1. The intersection of a column and a row is called a(n) _____.
   a. cell.
   b. intersection.
   c. data point.
   d. constant.

2. A worksheet is contained in an Excel _____.
   a. workbook.
   b. data book.
   c. code book.
   d. chart.

3. A _____ displays commonly used commands.
   a. task pane
   b. worksheet grid
   c. main window
   d. command bar

4. The Close Window button on a workbook
   a. just closes the workbook window.
   b. closes the Excel program.
   c. closes all open Microsoft Office programs.
   d. closes a particular column in the workbook.

5. The Select All box is used to
   a. select all cells in a worksheet.
   b. select all cells in multiple worksheets.
   c. select all cells in a particular row.
   d. select all cells in a particular column.

6. Row headings indicate
   a. the row number.
   b. the number of elements in a row.
   c. the formulas used in a particular row.
   d. the sum of all elements in a row.

7. The default workbook contains _____ worksheets.
   a. three
   b. one
   c. two
   d. four

8. A black border around a cell indicates that the cell is the
   a. active cell.
   b. cell address.
   c. cell reference.
   d. name box.

9. A cell address is formed by the
   a. cell's column letter and row number.
   b. cell's column letter.
   c. cell's row number.
   d. name box.

10. The term **range** refers to
    a. a group of selected cells.
    b. the rows in a worksheet.
    c. the columns in a worksheet.
    d. a set of four bordering cells.

11. A cell's contents can contain only
    a. a constant value or a formula.
    b. a number.
    c. text.
    d. a value or a data point.

12. The _____ feature changes common typing errors.
    a. AutoCorrect
    b. AutoComplete
    c. AutoDictionary
    d. AutoFormula

13. The default font size for characters in a cell is
    a. 10 point.
    b. 8 point.
    c. 12 point.
    d. 14 point.

14. There are how many points in an inch?
    a. 72 points
    b. 12 points
    c. 24 points
    d. 120 points

15. The default font for characters in a cell is
    a. Arial.
    b. Courier.
    c. Garamond.
    d. Times New Roman.

16. Pixel is short for
    a. picture element.
    b. picture feature.
    c. picture point.
    d. picture area.

17. The _____ format is useful for very large numbers.
    a. scientific
    b. general
    c. number
    d. accounting

18. If you want extend values into adjacent cells based on values of selected cells, use the _____ feature.
    a. AutoFill
    b. AutoFormat
    c. AutoComplete
    d. AutoCorrect

19. A(n) _____ is a sequence of consecutive numbers that differ from each other by a step value.
    a. series
    b. smart tag
    c. base
    d. formula

20. If you select a range of cells beyond the edge of the screen, what is likely to happen?
    a. Rapid Scrolling.
    b. No action will be taken.
    c. The cells in the columns to the left of the cursor will be deleted.
    d. The cells in the columns to the right of the cursor will be deleted.

21. To continue a series into adjacent cells:
    a. drag the fill handle of a selected cell into adjacent cells.
    b. copy the contents of a selected cell, highlight adjacent cells, and click the paste button.
    c. copy the contents of the series, highlight adjacent cells, and click the paste button.
    d. highlight a series, click the cut button, highlight adjacent cells, and click the copy button.

22. If Excel recognizes a type of data, it labels the data with a(n)
    a. smart tag.
    b. data label.
    c. auto tag.
    d. shortcut.

23. If you want to change the interval in a series from every hour to every two hours, you need to change the
    a. step value.
    b. interval value.
    c. fill handle.
    d. smart tag.

24. To move cell contents, rather than simply duplicating them, you would use the
    a. cut and paste features.
    b. copy and paste features.
    c. cut and delete features.
    d. copy and scroll features.

25. One way to make a large worksheet easier to read is to
    a. use gridlines.
    b. use AutoComplete.
    c. use the formula bar.
    d. use smart tags.

26. The _____ feature can be used to lock column headings in place while scrolling through a document.
    a. freeze panes
    b. lock columns
    c. zoom
    d. leader line

27. To "unfreeze" certain panes in Excel:
    a. from the Window menu, click Unfreeze panes.
    b. from the File menu, click New, then click Unlock.
    c. from the Tools menu, click Unlock panes.
    d. from the Tools menu, click Panes, and then click Unfreeze panes.

