

1. What can cells contain?

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

2. A pictorial representation of data

- (A) range
- (B) chart
- (C) row

3. The coordinate of the intersecting column and row.

- (A) range
- (B) name box
- (C) cell address

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

- (A) column
- (B) row
- (C) range

5. Who uses spreadsheets?

- (A) business
- (B) industry
- (C) education
- (D) individuals
- (E) All of the answers are correct.

6. What is Excel?

- (A) An electronic word processing application
- (B) An electronic slide show application
- (C) An electronic spreadsheet application
- (D) It is not an application of any sort.

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

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

8. 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

9. Which of the following displays what is inside the cell you are currently in?

- (A) name box
- (B) cell address
- (C) formula bar

10. What do databases do?

- (A) sort data
- (B) search for specific data
- (C) select data that satisfy a criteria
- (D) All of the answers are correct.

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

- (A) column
- (B) row
- (C) range

12. Which is used to compare values across categories?

- (A) Pie Chart
- (B) Line Chart
- (C) Column Chart

13. The key used to divide in Excel

- (A) /
- (B) *
- (C) =
- (D) '

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

- (A) Line Chart
- (B) Pie Chart
- (C) Column Chart
- (D) Bar Chart

15. Which of the following is used to find the mean of the numbers in a selected range? It adds up the numbers and then divides by how many there are.

- (A) AVERAGE
- (B) COUNT
- (C) MAX
- (D) MIN

16. Which of the following is used to find the largest number in a selected range?

- (A) MIN
- (B) MAX
- (C) COUNT
- (D) SUM

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

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

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

- (A) Pie Chart
- (B) Column Chart
- (C) Bar Chart
- (D) Line Chart

19. 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

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

- (A) Dialog box launcher
- (B) tab names
- (C) title bar
- (D) mini toolbar

21. Which key tells Excel to calculate a formula?

- (A) =
- (B) *
- (C) "
- (D) '

22. Which function is used to add up the values in a selected range?

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

23. Which key is used to tell Excel to treat a cell like an alphabet letter rather than a number?

- (A) *
- (B) >
- (C) "
- (D) '
- (E) =

24. Which of the following is a formula?

- (A) =A1-B7
- (B) =AVERAGE(B8:B22)
- (C) =COUNT(B4:B9)
- (D) 'D4*G7/9A

25. Which key is used to multiply in Excel?

- (A) /
- (B) *
- (C) .

D "