

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

District: Robeson

Assessment: 9\_12 Business and IT BM20 - Microsoft Excel and Access Test 4

Description: Excel Trial

Form: 501

**1. Which is a special workbook a user can create and then use as a pattern to create new, similar workbooks or worksheets?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Form
- B. Boilerplate
- C. SmartSheet
- D. Template**

**2. Joan wants to add a new entry at the bottom of her spreadsheet. What is the shortcut that will take her to the last record on her spreadsheet?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Ctrl + Home
- B. Ctrl + End**
- C. End + Down Arrow
- D. Ctrl + 1

**3. What area contains the command used to print a worksheet in Microsoft Excel?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Home Ribbon
- B. Page Layout Ribbon
- C. File Tab**
- D. Quick Access Toolbar

4. Joyce needs to access a spreadsheet she saved yesterday. Which command would she select?

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Exit
- B. Open**
- C. Save
- D. Save As

5. What feature was created for users who prefer to use the keyboard rather than the mouse, and provides keyboard code icons that may be used in conjunction with the ALT key?

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Quick Access Toolbar
- B. Hot Keys**
- C. Mini Toolbar
- D. Key Tips

6. How is a cell reference in a formula and its corresponding location in a worksheet identified?

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Arrows pointing from the formula to the location
- B. Cell reference and cell location are circled
- C. Cell reference and cell location are outlined in matching colors**
- D. Lines connect from the formula to the location

7. Which Microsoft Office object would you use for quick, convenient, one-click access to frequently used Excel commands?

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Quick Access Toolbar**
- B. Title bar
- C. Status bar
- D. Formula Bar

8. Which ribbon contains the command to apply a theme to a worksheet in Microsoft Excel?

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Home
- B. Page Layout**
- C. Data
- D. View

**9. Which command enables a user to save an existing worksheet with a new name or save the worksheet in a new location?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Close
- B. Save
- C. Save As**
- D. Exit

**10. What is the name of the list of frequently used Excel commands available when a user right-clicks an item in the worksheet?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Mini Toolbar
- B. Quick Access Toolbar
- C. Shortcut Menu**
- D. Shortcut Toolbar

**11. Which tab do you use to display the area that contains the print command?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Home
- B. Page Layout
- C. View
- D. File**

**12. Which command do you use to close an open file and completely exit the Microsoft Excel program?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Close
- B. Save As
- C. Exit**
- D. Quit

**13. What command will arrange Microsoft Excel windows so that they appear side by side on the screen?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Zoom to Selection
- B. New Window
- C. Arrange All**
- D. Freeze Panes

**14. To help organize and identify Microsoft Excel files by providing details about the files, which of the following would you use?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. File details
- B. Document properties**
- C. File facts
- D. Document options

**15. Where can you find the command to apply a fill color to a cell or range of cells in a worksheet?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Home Ribbon**
- B. Insert Ribbon
- C. Page Layout Ribbon
- D. View Ribbon

**16. Sharon's spreadsheet contains information about the number of music downloads in F25. "25" identifies the:**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Cell
- B. Column
- C. Range
- D. Row**

**17. John has highlighted the data he would like to print. Which print option should he choose?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Print Selection**
- B. Print Active Sheet
- C. Print Entire Workbook
- D. Fit to One Page

**18. What command do you use to insert information into a worksheet that will display at the top and bottom edges of the printed page?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Margins
- B. Print titles
- C. Header & Footer**
- D. Page Setup

**19. What occurs when the cursor is moved over a cell and a user clicks?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. The row is selected
- B. The cell is selected**
- C. The column is selected
- D. The worksheet is selected

**20. Which of the following software programs is a powerful spreadsheet program that allows users to organize data, complete calculations, and graph data?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Word 2010
- B. Publisher 2010
- C. Excel 2010**
- D. PowerPoint 2010

**21. Which ribbon option opens a related dialog box?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Ellipse
- B. Drop-down Arrow
- C. Launcher**
- D. Slider

**22. Joan wants to format the cells in her spreadsheet. What is the shortcut that will open the format dialog box?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Ctrl + Home
- B. Ctrl + End
- C. End + Down Arrow
- D. Ctrl + 1**

