

27 Multiple choice questions

1. Provides easy access to frequently used commands. It allows you to add or remove tools such as spell check, undo, redo, save, open, new, and print preview.
 - A. Tab names
 - B. Quick Access Toolbar
 - C. cell address
 - D. financial

2. displays the active cell address (the cell you are currently inside of)
 - A. Title Bar
 - B. name box
 - C. one
 - D. Ribbon

3. track, analyze, and chart numeric information
 - A. three
 - B. Tab names
 - C. what spreadsheets do
 - D. databases

4. what spreadsheets are also called
 - A. three
 - B. databases
 - C. one
 - D. worksheets

5. Allows a user to hide a window, but keeps the application running and accessible usually as a tab on the task bar.

- A. name box
- B. maximize button
- C. minimize button
- D. Mini Toolbar

6. displays the active cell entry (what you typed inside the cell you are on)

- A. name box
- B. Title Bar
- C. Groups
- D. formula bar

7. cells can contain what?

- A. databases
- B. Tab names
- C. labels, values, functions
- D. cell address

8. default number of sheets in Excel

- A. Excel
- B. one
- C. rows
- D. range

9. Shows the name of the Excel file you are currently working on

- A. financial
- B. formula bar
- C. Title Bar
- D. name box

10. vertical information labeled A,B,C, etc...

- A. rows
- B. columns
- C. Groups
- D. one

11. business, industry, education, and individuals

- A. parts of Excel
- B. cell address
- C. users of spreadsheets
- D. formula bar

12. Allows a user to enlarge a window to its largest size, commonly the full display area of the monitor or screen. When this button is selected you will be unable to move or resize it.

- A. name box
- B. maximize button
- C. Active Cell
- D. minimize button

13. Spreadsheets are used to make _____ decisions.

- A. financial
- B. range
- C. Title Bar
- D. Excel

14. 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. range
- B. Ribbon
- C. rows
- D. one

15. number of views available in Excel

- A. one
- B. range
- C. three
- D. chart

16. The selected cell in which data is entered when you begin typing. It is bounded by a heavy border.

- A. Active Cell
- B. three
- C. financial
- D. Excel

17. Will appear automatically based on tasks you perform and contains commands related to changing the appearance of text in a worksheet.

- A. Title Bar
- B. Mini Toolbar
- C. financial
- D. formula bar

18. an electronic spreadsheet application

- A. three
- B. Excel
- C. one
- D. range

19. a pictorial representation of data

- A. rows
- B. range
- C. chart
- D. three

20. the coordinate of the intersecting column and row

- A. chart
- B. databases
- C. columns
- D. cell address

21. found on the Ribbon and contain related commands depending on which Tab is selected.

- A. range
- B. columns
- C. rows
- D. Groups

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

- A. one
- B. Groups
- C. rows
- D. range

23. Home, Insert, Page Layout, Formulas, Data, Review, and View

- A. one
- B. databases
- C. Tab names
- D. range

24. worksheets, charts, databases, and web support

- A. Excel
- B. Active Cell
- C. parts of Excel
- D. users of spreadsheets

25. These sort data, search for specific data, and select data that satisfy a criteria.

- A. range
- B. three
- C. databases
- D. Tab names

26. two or more cells or a group of cells (example: B3:D3)

- A. one
- B. range
- C. three
- D. rows

27. A small arrow in the lower-right corner of some groups. When clicked, a box or task pane appears.

- A. name box
- B. Title Bar
- C. Mini Toolbar
- D. Dialog box launcher