


## Excel Assessment Questions

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. .mdbx
  - b. .celx
  - c. .exex
  - d. .xlsx

7. Which of the following is **not** a method of editing data?
  - a. Double-clicking on a cell
  - b. Home Tab | Cells Group
  - 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 correct cell reference?
  - a. A56000
  - b. IV8
  - c. 2B
  - d. BB992
  
10. Which of the following **cannot** be accessed under the Office button/File tab?
  - 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. View Tab | Window Group | Freeze Panes
  - d. Select "Columns to repeat at left" in Page Setup

13. The AutoCalculate feature is displayed on the...
- Quick Access Toolbar
  - Status Bar
  - 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
  - Select the cells and just begin typing
15. To select multiple cells that are non-adjacent, use the \_\_\_\_\_ key.
- Shift
  - Alt
  - Ctrl
  - F2
16. To AutoFit Selection for a column...
- Right-click the column letter
  - Double-click between the column headings
  - Click and drag to widen the column
  - Triple-click between the column headings