Chapter 1: Fundamentals

Module A: Getting around

Which of the following are ways to interact with Excel? Choose all that apply.

- **Click buttons on the ribbon.**
- Use the Start menu.
- **Click buttons on the Quick Access toolbar.**
- Use the Control Panel.

Excel columns are identified by numbers. True or false?

- True
- **False**

How many rows are there in an Excel worksheet? Choose the best response.

- About 50,000.
- Under 200,000.
- Over half a million.
- **Over a million.**

Module B: Workbook basics

The Open command is on the Edit tab of the ribbon. True or false?

- True
- **False**

When you use the scroll bars, the active cell does not change. True or false?

- **True**
- False

Which of the following techniques moves the active cell one column to the right? Choose all that apply.

- Pressing Home.
- **Pressing the Right Arrow key.**
- **Pressing Tab.**
- Clicking in the Name box.

Which command do you use if you want to change the name, location, or type of a workbook?

- Save
- **Save As**

Chapter 2: Creating worksheets

Module A: Entering data

By default, Excel left-aligns all data that you enter. True or false?

- True
- **False**

How does Excel handle text that is too wide for the column in which it appears?

- By cutting it off at the right-hand border of the cell.
- By spilling the text over into the next column.
- **It depends on what is in the next cell to the right.**

You can change the width of a column by using the mouse. True or false?

- **True**
- False

Which of the following are ways that Excel handles numbers that are too wide for a cell? Choose all that apply.

- **Scientific notation**
- Binary
- **Number signs (####)**
- Rounding the stored number

Module B: Formulas

Which of the following signals the beginning of a formula?

- Apostrophe (')
- **Equal sign (=)**
- Any cell reference.
- The letter f.

It is good practice to put formulas in the first column of a worksheet. True or false?

- True
- **False**

Which of the following is evaluated last in the Excel order of operations?

- Multiplication
- **Subtraction**
- Percentage
- Exponents

Which of the following are ways to edit a formula in Excel? Choose all that apply.

- **Double-click a cell.**
- **Press F2.**
- Press Esc.
- **Click in the formula bar.**

Module C: Functions

Functions are a type of formula. True or False?

- **True**
- False

Functions can be entered only in the formula bar. True or False?

- True
- **False**

Which of the following is the name for the values on which a function takes action or performs calculations?

- Variables
- Parameters
- **Arguments**

Which of the following are ways that you can enter function arguments?

- **Typing.**
- **The mouse.**
- The Insert Arguments button.
- **The Function Arguments window.**

AutoSum can be used to enter only SUM() functions. True or False?

- True
- **False**

Module D: Moving and copying data

You use the Copy command to move data. True or false?

- True
- **False**

Which of the following can be accomplished by dragging? Choose the one correct answer.

- Moving but not copying.
- Copying but not moving.
- **Both moving and copying.**

What is the keyboard shortcut to undo the most recent action?

- F1
- Ctrl+U
- **Ctrl+Z**
- Alt+X

To copy data by dragging, which key do you hold down?

- Shift
- **Ctrl**
- Alt

When you paste a copied formula, Excel updates references in the pasted formula relative to the new location.

- **True**
- False

Module E: Reference types

All references in Excel are relative, in terms of their location. True or false?

- True
- **False**

Which type of reference is best for referring to a multiplier value that is in one cell on a worksheet for all formulas, no matter where the formulas are?

- Mixed
- Relative
- **Absolute**

Which character do you use to make a reference absolute?

- Colon (:)
- **Dollar sign ($)**
- Ampersand (&)
- Number sign (#)

You can use the F3 key to toggle through reference types while you enter a formula. True or false?

- True
- **False**

Chapter 3: Formatting

Module A: Text formatting

To format a cell, you click the formatting button before selecting the cell you want to format. True or false?

- True
- **False**

Which key do you hold down to add another cell or range to a selection?

- **Ctrl**
- Shift
- Alt

Module B: Number formatting

When you change a number format, you change the underlying data. True or false?

- True
- **False**

Which of the following is not a category of Excel number formats?

- Currency
- **Exponent**
- Percentage
- Date

Which key enables you to extend a selection by using the arrow keys?

- **Shift**
- Ctrl
- Alt

How are dates stored in Excel?

- As two pieces of data, a combination of a date and a time
- In the format in which you enter them
- **As serial numbers**

Module C: Alignment

You can align cell contents:

- Horizontally but not vertically.
- Vertically but not horizontally.
- **Both vertically and horizontally.**

You cannot wrap text in Excel. True or false?

- True
- **False**

The Merge & Center command is most useful for which of the following?

- Data values.
- Column headings.
- **Overall worksheet headings and subheadings.**

Module D: Borders and highlighting

Which of the following are ways to apply borders to a cell or range? Choose all that apply.

- **Use buttons in the Borders menu.**
- Double-click cell borders.
- **Use the Draw Border feature.**
- **Use the Borders tab of the Format Cells window.**

Thin and thick lines are the only border style options. True or false?

- True
- **False**

Module E: Styles and themes

You have to create a style before using one. True or false?

- True
- **False**

Which of the following can a style include? Choose all that apply.

- **Number format**
- Formulas
- **Text format**
- **Borders**
- **Shading**

Which of the following statements is most accurate? Choose only one.

