***Exploring Microsoft Office 365, Excel 2019 Comprehensive* (Poatsy)**

**Chapter 2 Introduction to Excel**

1) New workbooks typically contain how many worksheets?

A) 0

B) 1

C) 2

D) 3

Answer: B

Diff: 1

Objective: E1.01 Explore the Excel Window

2) What is the small green square in the bottom right of a cell called?

A) Sizing handle

B) Fill handle

C) Copy/Paste handle

D) Move Cell handle

Answer: B

Diff: 2

Objective: E1.01 Explore the Excel Window

3) What feature in Excel allows you to begin with a 1 in A1 and a 2 in A2 and complete the sequence through the number 30 in A30 without having to type in the entire sequence?

A) Auto Copy

B) There is no such feature in Excel.

C) Auto Complete

D) Auto Fill

Answer: D

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

4) What do you adjust if you see ###### displayed in a cell?

A) number format

B) row height

C) formula in the cell

D) column width

Answer: D

Diff: 2

Objective: E1.04 Manage Columns and Rows

5) Which of the following is *not* true about a Fill color?

A) It is color that displays behind the data in the cell.

B) It can help the data stand out.

C) It *cannot* be applied to an entire row or column.

D) It should contrast with the font color.

Answer: C

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

6) Which of the following would *not* be considered text?

A) Phone number (111.111.1111)

B) Social Security number (111-11-1111)

C) Part number (PT111)

D) =2\*2

Answer: D

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

7) What does pressing the Enter key while in a cell, do?

A) The value is set, and the active cell remains the active cell

B) The value is set, and the cell to the right becomes the active cell

C) The value is set, and the cell below becomes the active cell

D) The value is set, and the action is the same as pressing the Tab key

Answer: C

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

8) Which keyboard shortcut puts the user in cell edit mode?

A) F2

B) Shift F2

C) F3

D) Shift F3

Answer: A

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

9) Which of the following is *not* true of the Formula bar?

A) You can edit cell contents there.

B) It is to the right of the Insert Function command.

C) It allows you to pick from an assortment of formulas.

D) It displays the contents stored in the active cell.

Answer: C

Diff: 2

Objective: E1.01 Explore the Excel Window

10) How is text aligned by default?

A) Left

B) Center

C) Right

D) Decimal

Answer: A

Diff: 1

Objective: E1.02 Enter and Edit Cell Data

11) Which of the following is *not* a valid formula?

A) =D3

B) =2\*2

C) =sum(1,2,3,4,5)

D) =#12/31/2018#-#12/31/2019#

Answer: D

Diff: 3

Objective: E1.03 Create Formulas

12) What can the phrase "Please Excuse My Dear Aunt Sally" help you remember?

A) How to do date calculations

B) Order of operations

C) Naming convention for cell ranges

D) The various printing options available in Excel

Answer: B

Diff: 3

Objective: E1.03 Create Formulas

13) In the formula, =1+(2-3)+5/6-6^2, what will Excel evaluate first?

A) 5/6

B) 1+

C) (2-3)

D) 6^2

Answer: C

Diff: 3

Objective: E1.03 Create Formulas

14) In the formula, =1+(2-3)+5/6-6^2, what will Excel evaluate second?

A) 5/6

B) 1+

C) (2-3)

D) 6^2

Answer: D

Diff: 3

Objective: E1.03 Create Formulas

15) What is the true about an input area?

A) It is used when certain values are used repeatedly throughout the worksheet.

B) It is useful when your values change frequently throughout the worksheet.

C) It should be located below the rest of your data.

D) It should only contain one input cell.

Answer: A

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

16) What should you do if there are columns you need, but do not want to display?

A) Delete the columns you do not want to display then undo your action when finished.

B) Move the columns you want to see so that they are together then move them back to their original locations with finished.

C) Cut and paste the columns you do not want to display to another area of the worksheet.

D) Hide the columns you do not want to display, then unhide them when finished.

Answer: D

Diff: 2

Objective: E1.04 Manage Columns and Rows

17) What does it mean when you see ####### in a cell?

A) Your formula is incorrect.

B) At least one of the cell references in your formula is pointing to an empty cell.

C) Your column is not wide enough.

D) Your row is not tall enough.

