

Excel Concepts

1. A network in which each computer is both a data requester and a data provider is called a ____ network.
 - a. peer-to-peer
 - b. client/server
 - c. wide area
 - d. social
2. Which of the following protocols encrypts data before sending it over the Web?
 - a. TCP/IP
 - b. HTTP
 - c. HTTPS
 - d. SMTP
3. Which of the following protocols is used specifically for transmitting email?
 - a. HTTP
 - b. SMTP
 - c. TCP/IP
 - d. FTP
4. This part of the Excel screen displays the contents of the active cell.
 - a. *Name* box
 - b. Formula bar
 - c. Title bar
 - d. Status bar
5. By default, Excel 2013 workbooks are saved with the ____ extension.
 - a. .dotx
 - b. .pptx
 - c. .docx
 - d. .xlsx
6. By default, Excel aligns values
 - a. in the middle of the column.
 - b. at the left edge of the column.
 - c. at the right edge of the column.
 - d. There is no default alignment for values.
7. What is the green square at the bottom right corner of an active cell?
 - a. fill handle
 - b. cell pointer
 - c. sizing handle
 - d. Auto Fill options button

8. A _____ is a group of adjacent cells in an Excel worksheet.
- range
 - matrix
 - table
 - column
9. All formulas in Excel begin with
- a cell reference.
 - an apostrophe (').
 - the equals sign (=).
 - a number.
10. What happens when you change the value of a cell that is referenced elsewhere in a formula?
- You must reenter the formula so that its value is current.
 - The worksheet is automatically recalculated so that all values are current.
 - Cells containing formulas affected by the changed value will display with a dotted line border.
 - You must manually recalculate the worksheet by pressing the F9 function key.
11. Excel features built-in, preprogrammed formulas called
- functions.
 - operators.
 - exponentiations.
 - wizards.
12. Which of the following examples makes use of a range?
- =SUM(D2:R2)
 - AZ102
 - =A1+B1
 - =B6+C6
13. This is the command to insert a line break within a cell.
- Ctrl + Enter
 - Enter
 - Alt + Enter
 - Alt + F1
14. Excel's Accounting format adds _____ to the value in the cell.
- a percentage sign
 - a comma in the thousands place
 - three decimal places
 - a fraction

15. The *Clear All* option in the Clear button removes the ____ from the active cell.
- contents and formats only
 - contents and comments only
 - contents only
 - contents, formats, and comments
16. Inserted rows are placed ____ the selected row(s) and inserted columns are placed to the ____ of the selected column(s).
- above; left
 - above; right
 - below; left
 - below; right
17. This action sets the width of a column to fit the longest entry in the column.
- clicking the column indicator
 - right-clicking in the cell containing the longest entry
 - double-clicking the boundary line
 - double-clicking in the cell containing the longest entry
18. Which of the following statements correctly describes the relationship between row height and font size?
- Row height is automatically increased to accommodate an increase in font size.
 - Font size will be automatically increased to fill the row height.
 - Row height is automatically decreased to accommodate a decrease in font size.
 - If the font size is too big for the row height, the font will be automatically shrunk.
19. By default, Excel aligns date entries at the ____ of the column.
- right edge
 - left edge
 - center
 - top
20. If you do *not* want to widen a column, what can you do to fit the text into the column?
- Click the Merge Cells and Center button in the Alignment group.
 - Click the Wrap Text button in the Alignment group.
 - Narrow the left and right margins.
 - Widen the top and bottom margins.
21. What does the Format Painter feature do?
- applies a built-in style to a cell
 - resets the format of a cell to the default values
 - displays a palette of color and font choices with which you can format a cell
 - copies formats from a selected cell to another cell

22. Excel provides _____ so that you can easily create a professional, consistent worksheet appearance.
- styles
 - fonts
 - headings
 - tables
23. What does Excel's Freeze Panes option do?
- locks the display of your worksheet so that no scrolling is permitted
 - splits the screen so that you can view two different workbooks at once
 - causes the specified rows and columns to remain fixed while scrolling
 - splits the screen so that you can view two different areas of your worksheet at once
24. To create an absolute cell address, type this character in front of the column letter or row number that you do not want to change.
- exclamation point (!)
 - colon (:)
 - question mark (?)
 - dollar sign (\$)
25. The first step in creating an Excel chart is to
- select the range of cells containing the data to be charted.
 - insert the appropriate SmartArt graphic.
 - label the chart axes.
 - create a new worksheet to hold the chart.