**23. Which of the following would you use to enter, calculate, manipulate, and analyze data such as numbers and text in Excel?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Workbook
- B. Worksheet**
- C. Notepad
- D. Folder

**24. John want to print only the Inventory worksheet that he is currently working on in his workbook. Which option should he choose?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Print Selection
- B. Print Active Sheet**
- C. Print Entire Workbook
- D. Fit to One Page

**25. Which group on the View Ribbon enables a user to show or hide the ruler, gridlines, Formula Bar, or headings?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Workbook views
- B. Show**
- C. Zoom
- D. Window

**26. John's workbooks includes 3 worksheets. Which option should he choose to print them?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Print Selection
- B. Print Active Sheet
- C. Print Entire Workbook**
- D. Fit to One Page

**27. Which of the following notebook- like features organizes the sheets for use in Excel?**

NCCTE.9\_12.BE.BM20.1.01

RBT:

- A. Workbook**
- B. Worksheet
- C. Notepad
- D. Folder

**28. What is the process of using the mouse to move or copy cells called?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Click and paste
- B. Drag and move
- C. Dragging
- D. Drag and drop**

**29. Which command on the Fill options dialog box is the default option?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Copy Cells
- B. Fill Formatting Only
- C. Fill without Formatting
- D. Fill Series**

**30. David wants to key the numbers 1 to 1,000 in Column A of his spreadsheet. What command should he use to complete this task?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. AutoFill**
- B. Filter
- C. Find and Replace
- D. Sort

**31. Alicia needs to move the data in cell B5 to cell E5. Which command would she select?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Clear
- B. Copy
- C. Cut**
- D. Format Painter

**32. Where can you find the Insert Function button in Microsoft Excel?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Quick Access Toolbar
- B. Formula bar**
- C. Status bar
- D. Shortcut menu

**33. Jennifer needs to identify the values in column B for a statistics report. Which type of entry should she use in the column header?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. values
- B. formulas
- C. labels**
- D. functions

**34. What method is the MOST EFFICIENT way to copy five separate formulas to adjacent cells simultaneously?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Copy method from Shortcut Menu
- B. Copy using the Fill Handle**
- C. Copy from the Home Ribbon
- D. Copy using the Quick Access Toolbar

**35. Which command on the Insert Ribbon creates a link to a web page, picture, email address, or program in a worksheet?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Hyperlink**
- B. Web link
- C. Linkup
- D. Text link

**36. Which area, on the left side of the formula bar, can you look at to determine the cell address of a selected cell?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Cell box
- B. Address box
- C. Name box**
- D. Formula box

**37. Joan has a table that includes demographic information about her employees. What does all the information about one employee represent?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Entry
- B. Workbook
- C. Row**
- D. Column

**38. Joan is creating a table that will include demographic information about her employees. What is each header in her table considered?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Label**
- B. Value
- C. Formula
- D. Function



**39. In an Microsoft Excel worksheet, how do you change the width of a column so that the widest entry will fit?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

**A. Smart Fit**

**B. AutoFit**

**C. Best Fit**

**D. True Fit**

**40. Alicia needs to delete the data in cell B5. Which command would she select?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

**A. Clear**

**B. Copy**

**C. Cut**

**D. Format Painter**

**41. Jennifer needs to identify the values in column B for a sales report. Which type of entry should she use in the column header?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

**A. values**

**B. formulas**

**C. labels**

**D. functions**

**42. What is the name of the small black square in the lower-right corner of the heavy border of an active cell that repeats a cell's value in adjacent cells?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

**A. Fill handle**

**B. Filler**

**C. Copy handle**

**D. Copy box**

**43. Joan has entered her name in the First Name field in cell B2 of her table. What does her First Name represent in the table?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Entry**
- B. Workbook
- C. Row
- D. Column

**44. In Microsoft Excel, which feature makes an exact replica of the cell data and format while keeping the original cell intact?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Paste
- B. Move
- C. Cut
- D. Copy**

**45. Which dialog box contains the commands to specify an exact date and time format to use for a selected cell in a worksheet?**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Number
- B. Font
- C. Paragraph
- D. Format Cells**

**46. Sharon's spreadsheet contains information about the number of music downloads in F1:F25. F1:F25 represents a:**

NCCTE.9\_12.BE.BM20.1.02

RBT:

