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| **EOG Excel FR [Lessons 1 - 14]** |
| Student |  |
| Class |  |
| Date |  |

|  |  |
| --- | --- |
| **1.** | What is the name of the small black square in the lower-right corner of the heavy border of an active cell that repeats a cell's value in adjacent cells?  |
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| --- | --- |
| **A.** | Fill handle  |

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|   |

|  |  |
| --- | --- |
| **B.** | Filler  |

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|  |  |
| --- | --- |
| **C.** | Copy handle  |

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|   |

|  |  |
| --- | --- |
| **D.** | Copy box  |

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|   |   |

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| --- | --- |
| **2.** | Which command on the Fill options dialog box is the default option if a month or day is entered?  |
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|  |  |
| --- | --- |
| **A.** | Copy Cells  |

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|   |

|  |  |
| --- | --- |
| **B.** | Fill Formatting Only  |

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|  |  |
| --- | --- |
| **C.** | Fill without Formatting  |

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|  |  |
| --- | --- |
| **D.** | Fill Series  |

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| --- | --- |
| **3.** | Joan is creating a table that will include demographic information about her employees. What is each header in her table considered?  |
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|  |  |
| --- | --- |
| **A.** | Label  |

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|   |

|  |  |
| --- | --- |
| **B.** | Value  |

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|   |

|  |  |
| --- | --- |
| **C.** | Formula  |

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|   |

|  |  |
| --- | --- |
| **D.** | Function  |

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| --- | --- |
| **4.** | Sharon’s spreadsheet contains information about the number of music downloads in F1:F25. F1:F25 represents a:  |
|   |

|  |  |
| --- | --- |
| **A.** | cell.  |

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|   |

|  |  |
| --- | --- |
| **B.** | column.  |

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|   |

|  |  |
| --- | --- |
| **C.** | range.  |

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|   |

|  |  |
| --- | --- |
| **D.** | row.  |

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| --- | --- |
| **5.** | Joyce has updated the data in an existing spreadsheet. Which command would she select to preserve the data for future use?  |
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|  |  |
| --- | --- |
| **A.** | Exit  |

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|  |  |
| --- | --- |
| **B.** | Open  |

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|   |

|  |  |
| --- | --- |
| **C.** | Save  |

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|   |

|  |  |
| --- | --- |
| **D.** | Save As  |

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| --- | --- |
| **6.** | When entering data into a cell, which keyboard key is used to remove characters to the left of the insertion point?  |
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|  |  |
| --- | --- |
| **A.** | Delete key  |

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|   |

|  |  |
| --- | --- |
| **B.** | Backspace key  |

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|   |

|  |  |
| --- | --- |
| **C.** | Left arrow key  |

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|   |

|  |  |
| --- | --- |
| **D.** | Enter key  |

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| --- | --- |
| **7.** | What is the process of using the mouse to move or copy cells called?  |
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| --- | --- |
| **A.** | Click and paste  |

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|   |

|  |  |
| --- | --- |
| **B.** | Drag and move  |

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|   |

|  |  |
| --- | --- |
| **C.** | Dragging  |

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|   |

|  |  |
| --- | --- |
| **D.** | Drag and drop  |

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|   |   |

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| --- | --- |
| **8.** | In a Microsoft Excel worksheet, how do you change the width of a column so that the widest entry will fit?  |
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|  |  |
| --- | --- |
| **A.** | Smart Fit  |

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|   |

|  |  |
| --- | --- |
| **B.** | AutoFit  |

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|   |

|  |  |
| --- | --- |
| **C.** | Best Fit  |

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|   |

|  |  |
| --- | --- |
| **D.** | True Fit  |

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| --- | --- |
| **9.** | Alicia needs to delete the data in cell B5. Which command would she select?  |
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|  |  |
| --- | --- |
| **A.** | Clear  |

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|   |

|  |  |
| --- | --- |
| **B.** | Copy  |

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|   |

|  |  |
| --- | --- |
| **C.** | Cut  |

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|  |  |
| --- | --- |
| **D.** | Format Painter  |

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| --- | --- |
| **10.** | David wants to key the numbers 1 to 1,000 in Column A of his spreadsheet. What command should he use to complete this task?  |
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|  |  |
| --- | --- |
| **A.** | AutoFill  |

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|   |

|  |  |
| --- | --- |
| **B.** | Filter  |

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|   |

|  |  |
| --- | --- |
| **C.** | Find and Replace  |

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|   |

|  |  |
| --- | --- |
| **D.** | Sort  |

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|   |   |

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| --- | --- |
| **11.** | Alicia needs to move the data in cell B5 to cell E5. Which command would she select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Clear  |

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|   |

|  |  |
| --- | --- |
| **B.** | Copy  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Cut  |

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|   |

|  |  |
| --- | --- |
| **D.** | Format Painter  |

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| --- | --- |
| **12.** | In Microsoft Excel, which feature makes an exact replica of the cell data and format while keeping the original cell intact?  |
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|  |  |
| --- | --- |
| **A.** | Paste  |

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|   |

|  |  |
| --- | --- |
| **B.** | Move  |

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|   |

|  |  |
| --- | --- |
| **C.** | Cut  |

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|  |  |
| --- | --- |
| **D.** | Copy  |

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| --- | --- |
| **13.** | Which would be used to help organize and identify Microsoft Excel files by providing details about the files?  |
|   |

|  |  |
| --- | --- |
| **A.** | File details  |

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|   |

|  |  |
| --- | --- |
| **B.** | Document properties  |

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|   |

|  |  |
| --- | --- |
| **C.** | File facts  |

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| --- | --- |
| **D.** | Document options  |

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| --- | --- |
| **14.** | Which command on the Home ribbon allows data to be moved from one worksheet location to another?  |
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|  |  |
| --- | --- |
| **A.** | Cut  |

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|   |

|  |  |
| --- | --- |
| **B.** | Move  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Copy  |

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|   |

|  |  |
| --- | --- |
| **D.** | Duplicate  |

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| --- | --- |
| **15.** | Which term refers to a group of selected cells that may be formatted, moved, copied or deleted as a group?  |
|   |

|  |  |
| --- | --- |
| **A.** | Segment  |

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|   |

|  |  |
| --- | --- |
| **B.** | Set  |

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|   |

|  |  |
| --- | --- |
| **C.** | Range  |

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|  |  |
| --- | --- |
| **D.** | Cluster  |

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| **16.** | What is the name of the list of frequently used Excel commands available when a user right-clicks an item in the worksheet?  |
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| --- | --- |
| **A.** | Mini Toolbar  |

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|   |

|  |  |
| --- | --- |
| **B.** | Quick Access Toolbar  |

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|   |

|  |  |
| --- | --- |
| **C.** | Shortcut Menu  |

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|   |

|  |  |
| --- | --- |
| **D.** | Shortcut Toolbar  |

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|   |   |

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| --- | --- |
| **17.** | Which Microsoft Excel feature automatically inserts data into a cell that begins with the same characters as a previous entry?  |
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| --- | --- |
| **A.** | AutoComplete  |

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|   |

|  |  |
| --- | --- |
| **B.** | AutoFill  |

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|   |

|  |  |
| --- | --- |
| **C.** | AutoCorrect  |

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|  |  |
| --- | --- |
| **D.** | AutoSpell  |

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| --- | --- |
| **18.** | John wants to print only the Inventory worksheet that he is currently working on in his workbook. Which option should he choose?  |
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| --- | --- |
| **A.** | Print Selection  |

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|   |

|  |  |
| --- | --- |
| **B.** | Print Active Sheet  |

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|   |

|  |  |
| --- | --- |
| **C.** | Print Entire Workbook  |

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|  |  |
| --- | --- |
| **D.** | Fit to One Page  |

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| --- | --- |
| **19.** | Jennifer needs to identify the values in column B for a statistics report. Which type of entry should she use in the column header?  |
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|  |  |
| --- | --- |
| **A.** | Value  |

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|   |

|  |  |
| --- | --- |
| **B.** | Formula  |

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|   |

|  |  |
| --- | --- |
| **C.** | Label  |

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|  |  |
| --- | --- |
| **D.** | Function  |