28. To make a large document fit on a single page when printed, you can use the _____ option:
    a. scaling
    b. zoom
    c. page orientation
    d. portrait

29. If you want to change the orientation of the document's page:
    a. click the File menu and then choose Page Setup.
    b. click the Tools menu and then choose Page Setup.
    c. click the Tools menu and then choose the Portrait/Landscape menu.
    d. click the File menu and then choose the Portrait/Landscape menu.

30. Considering how a document will look on the page is essential
    a. for good design.
    b. for using the zoom command.
    c. for proper data analysis.
    d. for using the scroll features.
31. When considering fonts to use in a worksheet, _____ fonts are usually a good choice.
    a. sans serif
    b. serif
    c. Times News Roman
    d. italicized Times New Roman
32. Two important types of cells to consider in constructing formulas are
    a. relative cell references and absolute cell references.
    b. copied formula cells and pasted formula cells.
    c. numerical cells and sans serif cells.
    d. absolute cell references and copied formula cells.
33. The _____ outlines in color which cells are being used in a formula.
    a. range finder
    b. absolute cell reference
    c. relative cell reference
    d. scaling cell
34. To make a cell reference absolute when you are creating a formula, select the cell to which you want to refer and then _____.
    a. press F4.
    b. then click Copy, then click Paste.
    c. press F6.
    d. then click Cut, then click Paste.
35. A predefined formula is called a _____ in Excel.
    a. function
    b. preset function
    c. preset formula
    d. fill-in-formula
36. Values in parentheses that Excel uses to perform calculations and operations are called
    a. arguments.
    b. formulas.
    c. functions.
    d. integers.

37. The insert function button is represented by the following letters:
    a. fx.
    b. xf.
    c. infunc.
    d. inf.
38. Excel finds the average of a range of cells by
    a. taking the sum of all values in the cells and dividing the total sum by the number of cells.
    b. subtracting the number of cells from the sum of all values in the cells.
    c. dividing the number of cells by the total sum of all values in the cells.
    d. adding the number of cells from the sum of all values in the cells.
39. You can easily access Excel's predefined formulas by
    a. clicking the Insert Formula button.
    b. clicking on the Data menu and selecting Form.
    c. clicking on the Data menu and selecting Insert Formula.
    d. clicking on the Tools menu and choosing function.
40. If you want Excel to determine whether certain criteria are true or false, you are using a _____.
    a. logical function.
    b. statistical formula.
    c. logical formula.
    d. statistical function.
41. If you want Excel to count the number of cells that meets certain criteria, use the _____ function.
    a. COUNTIF
    b. COUNTFOR
    c. COUNTWHEN
    d. COUNTONLY
42. Users specify the conditions that must be met in a logical function in the _____ box.
    a. Criteria
    b. Count
    c. Condition
    d. Countif

43. The symbol or operator >= is a
    a. logical operator
    b. logical function
    c. logical test
    d. logical condition
44. The symbol or operator >= means
    a. greater than or equal to.
    b. less than or equal to.
    c. equal to.
    d. not equal to.
45. The symbol or operator <= means
    a. less than or equal to.
    b. greater than or equal to.
    c. equal to.
    d. not equal to.
46. The symbol or operator <> means
    a. not equal to.
    b. greater than or equal to.
    c. less than or equal to.
    d. equal to.
47. If you would like Excel to make the font
    color red for cells that contain values of
    less than 10, you would use
    a. conditional formatting.
    b. logical rules.
    c. conditional coloring.
    d. logistical formatting.
48. If you wanted to change every instance
    in a worksheet of the name "Chuck" to
    "Charles," you would use the
    a. Find and Replace feature.
    b. AutoComplete feature.
    c. logical function.
    d. AutoCorrect feature.
49. To calculate a loan payment on a new
    car, you use one of the
    a. financial functions.
    b. loan functions.
    c. accounting functions.
    d. amortization functions.
50. When you are charged a certain amount
    of money to borrow money, this amount
    you are charged is called
    a. interest.
    b. future value.
    c. present value.
    d. nper.