- A. Cell
- B. Column
- C. Range**
- D. Row

**47. Carl notices the last two lines of text in cell B4 are not showing up in his spreadsheet. How could Carl format the cell to correct this problem?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. AutoFit
- B. Special Formatting
- C. Subscript Formatting
- D. Wrap Text**

**48. Which command do you use to remove manual page breaks from a worksheet area?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Select break, press Delete on keyboard
- B. Select Remove Page Break from the Breaks drop-down area**
- C. Select break, press Backspace on keyboard
- D. Select break, press Remove Page Break from Shortcut Menu

**49. Which command do you use to reduce the margin between the border and the text in an indented cell?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Orientation
- B. Decrease Indent**
- C. Column Width
- D. Alignment

**50. Which command do you use to format a cell or selected cells quickly by choosing from a defined list of styles?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Format as Table
- B. Cell Style**
- C. Conditional Formatting
- D. Form

**51. In Microsoft Excel, what do you use to emphasize certain entries and make the worksheet easier to read and understand?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Formatting**
- B. Printing
- C. Arranging
- D. Configuring

**52. Column D in a spreadsheet contains information about regional sales. Which formatting would be most appropriate for the data in column D?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

**A. Currency**

B. Date

C. Number

D. Text

**53. Column D in a spreadsheet contains employee ID Number. Which formatting would be most appropriate for the data in column D?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

A. Currency

B. Date

C. Number

**D. Text**

**54. Jack would like to force the data in his spreadsheet to fit on one page when printed. Which option should he select?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

A. Freeze

B. Header

C. Hide

**D. Scale**

**55. Jim would like the data in Row 1 of his spreadsheet to repeat on every page of his printout. What page setup option should he change?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

A. Orientation

B. Page Break

C. Print Area

**D. Print Titles**

**56. Which command on the Home Ribbon do you use to remove cells, rows, or columns from a worksheet or table?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Delete**
- B. Remove
- C. Format
- D. Format as Table

**57. Kenyon would like to apply the Title format to the data in Row 1 of a spreadsheet. Which formatting style should he select?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Cell Style**
- B. Conditional Formatting
- C. Fill Color
- D. Format as Table

**58. John notices that column D is not showing on his spreadsheet. What action does he need to take to view column D?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Freeze Panes
- B. Split
- C. Hide
- D. Unhide**

**59. On which short-cut menu can a user hide a row or column from view without permanently deleting the information?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Choose the Disappear command on the Shortcut menu
- B. Choose the Hide command on the Quick Access Toolbar
- C. Choose the Show/Hide command on the Home Ribbon
- D. Choose the Hide command on the Shortcut menu**

**60. Which command group on the Page Layout Ribbon controls the presence of gridlines and headings on a worksheet?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Themes
- B. Page Setup
- C. Sheet Options**
- D. Arrange

**61. Which dialog box in Microsoft Excel do you use to set the rotation of text in a cell to a specific degree?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Orientation
- B. Format Cells**
- C. Format Text
- D. Alignment

**62. Jim would like to print only the cell range A1:F20. What page setup option should he change?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Orientation
- B. Page Break
- C. Print Area**
- D. Print Titles

**63. Which view is the default view used in Microsoft Excel?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Page Layout
- B. Print
- C. Normal**
- D. Web

**64. On the Home Ribbon, what do you use to change the font size of characters in a cell?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Font drop-down list
- B. Font Size drop-down list**
- C. Font Style drop-down list
- D. Cell Styles drop-down list

**65. Jack would like the data in Row 10 not to display on his spreadsheet. Which option should he select?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Freeze
- B. Header
- C. Hide**
- D. Scale

**66. Which defines the appearance and shape of the letters, numbers, and special characters in Microsoft Excel?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Alignment
- B. Font**
- C. Size
- D. Effects

**67. Which command on the Home Ribbon do you use to rotate text to a vertical or diagonal angle in a worksheet?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Font
- B. Orientation**
- C. Wrap Text
- D. Merge & Center

**68. What defines the color of the characters in an Microsoft Excel worksheet?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Font size
- B. Font color**
- C. Cell color
- D. Background