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| --- | --- |
| **20.** | Jim would like to print only the cell range A1:F20. What page setup option should he change?  |
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|  |  |
| --- | --- |
| **A.** | Orientation  |

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|   |

|  |  |
| --- | --- |
| **B.** | Page Break  |

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|   |

|  |  |
| --- | --- |
| **C.** | Print Area  |

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|   |

|  |  |
| --- | --- |
| **D.** | Print Titles  |

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|   |   |

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| --- | --- |
| **21.** | John's workbook includes 3 worksheets. Which option should he choose to print them?  |
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|  |  |
| --- | --- |
| **A.** | Print Selection  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Print Active Sheet  |

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|   |

|  |  |
| --- | --- |
| **C.** | Print Entire Workbook  |

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|  |  |
| --- | --- |
| **D.** | Fit to One Page  |

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|   |   |

|  |  |
| --- | --- |
| **22.** | Which is a special workbook a user can create and then use as a pattern to create new, similar workbooks or worksheets?  |
|   |

|  |  |
| --- | --- |
| **A.** | Form  |

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|   |

|  |  |
| --- | --- |
| **B.** | Boilerplate  |

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|   |

|  |  |
| --- | --- |
| **C.** | Smart Sheet  |

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| --- | --- |
| **D.** | Template  |

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| --- | --- |
| **23.** | Which command enables a user to save an existing worksheet with a new name or save the worksheet in a new location?  |
|   |

|  |  |
| --- | --- |
| **A.** | Close  |

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|   |

|  |  |
| --- | --- |
| **B.** | Save  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Save As  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Exit  |

 |
|   |   |

|  |  |
| --- | --- |
| **24.** | Steve would like to print only the worksheet he is currently working on. What print option should he choose?  |
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|  |  |
| --- | --- |
| **A.** | Print Area  |

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|   |

|  |  |
| --- | --- |
| **B.** | Active Sheets  |

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|   |

|  |  |
| --- | --- |
| **C.** | Entire Workbook  |

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| --- | --- |
| **D.** | Quick Print  |

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| --- | --- |
| **25.** | What area contains the command used to customize the print options in Microsoft Excel?  |
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| --- | --- |
| **A.** | Home Ribbon  |

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|   |

|  |  |
| --- | --- |
| **B.** | Page Layout Ribbon  |

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|  |  |
| --- | --- |
| **C.** | File Tab  |

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|  |  |
| --- | --- |
| **D.** | Quick Access Toolbar  |

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| --- | --- |
| **26.** | When copying values in Microsoft Excel, which feature automatically adjusts cell references for the new copy location?  |
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|  |  |
| --- | --- |
| **A.** | Absolute reference  |

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|   |

|  |  |
| --- | --- |
| **B.** | Certain reference  |

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|   |

|  |  |
| --- | --- |
| **C.** | Variable reference  |

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|   |

|  |  |
| --- | --- |
| **D.** | Relative reference  |

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|   |   |

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| --- | --- |
| **27.** | Tyler created a monthly sales workbook that contains the formula =(January!B3). 'January' is an example of a/an:  |
|   |

|  |  |
| --- | --- |
| **A.** | named range.  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | external reference.  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | names manager.  |

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|   |

|  |  |
| --- | --- |
| **D.** | scope.  |

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|   |   |

|  |  |
| --- | --- |
| **28.** | What term is used when referencing cells in other sheets in a workbook formula using the sheet name as the reference rather than the cell address?  |
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| --- | --- |
| **A.** | Calling the Sheet  |

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|   |

|  |  |
| --- | --- |
| **B.** | Name reference  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Sheet Name  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Worksheet Reference  |

 |
|   |   |

|  |  |
| --- | --- |
| **29.** | Jennifer is calculating her GPA. If she uses '=(A1+A2+A3+A4)/4', this is an example of which type of entry?  |
|   |

|  |  |
| --- | --- |
| **A.** | Values  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Formulas  |

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|   |

|  |  |
| --- | --- |
| **C.** | Labels  |

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|  |  |
| --- | --- |
| **D.** | Functions  |

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| --- | --- |
| **30.** | What type of formula cell reference instructs Microsoft Excel to keep the cell reference constant in the formula as it copies it to the destination area?  |
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|  |  |
| --- | --- |
| **A.** | Relative  |

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|   |

|  |  |
| --- | --- |
| **B.** | Mixed  |

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|   |

|  |  |
| --- | --- |
| **C.** | Absolute  |

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| --- | --- |
| **D.** | Unconditional  |

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| --- | --- |
| **31.** | Joshua created a budget workbook that contains the formula =(Summary!B3). 'Summary' is an example of a/an:  |
|   |

|  |  |
| --- | --- |
| **A.** | named range.  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | external reference.  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | names manager.  |

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|   |

|  |  |
| --- | --- |
| **D.** | scope.  |

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|   |   |

|  |  |
| --- | --- |
| **32.** | Tyler created a monthly sales workbook that contains the formula =SUM(Sales). 'Sales' is an example of a/an:  |
|   |

|  |  |
| --- | --- |
| **A.** | named range.  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | external reference.  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | names manager.  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | scope.  |

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|   |   |

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| --- | --- |
| **33.** | What method is the **most** efficient way to copy five separate formulas to adjacent cells simultaneously?  |
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|  |  |
| --- | --- |
| **A.** | Copy method from Shortcut Menu  |

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|   |

|  |  |
| --- | --- |
| **B.** | Copy using the Fill Handle  |

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|   |

|  |  |
| --- | --- |
| **C.** | Copy from the Home Ribbon  |

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|   |

|  |  |
| --- | --- |
| **D.** | Copy using the Quick Access Toolbar  |

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|   |   |

|  |  |
| --- | --- |
| **34.** | How is a cell reference in a formula and its corresponding location in a worksheet identified?  |
|   |

|  |  |
| --- | --- |
| **A.** | Arrows pointing from the formula to the location  |

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|   |

|  |  |
| --- | --- |
| **B.** | Cell reference and cell location are circled  |

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|   |

|  |  |
| --- | --- |
| **C.** | Cell reference and cell location are outlined in matching colors  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Lines connect from the formula to the location  |

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|   |   |

|  |  |
| --- | --- |
| **35.** | Sandra is creating a formula to subtract the values in cells B4 and C4. Which formula should she use?  |
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|  |  |
| --- | --- |
| **A.** | =B4+C4  |

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|   |

|  |  |
| --- | --- |
| **B.** | =B4\*C4  |

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|   |

|  |  |
| --- | --- |
| **C.** | =B4/C4  |

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|   |

|  |  |
| --- | --- |
| **D.** | =B4-C4  |

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|   |   |

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| --- | --- |
| **36.** | Gabriel needs to create a formula that does **not** change when it is copied to cell B2. Which formula should he create?  |
|   |

|  |  |
| --- | --- |
| **A.** | =$B$1+25  |

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|   |

|  |  |
| --- | --- |
| **B.** | =B1+25  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | =1$B$+25  |

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|   |

|  |  |
| --- | --- |
| **D.** | =B1:B3  |

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| --- | --- |
| **37.** | Dawn is creating a formula to multiply the values in cells D4 and F4. Which formula should she use?  |
|   |

|  |  |
| --- | --- |
| **A.** | =D4+F4  |

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|   |

|  |  |
| --- | --- |
| **B.** | =D4\*F4  |

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|   |

|  |  |
| --- | --- |
| **C.** | =D4 x F4  |

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| --- | --- |
| **D.** | =D4-F4  |

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| --- | --- |
| **38.** | Angie is calculating her average sales for the past four months. If she uses '=AVERAGE(B1:B4)', this is an example of which type of entry?  |
|   |

|  |  |
| --- | --- |
| **A.** | Values  |

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|   |

|  |  |
| --- | --- |
| **B.** | Formulas  |

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|   |

|  |  |
| --- | --- |
| **C.** | Labels  |

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| --- | --- |
| **D.** | Functions  |