Answer: C

Diff: 2

Objective: E1.04 Manage Columns and Rows

18) One point is how big?

A) 1/72 of an inch

B) 1/36 of an inch

C) The same as a pixel

D) The same as one character

Answer: A

Diff: 3

Objective: E1.04 Manage Columns and Rows

19) Which of the following is *not* a way to widen a column?

A) Drag the line between the column headings to the desired size

B) Click on the Column label and drag it to the right.

C) Double-click the line between the column headings

D) Right-click a column heading and select Column Width

Answer: B

Diff: 3

Objective: E1.04 Manage Columns and Rows

20) A range is specified by its \_\_\_\_\_\_\_\_.

A) top and bottom row and left and right column

B) top row and leftmost column

C) top right and bottom left cells

D) top left and bottom right cells

Answer: D

Diff: 2

Objective: E1.05 Select, Move, Copy, and Paste Data

21) What is the best practice to switch the columns and rows in a range?

A) Cut the range, then use the Paste Special option called Values

B) Cut the range, then use the Paste Special option called Transpose

C) Cut the range, then use the Paste Special option called Switch

D) Cut the range, paste it into a blank area, then cut and paste each cell where you want it

Answer: B

Diff: 3

Objective: E1.05 Select, Move, Copy, and Paste Data

22) Which is *not* a valid range?

A) A1:A3, B1:B3

B) A1:A9

C) A1:F1

D) A1:F9

Answer: A

Diff: 2

Objective: E1.05 Select, Move, Copy, and Paste Data

23) Which Paste option would you choose if you wanted to flip the rows and columns?

A) Transpose

B) Rotate

C) Flip

D) Formulas

Answer: A

Diff: 2

Objective: E1.05 Select, Move, Copy, and Paste Data

24) Which Paste option would you choose if you wanted only the computed values to be pasted, but with all formatting intact?

A) Paste

B) Values

C) Values & Number Formatting

D) Values & Source Formatting

Answer: D

Diff: 3

Objective: E1.05 Select, Move, Copy, and Paste Data

25) What Paste option would you choose if you wanted to maintain the formatting of the copied cell, but not its contents?

A) Formatting

B) Keep Source Formatting

C) Paste

D) Keep Formatting Only

Answer: A

Diff: 3

Objective: E1.05 Select, Move, Copy, and Paste Data

26) Where can you find more alignment options?

A) Format Cells dialog box

B) Format Alignment dialog box

C) Format dialog box

D) Format Rows and Columns dialog box

Answer: A

Diff: 1

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

27) Which of the following is *not* included when you use a cell style?

A) Font

B) Cell protection

C) Alignment

D) Borders

Answer: B

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

28) What is the best practice for centering a title over multiple columns?

A) Enter the title in the center column of the range

B) Use the Merge Title feature

C) Use the Merge and Center alignment

D) Use the Combine and Center alignment

Answer: C

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

29) If you have too many words in a cell, but you cannot allow them to bleed over into the next cell, you would use the \_\_\_\_\_\_\_\_ feature in Excel.

A) wrap text

B) truncate text

C) shorten text

D) merge text

Answer: A

Diff: 3

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

30) The default number format is \_\_\_\_\_\_\_\_.

A) Number

B) Left aligned

C) Two decimal places

D) General

Answer: D

Diff: 3

Objective: E1.07 Apply Number Formats

31) Which of the following is *not* a valid number format?

A) $1,000.00

B) $ 1,000.000

C) (1,000.00)

D) $ -1,000.00

Answer: D

Diff: 3

Objective: E1.07 Apply Number Formats

32) What can you *not* do within the worksheet tabs shortcut menu?

A) Format the worksheet

B) Add color to the tab

C) Insert a worksheet

D) Delete a worksheet

Answer: A

Diff: 2

Objective: E1.08 Manage Worksheets

33) Which of the following names of worksheet tabs would be best?

A) Sheet 1

B) Jan

C) January Payroll Information

D) JPAE

Answer: C

Diff: 3

Objective: E1.08 Manage Worksheets

34) The best way to apply Page Setup options to multiple worksheets is to \_\_\_\_\_\_\_\_.