**69. Which quick-number style button formats numbers to display as currency in the worksheet?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Percent
- B. Accounting**
- C. Comma
- D. Dollar

**70. Kenyon would like to convert the cell range A1:F20 to a Medium 19 style. Which formatting style should he select?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Cell Style
- B. Conditional Formatting
- C. Fill Color
- D. Format as Table**

**71. Which command on the Page Layout Ribbon enables a user to mark where a new page will begin on the printed copy?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Print Area
- B. Breaks**
- C. Background
- D. Effects

**72. What type of formatting appears only when the value in a cell meets conditions specified by a user?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Criterion
- B. Conditional**
- C. Logical
- D. Restrictive

**73. Which command on the Home Ribbon do you use to format row height and column width, organize sheets, and protect or hide cells in a worksheet?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Insert
- B. Form
- C. Sort & Filter
- D. Format**

**74. On the Home Ribbon, what do you use to change the text color of characters in a cell?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Font Color drop-down list**
- B. Font Size drop-down list
- C. Fill Color drop-down list
- D. Cell Styles drop-down list



**75. Which set of formatting choices includes a set of colors, fonts, and effects that you can apply to a worksheet to enhance its appearance?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Layout
- B. Template
- C. Theme**
- D. Design

**76. Trey would like to outline the cell range A1:F20. Which formatting style should he select?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Borders**
- B. Cell Style
- C. Conditional Formatting
- D. Format as Table

**77. What command do you use to apply a background color to cells in a worksheet?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Drawing
- B. Fill Color**
- C. Borders & Shading
- D. Highlight

**78. Which term describes the blank portions of a page that fall outside the main body of the printed document?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Borders
- B. Edges
- C. Frames
- D. Margins**

**79. Kathryn needs the title in cell A1 to align horizontally across cells A1 through D1. Which alignment option should she select?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Center
- B. Merge and Center**
- C. Orientation
- D. Wrap Text

**80. Joan is showing her spreadsheet to a customer and does not want the customer to be able to see the wholesale prices column. What option should she choose?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Freeze
- B. Split
- C. Page Break
- D. Hide**

**81. Which command on the Home Ribbon joins selected cells into one and centers that content into a larger single cell?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Wrap Text
- B. Group Cells
- C. Cell Styles
- D. Merge & Center**

**82. Kathryn needs the text in cell A1 to be angled at 90 degrees. Which alignment option should she select?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. Center
- B. Merge and Center
- C. Orientation**
- D. Wrap Text

**83. Carl notices that the data in cell E4 reads #####. What command could Carl choose to correct this problem?**

NCCTE.9\_12.BE.BM20.1.03

RBT:

- A. AutoFit**
- B. Special Formatting
- C. Subscript Formatting
- D. Wrap Text

**84. Which view enables a user to create or modify a worksheet while seeing how it will look in printed format?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Page Layout**
- B. Print
- C. Normal
- D. Web

**85. Which command on the Home Ribbon do you use to replace information in a selected cell with new information or new formatting?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Font
- B. Format Cell
- C. Cell Styles
- D. Find & Select**

**86. How is an exact copy of a worksheet created within the same workbook?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. While pointing to the sheet tab, choose Copy from the Shortcut Menu
- B. Right-click the sheet tab, then choose Move or Copy from the Shortcut Menu**
- C. While pointing to the Select All button, choose Move or Copy from the Shortcut Menu
- D. Choose Move or Copy from the Quick Access Toolbar

**87. Jack would like the data in Row 1 to remain stationary on the screen while he scrolls. Which option should he select?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Freeze**
- B. Header
- C. Hide
- D. Scale

**88. How would you move sheet tabs to a new position in the workbook?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Choose Move on the Home Ribbon
- B. Click and drag the sheet tab to the new location**
- C. Choose Move on the Insert Ribbon
- D. Choose Relocate on the Quick Access Toolbar

**89. Joan wants to be able to view row 1 as well as column A while scrolling through her worksheet. Which option should she choose?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Freeze**
- B. Split
- C. Page Break
- D. Hide

**90. Virgil wants to customize the sheet tabs in his workbook with the names June, July, and August. Which command should he choose?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Insert
- B. Move
- C. Rename**
- D. Tab Color

