

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Quiz name: Combined Email/Spreadsheet Quiz

---

1. abbreviations used for common phrases

- A emoticons
  - B acronymns
  - C ISP
  - D Bcc
- 

2. What can cells contain?

- A functions
  - B values
  - C labels
  - D All of the answers are correct.
- 

3. Which of the following is NOT part of an email address?

- A domain
  - B username
  - C ISP
  - D spam
- 

4. Indicates copies of the message were sent to additional people. The recipient knows the message has been sent to other.

- A Cc
  - B Bcc
  - C ISP
  - D Bcs
- 

5. A pictorial representation of data

- A range
  - B chart
  - C row
  - D emoticon
- 

6. Sending and receiving messages from one person to another via telecommunication between computers

- A ISP
  - B spam
  - C E-mail
  - D Cc
- 

7. unwelcome email and advertisements; electronic junk mail

- A spam
  - B E-mail
  - C acronyms
  - D Cc
- 

8. The coordinate of the intersecting column and row is called what?

- A cell address
  - B name box
  - C row
  - D range
- 

9. horizontal information labeled 1,2,3, etc...

- A range
  - B column
  - C row
  - D cell address
- 

10. The key used to divide in Excel

- A \*
  - B /
  - C =
  - D '
- 

11. Which of the following is used to display trends over time?

- A line chart
  - B column chart
  - C bar chart
  - D pie chart
- 

12. deliberate, repeated harm caused through electronic media that is considered a computer crime

- A spam
  - B contacts
  - C Bcc
  - D cyberbullying
- 

13. An electronic file sent with an Email message such as photos, reports, spreadsheets, databases, etc.

- A spam
  - B cyberbullying
  - C attachments
  - D reply
- 

14. used to pass on an e-mail we received to others

- A forward
- B reply
- C To

D Bcc

---

15. How many spaces are there between the parts of an email address?

- A 0
  - B 1
  - C 2
  - D 3
- 

16. Which of the following is NOT a good guideline for e-mail?

- A spell check your e-mail messages
  - B say "please" and "thank you"
  - C use paragraphs
  - D leave the subject line blank
- 

17. A permanent record of an email message is stored by the ISP - even deleted messages.

- A True
  - B False
- 

18. Which of the following will indicate that the message is being shouted?

- A the use of or partial use of all CAPS (all capital letters).
  - B the use of emoticons
  - C the use of acrynymns
- 

19. What is SPAM?

- A a type of Internet Service Provider
  - B one of the parts of an email address
  - C a type of domain
  - D Unwelcome email or advertisements
- 

20. Emoticons and Acronyms

- A should not be overused because some people do not know what they mean
  - B should not be used in business correspondence of formal emails
  - C All of the answers are correct.
  - D are usually used with your friends or in chat rooms
- 

21. @hotmail, @yahoo, @etv, @gmail are

- A examples of websites
  - B types of domains
  - C distribution lists
  - D contacts
  - E email providers
- 

22. Which of the following is NOT one of the three parts of an e-mail address?

- A contact
- B domain

- C ISP
  - D username
- 

23. Which of the following is used to find the smallest number in a selected range?

- A COUNT
  - B MAX
  - C MIN
  - D SUM
  - E AVERAGE
- 

24. Which chart is used to show one piece of data in comparison to the whole?

- A Column Chart
  - B Pie Chart
  - C Bar Chart
  - D Line Chart
  - E Skyscraper Chart
- 

25. Which key tells Excel to calculate a formula?

- A ' (apostrophe)
  - B " (quotation mark)
  - C = (equals)
  - D \* (asterisk)
  - E / (forward slash)
- 

26. Which of the following displays the cell address of the cell you are currently inside of?

- A formula bar
  - B name box
  - C active cell
  - D cell address
- 

27. Two or more cells or a group of cells is called what?

- A row
  - B worksheet
  - C column
  - D range
- 

28. The control center in Excel. The strip of buttons and icons located above the work area that provides easy, central access to the tasks you perform.

- A Ribbon
- B Mini Toolbar
- C Title Bar
- D Dialog Box Launcher