A) group the worksheets

B) use the Format Painter

C) copy and Paste the formatting codes from one sheet to another

D) use the Apply to Selected Sheets formatting command

Answer: A

Diff: 3

Objective: E1.09 Select Page Setup Options

35) What is the best way to make sure your worksheet prints on only one page?

A) Limit the amount of data you put on each worksheet

B) Make the font sizes smaller

C) Make the margins as small as possible

D) Use the Fit to option

Answer: D

Diff: 2

Objective: E1.09 Select Page Setup Options

36) What would *not* be a typical item to have in a header or footer?

A) The spreadsheet designer's name

B) The filename or file path

C) The file size

D) The page number

Answer: C

Diff: 2

Objective: E1.09 Select Page Setup Options

37) What can you *not* do from the Page Setup, Sheet tab?

A) Set margins

B) Set a print area

C) Print gridlines

D) Change the page order

Answer: A

Diff: 2

Objective: E1.09 Select Page Setup Options

38) What can you *not* do directly from the Backstage, Print screen view?

A) Switch to formula view and print formulas

B) Select which printer you want to use

C) Select how much of the worksheet will be printed

D) Set the page orientation

Answer: A

Diff: 2

Objective: E1.10 Preview and Print a Worksheet

39) In Excel, columns are identified by numbers and rows by letters.

Answer: FALSE

Diff: 1

Objective: E1.01 Explore the Excel Window

40) The wrap text feature will automatically move any text that does not fit in a cell to the cell directly below it.

Answer: FALSE

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

41) The cell at row 4 and column B, would be identified as 4B.

Answer: FALSE

Diff: 1

Objective: E1.01 Explore the Excel Window

42) The row height should be the same size as the font height.

Answer: FALSE

Diff: 2

Objective: E1.04 Manage Columns and Rows

43) Adding color to cells is considered a professional design strategy.

Answer: TRUE

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

44) It is always a good practice to test each formula you enter for accuracy.

Answer: TRUE

Diff: 1

Objective: E1.02 Enter and Edit Cell Data

45) The contents of a cell can be seen in the Name box.

Answer: FALSE

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

46) For the fill handle to work you need to have two cells selected.

Answer: FALSE

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

47) Make sure to enter all cell reference in upper case when putting them in formulas.

Answer: FALSE

Diff: 1

Objective: E1.03 Create Formulas

48) It is acceptable to use values in formulas when you know those values will never change.

Answer: TRUE

Diff: 2

Objective: E1.03 Create Formulas

49) The fill handle allows you to copy and paste formulas to adjacent cells.

Answer: TRUE

Diff: 2

Objective: E1.03 Create Formulas

50) When you insert rows or columns all relative references are updated but not any absolute references.

Answer: FALSE

Diff: 3

Objective: E1.04 Manage Columns and Rows

51) You can hide or delete multiple rows or columns by using the Ctrl or Shift key and then selecting the rows or columns you want to hide or delete.

Answer: TRUE

Diff: 2

Objective: E1.04 Manage Columns and Rows

52) Displaying cell formulas can help find errors in formulas more easily.

Answer: TRUE

Diff: 1

Objective: E1.03 Create Formulas

53) If you do not need a row or column any more it is best to hide it instead of deleting it in case you change your mind.

Answer: FALSE

Diff: 3

Objective: E1.04 Manage Columns and Rows

54) Right-clicking a column heading, then selecting Insert, will add a new column to the left of the current column.

Answer: TRUE

Diff: 2

Objective: E1.04 Manage Columns and Rows

55) You cannot hide column A or row 1 because they cannot be unhidden.

Answer: FALSE

Diff: 3

Objective: E1.04 Manage Columns and Rows

56) You can select a range by using the Name Box.

Answer: TRUE

Diff: 2

Objective: E1.05 Select, Move, Copy, and Paste Data

57) It is relatively easy to copy Excel cells into other Office programs.

Answer: TRUE

Diff: 2

Objective: E1.05 Select, Move, Copy, and Paste Data

58) You can move a range by using the cut and paste commands.

Answer: TRUE

Diff: 2

Objective: E1.05 Select, Move, Copy, and Paste Data

59) When you copy and paste a range the relative references do not change.

Answer: FALSE

Diff: 2

Objective: E1.05 Select, Move, Copy, and Paste Data

60) When cells are merged, the merged cell's address becomes the address of the range.