**91. John wants to be able to view multiple areas of his spreadsheet at the same time. What would be his best option?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Freeze Panes
- B. Split**
- C. Hide
- D. Unhide

**92. Virgil needs to transfer a worksheet in the current workbook to a different workbook. Which command should he choose?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Insert
- B. Move**
- C. Rename
- D. Tab Color

**93. What feature of Microsoft Excel keeps a portion of a worksheet visible while the other portion scrolls?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Zoom
- B. Select
- C. Freeze Panes**
- D. Rotate

**94. John's spreadsheet includes multiple pages of records. If John wants to view his headings while scrolling through his spreadsheet what should he do?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

**A. Freeze Panes**

B. Split

C. Hide

D. Unhide

**95. What is a single character, word, or phrase in a cell on a worksheet that is typically used in searches?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

A. Text

**B. String**

C. Thread

D. Key

**96. David wants to change all occurrences of "North Carolina" to "NC" in his spreadsheet. What command should he use to complete this task?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

A. AutoFill

B. Filter

**C. Find and Replace**

D. Sort

**97. John would like to change the order of the worksheets in his workbook. Which option would he choose?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

A. Insert

B. Delete

C. Copy

**D. Move**

**98. What command do you use to increase or decrease the view of a selected cell or range of cells to fill the Excel Window area for better visibility?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Magnify Area
- B. Enlarge Selected Area
- C. Amplify Range
- D. Zoom to Selection**

**99. John would like to remove a worksheet from his workbook. Which option would he choose?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Insert
- B. Delete**
- C. Copy
- D. Move

**100. Virgil wants to emphasize the sheet tabs in his workbook. Which command should he choose?**

NCCTE.9\_12.BE.BM20.1.04

RBT:

- A. Insert
- B. Move
- C. Rename
- D. Tab Color**

**101. Sandra is creating a formula to multiply the values in cells B4 and C4. Which formula should she use?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. =B4+C4
- B. =B4\*C4**
- C. =B4 x C4
- D. =B4-C4

**102. Which command on the Home Tab displays the total of the selected cells directly after the selected cells?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. AutoSum**
- B. Add
- C. Total
- D. Calculate

**103. What do you call it when you reference cells in other sheets in a workbook formula using the sheet name as the reference rather than the cell address?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

A. Calling the Sheet

B. Name reference

C. Sheet Name

**D. Worksheet Reference**

**104. What function adds all of the numbers in a range of cells?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

A. Calculate

**B. Sum**

C. Compute

D. Add

**105. Larkeysha has created a spreadsheet containing student grades. Which function would she use to return the current date and time in cell A1?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

A. COUNT

B. IF

**C. NOW**

D. TODAY

**106. Amanda has created a spreadsheet containing test grades for the first nine weeks. Which function would she use to estimate the grade on her next test?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

**A. AVERAGE**

B. MAX

C. MIN

D. SUM

**107. Which command group on the Formulas Ribbon allows a user to choose from various categories of functions to use in a worksheet?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. Function Library**
- B. Defined Names
- C. Formula Auditing
- D. Calculation

**108. Which group on the Formulas Ribbon enables a user to specify when a formula is computed?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. Function Library
- B. Defined Names
- C. Formula Auditing
- D. Calculation**

**109. Which function do you use to insert today's date in a worksheet so that it automatically updates each time the worksheet is opened?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. Today**
- B. Weekday
- C. Date
- D. CurrentDate

**110. Gabriel needs to create a shortcut formula in cell B40 to calculate total sales located in cells B1 through B39. Which function should he create?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. =\$B\$1+25
- B. =B1+25
- C. =SUM(B1:B39)**
- D. =B1:B39



**111. What type of formula cell reference instructs Microsoft Excel to keep the cell reference constant in the formula as it copies it to the destination area?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. Relative
- B. Mixed
- C. Absolute**
- D. Unconditional

**112. Sandra is creating a formula to subtract the values in cells B4 and C4. Which formula should she use?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. =B4+C4
- B. =B4\*C4
- C. =B4/C4
- D. =B4-C4**

