

Microsoft® Excel 2010 Basics

Directions:

Answer the following questions.

1. The _____ shows the location of the cell which you have selected.
 - A. Formula bar
 - B. Cell name box**
 - C. Worksheet tab
 - D. Cell launcher
 - E. Dialog box
2. _____ are composed of a grid system of rows and columns which cross to make cells.
 - A. Worksheets**
 - B. Workbooks
 - C. Table guides
 - D. Graphs
 - E. Formulas
3. Which of the following is not a tab viewing option for a worksheet?
 - A. Normal
 - B. Page Layout
 - C. Full Screen
 - D. Gridline**
 - E. Cell
4. Backstage View can be reached by clicking on which tab of the Ribbon?
 - A. File**
 - B. Home
 - C. Insert
 - D. Page Design
 - E. Mailings
5. Which tab and group on the Ribbon holds the command to change the font of the text of the cells of a worksheet?
 - A. Home tab, Paragraph group
 - B. Home tab, Font group**
 - C. Home tab, Editing group
 - D. Page Layout tab, Paragraph group
 - E. Page Layout tab, Page Setup group

Microsoft® Excel 2010 Basics

6. Which of the following is the correct formula to add cells A1 and B2?
- A. A1+B2
 - B. =A1+B2**
 - C. SUM(A1:B2)
 - D. =\$A\$1,\$B\$2
 - E. SUM(A1+B2)
7. Which of the following is an absolute cell reference?
- A. A1
 - B. A\$1
 - C. \$A1
 - D. \$A\$1**
 - E. =\$A1
8. Which of the following functions would not result in entering a date into a cell?
- A. Today
 - B. Now
 - C. Date
 - D. Current**
 - E. Date & Time
9. Which of the following is not a type of conditional formatting?
- A. Data bar
 - B. Color scale
 - C. Icon set
 - D. Highlight
 - E. Comment**
10. To create a macro, you must add which tab to the Ribbon?
- A. Design
 - B. Code
 - C. Developer**
 - D. Record
 - E. Macro

Microsoft® Excel 2010 Basics

11. Which group on the Home tab contains the command for adding a filter?
- A. Cells
 - B. Editing**
 - C. Styles
 - D. Number
 - E. Alignment
12. Which tab and group on the Ribbon contains the option to add a header to a worksheet?
- A. Home tab, Styles group
 - B. Home tab, Editing group
 - C. Page Layout tab, Page Setup group
 - D. Insert tab, Text group**
 - E. Insert tab, Illustrations group
13. Which group on the Page Layout tab contains the commands to adjust the margins and page orientation of a worksheet?
- A. Themes
 - B. Page Setup**
 - C. Scale to Fit
 - D. Sheet Options
 - E. Arrange
14. Which tab and group contains the option for adding conditional formatting?
- A. Home tab, Font group
 - B. Insert tab, Illustrations group
 - C. Page Layout tab, Themes group
 - D. Data tab, Data Tools group
 - E. Home tab, Styles group**
15. The command to record a macro is located in which group on the Developer tab?
- A. Data Form
 - B. Modify
 - C. Code**
 - D. Controls
 - E. XML

Microsoft® Excel 2010 Basics

16. The keyboard shortcut to redo an action is _____.
- A. Control R
 - B. Control U
 - C. Control Z
 - D. Control Y**
 - E. Control D
17. Which of the following cell references is read as “cell A1 through D6?”
- A. A1,D6
 - B. A1!D6
 - C. A1\$D6
 - D. A1:D6**
 - E. A1-D6
18. Which of the following cell references is read as “cell A1 and D6?”
- A. A1,D6**
 - B. A1!D6
 - C. A1\$D6
 - D. A1:D6
 - E. A1-D6
19. Which of the following cannot be used as a math operator in a formula?
- A. *
 - B. +
 - C. :**
 - D. /
 - E. -
20. The command to record a macro is located in which group on the Developer tab?
- A. Data Form
 - B. Modify
 - C. Code**
 - D. Controls
 - E. XML

Microsoft® Excel 2010 Basics

21. Which of the following error messages would appear if the cell reference is not valid?
- A. #####
 - B. #REF!**
 - C. #NAME?
 - D. #CELL?
 - E. #CELL!
22. Which tab on the Ribbon holds the command to open the formula view?
- A. Home
 - B. Page Layout
 - C. Data
 - D. Formulas**
 - E. View
23. An IF Function is an example of which type of function?
- A. Financial
 - B. Text
 - C. Date & Time
 - D. Logical**
 - E. Lookup
24. Which of the following is not a comparison operator?
- A. >
 - B. <
 - C. >=
 - D. <=
 - E. /**
25. Which tab and group in the Chart Tools section of the Ribbon contains the command to switch row and column data?
- A. Design tab, Type group
 - B. Design tab, Chart Layouts group
 - C. Design tab, Data group**
 - D. Layout tab, Analysis group
 - E. Format tab, Arrange group