**Test for Microsoft Excel**

1. Evan is creating a worksheet and needs to copy information in cells A2: A13 into cells B2: B13. Which of the following the easiest process of Evan to copy cells A2: A13 and place their information into B2: B13?

A. Highlight cells **A2: A13**, right-click choose **copy,** select cells **B2: B13** right-click and then click **Paste.**

**B. Highlight cells A2: A13, right –click, choose Cut, select cells B2:B13, right-click, and then click Paste.**

C. Highlight cells **A2: A13**, click on the **Format** tab, choose **Duplicate,** select cells **B2: B13**, and click **Enter**.

D. Highlight cells A2: A13, click on the Home tab, then in the Edit group, choose Copy, select cells B2: B13, and then Click Paste.

I picked answer B.

2. You plan to use the fill down feature on a formula and you need to keep a cell reference the same. Which one of the following formats will allow you to keep the same ell reference.

A. E19

**B. E$19**

C. $E19

D. $E$19

I picked answer B.

3. Joshua needs to join the text in two cells together. Which of the following would perform this function

A= Good”&” Morning

**B. (Good) & Morning**

C. =Good “&” Morning

D. = Good () +” Morning

I picked answer B.

4. You been asked to find the average of a range of numbers. Which of the following could you use to find the average of cells A1: A10?

1. **=Min (A1: A10)**
2. =MAX (A1: A10)
3. =Average (A1: A10)
4. =SUM (A1:A10)

5. John wants to see the formulas he has used in his spreadsheet but he does not want to see the results of the formulas. How does he display his formulas?

Click on trace precedents

A. **Click on Trace Precedents**

B. Click on Show Formulas

C. Click Evaluate Formulas

D. Click Print Formulas

I picked answer A.

6. Which of the following is an example of a complex formula

A. = 150 X .05

B. Sum (A1 : A14)

C. Income – Expenses

**D. = A1 = A14**

I picked answer D.

7. Which of the following keys on a keyboard allows you to select multiple cells located in different parts of your worksheets.

**A. CTRL**

B. Tab

C. ALT

Shift

8. Which Of one of following is an example of a formatted number using the Currency Option?

A. 777892

B. 7,7778.92

C. 7778.92%

**D. 7,7789.2**

I picked asked D.

9. To Combine a range of cells into one large cell, you should highlight the cells and choose.

A. Merge Cells

B. Wrap Text.

**C. Decrease Indent** (I Guess on this Question)

D. Increase Indent

I Picked Answer C.

10. Entering the formula= SUM (C5:C18) in Cell C19 Will Results in which of the Following?

1. Cells C5, C18, and C19 will be added together.
2. Cells C5, and C18 will be added together.
3. **The total of cells C5 TO C19 will appear in Cell 19.**
4. The total of cells C5 to C18 will appear in Cell C19.

I picked answer C.

11. If you’re Unsure of what charts to use for a set of data, what feature does Excel include that will help you to decide?

1. **Recommended Carts**
2. All charts
3. Pivot Chart
4. Sparklines

I picked answer A.

12. The Order Of Precedence Determines

1. **The order in Which Calculations are Performed** (I guess on this Question for answer.)
2. The order in which worksheets are printed.
3. The Properties Of Cell Reference.
4. How Valves are divided and multiplied

13. Arthur needs to copy the formula in Cell C13 to Cell D13. He needs cell D13 to have the same formula but refaced with a new location. Which type of cell refencece with a new location. Which type of cell reference should be used?

A. Absolute Cell reference

B. Duplicate Cell reference

C. Mixed Cell reference

**D. Relative Cell reference**

I Picked answer D.

14. You’ve been asked to find the largest number in a range of numbers. Which of the following could you use to find the largest number in range E11:E23?

A. =Sum (E11: E23)

B. =Average (E11: E23)

**C. = Min (E11- E23) I** guess this answer.

D. Max (E11: E23)

15. The functions you tend to use regularly are listed where on the Ribbon

1. Logical
2. **Recently Used**
3. Data & Time
4. Text

I picked Answer B.

16. Helga needs a lay out her newly created pivot table. What are the two ways she can set up a Pivot Table.

1. **Helga can drag the fields to the four boxes in the pivot table field list or right-Click a field name and choose its location from the shortcut menu**
2. Helga can slide cells to the four boxes or double-Click Properties to choose from a list of pivot table options.
3. Helga can check the field or type in the data in the pivot table

D. When Helga created the pivot table Excel automatically put the Fields to the appropriate cells of the pivot table. There aren’t two ways to set up a pivot table.

I Picked answer A.

17. The Order of Precedence is very important when building formals will produce 778 as the results

A. = 25\*((27/9+5)+309x2 =1560

B. 25x27/9+5+309x2= 698

C. =25x(27/9) +5 +309x2)=818

1. **(25x(27/9)+5+309) x2 = 778**

I Picked Answer D.

18. Which of the following ranges of Cells is correctly named:

A. A5: E5

B. A5: G1

C. A/ E5

**D. A5 + G1**

I Picked Answer D.

19. Which of the following identifies the patterns used for each data Series in a Chart

A. Legend

B. Data Series

**C. The horizontal and vertical Axes**

D. Data Point.

I picked Answer C.

20. A rectangular range of cells with heading to describe the cells contents is referred to as a

1. Bar Chart
2. Complex Formula.
3. **Table**
4. Sparkline

I picked answer C.