**113. Which of the following are valid Microsoft Excel functions?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. AVERAGE, MAX, and NUM
- B. MAX, MIN, and WEEK
- C. AVERAGE, MAX, and MIN**
- D. WEEKDAY, MAX, and CLOSE

**114. Wendy has created a spreadsheet to keep track of company sales. Sales for the East region are located in cells D1 through D13. Which function would she use to calculate total sales for the East region?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. =SUM(D1:D13)**
- B. =SUM(D1+D13)
- C. =SUM(D1-D13)
- D. =SUM(1D:13D)

**115. Which group on the Formulas Ribbon contains a command that allows a user to create names for cells to use in a formula?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. Function Library
- B. Defined Names**
- C. Formula Auditing
- D. Calculation

**116. Wendy has created a spreadsheet to keep track of company sales. Sales for the East region are located in cells D1 through D13. Which function would she use to find the highest sales for the East region?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

**A. =MAX(D1:D13)**

B. =MAX(D1+D13)

C. =MAX(D1\*D13)

D. =MAX(1D:13D)

**117. Gabriel needs to create a formula that does not change when it is copied to cell B2. Which formula should he create?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

**A. =\$B\$1+25**

B. =B1+25

C. =1\$B\$+25

D. =B1:B3

**118. Jennifer is calculating her GPA. If she uses "=(A1+A2+A3+A4)/4", this is an example of which type of entry?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

A. values

**B. formulas**

C. labels

D. functions

**119. Angie is calculating her average sales for the past four months. If she uses "=AVERAGE(B1:B4)", this is an example of which type of entry?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

A. values

B. formulas

C. labels

**D. functions**

**120. Which of the following is made up of two values and a relational operator, and is true or false for each cell in the range?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. Condition**
- B. State
- C. Restriction
- D. Logic

**121. When copying values in Microsoft Excel, which feature automatically adjusts cell references for the new copy location?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. Absolute reference
- B. Certain reference
- C. Variable reference
- D. Relative reference**

**122. Amanda has created a spreadsheet containing test grades for the first nine weeks. Which function would she use to find the highest test grade?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. AVERAGE
- B. MAX**
- C. MIN
- D. SUM

**123. What is a prewritten formula that is built into Microsoft Excel called?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. Utility
- B. Procedure
- C. Function**
- D. Statement

**124. Larkeysha has created a spreadsheet containing student grades. Which function would she use to return the current date in cell A1?**

NCCTE.9\_12.BE.BM20.1.05

RBT:

- A. COUNT
- B. IF
- C. NOW
- D. TODAY**

**125. Edward would like to create a chart that shows the trend in iPod sales over the past 2 years. Which chart type should he create?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Bar
- B. Column
- C. Line**
- D. Pie

**126. What is the process of viewing a PivotTable report for a subset that meets the criterion only?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Filtering**
- B. Sorting
- C. Positioning
- D. Arranging

**127. Edward would like to create a chart that uses vertical rectangles to compare iPod and iPad sales. Which chart type should he create?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Bar
- B. Column**
- C. Line
- D. Pie

**128. When creating a PivotTable, which are drawn in columns in the worksheet data?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Records
- B. Fields**
- C. Cells
- D. Ranges

**129. Leigh Ann designed a bar chart and would like to add an element to the right of the chart that identifies each bar's color. Which chart feature would she need to include?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Axis
- B. Chart Title
- C. Data Label
- D. Legend**

**130. Which Chart Tools Ribbon tab allows a user to select from a gallery of chart styles?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Style
- B. Design**
- C. Layout
- D. Format

**131. Which tab in the PivotChart Tools Ribbon allows a user to apply a chart style to the PivotChart?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Design**
- B. Layout
- C. Format
- D. Analyze

**132. What are graphical objects that contain buttons a user can click to filter the data in PivotTables and PivotCharts?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Slivers
- B. Partial
- C. Slicers**
- D. Movers

**133. Which command on the Page Layout Ribbon enables a user to flip objects on a worksheet?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Align
- B. Arrange
- C. Group
- D. Rotate**

**134. Dorothy designed a column chart and would like to add an element that will help lead the eye and improve readability of the chart. Which chart feature should she include?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Axis Title
- B. Chart Title
- C. Gridlines**
- D. Plot Area

