# The Carpe Diem — CSM V1 Question Bank

Style A · answers after each course section

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## CSM183

### JAH supplied

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**1.** Which of the following is NOT a part of Microsoft Office Suite?

A. Microsoft Word
B. Microsoft Excel
C. Microsoft Paint
D. Microsoft PowerPoint

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**2.** A spreadsheet is the electronic equivalent of:

A. A word processor
B. An accounting worksheet
C. A database table
D. A presentation slide

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**3.** Which of these is NOT a common use of spreadsheets?

A. Budget preparation
B. Video editing
C. Statistical analysis
D. Currency conversion

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**4.** Spreadsheets are particularly useful for answering: Section 2: Entering and Editing Data (Pages 16-40)

A. “Who” questions
B. “What if” questions
C. “Why” questions
D. “Where” questions

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**5.** To quickly enter the current date in Excel, press:

A. Ctrl + ;
B. Ctrl + :
C. Ctrl + #
D. Ctrl + @

**6.** Which of the following is an invalid number in Excel?

A. 2.4e4
B. 2.3.3
C. 7.5
D. -45.6



**7.** To erase only the contents of a cell but keep its formatting, you can press:

A. Spacebar
B. Delete key
C. Ctrl + X
D. Backspace



**8.** To insert a new row in Excel, you can use the shortcut: Section 3: AutoFill and Data Series (Pages 45-74)

A. Ctrl + -
B. Ctrl + Shift + +
C. Ctrl + R
D. Alt + I + R



**9.** Which data type is NOT automatically completed by Excel's AutoComplete feature?

A. Text
B. Dates
C. Numbers
D. Text with numbers



**10.** To fill a series like Jan, Feb, Mar... you can use:

A. Copy and Paste
B. Fill Handle
C. Alt + E + S
D. Ctrl + D



**11.** Which key must you hold to suppress AutoFill when dragging the fill handle? Section 4: Formulas and Cell References (Pages 75-104)

A. Alt
B. Shift
C. Ctrl
D. Tab



**12.** A formula in Excel must begin with:

A. +
B. =
C. -
D. All of the above

**13.** Which type of cell reference does NOT change when copied?

A. Relative
B. Absolute
C. Mixed
D. Circular



**14.** To refer to cell A10 on a sheet named “Sales”, you would write:

A. Sales!A10
B. A10!Sales
C. Sales>A10
D. A10@Sales



**15.** Which operator has the highest precedence in Excel? Section 5: Functions (Pages 127-203)

A. +
B. *
C. ^
D. /



**16.** Which function is used to calculate a loan payment?

A. FV()
B. PV()
C. PMT()
D. RATE()



**17.** The function =NOW() returns:

A. Current date only
B. Current time only
C. Current date and time
D. A fixed serial number



**18.** Which function would you use to find the highest value in a range?

A. MIN()
B. AVERAGE()
C. MAX()
D. SUM()



**19.** The IF function syntax is: Section 6: Formatting (Pages 204-237)

A. IF(condition, value_if_true, value_if_false)
B. IF(value_if_true, condition, value_if_false)
C. IF(logical_test, result)
D. IF(value_if_false, value_if_true, condition)

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**20.** Which shortcut makes text bold?

A. Ctrl + B
B. Ctrl + I
C. Ctrl + U
D. Ctrl + 5

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**21.** To center a title across multiple columns, you can use:

A. Merge & Center
B. Wrap Text
C. Align Left
D. Increase Indent

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**22.** Which number format displays values with a currency symbol aligned to the left?

A. Currency
B. Accounting
C. General
D. Number

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**23.** The keyboard shortcut for applying Percentage format is: Section 7: General & Advanced Topics (Scattered)

A. Ctrl + Shift + %
B. Ctrl + Shift + $
C. Ctrl + Shift + !
D. Ctrl + Shift + ~

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**24.** Which function concatenates text strings?

A. CONCAT()
B. & operator
C. JOIN()
D. Both a and b

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**25.** A circular reference in Excel: Section 1: Introduction to Excel & Spreadsheets

A. Is always an error
B. Can be useful in some cases
C. Is not allowed
D. Speeds up calculations

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**26.** What is PowerPoint primarily used for?

A. Word processing
B. Creating presentations
C. Spreadsheets
D. Photo editing

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**27.** Which view allows you to see the structure of your presentation as a series of thumbnails?

A. Slide Sorter
B. Normal
C. Outline
D. Reading

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**28.** Which feature allows you to rehearse timings for each slide in your presentation?

A. Animation
B. Speaker Notes
C. Transitions
D. Record Slide Show

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**29.** What does the Slide Master control in PowerPoint?

A. Font styles
B. Slide layout
C. Transitions
D. Animation effects

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**30.** Which file format is suitable for sharing a PowerPoint presentation that ensures it cannot be easily edited?

A. .pptx
B. .pdf
C. .docx
D. .txt

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**31.** Which tab in PowerPoint contains options for inserting shapes, images, and text boxes?

A. Design
B. Home
C. Insert
D. Review

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**32.** How can you apply a new design theme to your entire presentation?

A. Use the Design tab and choose a new theme
B. Apply individual changes to each slide
C. Use the Format Painter
D. Edit the Slide Master

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**33.** Which option allows you to add entrance or exit effects to text or objects on a slide?

A. Slide Master
B. Animation
C. Design Ideas
D. Format Painter

**34.** Which feature allows you to record your narration alongside your presentation?

A. Speaker Notes
B. Animation
C. Record Slide Show
D. Slide Show



**35.** How can you duplicate a slide in PowerPoint?

A. Right-click the slide and select Duplicate Slide
B. Press Ctrl + C and then Ctrl + V
C. Use the Insert tab and choose New Slide
D. All of the above



**36.** Which view allows you to edit the content of individual slides?

A. Slide Sorter
B. Normal
C. Outline
D. Slide Show



**37.** Which keyboard shortcut starts a slideshow from the beginning?

A. F5
B. F7
C. F9
D. F11



**38.** Which feature allows you to create a hyperlink to a web page or another slide within your presentation?

A. Speaker Notes
B. Hyperlinks
C. Design Ideas
D. Slide Sorter



**39.** What is the purpose of using Slide Layouts in PowerPoint?

A. To apply a consistent design to all slides
B. To organize slides into a sequence
C. To add transitions between slides
D. To change the slide size



**40.** How can you insert a new slide into your presentation?

A. Press Ctrl + N
B. Right-click and select New Slide
C. Use the Insert tab and choose New Slide
D. Drag a slide from another presentation

**41.** Which option allows you to view and edit speaker notes associated with each slide?

A. Slide Show
B. Speaker Notes
C. Outline
D. Review



**42.** Which feature automatically suggests layout and design ideas for your slides?

A. Slide Master
B. Design Ideas
C. Animation
D. Transitions



**43.** How can you align objects precisely on a slide?

A. Use the Align tool in the Home tab
B. Eyeball it for accuracy
C. Apply a new slide layout
D. Use the Design Ideas



**44.** What is the purpose of the 'Presenter View' in PowerPoint?

A. To edit slide content
B. To view speaker notes while presenting
C. To insert animations
D. To apply new slide transitions



**45.** Which option allows you to save a PowerPoint presentation as a video file?

A. Export
B. Record Slide Show
C. Save As
D. Print



**46.** Which feature in PowerPoint allows you to create visually appealing presentations with slides?

A. Word Art
B. Slide Master
C. Design Ideas
D. SmartArt



**47.** What is the purpose of the Slide Sorter view in PowerPoint?

A. To edit slide content
B. To rearrange slide order
C. To apply animations
D. To format text

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**48.** Which ribbon tab in PowerPoint is used to insert shapes, images, and charts into slides?

A. Slide Show
B. Home
C. Insert
D. Design

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**49.** How can you add animation effects to text or objects in PowerPoint?

A. Using the Slide Sorter view
B. By applying transitions
C. Through the Animation pane
D. Using the Notes pane

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**50.** Which option is used to change the layout of a slide in PowerPoint?

A. Slide Sorter
B. Animation pane
C. Slide Master
D. Design Ideas

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**51.** What feature allows you to record narration alongside your PowerPoint presentation?

A. Slide Master
B. Speaker Notes
C. Record Slide Show
D. Animation Effects

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**52.** Which command is used to start a presentation from the beginning in PowerPoint?

A. F5
B. F7
C. F9
D. F11

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**53.** How can you align multiple objects on a slide evenly?

A. Use the Distribute Horizontally option
B. Drag them manually to align
C. Apply random alignment
D. Use the Slide Sorter

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**54.** Which view in PowerPoint is best for adding speaker notes?

A. Slide Sorter
B. Presenter View
C. Notes Page
D. Outline View

**55.** What does the 'Design Ideas' feature in PowerPoint do?

A. Creates custom slide layouts
B. Suggests design options for slides
C. Adds animations automatically
D. Converts text to SmartArt



**56.** How can you change the color scheme of a presentation in PowerPoint?

A. Use the Design tab and choose a new theme
B. Edit each slide individually
C. Apply animations to text
D. Use the Slide Sorter view



**57.** Which option allows you to hide a slide during a presentation?

A. Slide Show tab
B. Animation pane
C. Notes pane
D. Slide Show Setup



**58.** Which feature allows you to collaborate with others on a PowerPoint presentation in real-time?

A. Slide Master
B. Presenter View
C. Share button
D. Speaker Notes



**59.** How can you add a transition between slides in PowerPoint?

A. Using the Animation pane
B. From the Home tab, select Transition
C. Drag and drop transitions onto slides
D. Use the Design tab



**60.** What does the 'Reuse Slides' feature allow you to do in PowerPoint?

A. Copy and paste slides from another presentation
B. Create new slides using predefined templates
C. Convert slides into PDF format
D. Share slides on social media



**61.** Which feature in PowerPoint allows you to embed videos into your presentation?

A. Slide Master
B. Design Ideas
C. Insert Video
D. Record Slide Show

**62.** How can you apply a custom animation to an object on a slide?

A. Right-click on the object and choose Animation
B. Use the Animation pane
C. Apply a transition to the slide
D. Edit the object in Slide Master



**63.** What does the 'Presenter View' in PowerPoint provide during a presentation?

A. Preview of upcoming slides
B. Speaker notes and current slide view
C. Animation effects
D. Design suggestions



**64.** Which option is used to save a PowerPoint presentation as a PDF file?

A. Save As PDF
B. Export to PDF
C. Convert to PDF
D. Print to PDF



**65.** Which command is used to exit the presentation mode in PowerPoint?

A. Esc key
B. F5
C. F11
D. Alt + F4



**66.** Which function in Excel is used to sum a range of cells?

A. =MAX()
B. =SUM()
C. =AVERAGE()
D. =COUNT()



**67.** How can you freeze panes in Excel?

A. Click on the Freeze Panes option under the View tab
B. Use the Sort feature under the Data tab
C. Apply a filter to the data
D. Use conditional formatting