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| **39.** | Which group on the Formulas Ribbon contains a command that allows a user to create names for cells to use in a formula?  |
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| --- | --- |
| **A.** | Function Library  |

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| --- | --- |
| **B.** | Defined Names  |

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| --- | --- |
| **C.** | Formula Auditing  |

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| --- | --- |
| **D.** | Calculation  |

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| **40.** | Larry has created a spreadsheet containing student grades. Which function would he use to return the current date and time in cell A1?  |
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|  |  |
| --- | --- |
| **A.** | COUNT  |

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|   |

|  |  |
| --- | --- |
| **B.** | IF  |

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|   |

|  |  |
| --- | --- |
| **C.** | NOW  |

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|   |

|  |  |
| --- | --- |
| **D.** | TODAY  |

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| --- | --- |
| **41.** | Which is a prewritten formula that is built into Microsoft Excel?  |
|   |

|  |  |
| --- | --- |
| **A.** | Utility  |

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|   |

|  |  |
| --- | --- |
| **B.** | Procedure  |

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|   |

|  |  |
| --- | --- |
| **C.** | Function  |

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|   |

|  |  |
| --- | --- |
| **D.** | Statement  |

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| --- | --- |
| **42.** | Larry has created a spreadsheet containing student grades. Which function would he use to return the current date in cell A1?  |
|   |

|  |  |
| --- | --- |
| **A.** | COUNT  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | IF  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | NOW  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | TODAY  |

 |
|   |   |

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| --- | --- |
| **43.** | Which are valid Microsoft Excel functions?  |
|   |

|  |  |
| --- | --- |
| **A.** | AVERAGE, MAX, and NUM  |

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|   |

|  |  |
| --- | --- |
| **B.** | MAX, MIN, and WEEK  |

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|   |

|  |  |
| --- | --- |
| **C.** | AVERAGE, MAX, and MIN  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | WEEKDAY, MAX, and CLOSE  |

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|   |   |

|  |  |
| --- | --- |
| **44.** | Which group on the Formula Ribbon contains the command that checks for common errors found in a formula?  |
|   |

|  |  |
| --- | --- |
| **A.** | Function Library  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Defined Names  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Formula Auditing  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Calculation  |

 |
|   |   |

|  |  |
| --- | --- |
| **45.** | What function adds all of the numbers in a range of cells?  |
|   |

|  |  |
| --- | --- |
| **A.** | Calculate  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Sum  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Compute  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Add  |

 |
|   |   |

|  |  |
| --- | --- |
| **46.** | Amanda has created a spreadsheet containing test grades for the first nine weeks. Which function would she use to find the highest test grade?  |
|   |

|  |  |
| --- | --- |
| **A.** | AVERAGE  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | MAX  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | MIN  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | SUM  |

 |
|   |   |

|  |  |
| --- | --- |
| **47.** | Amanda has created a spreadsheet containing test grades for the first nine weeks. Which function would she use to estimate the grade on her next test?  |
|   |

|  |  |
| --- | --- |
| **A.** | AVERAGE  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | MAX  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | MIN  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | SUM  |

 |
|   |   |

|  |  |
| --- | --- |
| **48.** | Which group on the Formulas Ribbon enables a user to specify when a formula is computed?  |
|   |

|  |  |
| --- | --- |
| **A.** | Function Library  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Defined Names  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Formula Auditing  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Calculation  |

 |
|   |   |

|  |  |
| --- | --- |
| **49.** | Gabriel needs to create a shortcut formula in cell B40 to calculate total sales located in cells B1 through B39. Which function should he create?  |
|   |

|  |  |
| --- | --- |
| **A.** | =$B$1+25  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | =B1+25  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | =SUM(B1:B39)  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | =B1:B39  |

 |
|   |   |

|  |  |
| --- | --- |
| **50.** | Which function do you use to insert today’s date in a worksheet so that it automatically updates each time the worksheet is opened?  |
|   |

|  |  |
| --- | --- |
| **A.** | Today  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Weekday  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Date  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | CurrentDate  |

 |
|   |   |

|  |  |
| --- | --- |
| **51.** | Which command on the Home Tab displays the total of the selected cells directly after the selected cells?  |
|   |

|  |  |
| --- | --- |
| **A.** | AutoSum  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Add  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Total  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Calculate  |

 |
|   |   |

|  |  |
| --- | --- |
| **52.** | Where is the Insert Function button found in Microsoft Excel?  |
|   |

|  |  |
| --- | --- |
| **A.** | Quick Access Toolbar  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Formula bar  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Status bar  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Shortcut menu  |

 |
|   |   |

|  |  |
| --- | --- |
| **53.** | Kenyon would like to apply the Title format to the data in Row 1 of a spreadsheet. Which formatting style should he select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Cell Style  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Conditional Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Fill Color  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Format as Table  |

 |
|   |   |

|  |  |
| --- | --- |
| **54.** | Which command on the Insert Ribbon creates a link to a web page, picture, email address, or program in a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Hyperlink  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Web link  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Linkup  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Text link  |

 |
|   |   |

|  |  |
| --- | --- |
| **55.** | Which dialog box contains the commands to specify an exact date and time format to use for a selected cell in a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Number  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Font  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Paragraph  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Format Cells  |

 |
|   |   |

|  |  |
| --- | --- |
| **56.** | Column D in a spreadsheet contains employee ID Numbers. Which formatting would be **most** appropriate for the data in column D?  |
|   |

|  |  |
| --- | --- |
| **A.** | Currency  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Date  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Number  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Text  |

 |
|   |   |

|  |  |
| --- | --- |
| **57.** | On the Home Ribbon, what can be used to change the text color of characters in a cell?  |
|   |

|  |  |
| --- | --- |
| **A.** | Font Color drop-down list  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Font Size drop-down list  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Fill Color drop-down list  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Cell Styles drop-down list  |

 |
|   |   |

|  |  |
| --- | --- |
| **58.** | Kathryn needs the text in cell A1 to be angled at 90 degrees. Which alignment option should she select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Center  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Merge and Center  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Orientation  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Wrap Text  |

 |
|   |   |

|  |  |
| --- | --- |
| **59.** | Carl notices the last two lines of text in cell B4 are not showing up in his spreadsheet. How could Carl format the cell to correct this problem?  |
|   |

|  |  |
| --- | --- |
| **A.** | AutoFit  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Special Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Subscript Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Merge  |

 |
|   |   |

|  |  |
| --- | --- |
| **60.** | Kathryn needs the title in cell A1 to align horizontally across cells A1 through D1. Which alignment option should she select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Center  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Merge and Center  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Orientation  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Wrap Text  |

 |
|   |   |

|  |  |
| --- | --- |
| **61.** | Which command is used to format a cell or selected cells quickly by choosing from a defined list of styles?  |
|   |

|  |  |
| --- | --- |
| **A.** | Format as Table  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Cell Style  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Conditional Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Form  |

 |
|   |   |

|  |  |
| --- | --- |
| **62.** | Which command on the Home Ribbon joins selected cells into one and centers that content into a larger single cell?  |
|   |

|  |  |
| --- | --- |
| **A.** | Wrap Text  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Group Cells  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Cell Styles  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Merge & Center  |

 |
|   |   |

|  |  |
| --- | --- |
| **63.** | Which dialog box in Microsoft Excel is used to set the rotation of text in a cell to a specific degree?  |
|   |

|  |  |
| --- | --- |
| **A.** | Orientation  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Format Cells  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Format Text  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Alignment  |

 |
|   |   |

|  |  |
| --- | --- |
| **64.** | Which defines the appearance and shape of the letters, numbers, and special characters in Microsoft Excel?  |
|   |

|  |  |
| --- | --- |
| **A.** | Alignment  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Font  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Size  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Effects  |

 |
|   |   |

|  |  |
| --- | --- |
| **65.** | Which command on the Home Ribbon can be used to rotate text to a vertical or diagonal angle in a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Font  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Orientation  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Wrap Text  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Merge & Center  |

 |
|   |   |

|  |  |
| --- | --- |
| **66.** | What command is used to apply a background color to cells in a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Drawing  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Fill Color  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Borders & Shading  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Highlight  |