**135. Leigh Ann designed a bar chart and would like to add an element above the chart to make the data more meaningful. Which chart feature would she need to include?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Axis
- B. Chart Title**
- C. Data Label
- D. Legend

**136. What can you use to easily filter pivot tables and cube functions interactively in a worksheet?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Slicer**
- B. Cutter
- C. Division
- D. Sliver

**137. What is the purpose of the +/- buttons that appear across the categories on a PivotTable?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Decrease/Increase
- B. Collapse/Expand**
- C. Reduce/Add
- D. Subtract/Add

**138. Which command on the Insert Ribbon inserts a graphic from the Microsoft Office collection into a worksheet?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Clip Art**
- B. Picture
- C. SmartArt
- D. Instant Art

**139. What graphically represents trends in plotted data and predicts future values?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

A. Sparkline

**B. Trendline**

C. Chartline

D. Error bar

**140. Which command on the Insert Ribbon enables a user to insert a picture of a program window into a worksheet?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

A. Shapes

B. Picture

C. SmartArt

**D. Screenshot**

**141. John wants to change the chart style on his Pivot table. Which Pivot Table chart tools tab would he create?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

**A. Design**

B. Layout

C. Format

D. Analyze

**142. Which is an interactive view of worksheet data that gives a user the ability to summarize the data by selecting categories in which to group the data?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

A. PivotChart

**B. PivotTable**

C. PivotDate

D. RotateTable

**143. John would like to display the count of employees last name on the Y-axis. What area would he drag this information to in order to display correctly?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

A. Report Filter

B. Legend Fields

C. Axis Fields

**D. Values**

**144. John has created a Pivot chart and would like to include a guide that would display the names of the series of data included on the chart. Which option would allow him to do this?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Report Filter
- B. Legend Fields**
- C. Axis Fields
- D. Values

**145. Which Chart Tools Ribbon tab allows a user to insert various labels on the chart?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Style
- B. Design
- C. Layout**
- D. Format

**146. Which command creates decorative text in a worksheet?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. SmartArt
- B. WordArt**
- C. Draw
- D. Shape

**147. Which is the name of an interactive graphical representation of data that allows a user to change the groupings?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. PivotChart**
- B. PivotTable
- C. PivotDate
- D. RotateTable

**148. What ribbon contains the commands used to create a chart in Excel?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Home Ribbon
- B. Insert Ribbon**
- C. Formulas Ribbon
- D. Data Ribbon



**149. What is typically included in the range of data selected to create a chart?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Titles only
- B. Numeric data and totals only
- C. Numeric data, totals, and titles
- D. Numeric data and titles**

**150. John wants to identify the exact value that each column in his chart represents. Which option should he choose?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Gridlines
- B. Arrows
- C. Pictures
- D. Labels**

**151. Which is a tiny chart that provides a visual representation of data in a worksheet cell?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Trendline
- B. Sparkline**
- C. Dataline
- D. FlashPoint

**152. What term refers to an Excel Chart with offset pieces?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Exploded**
- B. Shattered
- C. Separated
- D. Detached

**153. John wants to be able to view his monthly sales chart as well as his data on the same worksheet. What type of chart should he create?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Pivot Chart
- B. Line Chart
- C. Embedded Chart**
- D. Linked Chart

**154. Which Chart Tools Ribbon tab enables a user to apply a style to the selected chart?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Style
- B. Design
- C. Layout
- D. Format**

**155. Which command on the Insert Ribbon enables a user to insert a picture of a part of a screen into a worksheet?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Shapes
- B. Picture Cropping
- C. Screen Clipping**
- D. Screenshot

**156. John wants to add text effects to his PivotTable. Which PivotTable Chart Tools tab would he use?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Design
- B. Layout
- C. Format**
- D. Analyze

**157. On a PivotTable, what is a field with values not entered as data but determined by a computation involving data in other fields called?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Total field
- B. AutoSum
- C. Calculated field**
- D. Analyzed field

**158. Dorothy designed a column chart and would like to change the background color to yellow. Which chart feature should she modify?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Axis Title
- B. Chart Title
- C. Gridlines
- D. Plot Area**

**159. In order to directly report the data, what must a PivotChart always be associated with?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Table
- B. Range
- C. PivotTable**
- D. Worksheet