**68.** Which shortcut key is used to autosum selected cells in Excel?

A. Alt + =
B. Ctrl + S
C. Shift + =
D. Ctrl + A

**69.** What does the VLOOKUP function in Excel do?

A. Calculates the variance of a range of values
B. Looks up a value in the vertical direction
C. Searches for a value in a specified range and returns a corresponding value
D. Computes the average of a range of values



**70.** Which Excel feature allows you to apply formatting rules based on specified criteria?

A. AutoFill
B. Conditional Formatting
C. Data Validation
D. Goal Seek



**71.** How do you create a chart in Excel?

A. Use the Insert tab and select a chart type
B. Use the Format Painter tool
C. Apply a filter to the data
D. Use the Freeze Panes option



**72.** What does the formula =ROUND(A1, 2) do?

A. Rounds the value in cell A1 to the nearest hundred
B. Rounds the value in cell A1 to the nearest thousand
C. Rounds the value in cell A1 to two decimal places
D. Rounds the value in cell A1 to the nearest whole number



**73.** How can you insert a new row in Excel?

A. Right-click and select Insert
B. Use the Delete key
C. Use the Copy and Paste commands
D. Apply a filter to the data



**74.** Which function is used to count the number of cells that contain numbers within a range in Excel?

A. =COUNTA()
B. =SUM()
C. =COUNTIF()
D. =AVERAGE()



**75.** What does the function =IF(A1>10, "Pass", "Fail") do?

A. Adds the values in cell A1 and compares it to 10
B. Checks if the value in cell A1 is greater than 10; if true, returns "Pass"; otherwise, returns "Fail"
C. Multiplies the values in cell A1 by 10
D. None of the above

**76.** How can you sort data in Excel?

A. Use the Sort button under the Home tab
B. Use the Filter feature under the Data tab
C. Use the Freeze Panes option
D. Apply conditional formatting



**77.** Which function is used to find the highest value in a range of cells in Excel?

A. =AVERAGE()
B. =MAX()
C. =MIN()
D. =COUNT()



**78.** How do you create a formula to multiply values in cells A1 and B1 in Excel?

A. =A1 * B1
B. =MULTIPLY(A1, B1)
C. =SUM(A1, B1)
D. =PRODUCT(A1, B1)



**79.** What does the function =TODAY() do in Excel?

A. Returns the current date and time
B. Returns the current time only
C. Returns the current date only
D. Returns the date and time a specific cell was last modified



**80.** Which Excel feature allows you to view multiple sheets in a single workbook?

A. Worksheet Split
B. Workbook Merge
C. Sheet Grouping
D. Worksheet Tab



**81.** How can you convert text to uppercase in Excel?

A. =UPPER()
B. =LOWER()
C. =PROPER()
D. =CASE()



**82.** Which Excel function is used to find the average of a range of cells?

A. =SUM()
B. =MAX()
C. =AVERAGE()
D. =COUNT()

**83.** How do you delete a column in Excel?

A. Right-click and select Delete
B. Use the Copy and Paste commands
C. Apply a filter to the data
D. Use the Sort button under the Home tab



**84.** What does the function =LEN("Excel") return?

A. 4
B. 5
C. 3
D. 6



**85.** How can you protect a worksheet in Excel from being edited?

A. Use the Protect Sheet option under the Review tab
B. Apply conditional formatting
C. Hide the worksheet
D. Use the Freeze Panes option



**86.** Which Excel function is used to find the average of a range of cells?

A. =SUM()
B. =AVERAGE()
C. =MAX()
D. =COUNT()



**87.** What does the function =IF(A1>10, "Pass", "Fail") do?

A. Adds the values in cell A1 and compares it to 10
B. Checks if the value in cell A1 is greater than 10; if true, returns "Pass"; otherwise, returns "Fail"
C. Multiplies the values in cell A1 by 10
D. None of the above



**88.** Which Excel function is used to count the number of cells that meet a specific condition?

A. =SUM()
B. =AVERAGE()
C. =COUNTIF()
D. =IF()



**89.** What does the function =VLOOKUP(A2, B:C, 2, FALSE) do?

A. Adds the values in column B and C
B. Looks up the value in cell A2 within the range B:C and returns the value from the second column
C. Multiplies the values in column B by the values in column C
D. None of the above

**90.** Which Excel function is used to find the highest value in a range of cells?

A. =AVERAGE()
B. =MAX()
C. =MIN()
D. =COUNT()



**91.** What does the function =CONCATENATE(A1, " ", B1) do?

A. Adds the values in cells A1 and B1
B. Combines the text in cells A1 and B1 with a space in between
C. Multiplies the values in cells A1 and B1
D. Converts the text in cells A1 and B1 to uppercase



**92.** Which function can be used to convert a text string to lowercase in Excel?

A. =UPPER()
B. =LOWER()
C. =PROPER()
D. =TEXT()



**93.** What does the function =SUM(A1:A10) do in Excel?

A. Multiplies the values in cells A1 to A10
B. Adds the values in cells A1 to A10
C. Computes the average of values in cells A1 to A10
D. Counts the number of non-empty cells in the range A1 to A10



**94.** Which Excel function can be used to find the length of a text string?

A. =LEN()
B. =TEXT()
C. =MID()
D. =FIND()



**95.** What does the function =NOW() return in Excel?

A. Current date only
B. Current time only
C. Current date and time
D. Number of seconds since midnight



**96.** Which Excel function is used to round a number to a specified number of decimal places?

A. =ROUND()
B. =TRUNC()
C. =INT()
D. =CEILING()

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**97.** What does the function =COUNTA(A1:A10) do?

A. Counts the number of empty cells in the range A1:A10
B. Counts the number of non-numeric cells in the range A1:A10
C. Counts the number of non-empty cells in the range A1:A10
D. None of the above

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**98.** Which function in Excel is used to find the smallest value in a range of cells?

A. =AVERAGE()
B. =MAX()
C. =MIN()
D. =COUNT()

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**99.** What does the function =TEXT(A1, "mm/dd/yyyy") do?

A. Converts the value in cell A1 to uppercase text
B. Formats the value in cell A1 as a date in the "mm/dd/yyyy" format
C. Calculates the number of days between the value in cell A1 and today's date
D. Multiplies the value in cell A1 by 100

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**100.** Which function is used to calculate the total number of cells in a range that meet multiple conditions?

A. =SUMIF()
B. =COUNTIF()
C. =AVERAGEIF()
D. =IF()

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**101.** What does the function =PROPER(A1) do?

A. Converts the text in cell A1 to lowercase
B. Converts the text in cell A1 to uppercase
C. Capitalizes the first letter of each word in the text in cell A1
D. Reverses the text in cell A1

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**102.** Which Excel function can be used to extract a specified number of characters from a text string?

A. =LEFT()
B. =RIGHT()
C. =MID()
D. =FIND()

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**103.** What does the function =ROUNDUP(A1, 0) do?

A. Rounds the value in cell A1 to the nearest integer
B. Rounds the value in cell A1 up to the nearest whole number
C. Rounds the value in cell A1 down to the nearest whole number
D. None of the above

**104.** Which function is used to concatenate multiple text strings together in Excel?

A. =JOIN()
B. =MERGE()
C. =CONCATENATE()
D. =COMBINE()



**105.** What does the function =INDEX(A1:A10, 3) return?

A. Value in the third cell of the range A1:A10
B. Array of values in the range A1:A10
C. Number of cells with values in the range A1:A10
D. None of the above



**106.** Which file extension is used for PowerPoint presentations created in recent versions of Microsoft PowerPoint?

A. .ppt
B. .pptx
C. .pps
D. .pptm



**107.** What is the default view in PowerPoint where you can edit slide content?

A. Slide Sorter
B. Normal
C. Slide Show
D. Outline



**108.** Which ribbon tab contains options for inserting new slides, shapes, images, and text boxes in PowerPoint?

A. Design
B. Home
C. Insert
D. Transitions



**109.** Which feature in PowerPoint allows you to rehearse timings for each slide?

A. Animation
B. Slide Sorter
C. Rehearse Timings
D. Presenter View



**110.** How can you apply a new design theme to all slides in a presentation?

A. Use the Slide Master
B. Apply transitions to each slide
C. Format each slide individually
D. Use the Notes pane

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**111.** Which option allows you to add animation effects to text or objects in PowerPoint?

A. Slide Master
B. Animation Pane
C. Design Ideas
D. Slide Sorter

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**112.** How can you hide a slide during a presentation?

A. Delete the slide from the presentation
B. Use the Hide Slide option
C. Apply a transition to the slide
D. Use Presenter View

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**113.** Which command is used to start a slideshow from the beginning in PowerPoint?

A. F5
B. F7
C. F9
D. F11

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**114.** Which feature allows you to add speaker notes to individual slides in PowerPoint?

A. Animation
B. Slide Master
C. Speaker Notes
D. Transitions

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**115.** Which option is used to save a PowerPoint presentation as a PDF file?

A. Save As PDF
B. Export
C. Print
D. Convert

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**116.** How can you insert a new slide into a PowerPoint presentation?

A. Press Ctrl + N
B. Right-click and select New Slide
C. Use the Insert tab and choose New Slide
D. Press Ctrl + S

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**117.** Which view allows you to see all slides in thumbnail form and rearrange their order easily?

A. Normal
B. Slide Show
C. Slide Sorter
D. Outline

**118.** What does the 'Transition' feature in PowerPoint allow you to do?

A. Apply animation effects to text and objects
B. Add slide numbers and footers
C. Specify the order of slides in a presentation
D. Control how slides change from one to another during a presentation



**119.** Which command is used to duplicate a slide in PowerPoint?

A. Copy and paste
B. Ctrl + D
C. Insert New Slide
D. Right-click and select Duplicate Slide



**120.** How can you align objects precisely on a slide in PowerPoint?

A. Use the Align tool in the Home tab
B. Drag and drop objects to align manually
C. Apply a new slide layout
D. Use the Design Ideas feature



**121.** What is the purpose of the 'Presenter View' in PowerPoint?

A. Allows you to edit slides during a presentation
B. Provides a full-screen view of slides
C. Shows speaker notes and upcoming slides while presenting
D. Controls the timing of slide transitions



**122.** Which feature allows you to record a narration alongside your PowerPoint presentation?

A. Animation
B. Slide Show
C. Record Slide Show
D. Presenter View



**123.** What is the purpose of the 'Slide Master' in PowerPoint?

A. To view all slides in the presentation
B. To edit the background and layout of slides
C. To apply slide transitions
D. To add speaker notes to slides



**124.** How can you apply animation to text or objects in PowerPoint?

A. Use the Slide Master
B. Apply transitions to each slide
C. Use the Animation Pane
D. Resize the text or objects

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**125.** Which command is used to view a PowerPoint presentation in full-screen mode?

A. F5
B. F7
C. F9
D. F11

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**126.** What does the 'Notes Page' view in PowerPoint allow you to do?