 |
|   |   |

|  |  |
| --- | --- |
| **67.** | Trey would like to outline the cell range A1:F20. Which formatting style should he select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Borders  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Cell Style  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Conditional Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Format as Table  |

 |
|   |   |

|  |  |
| --- | --- |
| **68.** | Column D in a spreadsheet contains information about regional sales. Which formatting would be **most** appropriate for the data in column D?  |
|   |

|  |  |
| --- | --- |
| **A.** | Currency  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Date  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Number  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Text  |

 |
|   |   |

|  |  |
| --- | --- |
| **69.** | Which quick-number style button formats numbers to display as currency in the worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Percent  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Accounting  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Comma  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Dollar  |

 |
|   |   |

|  |  |
| --- | --- |
| **70.** | Where is the command to apply a fill color to a cell or range of cells in a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Home Ribbon  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Insert Ribbon  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Page Layout Ribbon  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | View Ribbon  |

 |
|   |   |

|  |  |
| --- | --- |
| **71.** | What type of formatting appears only when the value in a cell meets conditions specified by a user?  |
|   |

|  |  |
| --- | --- |
| **A.** | Criterion  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Conditional  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Logical  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Restrictive  |

 |
|   |   |

|  |  |
| --- | --- |
| **72.** | Carl notices that the data in cell E4 reads #######. What command could Carl choose to correct this problem?  |
|   |

|  |  |
| --- | --- |
| **A.** | AutoFit  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Special Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Subscript Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Wrap Text  |

 |
|   |   |

|  |  |
| --- | --- |
| **73.** | Trey would like to apply a rule to the data in cell range A1:F20 that will highlight numbers greater than 50,000 with a yellow fill color and dark yellow text. Which formatting style should he select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Borders  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Cell Style  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Conditional Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Format as Table  |

 |
|   |   |

|  |  |
| --- | --- |
| **74.** | On the Home Ribbon, what is used to change the font size of characters in a cell?  |
|   |

|  |  |
| --- | --- |
| **A.** | Font drop-down list  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Font Size drop-down list  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Font Style drop-down list  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Cell Styles drop-down list  |

 |
|   |   |

|  |  |
| --- | --- |
| **75.** | Which command is used to reduce the margin between the border and the text in an indented cell?  |
|   |

|  |  |
| --- | --- |
| **A.** | Orientation  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Decrease Indent  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Column Width  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Alignment  |

 |
|   |   |

|  |  |
| --- | --- |
| **76.** | What defines the color of the characters in a Microsoft Excel worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Font size  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Font color  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Cell color  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Background  |

 |
|   |   |

|  |  |
| --- | --- |
| **77.** | Which term describes the blank portions of a page that fall outside the main body of the printed document?  |
|   |

|  |  |
| --- | --- |
| **A.** | Borders  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Edges  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Frames  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Margins  |

 |
|   |   |

|  |  |
| --- | --- |
| **78.** | Joan is showing her spreadsheet to a customer and does not want the customer to be able to see the wholesale prices column. What option should she choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Freeze  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Split  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Page Break  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Hide  |

 |
|   |   |

|  |  |
| --- | --- |
| **79.** | Jim would like the data in Row 1 of his spreadsheet to repeat on every page of his printout. What page setup option should he change?  |
|   |

|  |  |
| --- | --- |
| **A.** | Orientation  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Page Break  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Print Area  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Print Titles  |

 |
|   |   |

|  |  |
| --- | --- |
| **80.** | Which command on the Home Ribbon is used to remove cells, rows, or columns from a worksheet or table?  |
|   |

|  |  |
| --- | --- |
| **A.** | Delete  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Remove  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Format  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Format as Table  |

 |
|   |   |

|  |  |
| --- | --- |
| **81.** | John’s spreadsheet includes multiple pages of records. If John wants to view his headings while scrolling through his spreadsheet what should he do?  |
|   |

|  |  |
| --- | --- |
| **A.** | Freeze Panes  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Split  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Hide  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Unhide  |

 |
|   |   |

|  |  |
| --- | --- |
| **82.** | Which command group on the Page Layout Ribbon controls the presence of gridlines and headings on a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Themes  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Page Setup  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Sheet Options  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Arrange  |

 |
|   |   |

|  |  |
| --- | --- |
| **83.** | Which ribbon contains the command to apply a theme to a worksheet in Microsoft Excel?  |
|   |

|  |  |
| --- | --- |
| **A.** | Home  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Page Layout  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Data  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | View  |

 |
|   |   |

|  |  |
| --- | --- |
| **84.** | What command is used to insert information into a worksheet that will display at the top and bottom edges of the printed page?  |
|   |

|  |  |
| --- | --- |
| **A.** | Margins  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Print titles  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Header & Footer  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Page Setup  |

 |
|   |   |

|  |  |
| --- | --- |
| **85.** | Which command on the Home Ribbon is used to format row height and column width, organize sheets, and protect or hide cells in a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Form  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Sort & Filter  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Format  |

 |
|   |   |

|  |  |
| --- | --- |
| **86.** | In Microsoft Excel, what is used to emphasize certain entries and make the worksheet easier to read and understand?  |
|   |

|  |  |
| --- | --- |
| **A.** | Formatting  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Printing  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Arranging  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Configuring  |

 |
|   |   |

|  |  |
| --- | --- |
| **87.** | John notices that column D is not showing on his spreadsheet. What action does he need to take to view column D?  |
|   |

|  |  |
| --- | --- |
| **A.** | Freeze Panes  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Split  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Hide  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Unhide  |

 |
|   |   |

|  |  |
| --- | --- |
| **88.** | Jack would like the data in Row 10 not to display on his spreadsheet. Which option should he select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Freeze  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Header  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Hide  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Scale  |

 |
|   |   |

|  |  |
| --- | --- |
| **89.** | Which command on the Page Layout Ribbon enables a user to mark where a new page will begin on the printed copy?  |
|   |

|  |  |
| --- | --- |
| **A.** | Print Area  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Breaks  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Background  |

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|   |

|  |  |
| --- | --- |
| **D.** | Effects  |

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|   |   |

|  |  |
| --- | --- |
| **90.** | Which command is used to remove manual page breaks from a worksheet area?  |
|   |

|  |  |
| --- | --- |
| **A.** | Select break, press Delete on keyboard  |

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|   |

|  |  |
| --- | --- |
| **B.** | Select Remove Page Break from the Breaks drop-down area  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Select break, press Backspace on keyboard  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Select break, press Remove Page Break from Shortcut Menu  |

 |
|   |   |

|  |  |
| --- | --- |
| **91.** | Which set of formatting choices includes a set of colors, fonts, and effects that you can apply to a worksheet to enhance its appearance?  |
|   |

|  |  |
| --- | --- |
| **A.** | Layout  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Template  |

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|   |

|  |  |
| --- | --- |
| **C.** | Theme  |

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|   |

|  |  |
| --- | --- |
| **D.** | Design  |

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|   |   |

|  |  |
| --- | --- |
| **92.** | Jack would like to force the data in his spreadsheet to fit on one page when printed. Which option should he select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Freeze  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Header  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Hide  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Scale  |

 |
|   |   |

|  |  |
| --- | --- |
| **93.** | Virgil needs to transfer a worksheet in the current workbook to a different workbook. Which command should he choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Move  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Rename  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Tab Color  |

 |
|   |   |

|  |  |
| --- | --- |
| **94.** | Virgil wants to customize the sheet tabs in his workbook with the names June, July, and August. Which command should he choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Move  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Rename  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Tab Color  |

 |
|   |   |

|  |  |
| --- | --- |
| **95.** | John would like to change the order of the worksheets in his workbook. Which option would he choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Delete  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Copy  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Move  |

 |
|   |   |

|  |  |
| --- | --- |
| **96.** | How would sheet tabs be moved to a new position in the workbook?  |
|   |

|  |  |
| --- | --- |
| **A.** | Choose Move on the Home Ribbon  |

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|   |

|  |  |
| --- | --- |
| **B.** | Click and drag the sheet tab to the new location  |

