

Name: \_\_\_\_\_

**Sample Exam 1 (Spreadsheet)**

1. The purpose of a spreadsheet can best be described as
  - (a) A professor's grade book
  - (b) A calculator
  - (c) A computerized version of the accountant's ledger
  - (d) None of the above
  
2. Which of the following may be included in a formula?
  - (a) Cell references
  - (b) Functions
  - (c) Numeric constants
  - (d) All of the above
  
3. Which part of the formula  $=B9/4+(C6*D7)$  is considered a constant?
  - (a) B9
  - (b) 4
  - (c) C6
  - (d) D7
  
4. How can you tell which cell in a worksheet is the active cell?
  - (a) It is blinking
  - (b) It is displayed in reverse video
  - (c) It is surrounded by a heavy border
  - (d) All of the above
  
5. Which of the following options is changed through the Page Setup command?
  - (a) Margins
  - (b) Orientation (portrait or landscape)
  - (c) Headers and footers
  - (d) All of the above

6. Which command enables you to change the margins and/or orientation for a printed worksheet?
- (a) Options
  - (b) Page Setup
  - (c) View
  - (d) Edit
7. Which of the following worksheet options is controlled through the Page Setup command?
- (a) Centering the worksheet horizontally on the page
  - (b) Printing in landscape mode
  - (c) Creating a header
  - (d) All of the above
8. What is the limit on Excel filenames?
- (a) 8 characters
  - (b) 16 characters
  - (c) 25 characters
  - (d) 255 characters
9. Which of the following is true regarding a printed worksheet?
- (a) It may be printed with or without the row and column headings
  - (b) It may be printed with or without the gridlines
  - (c) It may be printed in landscape or portrait orientation
  - (d) All of the above
10. The purpose of Office Assistant is to
- (a) Place a button on the Standard Toolbar which allows you to ask questions
  - (b) answer questions
  - (c) Suggest tips for making Excel easier to use
  - (d) All of the above
11. Which of the following actions will increase the column width of column B to fit the widest entry?
- (a) Click the border between columns A and B
  - (b) Double click the border between columns A and B
  - (c) Click the border between columns B and C
  - (d) Double click the border between columns B and C
12. Which of the following actions will display the cell formulas in a worksheet?
- (a) Double click the border between any two columns
  - (b) Select Unhide from the shortcut menu
  - (c) Pull down the View menu and select Formulas
  - (d) None of the above

13. A cell at the intersection of the first row and third column has the cell reference

- (a) A3
- (b) 3A
- (c) C1
- (d) 1C

14. The formula =B3+C4 is stored in cell D5. What will the formula be if a row is inserted above the second row in the worksheet?

- (a) =B3+C4
- (b) =B4+C5
- (c) =C3+D4
- (d) =B2+C3

15. The cell contents of B3 and B4 are 4 and 5 respectively. What will be displayed in cell B5 if you enter the characters =B3+B4 in cell B5 and then press the enter key?

- (a) B3+B4
- (b) =B3+B4
- (c) 9
- (d) It is not possible to determine from the information given

16. Which of the following is a valid Excel formula?

- (a) =C4\*D4
- (b) C4\*D4
- (c) Both =C4\*D4 and C4\*D4
- (d) Neither =C4\*D4 nor C4\*D4

17. How many commands can the Excel Undo button reverse?

- (a) 1
- (b) 4
- (c) 8
- (d) 16

18. Which of the following commands is available from the File menu?

- (a) Save
- (b) Print
- (c) Open
- (d) All of the above

19. In the formula =C10-D10\*(B3+B4)+2/B7, which expression would Excel evaluate first?

- (a) C10-D10
- (b) B3+B4
- (c) 2/B7
- (d) It is not possible to determine without knowing the contents of the referenced cells

20. Which of the following are valid mathematical operators in Excel?
- (a) \*
  - (b) ^
  - (c) /
  - (d) All of the above
21. If cells A1, A2, and A3 contain the values 1, 2, and 5, respectively, what value will be displayed in a cell containing the formula  $= (A3 - A1) / A2^2 + 1 * A2$ ?
- (a) 1
  - (b) 3
  - (c) .0625
  - (d) .4
22. If cells C1, C2, and C3 contain the values 4, 2, and 5, respectively, what value will be displayed in a cell containing the formula  $= C3 - C1 / C2^2 * C3$ ?
- (a) 0
  - (b) 1.25
  - (c) -5
  - (d) None of the above
23. In Excel, a function is
- (a) A predefined computational task such as averaging a group of cells
  - (b) A command such as File Open
  - (c) A mathematical operation such as  $= B6 + B7$
  - (d) All of the above
24. The function  $= AVERAGE(A6:A8)$  is the equivalent of the formula
- (a)  $A6 + A7 + A8 / 3$
  - (b)  $= (A6 + A7 + A8 / 3)$
  - (c)  $= (A6 + A7 + A8) / 3$
  - (d)  $= (A6 + A8) / 2$
25. Which of the following will compute the average of cells B1 through B4?
- (a)  $(B1 + B2 + B3 + B4) / 4$
  - (b)  $= AVG(B1:B4)$
  - (c)  $AVERAGE(B1:B4)$
  - (d) None of the above
26. Which of the following is a valid worksheet range?
- (a) B6
  - (b) A2:B3
  - (c) C4:G9
  - (d) All of the above