A. View a grid of all slides in the presentation
B. Add speaker notes to individual slides
C. Apply animation effects to slides
D. Rearrange slide order

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**127.** Which feature allows you to collaborate with others on a PowerPoint presentation in real-time?

A. Share button
B. Slide Master
C. Design Ideas
D. Presenter View

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**128.** How can you apply a new font style to all text in a PowerPoint presentation?

A. Use the Font dialog box for each text box
B. Apply a new theme to the entire presentation
C. Use the Design Ideas feature
D. Edit the Slide Master

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**129.** Which command is used to exit the slideshow mode in PowerPoint?

A. Esc key
B. F5
C. F11
D. Alt + F4

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**130.** How do you format a cell or range to General format?

A. Shift + Ctrl + !
B. Shift + Ctrl + $
C. Shift + Ctrl + ~
D. Shift + Ctrl + %

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**131.** Which keystroke combination is used to format a cell or range to Number format with two decimal places?

A. Shift + Ctrl + !
B. Shift + Ctrl + $
C. Shift + Ctrl + ^
D. Shift + Ctrl + %

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**132.** What is the shortcut key for formatting a cell or range to Currency format?

A. Shift + Ctrl + !
B. Shift + Ctrl + $
C. Shift + Ctrl + ~
D. Shift + Ctrl + %

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**133.** How can you format a cell or range to Percent format without decimal places?

A. Shift + Ctrl + !
B. Shift + Ctrl + %
C. Shift + Ctrl + ^
D. Shift + Ctrl + ~

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**134.** Which keystroke combination is used to apply Scientific format to a cell or range?

A. Shift + Ctrl + !
B. Shift + Ctrl + ^
C. Shift + Ctrl + %
D. Shift + Ctrl + $

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**135.** Which shortcut key is used to make text bold in Excel?

A. Ctrl+2
B. Ctrl+3
C. Ctrl+4
D. Ctrl+B

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**136.** What is the shortcut key for making text italic in Excel?

A. Ctrl+2
B. Ctrl+3
C. Ctrl+I
D. Ctrl+U

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**137.** Which keystroke combination is used to underline text in Excel?

A. Ctrl+2
B. Ctrl+3
C. Ctrl+4
D. Ctrl+U

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**138.** How do you apply strikethrough to text in Excel using a keyboard shortcut?

A. Ctrl+2
B. Ctrl+3
C. Ctrl+5
D. Ctrl+S

**139.** If you want to make text bold and italic simultaneously in Excel, which combination of shortcut keys would you use?

A. Ctrl+B, Ctrl+I
B. Ctrl+2, Ctrl+3
C. Ctrl+3, Ctrl+U
D. Ctrl+4, Ctrl+5



**140.** What function returns the current date and time in Excel?

A. Date
B. Now
C. Today
D. Time



**141.** Which function returns the absolute value of a number in Excel?

A. Abs
B. Absolute
C. Value
D. Magnitude



**142.** Which function rounds a number up, towards zero, in Excel?

A. Ceiling
B. RoundUp
C. Floor
D. Trunc



**143.** What does the COS function in Excel calculate?

A. Sine
B. Cosine
C. Tangent
D. Arcsine



**144.** Which function in Excel converts radians to degrees?

A. Degrees
B. RadiansToDegrees
C. ConvertDegrees
D. Radians



**145.** What function in Excel returns the factorial of a number?

A. Fact
B. Factorial
C. Factor
D. Fac

**146.** Which function in Excel rounds a number down, towards zero?

A. Down
B. Int
C. Trunc
D. Floor



**147.** What does the MOD function in Excel do?

A. Returns the remainder of a division operation
B. Rounds a number to a specified number of digits
C. Raises a number to a power
D. Returns the square root of a number



**148.** What does the PI function in Excel return?

A. The value of pi (π)
B. The value of e
C. The value of the golden ratio
D. The value of the Euler-Mascheroni constant



**149.** What function in Excel calculates the sum of a range of numbers?

A. Sum
B. Add
C. Total
D. Sigma



**150.** Which function in Excel returns the largest value in a set of values?

A. Max
B. Largest
C. Big
D. Maximum



**151.** What does the MEDIAN function in Excel calculate?

A. The average of a range of numbers
B. The middle value in a range of numbers
C. The maximum value in a range of numbers
D. The minimum value in a range of numbers



**152.** Which function is used to calculate the square root of a number in Excel?

A. Sqrt
B. Root
C. SquareRoot
D. Sqr

**153.** What is the purpose of the COUNT function in Excel?

A. It counts the number of cells that meet a specific condition
B. It counts the number of cells that contain numbers
C. It counts the number of cells that contain text
D. It counts the number of cells that are not empty



**154.** Which function in Excel is used to concatenate two or more text strings?

A. Join
B. Merge
C. Concat
D. Concatenate



**155.** What does the LEN function in Excel return?

A. The number of characters in a text string
B. The number of cells in a range
C. The number of rows in a worksheet
D. The number of columns in a worksheet



**156.** Which function is used to round a number to the nearest integer in Excel?

A. Round
B. RoundUp
C. RoundDown
D. RoundToInteger



**157.** What is the purpose of the IF function in Excel?

A. It calculates the average of a range of numbers
B. It counts the number of cells that meet a specific condition
C. It returns one value if a condition is true and another value if it's false
D. It calculates the sum of a range of numbers



**158.** Which function in Excel is used to calculate the average of a range of numbers?

A. Mean
B. Average
C. Avg
D. MeanValue



**159.** What does the TRIM function in Excel do?

A. Removes leading and trailing spaces from a text string
B. Converts text to uppercase
C. Converts text to lowercase
D. Capitalizes the first letter of each word in a text string

**160.** Which function is used to find the maximum value in a set of values, including text and logical values?

A. Max
B. Maxa
C. MaxValue
D. MaxAll



**161.** What is the purpose of the STDEV function in Excel?

A. It calculates the standard deviation based on a sample
B. It calculates the variance based on a sample
C. It calculates the standard deviation of a population
D. It calculates the variance of a population



**162.** Which function is used to return the number of characters in a text string, considering double-byte character set (DBCS) characters?

A. LEN
B. LENB
C. LENGTH
D. CHARCOUNT



**163.** What does the CONCATENATE function in Excel do?

A. Returns the sum of a range of numbers
B. Joins together two or more text strings
C. Converts text to uppercase
D. Removes leading and trailing spaces from a text string



**164.** Which function returns the sign of a number in Excel?

A. SIGN
B. SIGNUM
C. SGN
D. PLUSMINUS



**165.** What is the purpose of the TODAY function in Excel?

A. It returns the current date and time
B. It returns the current date
C. It returns the current time
D. It returns the date when a workbook was last saved



**166.** Which function is used to count the number of cells within a range that meet multiple criteria?

A. COUNTIF
B. COUNTIFS
C. SUMIF
D. SUMIFS

**167.** What is the purpose of the MAX function in Excel?

A. It returns the maximum value in a set of values
B. It returns the minimum value in a set of values
C. It returns the average value in a set of values
D. It returns the median value in a set of values



**168.** Which function is used to convert radians to degrees in Excel?

A. RADIANS
B. DEGREES
C. RADTODEG
D. DEGTORAD



**169.** What does the ROUND function in Excel do?

A. Rounds a number to the nearest even integer
B. Rounds a number to the nearest odd integer
C. Rounds a number to a specified number of digits
D. Rounds a number up to the next integer



**170.** Which function in Excel returns the remainder of a division operation?

A. Remainder
B. Divide
C. Quotient
D. Mod



**171.** What does the UPPER function in Excel do?

A. Converts text to lowercase
B. Capitalizes the first letter of each word in a text string
C. Converts text to uppercase
D. Removes leading and trailing spaces from a text string



**172.** Which function is used to calculate the quotient of two numbers in Excel?

A. Quotient
B. Divide
C. Ratio
D. Fraction



**173.** What is the purpose of the CONCAT function in Excel?

A. Joins together two or more text strings
B. Converts text to lowercase
C. Removes leading and trailing spaces from a text string
D. Capitalizes the first letter of each word in a text string

**174.** Which function is used to calculate the natural logarithm of a number in Excel?

A. LOG
B. LN
C. NATLOG
D. ELOG



**175.** What does the TEXT function in Excel do?

A. Formats a number as text
B. Converts text to numbers
C. Returns the length of a text string
D. Capitalizes the first letter of each word in a text string



**176.** Which function is used to find the smallest value in a set of values, ignoring logical values and text in Excel?

A. MIN
B. MINS
C. MINVAL
D. MINSMALL



**177.** What does the LOWER function in Excel do?

A. Converts text to lowercase
B. Capitalizes the first letter of each word in a text string
C. Converts text to uppercase
D. Removes leading and trailing spaces from a text string



**178.** Which function is used to find the k-th smallest value in a data set in Excel?

A. SMALLEST
B. MIN
C. SMALL
D. MINS



**179.** What is the purpose of the INDEX function in Excel?

A. Returns the value of a cell in a specified row and column
B. Returns the maximum value in a range of values
C. Returns the median value in a range of values
D. Returns the sum of a range of values

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**180.** Which of the following methods cannot be used to enter data in a cell These MS Excel multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Pressing an arrow key
B. Pressing the Tab key
C. Pressing the Esc key
D. Clicking on the formula bar

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**181.** Which of the following will not cut information? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Pressing Ctrl + C
B. Selecting Edit>Cut from the menu
C. Clicking the Cut button on the standard
D. Pressing Ctrl+X

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**182.** Which of the following is not a way to complete a cell entry? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Pressing enter
B. Pressing any arrow key on the keyboard
C. Clicking the Enter button on the Formula bar
D. Pressing spacebar

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**183.** You can activate a cell by These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Pressing the Tab key
B. Clicking the cell
C. Pressing an arrow key
D. All of the above

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**184.** Text formulas: These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Replace cell references
B. Return ASCII values of characters
C. Concatenate and manipulate text
D. Show formula error value

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**185.** How do you insert a row? menu standard toolbar

A. Right-click the row heading where you want to insert the new row and select Insert from the shortcut
B. Select the row heading where you want to insert the new row and select Edit >Row from the menu
C. Select the row heading where you want to insert the new row and click the Insert Row button on the
D. All of the above

**186.** Which of the following is not a basic step in creating a worksheet? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Save workbook
B. Modifiy the worksheet
C. Enter text and data
D. Copy the worksheet



**187.** How do you select an entire column? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Select Edit > Select > Column from the menu
B. Click the column heading letter
C. Hold down the shift key as you click anywhere in the column.
D. Hold down the Ctrl key as you click anywhere in the column



**188.** How can you print three copies of a workbook? more copies made These multiple choice questions are originally presented in MCQ Sets. Please

A. Select File>Properties form the menu and type 3 in the Copies to print text box.
B. Select File >Print from the menu and type 3 in the Number of copies text box.
C. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2
D. Press Ctrl+P+3



**189.** To create a formula, you first: your formula These ms excel mcq questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for