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|   |

|  |  |
| --- | --- |
| **C.** | Choose Move on the Insert Ribbon  |

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|   |

|  |  |
| --- | --- |
| **D.** | Choose Relocate on the Quick Access Toolbar  |

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|   |   |

|  |  |
| --- | --- |
| **97.** | How is an exact copy of a worksheet created within the same workbook?  |
|   |

|  |  |
| --- | --- |
| **A.** | While pointing to the sheet tab, choose Copy from the Shortcut Menu  |

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|   |

|  |  |
| --- | --- |
| **B.** | Right-click the sheet tab, then choose Move or Copy from the Shortcut Menu  |

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|   |

|  |  |
| --- | --- |
| **C.** | While pointing to the Select All button, choose Move or Copy from the Shortcut Menu  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Choose Move or Copy from the Quick Access Toolbar  |

 |
|   |   |

|  |  |
| --- | --- |
| **98.** | Jack would like the data in Row 1 to remain stationary on the screen while he scrolls. Which option should he select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Freeze  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Header  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Hide  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Scale  |

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|   |   |

|  |  |
| --- | --- |
| **99.** | John would like to remove a worksheet from his workbook. Which option would he choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Delete  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Copy  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Move  |

 |
|   |   |

|  |  |
| --- | --- |
| **100.** | What is a single character, word, or phrase in a cell on a worksheet that is typically used in searches?  |
|   |

|  |  |
| --- | --- |
| **A.** | Text  |

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|   |

|  |  |
| --- | --- |
| **B.** | String  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Thread  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Key  |

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|   |   |

|  |  |
| --- | --- |
| **101.** | Virgil wants to emphasize the sheet tabs in his workbook. Which command should he choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Move  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Rename  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Tab Color  |

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|   |   |

|  |  |
| --- | --- |
| **102.** | Which command on the Home Ribbon do you use to replace information in a selected cell with new information or new formatting?  |
|   |

|  |  |
| --- | --- |
| **A.** | Font  |

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|   |

|  |  |
| --- | --- |
| **B.** | Format Cell  |

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|   |

|  |  |
| --- | --- |
| **C.** | Cell Styles  |

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|   |

|  |  |
| --- | --- |
| **D.** | Find & Select  |

 |
|   |   |

|  |  |
| --- | --- |
| **103.** | What feature of Microsoft Excel keeps a portion of a worksheet visible while the other portion scrolls?  |
|   |

|  |  |
| --- | --- |
| **A.** | Zoom  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Select  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Freeze Panes  |

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|   |

|  |  |
| --- | --- |
| **D.** | Rotate  |

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|   |   |

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| --- | --- |
| **104.** | Joan wants to be able to view row 1 as well as column A while scrolling through her worksheet. Which option should she choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Freeze  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Split  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Page Break  |

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|   |

|  |  |
| --- | --- |
| **D.** | Hide  |

 |
|   |   |

|  |  |
| --- | --- |
| **105.** | David wants to change all occurrences of 'North Carolina' to 'NC' in his spreadsheet. What command should he use to complete this task?  |
|   |

|  |  |
| --- | --- |
| **A.** | AutoFill  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Filter  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Find and Replace  |

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|   |

|  |  |
| --- | --- |
| **D.** | Sort  |

 |
|   |   |

|  |  |
| --- | --- |
| **106.** | David wants to arrange the employee salaries in Column A of his spreadsheet from lowest to highest. What command should he use to complete this task?  |
|   |

|  |  |
| --- | --- |
| **A.** | AutoFill  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Filter  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Find and Replace  |

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|   |

|  |  |
| --- | --- |
| **D.** | Sort  |

 |
|   |   |

|  |  |
| --- | --- |
| **107.** | What is the process of bringing data containing text fields separated by commas into Excel called?  |
|   |

|  |  |
| --- | --- |
| **A.** | Importing data  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Data collection  |

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|   |

|  |  |
| --- | --- |
| **C.** | Data integration  |

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|   |

|  |  |
| --- | --- |
| **D.** | Data migration  |

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|   |   |

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| --- | --- |
| **108.** | Which is a way to qualify data by specifying a matching condition or asking a question of the data?  |
|   |

|  |  |
| --- | --- |
| **A.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Sort  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Query  |

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|   |

|  |  |
| --- | --- |
| **D.** | Probe  |

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|   |   |

|  |  |
| --- | --- |
| **109.** | Which ribbon includes the commands to apply a quick table style to a range of cells?  |
|   |

|  |  |
| --- | --- |
| **A.** | Home  |

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|   |

|  |  |
| --- | --- |
| **B.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Page Layout  |

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|   |

|  |  |
| --- | --- |
| **D.** | Data  |

 |
|   |   |

|  |  |
| --- | --- |
| **110.** | Dylan is creating an Excel spreadsheet of student schedules for all FBLA members. He would like to show a summary view of all of the first period classes. Which feature would allow him to do this?  |
|   |

|  |  |
| --- | --- |
| **A.** | Group  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Collapse  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Subtotal  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Outline  |

 |
|   |   |

|  |  |
| --- | --- |
| **111.** | Which command on the Home Ribbon do you use to organize data in ascending or descending order?  |
|   |

|  |  |
| --- | --- |
| **A.** | Find & Select  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Format Cell  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Sort & Filter  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Organize  |

 |
|   |   |

|  |  |
| --- | --- |
| **112.** | Joan wants to see her sales representatives in numerical order with the sales person who sold the **least** at the top. Which sorting option should she choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Ascending  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Descending  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Primary Sort  |

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|   |

|  |  |
| --- | --- |
| **D.** | Customer Filter  |

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|   |   |

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| --- | --- |
| **113.** | Kenyon would like to convert the cell range A1:F20 to a Medium 19 style. Which formatting style should he select?  |
|   |

|  |  |
| --- | --- |
| **A.** | Cell Style  |

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|   |

|  |  |
| --- | --- |
| **B.** | Conditional Formatting  |

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|   |

|  |  |
| --- | --- |
| **C.** | Fill Color  |

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|   |

|  |  |
| --- | --- |
| **D.** | Format as Table  |

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|   |   |

|  |  |
| --- | --- |
| **114.** | Which command on the Home Ribbon do you use to temporarily hide specific values on a worksheet based on a criterion?  |
|   |

|  |  |
| --- | --- |
| **A.** | Find & Select  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Format Cell  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Sort & Filter  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Organize  |

 |
|   |   |

|  |  |
| --- | --- |
| **115.** | What Home Ribbon group contains the command used for quickly converting selected cells to a table by choosing a table style?  |
|   |

|  |  |
| --- | --- |
| **A.** | Styles  |

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|   |

|  |  |
| --- | --- |
| **B.** | Alignment  |

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|   |

|  |  |
| --- | --- |
| **C.** | Editing  |

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|   |

|  |  |
| --- | --- |
| **D.** | Font  |

 |
|   |   |

|  |  |
| --- | --- |
| **116.** | How can a table style be quickly modified to meet user preferences?  |
|   |

|  |  |
| --- | --- |
| **A.** | Right-click on a style and choose Modify  |

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|   |

|  |  |
| --- | --- |
| **B.** | Right-click on a style and choose Duplicate  |

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|   |

|  |  |
| --- | --- |
| **C.** | Double-click a style from the Table Quick Styles Gallery  |

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|   |

|  |  |
| --- | --- |
| **D.** | Choose Modify from the Styles Group on the Home Ribbon  |

 |
|   |   |

|  |  |
| --- | --- |
| **117.** | Joan has created a spreadsheet that displays sales of her employees. She would like to view only those employees with sales above $25,000 who are from Region 3. What option will allow her to do that?  |
|   |

|  |  |
| --- | --- |
| **A.** | Ascending  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Descending  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Filter  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Custom Filter  |

 |
|   |   |

|  |  |
| --- | --- |
| **118.** | David only wants to view the employees in the Marketing department who earn a salary of more than $25,000. What command should he use to complete this task?  |
|   |

|  |  |
| --- | --- |
| **A.** | AutoFill  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Filter  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Find and Replace  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Sort  |

 |
|   |   |

|  |  |
| --- | --- |
| **119.** | Dylan is creating an Excel spreadsheet of student schedules for all FBLA members. He would like to know how many members are in the same first period class. Which feature would allow him to do this?  |
|   |

|  |  |
| --- | --- |
| **A.** | Group  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Collapse  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Subtotal  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Outline  |

 |
|   |   |

|  |  |
| --- | --- |
| **120.** | Cooper is creating a spreadsheet for FBLA and wants to be able to put the spreadsheet in alphabetical order by last name. What should Cooper apply to the spreadsheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Macro  |