Answer: FALSE

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

61) Bottom Align is the default vertical alignment.

Answer: TRUE

Diff: 1

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

62) Using Alt + Enter is a text wrapping option.

Answer: TRUE

Diff: 3

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

63) If you want to unmerge cells you click the Unmerge alignment option.

Answer: FALSE

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

64) A(n) \_\_\_\_\_\_\_\_ is a type of file that organizes data in rows and columns.

Answer: spreadsheet

Diff: 1

Objective: E1.01 Explore the Excel Window

65) A(n) \_\_\_\_\_\_\_\_ is a collection of one or more related worksheets.

Answer: workbook, spreadsheet

Diff: 1

Objective: E1.01 Explore the Excel Window

66) The intersection between a column and a row is called a(n) \_\_\_\_\_\_\_\_.

Answer: cell

Diff: 1

Objective: E1.01 Explore the Excel Window

67) The current cell is also known as the \_\_\_\_\_\_\_\_ cell.

Answer: active

Diff: 1

Objective: E1.01 Explore the Excel Window

68) The \_\_\_\_\_\_\_\_ feature can pull only part of a cell's value and place it into another cell.

Answer: Flash Fill, FlashFill

Diff: 3

Objective: E1.02 Enter and Edit Cell Data

69) The \_\_\_\_\_\_\_\_ feature displays any values in the column that match what the user has typed so far.

Answer: AutoComplete

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

70) The \_\_\_\_\_\_\_\_ area is where you store the variable you will be using in the worksheet.

Answer: input

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

71) The \_\_\_\_\_\_\_\_ area contains the formulas which are dependent on values found elsewhere in the sheet.

Answer: output

Diff: 1

Objective: E1.02 Enter and Edit Cell Data

72) The \_\_\_\_\_\_\_\_ feature helps you complete an incremental series.

Answer: AutoFill

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

73) \_\_\_\_\_\_\_\_ can be used in calculations, whereas text cannot.

Answer: Values

Diff: 2

Objective: E1.02 Enter and Edit Cell Data

74) Using \_\_\_\_\_\_\_\_ often decreases the amount of time it takes to enter cell references in formulas.

Answer: semi-selection, semi selection

Diff: 3

Objective: E1.03 Create Formulas

75) You should use \_\_\_\_\_\_\_\_ in formulas whenever possible instead of simply typing in numbers.

Answer: cell references

Diff: 2

Objective: E1.03 Create Formulas

76) A(n) \_\_\_\_\_\_\_\_ is a group of cells which have been selected at the same time.

Answer: range

Diff: 1

Objective: E1.05 Select, Move, Copy, and Paste Data

77) A(n) \_\_\_\_\_\_\_\_ range contains multiple ranges that are not positioned in a contiguous cluster in the worksheet.

Answer: nonadjacent

Diff: 3

Objective: E1.05 Select, Move, Copy, and Paste Data

78) A(n) \_\_\_\_\_\_\_\_ is a collection of format characteristics that provides a consistent appearance within a worksheet and among similar workbooks.

Answer: cell style

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

79) The \_\_\_\_\_\_\_\_ feature allows you to move some text to another line within the same row.

Answer: wrap text

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

80) Shifting a cell's contents to the right or left to help it stand out from the row above or below is known as \_\_\_\_\_\_\_\_.

Answer: indenting

Diff: 3

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

81) Cell \_\_\_\_\_\_\_\_ refers to how data are located within the boundaries of the cell.

Answer: alignment

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

82) The \_\_\_\_\_\_\_\_ area is designed to contain formulas which are dependent on values in the input area.

Answer: output

Diff: 1

Objective: E1.02 Enter and Edit Cell Data

83) The \_\_\_\_\_\_\_\_ color is what is visible behind the value in a cell.

Answer: fill

Diff: 2

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

84) A(n) \_\_\_\_\_\_\_\_ is a line you can put around a cell or range of cells for emphasis.

Answer: border

Diff: 1

Objective: E1.06 Apply Cell Styles, Cell Alignment, and Font Options

85) Number \_\_\_\_\_\_\_\_ controls how a value appears in a cell.

Answer: formatting

Diff: 2

Objective: E1.07 Apply Number Formats

86) When you do not need the data on a worksheet you should \_\_\_\_\_\_\_\_ it to make the file smaller.