A. Select the cell you want to place the formula into
B. Type the equals sign (=) to tell Excel that you're about to enter a formula
C. Enter the formula using any input values and the appropriate mathematical operators that make up
D. Choose the new command from the file menu



**190.** To center worksheet titles across a range of cells, you must These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Select the cells containing the title text plus the range over which the title text is to be centered
B. Widen the columns
C. Select the cells containing the title text plus the range over which the title text is to be enfettered
D. Format the cells with the comma style



**191.** How do you delete a column? toolbar These multiple choice questions are originally presented in MCQ Sets. Please

A. Select the column heading you want to delete and select the Delete Row button on the standard
B. Select the column heading you want to delete and select Insert Delete from the menu
C. Select the row heading you want to delete and select Edit>Delete from the menu
D. Right click the column heading you want to delete and select delete from the shortcut menu

**192.** How can you find specific information in a list? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Select Tools > Finder from the menu
B. Click the Find button on the standard toolbar
C. Select Insert > Find from the menu
D. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button



**193.** When integrating word and excel, word is usually the These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Server
B. Destination
C. Client
D. Both b and c



**194.** When a label is too long to fit within a worksheet cell, you typically must These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Shorten the label
B. Increase the column width
C. Decrease the column width
D. Adjust the row height



**195.** The name box These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Shows the location of the previously active cell
B. Appears to the left of the formula bar
C. Appears below the status bar
D. Appears below the menu bar



**196.** Comments put in cells are called These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Smart tip
B. Cell tip
C. Web tip
D. Soft tip



**197.** Which is used to perform what if analysis? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Solver
B. Goal seek
C. Scenario Manager
D. All of above

**198.** You can use the horizontal and vertical scroll bars to These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Split a worksheet into two panes
B. View different rows and columns edit the contents of a cell
C. Edit the contents of a cell
D. view different worksheets



**199.** Multiple calculations can be made in a single formula using These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. standard formulas
B. array formula
C. complex formulas
D. smart formula



**200.** Hyperlinks can be These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Text
B. Drawing objects
C. Pictures
D. All of above



**201.** To activate the previous cell in a pre-selected range, press These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. The Alt key
B. The Tab key
C. The Enter key
D. None of the above



**202.** Which button do you click to add up a series of numbers? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. The autosum button
B. The Formula button
C. The quicktotal button
D. The total button



**203.** When the formula bar is active, you can see These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. The edit formula button
B. The cancel button
C. The enter button
D. All of the above

**204.** To copy formatting from one area in a worksheet and apply it to another area you would use: These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. The Edit>Copy Format and Edit>Paste Format commands form the menu.
B. The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.
C. There is no way to copy and apply formatting in Excel - You have to do it manually
D. The Format Painter button on the standard toolbar



**205.** In a worksheet you can select These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. The entire worksheet
B. Rows
C. Columns
D. All of the above



**206.** When you link data maintained in an excel workbook to a word document These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. The word document cannot be edit
B. The word document contains a reference to the original source application
C. The word document must contain a hyperlink
D. The word document contains a copy of the actual data



**207.** Which area in an excel window allows entering values and formulas These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Title bar
B. Menu bar
C. Formula bar
D. Standard toolbar



**208.** To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the These multiple choice questions are originally presented in MCQ Sets. Please

A. Unfreeze panes command on the window menu
B. Freeze panes command on the window menu
C. Hold titles command on the edit menu
D. Split command on the window menu



**209.** To edit in an embedded excel worksheet object in a word document These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Use the excel menu bar and toolbars inside the word application
B. Edit the hyperlink
C. Edit the data in a excel source application
D. Use the word menu bar and toolbars

**210.** To create a formula, you can use: These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Values but not cell references
B. C ell references but not values
C. Values or cell references although not both at the same time
D. Value and cell references



**211.** Status indicators are located on the These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Vertical scroll bar
B. Horizontal scroll bar
C. Formula bar
D. Status bar



**212.** Which of the following is the oldest spreadsheet package? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. VisiCalc
B. Lotus 1-2-3
C. Excel
D. StarCalc



**213.** Rounding errors can occur These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. When you use multiplication, division, or exponentiation in a formula
B. When you use addition and subtraction in a formula
C. Because excel uses hidden decimal places in computation
D. When you show the results of formulas with different decimal places that the calculated results



**214.** You can copy data or formulas These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. With the copy, paste and cut commands on the edit menu
B. With commands on the shortcut menu
C. With buttons on the standard toolbars
D. All of the above

**215.** You cannot link excel worksheet data to a word document These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. With the right drag method
B. With a hyperlink
C. With the copy and paste special commands
D. With the copy and paste buttons on the standard toolbar.



**216.** Which of the following is a popular DOS based spreadsheet package? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Word
B. Smart cell
C. Excel
D. Lotus 1-2-3



**217.** An excel workbook is a collection of These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Workbooks
B. Worksheets
C. Charts
D. Worksheets and charts



**218.** Excel files have a default extension of These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Xls
B. Xlw
C. Wk1
D. 123



**219.** You can use the format painter multiple times before you turn it off by These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. You can use the format painter button on ly one time when you click it
B. Double clicking the format painter button
C. Pressing the Ctrl key and clicking the format painter button
D. Pressing the Alt key and clicking the format painter button

**220.** You can use the formula palette to These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Format cells containing numbers
B. Create and edit formulas containing functions
C. Enter assumptions data
D. Copy a range of cells



**221.** You can convert existing excel worksheet data an charts to an HTML document by using These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. FTP wizard
B. Internet assistant wizard
C. Intranet wizard
D. Import wizard



**222.** A circular reference is These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Geometric modeling tool
B. A cell that points to a drawing object
C. A formula that either directly or indirectly depends on itself
D. Always erroneous



**223.** Which of following is Not one of Excel's what-if function? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Goal seek
B. Solver
C. Scenario manager
D. Auto Outline



**224.** When you insert an excel file into a word document. The data are These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Hyperlinked placed in a word table
B. Linked
C. Embedded
D. Use the word menu bar and toolbars



**225.** Which of the following is not information you can specify using the solver? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Input cells
B. Constraints
C. Target cell
D. Changing cells

**226.** Each excel file is called a workbook because These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. It can contain text and data
B. It can be modified
C. It can contain many sheets including worksheets and chart sheets
D. You have to work hard to create it



**227.** Excel probably considers the cell entry January 1, 2000 to be a These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Label
B. Value
C. Formula
D. Text string



**228.** You can enter which types of data into worksheet cells? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Labels, values, and formulas
B. Labe3ls and values but not formulas
C. Values and formulas but not labels
D. Formulas only



**229.** All worksheet formula These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Manipulate values
B. Manipulate labels
C. Return a formula result
D. Use the addition operator



**230.** Which of the following is a correct order of precedence in formula calculation? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Exponentiation, Multiplication and division, positive and negative values
B. Multiplication and division, positive and negative values, addition and subtraction
C. Addition and subtraction, positive and negative values, exponentiation
D. All of above



**231.** The Paste Special command lets you copy and paste: These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Multiply the selection by a copied value
B. Cell comments
C. Formatting options
D. The resulting values of a formula instead of the actual formula

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**232.** The numbers in our worksheet look like this: You want them to look like this: $1,000.How can you accomplish this? These multiple choice questions are originally presented in MCQ Sets. Please

A. None of these
B. Select Format > Money from the menu
C. Click the Currency Style button on the formatting toolbar
D. You have to retype everything and manually add the dollar signs, commas, and decimals.

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**233.** Which of the following is not a valid data type in excel These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Number
B. Character
C. Label
D. Date/time

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**234.** Excel worksheet cells work very similarly to what common element of the windows graphical user interface These multiple choice questions are originally presented in MCQ Sets. Please

A. Option buttons
B. List boxes
C. Text boxes
D. Combo boxes

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**235.** Which of the following options is not located in the Page Setup dialog box? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Page Break Preview.
B. Page Orientation
C. Margins
D. Headers and Footers

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**236.** You want to track the progress of the stock market on a daily basis. Which type of chart should you use? These multiple choice questions are originally presented in MCQ Sets. Please

A. Pie chart
B. Row chart
C. Line chart
D. Column chart

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**237.** Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet? These multiple choice questions are originally presented in MCQ Sets. Please

A. Press Ctrl +Home
B. Press Home
C. Press Shift + Home
D. Press Alt + Home

**238.** Which of the following methods can not be used to edit the contents of a cell? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Press the Alt key
B. Clicking the formula bar
C. Pressing the F2 key
D. Double clicking the cell



**239.** If you begin typing an entry into a cell and then realize that you don't want your entry placed into a cell, you: These multiple choice questions are originally presented in MCQ Sets. Please

A. Press the Erase key
B. Press Esc
C. Press the Enter button
D. Press the Edit Formula button



**240.** to view a cell comment These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. click the edit comment command on the insert menu
B. click the display comment command on the window menu
C. position the mouse pointer over the cell
D. click the comment command on the view menu



**241.** When you want to insert a blank imbedded excel object in a word document you can These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Click the object command on the insert menu
B. Click the office links button on the standard toolbar
C. Click the create worksheet button on the formatting toolbar
D. Click the import excel command on the file menu



**242.** To save a workbook, you: These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Click the save button on the standard toolbar from the menu
B. Press Ctrl+F5
C. Click Save on the Windows Start button
D. Select Edit>Save



**243.** You can edit a cell by These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Clicking the formula button
B. Double clicking the cell to edit it in-place
C. Selecting Edit>Edit Cell from the menu
D. None of above

**244.** You can select a single range of cells by right cell in a group of cells These multiple choice questions are originally presented in MCQ Sets. Please

A. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower
B. Pressing the Ctrl key while dragging over the desired cells
C. Pressing the Shift key and an arrow key
D. Dragging over the desired cells



**245.** Which elements of worksheet can be protected from accidental modification These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Contents
B. Objects
C. Scenarios
D. All of above



**246.** You can use the drag and drop method to These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Copy cell contents
B. Move cell contents
C. Add cell contents
D. a and b



**247.** It is acceptable to let long text flow into adjacent cells on a worksheet when These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Data will be entered in the adjacent cells
B. No data will be entered in the adjacent cells
C. There is no suitable abbreviation of the text
D. There is not time to format the next



**248.** How can you delete a record? Delete button These MCQs are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks,

A. Delete the column from the worksheet
B. Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the
C. Select Data > Delete Record from the menu
D. Click the Delete button on the Standard toolbar



**249.** Right clicking something in Excel: These multiple choice questions are originally presented in mcqsets.com. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Deletes the object
B. Nothing the right mouse button is there for left handed people
C. Opens a shortcut menu listing everything you can do to the object
D. Selects the object

**250.** Documentation should include These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Destination and users of the output data
B. Source of input data
C. Information on the purpose of the workbook
D. All of the above



**251.** Files created with Lotus 1-2-3 have an extension These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. DOC
B. XLS
C. 123
D. WK1



