. 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
B. Merge and Center
C. Align Right
D. Center

95. Multiplication formulas use a(n):
A. *
B. /
C. +
D. –

96. Division formulas use a(n):
A. *
B. /
C. +
D. –

97. 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

98. The MIN function calculates the ____ value in a range
A. Largest
B. Smallest
C. Average
D. None of the Above
99. An example of an absolute cell reference is:
   A. @B@10
   B. $A$1
   C. “C6”
   D. *G7

100. A cell reference that does not change when a formula is copied is:
   A. Actual
   B. Simple
   C. Absolute
   D. Relative