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|   |

|  |  |
| --- | --- |
| **B.** | Sort  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Filter  |

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|   |

|  |  |
| --- | --- |
| **D.** | Formula  |

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|   |   |

|  |  |
| --- | --- |
| **121.** | Elizabeth needs to convert all text in Column A to uppercase. Which function should she use?  |
|   |

|  |  |
| --- | --- |
| **A.** | Trim  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Proper  |

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|   |

|  |  |
| --- | --- |
| **C.** | Upper  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Lower  |

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|   |   |

|  |  |
| --- | --- |
| **122.** | Peter wants to replace a specific text in a text string in his spreadsheet. What function should he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | FIND  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | SUBSTITUTE  |

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|   |

|  |  |
| --- | --- |
| **C.** | VLOOKUP  |

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|   |

|  |  |
| --- | --- |
| **D.** | SEARCH  |

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|   |   |

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| --- | --- |
| **123.** | James wants to use an advanced function to search his spreadsheet for a specific string in a text string. What function should he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | FIND  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | SUBSTITUTE  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | VLOOKUP  |

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|   |

|  |  |
| --- | --- |
| **D.** | REPLACE  |

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|   |   |

|  |  |
| --- | --- |
| **124.** | SUMIF and SUMIFS are in which category of functions?  |
|   |

|  |  |
| --- | --- |
| **A.** | Math & Trig  |

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|   |

|  |  |
| --- | --- |
| **B.** | Text  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Logical  |

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|   |

|  |  |
| --- | --- |
| **D.** | Lookup & Reference  |

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|   |   |

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| --- | --- |
| **125.** | Jane wants to count the number of cells in a range in her spreadsheet. She would like to count only the cells in that range that contain 100. What function should she use?  |
|   |

|  |  |
| --- | --- |
| **A.** | SUMIF  |

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|   |

|  |  |
| --- | --- |
| **B.** | AVERAGEIF  |

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|   |

|  |  |
| --- | --- |
| **C.** | TOTALIF  |

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|   |

|  |  |
| --- | --- |
| **D.** | COUNTIF  |

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|   |   |

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| --- | --- |
| **126.** | Jill wants to search her spreadsheet for a value in the first column of her table. What function should she use?  |
|   |

|  |  |
| --- | --- |
| **A.** | VLOOKUP  |

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|   |

|  |  |
| --- | --- |
| **B.** | HLOOKUP  |

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|   |

|  |  |
| --- | --- |
| **C.** | LOOKUP  |

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|   |

|  |  |
| --- | --- |
| **D.** | SEARCH  |

 |
|   |   |

|  |  |
| --- | --- |
| **127.** | In Sam’s spreadsheet, Column A has student first and last names. They need to be separated into two different columns. Which tool would he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | Convert Text to Column Wizard  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Split View  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | View Side-by-Side  |

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|   |

|  |  |
| --- | --- |
| **D.** | Comma Delimited  |

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|   |   |

|  |  |
| --- | --- |
| **128.** | James wants his spreadsheet to return true when the logical value is false. What function should he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | IF  |

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|   |

|  |  |
| --- | --- |
| **B.** | AND  |

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|   |

|  |  |
| --- | --- |
| **C.** | OR  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | NOT  |

 |
|   |   |

|  |  |
| --- | --- |
| **129.** | Jane wants to add a range of cells in her spreadsheet. She would like Excel to add only the cells in that range that are greater than 1,000. What function should she use?  |
|   |

|  |  |
| --- | --- |
| **A.** | SUMIF  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | AVERAGEIF  |

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|   |

|  |  |
| --- | --- |
| **C.** | TOTALIF  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | COUNTIF  |

 |
|   |   |

|  |  |
| --- | --- |
| **130.** | Jamal wants to average a range of cells in his spreadsheet. He would like Excel to average only the cells in that range that are greater than 100 but less than 500. What function should he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | SUMIFS  |

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|   |

|  |  |
| --- | --- |
| **B.** | AVERAGEIFS  |

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|   |

|  |  |
| --- | --- |
| **C.** | TOTALIFS  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | COUNTIFS  |

 |
|   |   |

|  |  |
| --- | --- |
| **131.** | Tom wants to convert all text to lowercase. Which function should he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | Trim  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Proper  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Upper  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Lower  |

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|   |   |

|  |  |
| --- | --- |
| **132.** | Maggie wants to use a function that will return True when all its arguments are true, and False when one or more arguments are false. What function would she use?  |
|   |

|  |  |
| --- | --- |
| **A.** | IF  |

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|   |

|  |  |
| --- | --- |
| **B.** | AND  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | OR  |

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|   |

|  |  |
| --- | --- |
| **D.** | NOT  |

 |
|   |   |

|  |  |
| --- | --- |
| **133.** | IF, AND, OR and NOT are all part of which category of functions?  |
|   |

|  |  |
| --- | --- |
| **A.** | Math & Trig  |

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|   |

|  |  |
| --- | --- |
| **B.** | Text  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Logical  |

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|   |

|  |  |
| --- | --- |
| **D.** | Lookup & Reference  |

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|   |   |

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| --- | --- |
| **134.** | Tom wants to search his spreadsheet for a value in the fourth row of his table. What function should he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | VLOOKUP  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | HLOOKUP  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | LOOKUP  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | SEARCH  |

 |
|   |   |

|  |  |
| --- | --- |
| **135.** | Jessica needs to capitalize the first letter in each word. Which function would she use?  |
|   |

|  |  |
| --- | --- |
| **A.** | Trim  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Proper  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Upper  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Lower  |

 |
|   |   |

|  |  |
| --- | --- |
| **136.** | Where is the spell checker feature located in Microsoft Excel?  |
|   |

|  |  |
| --- | --- |
| **A.** | Home Ribbon  |

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|   |

|  |  |
| --- | --- |
| **B.** | Page Layout Ribbon  |

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|   |

|  |  |
| --- | --- |
| **C.** | Review Ribbon  |

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|   |

|  |  |
| --- | --- |
| **D.** | View Ribbon  |

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|   |   |

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| --- | --- |
| **137.** | What command limits structural changes, such as adding, deleting, or moving sheets, that can be made in a workbook?  |
|   |

|  |  |
| --- | --- |
| **A.** | Protect Workbook  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Protect Sheet  |

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|   |

|  |  |
| --- | --- |
| **C.** | Share  |

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|   |

|  |  |
| --- | --- |
| **D.** | Protection  |

 |
|   |   |

|  |  |
| --- | --- |
| **138.** | Which ribbon contains commands to add a comment about a selected cell in a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Home  |

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|   |

|  |  |
| --- | --- |
| **B.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Data  |

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|   |

|  |  |
| --- | --- |
| **D.** | Review  |

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|   |   |

|  |  |
| --- | --- |
| **139.** | Lilly is creating a spreadsheet for FBLA and would like to see the changes advisors have made to the workbook. What command allows her to do this?  |
|   |

|  |  |
| --- | --- |
| **A.** | Share Workbook  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Protect Workbook  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Tracking Changes  |

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|   |

|  |  |
| --- | --- |
| **D.** | Export  |

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|   |   |

|  |  |
| --- | --- |
| **140.** | Lilly is making changes to a spreadsheet her FBLA Advisor created. She would like to make a change to the comment she made in the spreadsheet. What option in the comments group should she choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | New  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Delete  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Edit Comment  |

