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| **MOAC Excel 2013 Lesson 9 - 10 [1275550]** |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | How can a table style be quickly modified to meet user preferences?  |
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| **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  |

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| --- | --- |
| **2.** | 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?  |
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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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| --- | --- |
| **3.** | 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?  |
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| **A.** | Macro  |

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| --- | --- |
| **B.** | Sort  |

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

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

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| **4.** | Which ribbon includes the commands to apply a quick table style to a range of cells?  |
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|  |  |
| --- | --- |
| **A.** | Home  |

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

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

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

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| --- | --- |
| **5.** | Which command on the Home Ribbon do you use to organize data in ascending or descending order?  |
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| --- | --- |
| **A.** | Find & Select  |

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

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

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

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| --- | --- |
| **6.** | 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?  |
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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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| --- | --- |
| **7.** | What is the process of bringing data containing text fields separated by commas into Excel called?  |
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| **A.** | Importing data  |

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

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

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

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| **8.** | Which command on the Home Ribbon do you use to temporarily hide specific values on a worksheet based on a criterion?  |
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| --- | --- |
| **A.** | Find & Select  |

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

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

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

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| **9.** | 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?  |
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| --- | --- |
| **A.** | Group  |

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

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

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| --- | --- |
| **D.** | Outline  |

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| --- | --- |
| **10.** | What Home Ribbon group contains the command used for quickly converting selected cells to a table by choosing a table style?  |
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| --- | --- |
| **A.** | Styles  |

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| --- | --- |
| **B.** | Alignment  |

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| --- | --- |
| **C.** | Editing  |

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| --- | --- |
| **D.** | Font  |

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| **11.** | 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?  |
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| --- | --- |
| **A.** | Ascending  |

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

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

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

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| **12.** | 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?  |
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| --- | --- |
| **A.** | Ascending  |

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

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

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

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| **13.** | Which is a way to qualify data by specifying a matching condition or asking a question of the data?  |
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|  |  |
| --- | --- |
| **A.** | Insert  |

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| --- | --- |
| **B.** | Sort  |

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| --- | --- |
| **C.** | Query  |

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| --- | --- |
| **D.** | Probe  |

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| **14.** | 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?  |
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| --- | --- |
| **A.** | Group  |

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

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

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| --- | --- |
| **D.** | Outline  |

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| **15.** | Kenyon would like to convert the cell range A1:F20 to a Medium 19 style. Which formatting style should he select?  |
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| **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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| **16.** | 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?  |
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| **A.** | SUMIF  |

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| --- | --- |
| **B.** | AVERAGEIF  |

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| --- | --- |
| **C.** | TOTALIF  |

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| --- | --- |
| **D.** | COUNTIF  |

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| **17.** | Elizabeth needs to convert all text in Column A to uppercase. Which function should she use?  |
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| --- | --- |
| **A.** | Trim  |

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

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

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| --- | --- |
| **D.** | Lower  |

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| **18.** | 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?  |
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| --- | --- |
| **A.** | SUMIF  |

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| --- | --- |
| **B.** | AVERAGEIF  |

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

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| --- | --- |
| **D.** | COUNTIF  |

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| **19.** | Jill wants to search her spreadsheet for a value in the first column of her table. What function should she use?  |
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| --- | --- |
| **A.** | VLOOKUP  |

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| --- | --- |
| **B.** | HLOOKUP  |

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| --- | --- |
| **C.** | LOOKUP  |

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| --- | --- |
| **D.** | SEARCH  |

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| **20.** | James wants his spreadsheet to return true when the logical value is false. What function should he use?  |
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| --- | --- |
| **A.** | IF  |

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| --- | --- |
| **B.** | AND  |

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

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| --- | --- |
| **D.** | NOT  |

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| **21.** | 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?  |
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| --- | --- |
| **A.** | SUMIFS  |

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

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| --- | --- |
| **C.** | TOTALIFS  |

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| --- | --- |
| **D.** | COUNTIFS  |

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| **22.** | Tom wants to convert all text to lowercase. Which function should he use?  |
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| --- | --- |
| **A.** | Trim  |

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| --- | --- |
| **B.** | Proper  |

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

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

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| **23.** | Peter wants to replace a specific text in a text string in his spreadsheet. What function should he use?  |
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| --- | --- |
| **A.** | FIND  |

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

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|   |

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

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| --- | --- |
| **D.** | SEARCH  |

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| **24.** | 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?  |
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| --- | --- |
| **A.** | IF  |

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

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|   |

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

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

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| --- | --- |
| **25.** | Tom wants to search his spreadsheet for a value in the fourth row of his table. What function should he use?  |
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| --- | --- |
| **A.** | VLOOKUP  |

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| --- | --- |
| **B.** | HLOOKUP  |

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

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| --- | --- |
| **D.** | SEARCH  |

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| --- | --- |
| **26.** | IF, AND, OR and NOT are all part of which category of functions?  |
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| --- | --- |
| **A.** | Math & Trig  |

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

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

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

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| **27.** | James wants to use an advanced function to search his spreadsheet for a specific string in a text string. What function should he use?  |
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| --- | --- |
| **A.** | FIND  |

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|   |

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

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| --- | --- |
| **C.** | VLOOKUP  |

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| --- | --- |
| **D.** | REPLACE  |

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| --- | --- |
| **28.** | Jessica needs to capitalize the first letter in each word. Which function would she use?  |
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|  |  |
| --- | --- |
| **A.** | Trim  |

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

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

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

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| --- | --- |
| **29.** | SUMIF and SUMIFS are in which category of functions?  |
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| --- | --- |
| **A.** | Math & Trig  |

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|   |

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

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|   |

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

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

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| **30.** | 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?  |
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| **A.** | Convert Text to Column Wizard  |

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

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

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

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| **31.** | 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?  |
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| --- | --- |
| **A.** | New  |

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

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

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| --- | --- |
| **D.** | Show Ink  |

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| --- | --- |
| **32.** | 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?  |
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| --- | --- |
| **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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| **33.** | 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?  |
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| --- | --- |
| **A.** | Share Workbook  |

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

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

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| --- | --- |
| **D.** | Export  |

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| **34.** | 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?  |
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| --- | --- |
| **A.** | Share Workbook  |

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

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|   |

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

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

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| **35.** | What command limits structural changes, such as adding, deleting, or moving sheets, that can be made in a workbook?  |
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| --- | --- |
| **A.** | Protect Workbook  |

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

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

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

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| --- | --- |
| **36.** | Which ribbon contains commands to add a comment about a selected cell in a worksheet?  |
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|  |  |
| --- | --- |
| **A.** | Home  |

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

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

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| --- | --- |
| **D.** | Review  |

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| **37.** | 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?  |
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| **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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| **38.** | 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?  |
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| **A.** | New  |

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| --- | --- |
| **B.** | Delete  |

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

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| --- | --- |
| **D.** | Show Ink  |

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| **39.** | Where is the spell checker feature located in Microsoft Excel?  |
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| **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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