**252.** To delete an embedded objects, first These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Double click the object
B. Select the object by clicking it
C. Press the Shift + Delete keys
D. Select it and then press the delete key



**253.** Comments can be added to cells using These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Edit > Comments
B. Insert > Comments
C. File > Comments
D. View > Comments



**254.** Which of the following is not a worksheet design criterion? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Efficiency
B. Aditibility
C. Description
D. Clarity

**255.** To copy cell contents using drag and drop press the These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. End key
B. Shift key
C. Ctrl key
D. Esc key



**256.** Which of the following is the latest version of Excel These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Excel 2000
B. Excel 2002
C. Excel ME
D. Excel XP



**257.** When you copy a formula These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Excel erases the original copy of the formula
B. Excel edits cell references in the newly copied formula
C. Excel adjusts absolute cell references
D. Excel doesn't adjust relative cell references



**258.** The Autosum feature These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. extends a sequential series of data
B. automatically adds range of cell values
C. applies a boarder around the selected cells
D. none of the above



**259.** Which menu option can be sued to split windows into two These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Format > window
B. View > window > split
C. Window > split
D. View > split



**260.** Which of the following is an absolute cell reference? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. !A!1
B. $A$1
C. #a#1
D. A1

**261.** What symbol is used before a number to make it a label? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. ” (quote)
B. = (equal)
C. _ (underscore)
D. ' (apostrophe)



**262.** Which symbol must all formula begin with? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. =
B. +
C. (
D. @



**263.** Which of the following formulas is not entered correctly? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. =10+50
B. =B7*B1
C. =B7+14
D. 10+50



**264.** Which of the following formulas will Excel Not be able to calculate? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. =SUM(Sales)-A3
B. =SUM(A1:A5)*.5
C. =SUM(A1:A5)/(10-10)
D. =SUM(A1:A5)-10



**265.** A typical worksheet has …. Number of columns These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. 128
B. 256
C. 512
D. 1024

**266.** How many characters can be typed in a single cell in Excel? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. 256
B. 1024
C. 32000
D. 65535



**267.** A worksheet can have a maximum of .... Number of rows These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. 256
B. 1024
C. 32000
D. 65535



**268.** Which of the following is not an example of a value? These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. 350
B. May 10, 2001
C. 0.57
D. Serial Number 50771



**269.** The chart wizard term data series refers to These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. A chart legend
B. A collection of chart data markers
C. A set of values you plot in a chart
D. A data label



**270.** The Chart wizard term data categories refers to; These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. A chart plot area
B. A horizontal axis
C. The organization of individual values with a chart's data series
D. The data range that supply chart data



**271.** A worksheet range is a These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. A command used for data modeling
B. A range of values such as from 23 to 234
C. A group of cells
D. A group of worksheets

CSM 3.pdf · CSM183

**272.** Getting data from a cell located in a different sheet is called ... These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Accessing
B. Referencing
C. Updating
D. Functioning

CSM 3.pdf · CSM183

**273.** Tab scrolling button

A. Allow you to view a different worksheet
B. Allow you to view additional worksheet rows down
C. Allow you to view additional worksheet columns to the right
D. Allow you to view additional sheets tabs

CSM 3.pdf · CSM183

**274.** A numeric value can be treated as a label value if it precedes with

A. Apostrophe (&lsquo
B. Exclamation (!)
C. Hash (#)
D. Ampersand (&

CSM 3.pdf · CSM183

**275.** Concatenation of text can be done using

A. Apostrophe (&lsquo
B. Exclamation (!)
C. Hash (#)
D. Ampersand (&

CSM 3.pdf · CSM183

**276.** Data can be arranged in a worksheet in a easy to understand manner using

A. auto formatting
B. applying styles
C. changing fonts
D. all of above

CSM 3.pdf · CSM183

**277.** You can use drag-and-drop to embed excel worksheet data in a word document These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
B. By dragging a range of excel data to the word button on the taskbar while pressing Shift key
C. By dragging a range of excel data to the word button on the taskbar while pressing Alt key
D. None of above

**278.** The auto calculate feature These multiple choice questions are originally presented in MCQ Sets. Please visit http://mcqSets.com for question banks, online quiz, downloads, subjective questions and answers .

A. Can only add values in a range of cells
B. Provides a quick way to view the result of an arithmetic operation on a range of cells
C. Automatically creates formulas and adds them to a worksheet
D. A and c



**279.** Excel uniquely identifies cells within a worksheet with a cell name Q.No-Correct Answer 1 - c

A. Cell names
B. Column numbers and row letters
C. Column letters and row numbers
D. Cell locator coordinates



**280.** Which of the following is an absolute cell reference? Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. !A!1
B. $A$1
C. #a#1
D. A1



**281.** What symbol is used before a number to make it a label? Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. “ (quote)
B. = (equal)
C. _ (underscore)
D. ' (apostrophe)



**282.** Which symbol must all formula begin with? Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. =
B. +
C. (
D. @



**283.** Which of the following formulas is not entered correctly? Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. =10+50
B. =B7*B1
C. =B7+14
D. 10+50

**284.** Which of the following formulas will Excel Not be able to calculate? Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. =SUM(Sales)-A3
B. =SUM(A1:A5)*.5
C. =SUM(A1:A5)/(10-10)
D. =SUM(A1:A5)-10



**285.** A typical worksheet has .... Number of columns Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. 128
B. 256
C. 512
D. 1024



**286.** How many characters can be typed in a single cell in Excel? Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. 256
B. 1024
C. 32,000
D. 65,535



**287.** A worksheet can have a maximum of .... Number of rows Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. 256
B. 1024
C. 32,000
D. 65,535



**288.** Which of the following is not an example of a value? Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. 350
B. May 10, 2001
C. 57%
D. Serial Number 50771



**289.** The chart wizard term data series refers to Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. A chart legend
B. A collection of chart data markers
C. A set of values you plot in a chart
D. A data label

**290.** The Chart wizard term data categories refers to; Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. A chart plot area
B. A horizontal axis
C. The organization of individual values with a chart's data series
D. The data range that supply chart data



**291.** A worksheet range is a Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. A command used for data modeling
B. A range of values such as from 23 to 234
C. A group of cells
D. A group of worksheets



**292.** Getting data from a cell located in a different sheet is called ... Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Accessing
B. Referencing
C. Updating
D. Functioning



**293.** Tab scrolling button Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Allow you to view a different worksheet
B. Allow you to view additional worksheet rows down
C. Allow you to view additional worksheet columns to the right
D. Allow you to view additional sheets tabs



**294.** A numeric value can be treated as a label value if it precedes with Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. Apostrophe (&lsquoWink
B. Exclamation (!)
C. Hash (#)
D. Ampersand (&Wink



**295.** Concatenation of text can be done using Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Apostrophe (&lsquoWink
B. Exclamation (!)
C. Hash (#)
D. Ampersand (&Wink

**296.** Data can be arranged in a worksheet in a easy to understand manner using Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. auto formatting
B. applying styles
C. changing fonts
D. all of above



**297.** You can use drag-and-drop to embed excel worksheet data in a word document Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
B. By dragging a range of excel data to the word button on the taskbar while pressing Shift key
C. By dragging a range of excel data to the word button on the taskbar while pressing Alt key
D. None of above



**298.** The auto calculate feature Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Can only add values in a range of cells
B. Provides a quick way to view the result of an arithmetic operation on a range of cells
C. Automatically creates formulas and adds them to a worksheet
D. A and c



**299.** Excel uniquely identifies cells within a worksheet with a cell name Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. Cell names
B. Column numbers and row letters
C. Column letters and row numbers
D. Cell locator coordinates



**300.** to view a cell comment Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. click the edit comment command on the insert menu
B. click the display comment command on the window menu
C. position the mouse pointer over the cell
D. click the comment command on the view menu



**301.** When you want to insert a blank imbedded excel object in a word document you can Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. Click the object command on the insert menu
B. Click the office links button on the standard toolbar
C. Click the create worksheet button on the formatting toolbar
D. Click the import excel command on the file menu

**302.** To save a workbook, you: Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. Click the save button on the standard toolbar from the menu
B. Press Ctrl+F5
C. Click Save on the Windows Start button
D. Select Edit>Save



**303.** You can edit a cell by Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Clicking the formula button
B. Double clicking the cell to edit it in-place
C. Selecting Edit>Edit Cell from the menu
D. None of above



**304.** You can select a single range of cells by right cell in a group of cells Correct Answer: d

A. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower
B. Pressing the Ctrl key while dragging over the desired cells
C. Pressing the Shift key and an arrow key
D. Dragging over the desired cells



**305.** Which elements of worksheet can be protected from accidental modification Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Contents
B. Objects
C. Scenarios
D. All of above



**306.** You can use the drag and drop method to Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Copy cell contents
B. Move cell contents
C. Add cell contents
D. a and b



**307.** It is acceptable ot let long text flow into adjacent cells on a worksheet when Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Data will be entered in the adjacent cells
B. No data will be entered in the adjacent cells
C. There is nt suitable abbreviation of the text
D. Tehere is not time to format the next

**308.** How can you delete a record? Delete button Correct Answer: b

A. Delete the column from the worksheet
B. Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the
C. Select Data > Delete Record from the menu
D. Click the Delete button on the Standard toolbar



**309.** Right clicking something in Excel: Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. Deletes the object
B. Nothing the right mouse button is there for left handed people
C. Opens a shortcut menu listing everything you can do to the object
D. Selects the object



**310.** Documentation should include Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Destination and users of the output data
B. Source of input data
C. Information on the purpose of the workbook
D. All of the above



**311.** Files created with Lotus 1-2-3 have an extension Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. DOC
B. XLS
C. 123
D. WK1



**312.** To delete an embedded objects, first Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Double click the object
B. Select the object by clicking it
C. Press the Shift + Delete keys
D. Select it and then press the delete key



**313.** Comments can be added to cells using Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Edit > Comments
B. Insert > Comments
C. File > Comments
D. View > Comments

**314.** Which of the following is not a worksheet design criterion? Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. Efficiency
B. Aditibility
C. Description
D. Clarity



**315.** To copy cell contents using drag and drop press the Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. End key
B. Shift key
C. Ctrl key
D. Esc key



**316.** Which of the following is the latest version of Excel Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Excel 2000
B. Excel 2002
C. Excel ME
D. Excel XP



**317.** When you copy a formula Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Excel erases the original copy of the formula
B. Excel edits cell references in the newly copied formula
C. Excel adjusts absolute cell references
D. Excel doesn't adjust relative cell references



**318.** The autofill feature Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. extends a sequential series of data
B. automatically adds range of cell values
C. applies a boarder around the selected cells
D. none of the above



**319.** Which menu option can be sued to split windows into two Correct Answer: c

A. Format > window
B. View > window > split
C. Window > split
D. View > split

**320.** You can use the formula palette to Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Format cells containing numbers
B. Create and edit formulas containing functions
C. Enter assumptions data
D. Copy a range of cells



**321.** A circular reference is Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com.com

A. Geometric modeling tool
B. A cell that points to a drawing object
C. A formula that either directly or indirectly depends on itself
D. Always erroneous