Answer: delete

Diff: 1

Objective: E1.08 Manage Worksheets

87) \_\_\_\_\_\_\_\_ a carefully formatted worksheet can save you a lot of time when you need that formatting on another sheet.

Answer: Copying

Diff: 2

Objective: E1.08 Manage Worksheets

88) The \_\_\_\_\_\_\_\_ feature allows you to see how a document would print before you actually print it.

Answer: print preview

Diff: 1

Objective: E1.10 Preview and Print a Worksheet

89) Match the following terms with their description:

I. XFD

II. Range

III. Value

IV. Semi-selection

V. Text

A. A measurable amount

B. Also called pointing

C. The last possible column in a worksheet

D. A combination of letters not used in calculations

E. A group of cells selected at the same time

Answer: C, E, A, B, D

Diff: 1

Objective: Multiple Objectives

90) Match the following terms with their description:

I. Zoom control

II. Workbook

III. Worksheet

IV. Sheet tab

V. Cell

A. Makes the text on the screen smaller or larger

B. Contain labels, values and formulas

C. The intersection of a column and a row

D. Shows the name of the worksheet

E. The same as a spreadsheet

Answer: A, E, B, D, C

Diff: 1

Objective: Multiple Objectives

91) Match the following terms with their description:

I. Name Box

II. Order of operations

III. Formula

IV. Fill handle

V. Pointing

A. Always begins with an equals sign (=)

B. Small green square used to perform various actions

C. Displays the address of the active cell

D. Also known as semi-selection

E. PEMDAS

Answer: C, E, A, B, D

Diff: 2

Objective: Multiple Objectives

92) Match the following terms with their description:

I. Paste Special

II. Transpose

III. Flash Fill

IV. Accounting number format

V. Currency number format

A. Opens a gallery of options for pasting

B. Puts the $ at the left margin of the cell

C. Flips rows and columns when pasted

D. Puts the $ next to the leftmost number

E. Fills in data based on previous column's data

Answer: A, C, E, B, D

Diff: 2

Objective: Multiple Objectives

93) Match the following terms with their description:

I. AutoComplete

II. Auto Fill

III. Column heading

IV. Row heading

V. Alignment

A. The letter in the cell reference "F4"

B. Helps complete a logical sequence

C. The number in the cell reference "F4"

D. Refers to how data are positioned in the boundaries of a cell.

E. Matches the letters you type to another value in the column if the letters match

Answer: E, B, A, C, D

Diff: 1

Objective: Multiple Objectives

94) Match the following terms with their description:

I. Normal view

II. Page Layout view

III. Page Break Preview

IV. View controls

V. Sheet tab navigation

A. Displays data and page breaks

B. Allows you to go to the first, previous, next, or last sheet in a workbook

C. Does not display margins or page breaks

D. Icons that let you change views

E. Displays data and margins

Answer: C, E, A, D, B

Diff: 2

Objective: Multiple Objectives

95) Match the following Excel Elements with their description or action:

I. Enter

II. Cancel

III. Status bar

IV. Zoom control

V. Formula bar

A. Reverts back to previous data

B. Shows the contents of the active cell

C. Displays information about a command or operation as it is being performed

D. Accepts the data

E. Allows you to see more or less on the screen at one time

Answer: D, A, C, E, B

Diff: 1

Objective: E1.01 Explore the Excel Window

96) Match the following navigation shortcuts with their actions:

I. Right arrow

II. Page Down

III. Home

IV. End

V. Ctrl + Home

A. Moves active cell down one screen

B. This does nothing by itself

C. Moves active cell to column A, row 1

D. Moves active cell to column A in that row

E. Moves right one cell in the same row

Answer: E, A, D, B, C

Diff: 1

Objective: E1.01 Explore the Excel Window

97) Match the following Paste options with their description:

I. Values

II. Picture

III. Paste Link

IV. Linked Picture

V. Paste

A. A reference to the cells, not the cell contents

B. Unformatted results of formulas

C. Cell contents and all formatting

D. A non-editable copy of your data

E. Changes if the content changes

Answer: B, D, A, E, C

Diff: 2

Objective: E1.05 Select, Move, Copy, and Paste Data