**160. Which tab in the PivotChart Tools Ribbon allows a user to apply chart titles to the PivotChart?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Design
- B. Layout**
- C. Format
- D. Analyze

**161. What is a visual way to show how two variables relate to each other in a table?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Sparkline
- B. Dataline
- C. Data trend
- D. Trendline**

**162. John wants to create a chart that shows trends of sales for 4 quarters. What type of chart should he create?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Pivot Chart
- B. Line Chart**
- C. Embedded Chart
- D. Linked Chart

**163. What ribbon contains the commands for creating charts in Microsoft Excel?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Home
- B. Page Layout
- C. Insert**
- D. Data

**164. Which ribbon is visible when a PivotTable is selected, and allows a user to apply various styles to the PivotTable?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Layout
- B. Options
- C. Design**
- D. Format

**165. Which of the following is the default method for summarizing data in a PivotTable?**

NCCTE.9\_12.BE.BM20.1.06

RBT:

- A. Count
- B. Average
- C. Max
- D. Sum**

**166. In a worksheet, which command suggests other words with a similar meaning that can be used?**

NCCTE.9\_12.BE.BM20.1.07

RBT:

- A. Spelling
- B. Research
- C. Thesaurus**
- D. Language

**167. What command limits structural changes, such as adding, deleting, or moving sheets, that can be made in a workbook?**

NCCTE.9\_12.BE.BM20.1.07

RBT:

- A. Protect Workbook**
- B. Protect Sheet
- C. Share
- D. Protection

**168. Which ribbon contains commands to add a comment about a selected cell in a worksheet?**

NCCTE.9\_12.BE.BM20.1.07

RBT:

- A. Home
- B. Insert
- C. Data
- D. Review**

**169. Where is the spellchecker located?**

NCCTE.9\_12.BE.BM20.1.07

RBT:

- A. Home Ribbon
- B. Page Layout Ribbon
- C. Review Ribbon**
- D. View Ribbon

**170. Which group on the Formulas Ribbon contains the command that checks for common errors found in a formula?**

NCCTE.9\_12.BE.BM20.1.07

RBT:

- A. Function Library
- B. Defined Names
- C. Formula Auditing**
- D. Calculation

**171. What Home Ribbon group contains the command used for quickly converting selected cells to a table by choosing a table style?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Styles**
- B. Alignment
- C. Editing
- D. Font

**172. How do you quickly modify a table style to meet user preferences?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Right-click on a style and choose Modify
- B. Right-click on a style and choose Duplicate**
- C. Double-click a style from the Table Quick Styles Gallery
- D. Choose Modify from the Styles Group on the Home Ribbon

**173. 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?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. AutoFill
- B. Filter**
- C. Find and Replace
- D. Sort

**174. Which is a way to qualify data by specifying a matching condition or asking a question of the data?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Insert
- B. Sort
- C. Query**
- D. Probe

**175. 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?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Ascending
- B. Descending
- C. Filter
- D. Custom Filter**

**176. What is the process of bringing data containing text fields separated by commas into Excel called?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Importing data**
- B. Data collection
- C. Data integration
- D. Data migration

**177. Trey would like to apply a rule to the data in cell range A1:F20 that will highlight numbers greater than 50,000 with a yellow fill color and dark yellow text. Which formatting style should he select?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Borders
- B. Cell Style
- C. Conditional Formatting**
- D. Format as Table

**178. Which command on the Home Ribbon do you use to temporarily hide specific values on a worksheet based on a criterion?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Find & Select
- B. Format Cell
- C. Sort & Filter**
- D. Organize

**179. 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?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. AutoFill
- B. Filter
- C. Find and Replace
- D. Sort**

**180. Which ribbon includes the commands to apply a quick table style to a range of cells?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Home**
- B. Insert
- C. Page Layout
- D. Data

**181. 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?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Ascending**
- B. Descending
- C. Primary Sort
- D. Customer Filter

**182. Which command on the Home Ribbon do you use to organize data in ascending or descending order?**

NCCTE.9\_12.BE.BM20.1.08

RBT:

- A. Find & Select
- B. Format Cell
- C. Sort & Filter**
- D. Organize