


Excel 2003 Assessment

1. An Excel file is referred to as a...
 - a. Document
 - b. Workbook
 - c. Database
 - d. Spreadsheet
2. The formula bar displays...
 - a. The formula in the cell
 - 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
4. By default, the Enter key moves you to the cell _____ the current cell
 - a. To the left of
 - b. Below
 - c. To the right of
 - d. Above
5. Pressing the delete key on the keyboard removes...
 - a. Only the contents from the cell
 - 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
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
 - 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
 - c. Selects the cells
 - d. Adds a border to the cell(s)

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