27. Cell E3 contains the function =AVERAGE(A3:D3). What will be the contents of cell E4 if the entry in cell E3 is copied to cell E4?

- (a) =AVERAGE(A3:D3)
- (b) =AVERAGE(A4:D4)
- (c) =AVERAGE(\$A\$3:\$D\$3)
- (d) =AVERAGE(\$A\$4:\$D\$4)

28. Cell E3 contains the function =AVERAGE(\$A3:\$D3). What will be the contents of cell E4 if the entry in cell E3 is copied to cell E4?

- (a) =AVERAGE(A3:D3)
- (b) =AVERAGE(A4:D4)
- (c) =AVERAGE(\$A3:\$D3)
- (d) =AVERAGE(\$A4:\$D4)

29 Which of the following is considered an absolute cell reference?

- (a) C6
- (b) #B#13
- (c) \$C8
- (d) \$C\$8

30. Which cell reference would change if the formula =A1\*\$B\$1 is copied to a new location?

- (a) A1
- (b) \$B\$1
- (c) Both A1 and \$B\$1
- (d) Neither A1 nor \$B\$1

31. In the formula =\$B\$4\*C4, which cell address will change when the cell is copied?

- (a) \$B\$4
- (b) C4
- (c) Both \$B\$4 and C4
- (d) Neither \$B\$4 nor C4

32. Assume you are creating a worksheet to calculate projected earnings. You expect to create and copy several formulas using the inflation rate, which is found in cell C6. Since the inflation rate will always be in cell C6, the formulas referencing the cell should show

- (a) C6
- (b) \$C\$6
- (c) &C&6
- (d) @C@6

33. Which of the following command(s) are needed to copy the contents of a cell from one location to another?
- (a) The Duplicate command
  - (b) The Copy command
  - (c) The Paste command
  - (d) Both the Copy and Paste commands
34. Which of the following formats will display a constant with a dollar sign (\$1234.56)?
- (a) Accounting format
  - (b) Currency format
  - (c) Both Accounting and Currency formats
  - (d) Neither Accounting nor Currency formats
35. How would the number .05 be displayed if percent format with 2 decimal places were specified?
- (a) .05%
  - (b) 5.0%
  - (c) 5.00%
  - (d) 50.00%
36. All of the following are required =PMT function arguments except
- (a) The principal
  - (b) The down payment
  - (c) The interest rate per period
  - (d) The number of periods
37. Which argument in the =PMT function is typically entered with a minus sign?
- (a) The interest rate
  - (b) The number of periods
  - (c) The principal
  - (d) None of the above
38. The interest rate in the =PMT function used to calculate a monthly payment should be specified as
- (a) The annual interest rate
  - (b) The annual interest rate divided by 12
  - (c) The annual interest rate divided by the number of periods
  - (d) It is not possible to determine
39. Suppose you want to add the numbers in cells C1, C2, and C3. Which entry should be made in cell C4 so that it will adjust if rows are inserted or deleted between cells C1 and C3?
- (a) =C1+C2+C3
  - (b) =SUM(C1:C3)
  - (c) Both entries will automatically adjust if rows are inserted (deleted)
  - (d) Neither entry will adjust if rows are inserted (deleted)

40. Which chart type is the most appropriate to show the percentage of the federal budget spent on defense?

- (a) A pie chart
- (b) A column chart
- (c) A stacked column chart
- (d) A line chart

**Extra credit:**

1. Which command will erase the contents of cell B10 without changing cell references throughout the rest of the worksheet?

- (a) Edit Clear
- (b) Edit Delete
- (c) Both Edit Clear and Edit Delete
- (d) Neither Edit Clear nor Edit Delete

2. Which of the following is an example of mixed cell referencing?

- (a) \$C\$4
- (b) \$C4
- (c) C\$4
- (d) Both b and c

3. The width of column B is 8. What will be displayed if the entry in B2 is \$100,000.00, assuming C2 is empty?

- (a) \$100,000
- (b) \$100,000.00
- (c) #####
- (d) It is not possible to determine from the information given