- Table styles never include headings.
- **Table styles may or may not include headings.**
- Table styles always include headings.

Which elements of a theme can you control individually? Choose all that apply.

- Borders
- **Font**
- Number formats
- **Colors**
- **Effects**

Chapter 4: Manipulating data

You will learn:

- How to use various techniques to enter similar data quickly
- How to paste parts of cell data and formats
- How to insert, delete, and hide cells, ranges, and worksheets

Learning time: 45 minutes

Module A: Data entry shortcuts

You can use the Fill commands to extend series. True or false?

- True
- **False**

Auto Fill recognizes any series from a single value. True or false?

- True
- **False**

What could you do if you used Auto Fill and Excel copied instead of creating a series? Choose all that apply.

- **Enter the series manually.**
- Use the Fill, Series command.
- **Try entering the first two values in the series before using Auto Fill.**
- **Try the Auto Fill Options button.**

You can only replace found text one item at a time. True or false?

- True
- **False**

Module B: Paste options

You can copy only the formulas of a cell or range, and not the formats or values. True or false?

- True
- **False**

How do you use the Format Painter to copy formatting to more than one destination?

- Hold down Ctrl while clicking the Format Painter.
- **Double-click the Format Painter.**
- Hold down Shift while clicking the Format Painter.
- Hold down Alt while clicking the destination ranges.

When you paste values, Excel creates a link to the source data. True or false?

- True
- **False**

Which of the following are possible with linking? Choose all that apply.

- **Linking within a worksheet.**
- **Linking between worksheets in the same workbook.**
- **Linking between worksheets in different workbooks.**

Module C: Inserting, deleting, and hiding

When inserting or deleting, you do not always need to specify how to shift cells. True or false?

- **True**
- False

When you insert in a range referred to by a formula, under which circumstances does Excel automatically update the formula?

- **When you insert within the endpoints of the reference, but not at the edge of the reference.**
- When you insert at the edge of the reference, but not within the endpoints of the reference.
- Both when you insert within the endpoints of a reference and when you insert at the edge of a reference.

When you hide a row or column, its data is removed from the workbook. True or false?

- True
- **False**

Chapter 5: Charts

Module A: Creating charts

You should not select labels when selecting data for a chart. True or false?

- True
- **False**

How do you update a chart after changing its source data?

- By press F9.
- By clicking the Update button on the Design tab of the ribbon.
- **You don't need to do anything, because the chart will update automatically.**

Which of the following are ways to move a chart? Choose all that apply.

- By selecting the chart and using the arrow keys.
- **By dragging.**
- **By clicking the Move Chart button.**

Module B: Chart types and elements

You can specify the type for a chart only when you create the chart. True or false?

- True
- **False**

Which type of chart is best for showing trends?

- Pie
- **Line**
- Column
- Scatter

The only way to change the axis Excel uses for your data is to transpose the data in a worksheet and create a new chart. True or false?

- True
- **False**

Not all chart elements come from the data you select when you create the chart. True or false?

- **True**
- False

The only way to control the format of the value axis numbers by changing the format in the source data. True or false?

- True
- **False**

Chapter 6: Output

Module A: Managing worksheet windows

The Split command always creates four window panes. True or false?

- True
- **False**

You do not have to split windows before freezing panes. True or False?

- **True**
- False

Module B: Printing worksheets

Where can you find the Print command in Excel?

- On the ribbon's Home tab.
- **In Backstage view (by clicking File).**
- On the ribbon's Page Layout tab.
- On the ribbon's View tab.

You can control many aspects of how a worksheet prints on the Page Layout tab. True or false?

- **True**
- False

What is the best way to show column headings on every page of a printout?

- Break your data up and enter headings after every page break.
- On the Page Layout tab, under Headings, click Print.
- **Set a row or rows and print titles for the worksheet.**

In which view can you create headers and footers?

- **Page Layout view**
- Page Break preview
- Normal view
- A custom view

The Header & Footer Tools Design tab has tools for formatting. True or false?

- True
- **False**

Module C: Sharing workbooks

Which format is the best option if you want to show a workbook to someone who might not have Excel?

- Excel 97-2003 Workbook
- CSV
- **PDF**
- Open Document Spreadsheet

You need to open your mail program to send a workbook as an attachment. True or false?

- True
- **False**

Chapter 7: Settings and templates

Module A: Workbook options and properties

You can control display options for Excel as a whole, for a particular workbook, or for a particular worksheet. True or false?

- **True**
- False

The document property called "Title" is the same as the workbook's file name. True or false?

- True
- **False**

What is the best way to remove personal information from a workbook's properties? Choose the best answer.

- Remove the properties carefully, one at a time.
- **Use the Document Inspector.**
- Copy all of its data to a new, blank workbook.

After attempting to fix an accessibility issue, you must choose the Check Accessibility command again to see if you've fixed the issue. True or false?

- True
- **False**

Module B: Templates

When you create a new workbook from a template, you are editing the actual template. True or false?

- True
- **False**

Which of the following are reasons to save a template in the default templates folder? Choose all that apply.

- Because you cannot save them anywhere else.
- **Because the template shows up with your others in the Personal category when you create new files.**
- **Because it is easy to find when you want to edit it.**

Data is not stored with a template. True or false?

- True
- **False**