**322.** All worksheet formula Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com.com

A. Manipulate values
B. Manipulate labels
C. Return a formula result
D. Use the addition operator



**323.** Which of the following methods can not be used to enter data in a cell Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. Pressing an arrow key
B. Pressing the Tab key
C. Pressing the Esc key
D. Clicking on the formula bar



**324.** Which of the following will not cut information? Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. Pressing Ctrl + C
B. Selecting Edit>Cut from the menu
C. Clicking the Cut button on the standard
D. Pressing Ctrl+X



**325.** Which of the following is not a way to complete a cell entry? Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Pressing enter
B. Pressing any arrow key on the keyboard
C. Clicking the Enter button on the Formula bar
D. Pressing spacebar

**326.** You can activate a cell by Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Pressing the Tab key
B. Clicking the cell
C. Pressing an arrow key
D. All of the above



**327.** Text formulas: Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. Replace cell references
B. Return ASCII values of characters
C. Concatenate and manipulate text
D. Show formula error value



**328.** How do you insert a row? menu standard toolbar

A. Right-click the row heading where you want to insert the new row and select Insert from the shortcut
B. Select the row heading where you want to insert the new row and select Edit >Row from the menu
C. Select the row heading where you want to insert the new row and click the Insert Row button on the
D. All of the above



**329.** Which of the following is not a basic step in creating a worksheet? Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Save workbook
B. Modifiy the worksheet
C. Enter text and data
D. Copy the worksheet



**330.** How do you select an entire column? Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Select Edit > Select > Column from the menu
B. Click the column heading letter
C. Hold down the shift key as you click anywhere in the column.
D. Hold down the Ctrl key as you click anywhere in the column



**331.** How can you print three copies of a workbook? more copies made Correct Answer: b

A. Select File>Properties form the menu and type 3 in the Copies to print text box.
B. Select File >Print from the menu and type 3 in the Number of copies text box.
C. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2
D. Press Ctrl+P+3



**332.** To create a formula, you first: your formula Correct Answer: a

A. Select the cell you want to place the formula into
B. Type the equals sign (=) to tell Excel that you're about to enter a formula
C. Enter the formula using any input values and the appropriate mathematical operators that make up
D. Choose the new command from the file menu

**333.** To center worksheet titles across a range of cells, you must Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. Select the cells containing the title text plus the range over which the title text is to be centered
B. Widen the columns
C. Select the cells containing the title text plus the range over which the title text is to be enfettered
D. Format the cells with the comma style



**334.** How do you delete a column? toolbar Correct Answer: d

A. Select the column heading you want to delete and select the Delete Row button on the standard
B. Select the column heading you want to delete and select Insert Delete from the menu
C. Select the row heading you want to delete and select Edit>Delete from the menu
D. Right click the column heading you want to delet and select delete from the shortcut menu



**335.** How can you find specific information in a list? Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Select Tools > Finder from the menu
B. Click the Find button on the standard toolbar
C. Select Insert > Find from the menu
D. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button



**336.** When integrating word and excel, word is usually the Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Server
B. Destination
C. Client
D. Both b and c



**337.** When a label is too long to fit within a worksheet cell, you typically must Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Shorten the label
B. Increase the column width
C. Decrease the column width
D. Adjust the row height



**338.** The name box Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Shows the location of the previously active cell
B. Appears to the left of the formula bar
C. Appears below the status bar
D. Appears below the menu bar

**339.** Comments put in cells are called Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Smart tip
B. Cell tip
C. Web tip
D. Soft tip



**340.** Which is used to perform what if analysis? Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Solver
B. Goal seek
C. Scenario Manager
D. All of above



**341.** You can use the horizontal and vertical scroll bars to Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. Split a worksheet into two panes
B. View different rows and columns edit the contents of a cell
C. Edit the contents of a cell
D. view different worksheets



**342.** Multiple calculations can be made in a single formula using Correct Answer: b

A. standard formulas
B. array formula
C. complex formulas
D. smart formula



**343.** Hyperlinks can be Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Text
B. Drawing objects
C. Pictures
D. All of above



**344.** To activate the previous cell in a pre-selected range, press Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. The Alt key
B. The Tab key
C. The Enter key
D. None of the above

**345.** Which button do yu click to add up a series of numbers? Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. The autosum button
B. The Formula button
C. The quicktotal button
D. The total button



**346.** When the formula bar is active, you can see Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. The edit formula button
B. The cancel button
C. The enter button
D. All of the above



**347.** To copy formatting from one area in a worksheet and apply it to another area you would use: Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. The Edit>Copy Format and Edit>Paste Format commands form the menu.
B. The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.
C. There is no way to copy and apply formatting in Excel - You have to do it manually
D. The Format Painter button on the standard toolbar



**348.** In a worksheet you can select Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. The entire worksheet
B. Rows
C. Columns
D. All of the above



**349.** When you link data maintained in an excel workbook to a word document Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. The word document can not be edit
B. The word document contains a reference to the original source application
C. The word document must contain a hyperlink
D. The word document contains a copy of the actual data



**350.** Which area in an excel window allows entering values and formulas Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. Title bar
B. Menu bar
C. Formula bar
D. Standard toolbar

**351.** To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the Correct Answer: b

A. Unfreeze panes command on the window menu
B. Freeze panes command on the window menu
C. Hold titles command on the edit menu
D. Split command on the window menu



**352.** To edit in an embedded excel worksheet object in a word document Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. Use the excel menu bar and toolbars inside the word application
B. Edit the hyperlink
C. Edit the data in a excel source application
D. Use the word menu bar and toolbars



**353.** To create a formula, you can use: Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Values but not cell references
B. C ell references but not values
C. Values or cell references although not both at the same time
D. Value and cell references



**354.** Status indicators are located on the Correct Answer: c Collection on http://www.cs-mcqs.blogspot.com

A. Vertical scroll bar
B. Horizontal scroll bar
C. Formula bar
D. Standard toolbar



**355.** Which of the following is the oldest spreadsheet package? Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. VisiCalc
B. Lotus 1-2-3
C. Excel
D. StarCalc



**356.** Rounding errors can occur Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. When you use multiplication, division, or exponentiation in a formula
B. When you use addition and subtraction in a formula
C. Because excel uses hidden decimal places in computation
D. When you show the results of formulas with different decimal places that the calculated results

**357.** You can copy data or formulas Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. With the copy, paste and cut commands on the edit menu
B. With commands on ta shortcut menu
C. With buttons on the standard toolbars
D. All of the above



**358.** You can not link excel worksheet data to a word document Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. With the right drag method
B. With a hyperlink
C. With the copy and paste special commands
D. With the copy and paste buttons on the standard toolbar.



**359.** Which of the following is a popular DOS based spreadsheet package? Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Word
B. Smart cell
C. Excel
D. Lotus 1-2-3



**360.** An excel workbook is a collection of Correct Answer: d Collection on http://www.cs-mcqs.blogspot.com

A. Workbooks
B. Worksheets
C. Charts
D. Worksheets and charts



**361.** Excel files have a default extension of Correct Answer: a Collection on http://www.cs-mcqs.blogspot.com

A. Xls
B. Xlw
C. Wk1
D. 123



**362.** You can use the format painter multiple times before you turn it off by Correct Answer: b Collection on http://www.cs-mcqs.blogspot.com

A. You can use the format painter button on ly one time when you click it
B. Double clicking the format painter button
C. Pressing the Ctrl key and clicking the format painter button
D. Pressing the Alt key and clicking the format painter button

**363.** What function displays row data in a column or column data in a row? Correct Answer: c

A. Hyperlink
B. Index
C. Transpose
D. Rows



**364.** When you insert an Excel file into a Word document, the data are Correct Answer: b. Placed in a word table

A. Hyperlinked
B. Placed in a word table
C. Linked
D. Embedded



**365.** Except for the …… function, a formula with a logical function shows the word “TRUE” or “FALSE” as a result Correct Answer: a

A. IF
B. AND
C. OR
D. NOT



**366.** Macros are “run” or executed from the ….. menu. Correct Answer: c

A. Insert
B. Frmat
C. Tools
D. Data



**367.** You can open the consolidate dialog box byt choosing Consolidate from the ….. menu. Correct Answer: d

A. Insert
B. Format
C. Tools
D. Data



**368.** Each excel file is called a workbook because Correct Answer: c

A. It can contain text and data
B. It can be modified
C. It can contain many sheets including worksheets and chart sheets
D. You have to work hard to create it

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**369.** Which types of charts can excel produce? Correct Answer: c

A. Line graphs and pie charts only
B. Only line graphs
C. Bar charts, line graphs and pie charts
D. Bar charts and line graphs only

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**370.** How are data organized in a spreadsheet? Correct Answer: c

A. Lines and spaces
B. Layers and planes
C. Rows and columns
D. Height and width

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**371.** What does the VLOOKUP function do? Correct Answer: c

A. Looks up text that contain 'v'
B. Checks whether text is the same in one cell as in the next
C. Finds related records
D. All of above

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**372.** Gridlines Correct Answer: d

A. May be turned off for display but turned on for printing
B. May be turned on or off for printing
C. The be turned off for display and printing
D. a, b and c

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**373.** You can print only an embedded chart by Correct Answer: d

A. Moving the chart to a chart sheet before you print.
B. Formatting the chart before you print
C. Selecting the chart before you print
D. a and c

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**374.** Which of the following is a correct order of precedence in a formula calculation? Correct Answer: d

A. Multiplication and division, exponential positive and negative value
B. Multiplication and division, positive and negative values, addition and subtraction
C. Addition and subtraction, positive and negative values, exponentiation
D. None of above

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**375.** A function inside another function is called a ….. function. Correct Answer: a

A. Nested
B. Round
C. Sum
D. Text

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**376.** How should you print a selected area of a worksheet, if you'll want to print a different area next time? Correct Answer: b

A. On the file menu, point to print area, and then click set print area.
B. On the file menu, click print, and then click selection under print what
C. On the view menu, click custom views, then click add
D. All of above

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**377.** Youar German supplier still invoices for parts in deutsche marks. How can you have Excel convert those sums to Euros? Correct Answer: b

A. On the Insert menu, click Symbol and from the currency symbols subset, select the Euro sign.
B. On the tools menu, click Add-Ins, and select the Euro Currency Tools check box
C. Apply a selected background color
D. All of above

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**378.** Which function calculates your monthly mortage payment? Correct Answer: a

A. PMT (payments)
B. NPER (number of periods)
C. PV (present value)
D. All of above

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**379.** If you are working in English (US), Chinese or Japanese, Excel 2002 can speak data as you enter it, to help you verify accuracy. How do you activate this feature? Correct Answer: a

A. Point to speech on the tools menu, and then click show text to speech toolbar.
B. Click validation on the data menu
C. Point to speech on the tools menu, and then click speech recognition
D. All of above

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**380.** Which of the following methods can not be used to enter data in a cell? Correct Answer: c.