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|   |

|  |  |
| --- | --- |
| **D.** | Show Ink  |

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|   |   |

|  |  |
| --- | --- |
| **141.** | Lilly is making changes to a spreadsheet created by her FBLA advisor. She wants to add a note informing her advisor of an incorrect address for a member. What option in the comments group should be used?  |
|   |

|  |  |
| --- | --- |
| **A.** | New  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Delete  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Edit Comment  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Show Ink  |

 |
|   |   |

|  |  |
| --- | --- |
| **142.** | Lilly is creating a spreadsheet for FBLA and would like all of the advisors at her school to be able to make changes to the spreadsheet at the same time. What command allows her to do this?  |
|   |

|  |  |
| --- | --- |
| **A.** | Share Workbook  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Protect Workbook  |

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|   |

|  |  |
| --- | --- |
| **C.** | Tracking Changes  |

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|   |

|  |  |
| --- | --- |
| **D.** | Export  |

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|   |   |

|  |  |
| --- | --- |
| **143.** | All of the FBLA officers have access to the spreadsheet of member contact information. Which feature of Excel allows others to view who made changes to the spreadsheet, when the changes were made, and what was changed?  |
|   |

|  |  |
| --- | --- |
| **A.** | Track Changes  |

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|   |

|  |  |
| --- | --- |
| **B.** | Change History  |

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|   |

|  |  |
| --- | --- |
| **C.** | History  |

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|   |

|  |  |
| --- | --- |
| **D.** | Names Manager  |

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|   |   |

|  |  |
| --- | --- |
| **144.** | The FBLA Advisor at Hilltop High School would like to create random ID numbers for FBLA members. Which function would be used to have Excel pick a random number between 1000 and 5000 for the new member ID numbers?  |
|   |

|  |  |
| --- | --- |
| **A.** | RAND()  |

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|   |

|  |  |
| --- | --- |
| **B.** | RAND BETWEEN(1000,5000)  |

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|   |

|  |  |
| --- | --- |
| **C.** | BETWEEN(1000,5000)  |

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|   |

|  |  |
| --- | --- |
| **D.** | RANDOM(1000,5000)  |

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|   |   |

|  |  |
| --- | --- |
| **145.** | Which is the default method for summarizing data in a PivotTable?  |
|   |

|  |  |
| --- | --- |
| **A.** | Count  |

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|   |

|  |  |
| --- | --- |
| **B.** | Average  |

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|   |

|  |  |
| --- | --- |
| **C.** | Max  |

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|   |

|  |  |
| --- | --- |
| **D.** | Sum  |

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|   |   |

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| --- | --- |
| **146.** | Dorothy designed a column chart and would like to add an element that will help lead the eye and improve readability of the chart. Which chart feature should she include?  |
|   |

|  |  |
| --- | --- |
| **A.** | Axis Title  |

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|   |

|  |  |
| --- | --- |
| **B.** | Chart Title  |

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|   |

|  |  |
| --- | --- |
| **C.** | Gridlines  |

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|   |

|  |  |
| --- | --- |
| **D.** | Plot Area  |

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|   |   |

|  |  |
| --- | --- |
| **147.** | When creating a PivotTable, which are drawn in columns in the worksheet data?  |
|   |

|  |  |
| --- | --- |
| **A.** | Records  |

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|   |

|  |  |
| --- | --- |
| **B.** | Fields  |

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|   |

|  |  |
| --- | --- |
| **C.** | Cells  |

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|   |

|  |  |
| --- | --- |
| **D.** | Ranges  |

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|   |   |

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| --- | --- |
| **148.** | On a PivotTable, what is a field with values not entered as data but determined by a computation involving data in other fields called?  |
|   |

|  |  |
| --- | --- |
| **A.** | Total field  |

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|   |

|  |  |
| --- | --- |
| **B.** | AutoSum  |

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|   |

|  |  |
| --- | --- |
| **C.** | Calculated field  |

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|   |

|  |  |
| --- | --- |
| **D.** | Analyzed field  |

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|   |   |

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| --- | --- |
| **149.** | John would like to display the count of employee last names on the Y-axis of a PivotChart. What area would he drag this information to in order to display correctly?  |
|   |

|  |  |
| --- | --- |
| **A.** | Report Filter  |

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|   |

|  |  |
| --- | --- |
| **B.** | Legend Fields  |

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|   |

|  |  |
| --- | --- |
| **C.** | Axis Fields  |

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|   |

|  |  |
| --- | --- |
| **D.** | Values  |

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|   |   |

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| --- | --- |
| **150.** | Leigh Ann designed a bar chart and would like to add an element above the chart to make the data more meaningful. Which chart feature would she need to include?  |
|   |

|  |  |
| --- | --- |
| **A.** | Axis  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Chart Title  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Data Label  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Legend  |

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|   |   |

|  |  |
| --- | --- |
| **151.** | John wants to add text effects to his PivotChart. Which PivotTable Chart Tools tab would he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | Design  |

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|   |

|  |  |
| --- | --- |
| **B.** | Layout  |

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|   |

|  |  |
| --- | --- |
| **C.** | Format  |

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|   |

|  |  |
| --- | --- |
| **D.** | Analyze  |

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|   |   |

|  |  |
| --- | --- |
| **152.** | Which is the name of an interactive graphical representation of data that allows a user to change the groupings?  |
|   |

|  |  |
| --- | --- |
| **A.** | PivotChart  |

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|   |

|  |  |
| --- | --- |
| **B.** | PivotTable  |

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|   |

|  |  |
| --- | --- |
| **C.** | PivotDate  |

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|   |

|  |  |
| --- | --- |
| **D.** | Rotate Table  |

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|   |   |

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| --- | --- |
| **153.** | John has created a Pivot chart and would like to include a guide that would display the names of the series of data included on the chart. Which option would allow him to do this?  |
|   |

|  |  |
| --- | --- |
| **A.** | Report Filter  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Legend Fields  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Axis Fields  |

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|   |

|  |  |
| --- | --- |
| **D.** | Values  |

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|   |   |

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| --- | --- |
| **154.** | In order to directly report the data, what must a PivotChart always be associated with?  |
|   |

|  |  |
| --- | --- |
| **A.** | Table  |

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|   |

|  |  |
| --- | --- |
| **B.** | Range  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | PivotTable  |

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|   |

|  |  |
| --- | --- |
| **D.** | Worksheet  |

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|   |   |

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| --- | --- |
| **155.** | What is the purpose of the -/+ buttons that appear across the categories on a PivotTable?  |
|   |

|  |  |
| --- | --- |
| **A.** | Decrease/Increase  |

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|   |

|  |  |
| --- | --- |
| **B.** | Collapse/Expand  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Reduce/Add  |

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|   |

|  |  |
| --- | --- |
| **D.** | Subtract/Add  |

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|   |   |

|  |  |
| --- | --- |
| **156.** | What term refers to an Excel Chart with offset pieces for emphasis?  |
|   |

|  |  |
| --- | --- |
| **A.** | Exploded  |

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|   |

|  |  |
| --- | --- |
| **B.** | Shattered  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Separated  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Detached  |

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|   |   |

|  |  |
| --- | --- |
| **157.** | Which Chart Tools Ribbon tab allows a user to select from a gallery of chart styles?  |
|   |

|  |  |
| --- | --- |
| **A.** | Style  |

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|   |

|  |  |
| --- | --- |
| **B.** | Design  |

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|   |

|  |  |
| --- | --- |
| **C.** | Layout  |

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|   |

|  |  |
| --- | --- |
| **D.** | Format  |

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|   |   |

|  |  |
| --- | --- |
| **158.** | What can you use to easily filter pivot tables and cube functions interactively in a worksheet?  |
|   |

|  |  |
| --- | --- |
| **A.** | Slicer  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Cutter  |

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|   |

|  |  |
| --- | --- |
| **C.** | Division  |

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|   |

|  |  |
| --- | --- |
| **D.** | Sliver  |

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|   |   |

|  |  |
| --- | --- |
| **159.** | What is typically included in the range of data selected to create a chart?  |
|   |

|  |  |
| --- | --- |
| **A.** | Titles only  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Numeric data and totals only  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Numeric data, totals, and titles  |

