


## Excel 2003 Assessment Answers

1. An Excel file is referred to as a...
  - a. Document
  - b. Workbook **Correct**
  - c. Database
  - d. Spreadsheet
2. The formula bar displays...
  - a. The formula in the cell **Correct**
  - b. The formatting of the cell
  - c. The result of the formula in the cell
  - d. The date/time the formula was last updated
3. Which of the following is an acceptable formula in Excel?
  - a. 2+2=
  - b. (4-2)
  - c. \*10+5
  - d. =20/2 **Correct**
4. By default, the Enter key moves you to the cell \_\_\_\_\_ the current cell
  - a. To the left of
  - b. Below **Correct**
  - c. To the right of
  - d. Above
5. Pressing the delete key on the keyboard removes...
  - a. Only the contents from the cell **Correct**
  - b. Only the formatting from the cell
  - c. Only the comments from the cell
  - d. Both the contents and formatting from the cell
6. What is the file extension for a Microsoft Excel file?
  - a. .mdb
  - b. .cel
  - c. .exe
  - d. .xls **Correct**
7. Which of the following is **not** a method of editing data?
  - a. Double-clicking on a cell
  - b. Edit | Edit Cell from the menu bar **Correct**
  - c. Pressing the F2 key
  - d. Using the formula bar
8. Clicking and dragging the small black square located in the lower right corner of the cell
  - a. Moves the data
  - b. Copies/fills a series of information **Correct**
  - c. Selects the cells

- d. Adds a border to the cell(s)

9. Which of the following is **not** a correct cell reference?
- A56000
  - IV8
  - 2B **Correct**
  - BB992
10. Which of the following **cannot** be accessed under File | Page Setup?
- Margins
  - Orientation
  - Page Break Preview **Correct**
  - Print
11. Page Break Preview...
- Allows you to preview and adjust page breaks **Correct**
  - Only allows you to preview page breaks
  - Previews all the worksheets in a workbook
  - Creates a report listing the page breaks in your workbook and creates hyperlinks to them
12. In order to keep column headings on the screen as you work...
- Select "Rows to repeat at top" in Page Setup
  - Copy and paste the column headings to each row at the top of your screen
  - Click within the row and select Window | Freeze Panes **Correct**
  - Select "Columns to repeat at left" in Page Setup
13. The AutoCalculate feature is displayed on the...
- Standard Toolbar
  - Status Bar **Correct**
  - Formula Bar
  - Scroll Bar
14. To center text across multiple cells...
- Click in the middle cell and type your text
  - Select the cells and click the Center icon  on the formatting toolbar
  - Use the center across selection feature **Correct**
  - Select the cells and just begin typing
15. To select multiple cells that are non-adjacent, use the \_\_\_\_ key.
- Shift
  - Alt
  - Ctrl **Correct**
  - F2
16. To AutoFit Selection for a column...
- Right-click the column letter
  - Double-click between the column headings **Correct**
  - Click and drag to widen the column
  - Triple-click between the column headings