A. Pressing an arrow key
B. Pressing the tab key
C. Pressing the Esc key
D. Clicking the enter button to the formula bar

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**381.** Which of the following will not set text in selected cells to italics? Correct Answer: b

A. Pressing Ctrl + I on the keyboard
B. Using the Tools - Wizard - Web Form menu item
C. Using the Format - Cells - Font menu item
D. None of the above

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**382.** Which of the following methods cannot be used to edit the content of cell? Correct Answer: a

A. Pressing the Alt key
B. Clicking the formula bar
C. Pressing F2
D. Double clicking the cell

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**383.** You can activate a cell by Correct Answer: d

A. Pressing the Tab key
B. Clicking the cell
C. Pressing an arrow key
D. All of above

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**384.** Which of the following setup options can not be set in the page setup dialog box? Correct Answer: a

A. Printer selection
B. Vertical or horizontal placement
C. Orientation
D. Row and column titles

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**385.** What term refers to a specific set of values saved with the workbook? Correct Answer: b

A. Range
B. Scenario
C. Trend line
D. What-if analysis

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**386.** Which of the following describes how to select all the cells in a single column? Correct Answer: c

A. Right click on column and select Pick from list
B. Use data - text to columns menu item
C. Left click on the gray column title button
D. Pressing Ctrl + A on the keyboard

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**387.** when you use the fill effects in the format data series dialog box, you can not Correct Answer: a

A. rotate text on the chart
B. select a fore ground color
C. select a pattern
D. select a background color

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**388.** Paper spreadsheets can have all the same advantages as an electronic spreadsheet except which of the following? Correct Answer: c

A. Rows and columns
B. Headings
C. Speed
D. None

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**389.** Which of the following is not a basic step in creating a worksheet? Correct Answer: d

A. Save the workbook
B. Modify the worksheet
C. Enter text and data
D. Copy the worksheet

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**390.** What's a quick way to extend these numbers to a longer sequence, for instance 1 through 20? Paste button, and then click Paste Special Correct Answer: a

A. Select both cells, and then drag the fill handle over the range you want, for instance 18 more rows
B. Select the range you want, include both cells, point to fill on the Edit menu, and then click down.
C. Copy the second cell, click in the cell below it, on the standard toolbar click the down arrow on the
D. All of above

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**391.** To insert three columns between columns D and E you would Correct Answer: b

A. Select column D
B. Select column E
C. Select columns E, F and G
D. Select columns D, E, and F.

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**392.** To center worksheet titles across a range of cell, you must cells cells

A. Select the cells containing the title text and use the fill handle to center the text across a range of
B. Widen the columns
C. Select the cells containing the title text and use the fill handle to center the text across a range of
D. Widen the column

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**393.** When integrating Ms-Word and Excel, Word is usually the Correct Answer: c. Client

A. Server
B. Source
C. Client
D. None

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**394.** Charts tips can Correct Answer: d

A. Show the formatting of a data label
B. Show the name of a data series
C. Show the value of data point
D. b and c

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**395.** The Name box Correct Answer: b

A. Shows the location of the previously active cell
B. Appears t the left of the formula bar
C. Appears below the status bar
D. Appears below the menu bar

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**396.** How do you change column width to fit the contents? Correct Answer: b

A. Single-click the boundary to the left to the column heading
B. Double click the boundary to the right of the column heading
C. Press Alt and single click anywhere in the column
D. All of above

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**397.** when you work with large worksheets, you may need to Correct Answer: d

A. size the worksheet to fit on the specific number of pages
B. add and remove page breaks
C. specify only certain print areas
D. all of above

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**398.** Hyperlinks cannot be Correct Answer: d. All can be hyperlinks

A. Special shapes like stars and banners
B. Drawing objects like rectangles ovals
C. Pictures
D. All can be hyperlinks

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**399.** You can use the horizontal and vertical scroll bars to Correct Answer: b

A. Split a worksheet into two panes
B. View different rows and columns
C. Edit the contents of a cell
D. View different worksheets

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**400.** What do we call a computer program that organizes data in rows and columns of cells? You might use this type of program to keep a record of the money you earned moving lawns over the summer. Correct Answer: A

A. Spreadsheet program
B. Database program
C. Word processor program
D. Desktop publisher program

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**401.** You can add an image to a template by clicking the Insert Picture From File button on the …. Toolbar. Correct Answer: d

A. Standard
B. Formatting
C. Drawing
D. Picture

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**402.** To drag a selected range of data to another worksheet in the same workbook, use the Correct Answer: d

A. Tab key
B. Alt key
C. Shift key
D. Ctrl key

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**403.** When creating a vertical page break Correct Answer: c

A. The active cell must be A1
B. The active cell can be anywhere in the worksheet
C. The active cell must be in row 1
D. The active cell must be in column A

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**404.** to activate the previous cell in a pre-selected range, press Correct Answer: d

A. the Alt key
B. the Tab key
C. the Enter key
D. none of above

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**405.** When the formula bar is activated, you can see Correct Answer: d

A. The Edit Formula button
B. The Cancel button
C. The Enter button
D. All of above

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**406.** In a worksheet you can select Correct Answer: d

A. The entire worksheet
B. Rows
C. Columns
D. a, b, and c

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**407.** when you print preview a worksheet Correct Answer: d

A. the entire worksheet is displayed
B. the selected range is displayed
C. the active portion of the worksheet is displayed
D. a, b and c

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**408.** You can group noncontiguous worksheets with Correct Answer: c

A. The group button on the standard toolbar
B. The shift key and the mouse
C. The ctrl key and mouse
D. The alt+enter key

**409.** Weight refers to Correct Answer: a

A. The print density of characters
B. The height of the printed character
C. Upright or slanted shape
D. The design and appearance of characters



**410.** When you link data maintained in Excel workbook to a Word document Correct Answer: b. The Word document contains a reference to the original source application

A. The Word document cannot be edited
B. The Word document contains a reference to the original source application
C. The word document must contain a hyperlink
D. The word document contains a copy of the actual data



**411.** When you see a cell with a red triangle in the top right corner, what does this signify? Correct Answer: b Collection of Objective Questions or Multiple Choice Questions (MCQs) distributed through

A. There is an error in the cell
B. There is a comment associated with the cell
C. The font color for text in the cell is red
D. A formula cannot be entered into the cell



**412.** To hold row and column titles in places so that they do not scroll when you scroll a worksheet, click the Correct Answer: b

A. Unfreeze panes command on the window menu
B. Freeze panes command on the window menu
C. Hold titles command on the edit menu
D. Split command on the window menu



**413.** Which of these is a quick way to copy formatting from a selected cell to two other cells on the same worksheet? Modify

A. Use Ctrl to select all three cells, then click the paste button on the standard toolbar
B. Copy the selected cell, then select the other two cells, click style on the Format menu, then click
C. Click format painter on the Formatting toolbar twice then click in each cell you want to copy the
D. All of above



**414.** To edit data in an embedded Excel worksheet object in a Word document Correct Answer: a. Use the Excel menu bar and toolbars inside the word application

A. Use the Excel menu bar and toolbars inside the word application
B. Edit the hyperlink
C. Edit the data in a Excel source application
D. Use the Word menu bar and toolbars

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**415.** Status indicators are located on the Correct Answer: c

A. Vertical scroll bar
B. Horizontal scroll bar
C. Formula bar
D. Formatting toolbar

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**416.** You can open the scenario Manager dialog box by choosing scenarios from the ..... menu. Correct Answer: d

A. View
B. Insert
C. Format
D. Tools

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**417.** You can open the Sort dialog box by choosing Sort from the ..... menu Correct Answer: d

A. View
B. Format
C. Tools
D. Data

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**418.** when working in the page break preview, you can Correct Answer: d

A. view exactly where each page break occurs
B. add or remove page breaks
C. change the print area
D. all of above

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**419.** A data map is helpful Correct Answer: b

A. When you have too much data to chart
B. To show a geographic distribution of data
C. To compare data points
D. To show changes in data over time

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**420.** Rounding errors can occur Correct Answer: a

A. When you use multiplication, division or exponentiation in a formula
B. When you use addition and subtraction in a formula
C. Because Excel uses hidden decimal places in computation
D. When you show the results of formulas with different decimal places than the calculated results

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**421.** You can copy data or formulas Correct Answer: d

A. With the copy, paste and cut commands on the edit menu
B. With commands on a shortcut menu
C. With buttons on the standard toolbar
D. All of the above

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**422.** You can zoom a worksheet Correct Answer: d

A. With the mouse pointer in Print Preview
B. With the zoom button on the Print Preview toolbar
C. With the Zoom command on the view menu
D. All of the above

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**423.** You can not link Excel worksheet data to a Word document Correct Answer: d. With the copy and paste buttons on the standard toolbar

A. With the right drag method
B. With a hyperlink
C. With the copy and paste special commands
D. With the copy and paste buttons on the standard toolbar

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**424.** This type of software is similar to an accountant's worksheet Correct Answer: c

A. Word processing
B. Database
C. Spreadsheets
D. Graphics

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**425.** which function will calculate the number of workdays between 6/9/2004 and 8/12/2004? Correct Answer: d

A. Workday
B. Date
C. Networkdays
D. All of the above

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**426.** Data marker on a chart are linked to data points in a worksheet, therefore, worksheet Correct Answer: b

A. You can automatically apply formatting to a data series
B. You can change the position of a data marker and automatically change the data point value in the
C. You can change a data print value and automatically are draw the chart
D. a and b

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**427.** When you group worksheets Correct Answer: d

A. You can enter variable data on multiple worksheets at one time
B. You can print more than one worksheet at a time
C. You can enter common data, formats, and formulas on multiple worksheets at one time
D. b, and c

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**428.** You can use the format painter multiple times before you turn it off by Correct Answer: b

A. You can use the format painter button only one time when you click it
B. Double clicking the format painter button
C. Pressing the Ctrl key and clicking the format painter button
D. Pressing Alt key and clicking the format painter button

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**429.** The default header for a worksheet is Correct Answer: c

A. Your name
B. The date and time
C. None
D. The sheet tab name

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**430.** ...Circular addressing involves using the _____ cell's address in the formula for that same cell, either directly or indirectly - in other words, defining a cell (blank 2) itself. For example, the...

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**431.** ...essing involves using the (blank 1) cell's address in the formula for that same cell, either directly or indirectly - in other words, defining a cell _____ itself. For example, the formula =(+B4-B3)/B2 is circular when the current cell is (blank 3), B3, or B4. Circular referencing is sometimes useful but...

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**432.** ...directly or indirectly - in other words, defining a cell (blank 2) itself. For example, the formula = (+B4-B3)/B2 is circular when the current cell is _____, B3, or B4. Circular referencing is sometimes useful but should be (blank 4) unless it is intended. To refer to cell A10 on Sheet5, you enter _____...