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|   |

|  |  |
| --- | --- |
| **D.** | Numeric data and titles  |

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|   |   |

|  |  |
| --- | --- |
| **160.** | John wants to identify the exact value that each column in his chart represents. Which option should he choose?  |
|   |

|  |  |
| --- | --- |
| **A.** | Gridlines  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Arrows  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Pictures  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Labels  |

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|   |   |

|  |  |
| --- | --- |
| **161.** | Edward would like to create a chart that uses vertical rectangles to compare iPod and iPad sales. Which chart type would he create?  |
|   |

|  |  |
| --- | --- |
| **A.** | Bar  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Column  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Line  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Pie  |

 |
|   |   |

|  |  |
| --- | --- |
| **162.** | What graphically represents trends in plotted data and predicts future values?  |
|   |

|  |  |
| --- | --- |
| **A.** | Sparkline  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Trendline  |

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|   |

|  |  |
| --- | --- |
| **C.** | Chartline  |

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|   |

|  |  |
| --- | --- |
| **D.** | Error bar  |

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|   |   |

|  |  |
| --- | --- |
| **163.** | John wants to create a chart that shows trends of sales for four quarters. What type of chart should he create?  |
|   |

|  |  |
| --- | --- |
| **A.** | PivotChart  |

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|   |

|  |  |
| --- | --- |
| **B.** | LineChart  |

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|   |

|  |  |
| --- | --- |
| **C.** | Embedded Chart  |

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|   |

|  |  |
| --- | --- |
| **D.** | Linked Chart  |

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|   |   |

|  |  |
| --- | --- |
| **164.** | Leigh Ann designed a bar chart and would like to add an element to the right of the chart that identifies each bar's color. Which chart feature would she need to include?  |
|   |

|  |  |
| --- | --- |
| **A.** | Axis  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Chart Title  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Data Label  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Legend  |

 |
|   |   |

|  |  |
| --- | --- |
| **165.** | Which is an interactive view of worksheet data that gives a user the ability to summarize the data by selecting categories for grouping?  |
|   |

|  |  |
| --- | --- |
| **A.** | PivotChart  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | PivotTable  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | PivotDate  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Rotate Table  |

 |
|   |   |

|  |  |
| --- | --- |
| **166.** | What ribbon contains the commands for creating charts in Microsoft Excel?  |
|   |

|  |  |
| --- | --- |
| **A.** | Home  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Page Layout  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Insert  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Data  |

 |
|   |   |

|  |  |
| --- | --- |
| **167.** | What ribbon contains the commands used to create a chart in Excel?  |
|   |

|  |  |
| --- | --- |
| **A.** | Home Ribbon  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Insert Ribbon  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Formulas Ribbon  |

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|   |

|  |  |
| --- | --- |
| **D.** | Data Ribbon  |

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|   |   |

|  |  |
| --- | --- |
| **168.** | Which ribbon is visible when a PivotTable is selected, and allows a user to apply various styles to the PivotTable?  |
|   |

|  |  |
| --- | --- |
| **A.** | Layout  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Options  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Design  |

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|   |

|  |  |
| --- | --- |
| **D.** | Format  |

 |
|   |   |

|  |  |
| --- | --- |
| **169.** | John wants to be able to view his monthly sales chart as well as his data on the same worksheet. What type of chart should he create?  |
|   |

|  |  |
| --- | --- |
| **A.** | PivotChart  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | LineChart  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Embedded Chart  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Linked Chart  |

 |
|   |   |

|  |  |
| --- | --- |
| **170.** | Which tab in the PivotChart Tools Ribbon allows a user to apply a chart style to the PivotChart?  |
|   |

|  |  |
| --- | --- |
| **A.** | Design  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Layout  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Format  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Analyze  |

 |
|   |   |

|  |  |
| --- | --- |
| **171.** | Edward would like to create a chart that shows the trend in iPod sales over the past 2 years. Which chart type should he create?  |
|   |

|  |  |
| --- | --- |
| **A.** | Bar  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Column  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Line  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Pie  |

 |
|   |   |

|  |  |
| --- | --- |
| **172.** | Dorothy designed a column chart and would like to change the background color to yellow. Which chart feature would she modify?  |
|   |

|  |  |
| --- | --- |
| **A.** | Axis Title  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Chart Title  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Gridlines  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Plot Area  |

 |
|   |   |

|  |  |
| --- | --- |
| **173.** | Which Chart Tools Ribbon tab enables a user to apply a style to the selected chart?  |
|   |

|  |  |
| --- | --- |
| **A.** | Style  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Design  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Layout  |

 |
|   |

|  |  |
| --- | --- |
| **D.** | Format  |

 |
|   |   |

|  |  |
| --- | --- |
| **174.** | What is the process of viewing a PivotTable report for a subset that meets the criterion only?  |
|   |

|  |  |
| --- | --- |
| **A.** | Filtering  |

 |
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| **B.** | Sorting  |

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| **C.** | Positioning  |

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| **D.** | Arranging  |

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| **175.** | Which is a tiny chart that provides a visual representation of data in a worksheet cell?  |
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| **A.** | Trendline  |

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| **B.** | Sparkline  |

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| **C.** | Dataline  |

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| **D.** | Flashpoint  |

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| **176.** | What are graphical objects that contain buttons a user can click to filter the data in PivotTables and PivotCharts?  |
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| **A.** | Slivers  |

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| **B.** | Partials  |

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| **C.** | Slicers  |

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| **D.** | Movers  |

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| **177.** | John wants to change the chart style on his Pivot table. Which Pivot Table chart tools tab would he choose?  |
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| **A.** | Design  |

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| **B.** | Layout  |

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| **C.** | Format  |

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| **D.** | Analyze  |

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| **178.** | Which command on the Insert Ribbon inserts a graphic from the Microsoft Office collection into a worksheet?  |
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| **A.** | Online Pictures  |

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| **B.** | Picture  |

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| **C.** | SmartArt  |

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| **D.** | Instant Art  |

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| **179.** | Which command creates decorative text in a worksheet?  |
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| **A.** | SmartArt  |

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| **B.** | WordArt  |

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| **C.** | Draw  |

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| **D.** | Shape  |

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| **180.** | Ken has inserted a picture into his spreadsheet and would like it to standout with a frame or 3D effect. Which tool would he use to achieve this?  |
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| **A.** | Picture Styles  |

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| **B.** | Artistic Effects  |

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| **C.** | Corrections  |

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| **D.** | WordArt Styles  |

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| **181.** | Which command on the Page Layout Ribbon enables a user to flip objects on a worksheet?  |
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| **A.** | Align  |

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| **B.** | Arrange  |

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| **C.** | Group  |

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| **D.** | Rotate  |

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| **182.** | Lisa has added WordArt to her spreadsheet. Which tab is now available for her to edit the WordArt?  |
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| **A.** | Data  |

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| **B.** | Design  |

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| **C.** | Style  |

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| **D.** | Format  |

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| **183.** | John would like to add a banner at the top of his spreadsheet. Which object should he insert?  |
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| **A.** | Shapes  |

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| **B.** | Picture  |

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| **C.** | SmartArt  |

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| **D.** | Screenshot  |

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| **184.** | Which command on the Insert Ribbon enables a user to insert a picture of a part of a screen into a worksheet?  |
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| **A.** | Shapes  |

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| **B.** | Picture Cropping  |

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| **C.** | Screen Clipping  |

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| **D.** | Screenshot  |

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| **185.** | Ken has inserted a picture into his spreadsheet that was taken with a low-quality camera. Which tool would allow him to sharpen the image?  |
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| **A.** | Picture Styles  |

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| **B.** | Artistic Effects  |

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| **C.** | Corrections  |

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| **D.** | WordArt Styles  |

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| **186.** | Which command on the Insert Ribbon enables a user to insert a picture of a program window into a worksheet?  |
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| **A.** | Shapes  |

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| --- | --- |
| **B.** | Picture  |

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| **C.** | SmartArt  |

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| **D.** | Screenshot  |

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