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**433.** ...r example, the formula =(+B4-B3)/B2 is circular when the current cell is (blank 3), B3, or B4. Circular referencing is sometimes useful but should be _____ unless it is intended. To refer to cell A10 on Sheet5, you enter (blank 5) in the formula. If the sheet name contains spaces - for example 'CSM 1' -...

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**434.** ...(blank 3), B3, or B4. Circular referencing is sometimes useful but should be (blank 4) unless it is intended. To refer to cell A10 on Sheet5, you enter _____ in the formula. If the sheet name contains spaces - for example 'CSM 1' - the sheet name must be surrounded by (blank 6)....

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**435.** ...ell A10 on Sheet5, you enter (blank 5) in the formula. If the sheet name contains spaces - for example 'CSM 1' - the sheet name must be surrounded by _____....

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**436.** ...A 3-D reference allows you to refer to a cell range that includes _____ or more sheets in a workbook. For example, =SUM(Sheet1:(blank 8)!$D$1:$D$10) sums the values in D1:D10 across all sheets from Sheet1 to Sheet4. Excel...

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**437.** ...A 3-D reference allows you to refer to a cell range that includes (blank 7) or more sheets in a workbook. For example, =SUM(Sheet1:_____!$D$1:$D$10) sums the values in D1:D10 across all sheets from Sheet1 to Sheet4. Excel uses four types of calculation operators: arithmetic, (blank 9),...

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**438.** ...:(blank 8)!$D$1:$D$10) sums the values in D1:D10 across all sheets from Sheet1 to Sheet4. Excel uses four types of calculation operators: arithmetic, _____, text concatenation, and reference operators. The only text concatenation operator is the (blank 10) sign, which joins one or more text strings to pr...

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**439.** ...four types of calculation operators: arithmetic, (blank 9), text concatenation, and reference operators. The only text concatenation operator is the _____ sign, which joins one or more text strings to produce a single piece of text. The (blank 11) reference operator (colon) produces one reference to all...

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**440.** ...e operators. The only text concatenation operator is the (blank 10) sign, which joins one or more text strings to produce a single piece of text. The _____ reference operator (colon) produces one reference to all cells between two cell addresses. The intersection operator is a (blank 12), and it returns...

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**441.** ...ece of text. The (blank 11) reference operator (colon) produces one reference to all cells between two cell addresses. The intersection operator is a _____, and it returns #NULL if no cells are common to both references....

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**442.** ...Excel uses the same order of operation used in _____. From left to right, the order of precedence begins with (blank 14) (negation), then percent, then (blank 15), followed by multipl...

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**443.** ...Excel uses the same order of operation used in (blank 13). From left to right, the order of precedence begins with _____ (negation), then percent, then (blank 15), followed by multiplication and division, and finally addition and (blank 16). If two operato...

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**444.** ...of operation used in (blank 13). From left to right, the order of precedence begins with (blank 14) (negation), then percent, then _____, followed by multiplication and division, and finally addition and (blank 16). If two operators have the (blank 17) precedence in a formula...

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**445.** ...begins with (blank 14) (negation), then percent, then (blank 15), followed by multiplication and division, and finally addition and _____. If two operators have the (blank 17) precedence in a formula, Excel evaluates them from left to right. To change the order of evaluation, use _____...

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**446.** ..., then percent, then (blank 15), followed by multiplication and division, and finally addition and (blank 16). If two operators have the _____ precedence in a formula, Excel evaluates them from left to right. To change the order of evaluation, use (blank 18) around the part of the formula yo...

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**447.** ..._ (16). If two operators have the (blank 17) precedence in a formula, Excel evaluates them from left to right. To change the order of evaluation, use _____ around the part of the formula you want calculated first. For example, =8 / 2 ^ 3 evaluates as 8 divided by (blank 19) = 1, because exponentiation ha...

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**448.** ...e the order of evaluation, use (blank 18) around the part of the formula you want calculated first. For example, =8 / 2 ^ 3 evaluates as 8 divided by _____ = 1, because exponentiation has higher precedence than division....

**449.** ...A selected group of cells is referred to as a _____. Range names must start with a (blank 21) or an underscore - any character may follow except a (blank 22) or a hyphen. Names have a maximum...



**450.** ...A selected group of cells is referred to as a (blank 20). Range names must start with a _____ or an underscore - any character may follow except a (blank 22) or a hyphen. Names have a maximum length of (blank 23) characters and may b...



**451.** ...roup of cells is referred to as a (blank 20). Range names must start with a (blank 21) or an underscore - any character may follow except a _____ or a hyphen. Names have a maximum length of (blank 23) characters and may be typed in either upper or lowercase letters. To define a name using the N...



**452.** ...es must start with a (blank 21) or an underscore - any character may follow except a (blank 22) or a hyphen. Names have a maximum length of _____ characters and may be typed in either upper or lowercase letters. To define a name using the Name Box, select the cell or range, click the Name Box, type the n...



**453.** ...may be typed in either upper or lowercase letters. To define a name using the Name Box, select the cell or range, click the Name Box, type the name, then press _____. Alternatively, click the Formulas tab and click the (blank 25) button to open the New Name dialog box. To manage multiple names at once, click the _...



**454.** ...the Name Box, select the cell or range, click the Name Box, type the name, then press (blank 24). Alternatively, click the Formulas tab and click the _____ button to open the New Name dialog box. To manage multiple names at once, click the (blank 26) button on the Formulas tab....



**455.** ...). Alternatively, click the Formulas tab and click the (blank 25) button to open the New Name dialog box. To manage multiple names at once, click the _____ button on the Formulas tab....



**456.** ...Functions that have been defined by Excel's developers for users to use without redefining are called _____ or predefined functions. A function operates on values or references called (blank 28), which are placed within (blank 29) after the functi...



**457.** ...el's developers for users to use without redefining are called (blank 27) or predefined functions. A function operates on values or references called _____, which are placed within (blank 29) after the function name and separated by commas. An argument may be a constant, a cell reference, or another func...



**458.** ...ining are called (blank 27) or predefined functions. A function operates on values or references called (blank 28), which are placed within _____ after the function name and separated by commas. An argument may be a constant, a cell reference, or another function called a (blank 30) function. T...



**459.** ...aced within (blank 29) after the function name and separated by commas. An argument may be a constant, a cell reference, or another function called a _____ function. The PMT function is entered in the form PMT((blank 31), nper, pv, fv, type). A function has two parts: the (blank 32), which foll...

**460.** ...ommas. An argument may be a constant, a cell reference, or another function called a (blank 30) function. The PMT function is entered in the form PMT(_____, nper, pv, fv, type). A function has two parts: the (blank 32), which follows the equal sign, and the argument. Some functions can have up to _____...



**461.** ...on called a (blank 30) function. The PMT function is entered in the form PMT((blank 31), nper, pv, fv, type). A function has two parts: the _____, which follows the equal sign, and the argument. Some functions can have up to (blank 33) arguments; an ellipsis (...) indicates more arguments are pos...



**462.** ..._ (31), nper, pv, fv, type). A function has two parts: the (blank 32), which follows the equal sign, and the argument. Some functions can have up to _____ arguments; an ellipsis (...) indicates more arguments are possible....



**463.** ...There are three main classes of functions based on the number of arguments required. The first class requires _____ arguments because the information they return is fixed - examples include RAND(), PI(), and (blank 35). The second class requires a _____ (...



**464.** ...f arguments required. The first class requires (blank 34) arguments because the information they return is fixed - examples include RAND(), PI(), and _____. The second class requires a (blank 36) number of arguments - for example INT() accepts only one argument. The third class accepts a _____...



**465.** ...(blank 34) arguments because the information they return is fixed - examples include RAND(), PI(), and (blank 35). The second class requires a _____ number of arguments - for example INT() accepts only one argument. The third class accepts a (blank 37) number of arguments - for example =SUM(A1:A10...



**466.** ...(blank 35). The second class requires a (blank 36) number of arguments - for example INT() accepts only one argument. The third class accepts a _____ number of arguments - for example =SUM(A1:A10), =SUM(A1:A5, A8), and =SUM(A1:A3, A5, B6:B8) are all valid. When an optional argument is omitted but later argum...



**467.** ...ments - for example =SUM(A1:A10), =SUM(A1:A5, A8), and =SUM(A1:A3, A5, B6:B8) are all valid. When an optional argument is omitted but later arguments are used, _____ must be inserted as placeholders to maintain argument position. Text arguments in functions must be enclosed in (blank 39)....



**468.** ...later arguments are used, (blank 38) must be inserted as placeholders to maintain argument position. Text arguments in functions must be enclosed in _____....



**469.** ...Functions can be entered directly into a cell or by using the _____ button. The Insert Function dialog guides you through each function and explains each (blank 41) within it. After selecting the specific function and...



**470.** ...can be entered directly into a cell or by using the (blank 40) button. The Insert Function dialog guides you through each function and explains each _____ within it. After selecting the specific function and clicking OK, the (blank 42) dialog box appears and guides you through entering the data. Once da...

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**471.** ...t Function dialog guides you through each function and explains each (blank 41) within it. After selecting the specific function and clicking OK, the _____ dialog box appears and guides you through entering the data. Once data is entered into the argument boxes, the (blank 43) of the formula is displayed...

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**472.** ...nction and clicking OK, the (blank 42) dialog box appears and guides you through entering the data. Once data is entered into the argument boxes, the _____ of the formula is displayed at the bottom of the formula palette. The most frequently used function is (blank 44), which totals all numeric values in...

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**473.** ...ntered into the argument boxes, the (blank 43) of the formula is displayed at the bottom of the formula palette. The most frequently used function is _____, which totals all numeric values in the ranges it references. Clicking the (blank 45) on the AutoSum button reveals options for Average, Count, Min,...

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**474.** ...om of the formula palette. The most frequently used function is (blank 44), which totals all numeric values in the ranges it references. Clicking the _____ on the AutoSum button reveals options for Average, Count, Min, and Max....

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**475.** ...Excel 2007 includes over _____ functions divided into (blank 47) alphabetical categories. The categories include Compatibility, Cube, Database, Date and Time, Engineering, _____...

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**476.** ...Excel 2007 includes over (blank 46) functions divided into _____ alphabetical categories. The categories include Compatibility, Cube, Database, Date and Time, Engineering, (blank 48), Information, Logical, Lookup a...

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**477.** ...(blank 46) functions divided into (blank 47) alphabetical categories. The categories include Compatibility, Cube, Database, Date and Time, Engineering, _____, Information, Logical, Lookup and Reference, Math and Trigonometric, (blank 49), Text, User-defined functions stored with add-ins, and _____...

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**478.** ...es include Compatibility, Cube, Database, Date and Time, Engineering, (blank 48), Information, Logical, Lookup and Reference, Math and Trigonometric, _____, Text, User-defined functions stored with add-ins, and (blank 50) functions....

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**479.** ...(blank 48), Information, Logical, Lookup and Reference, Math and Trigonometric, (blank 49), Text, User-defined functions stored with add-ins, and _____ functions....

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**480.** ...Excel represents dates as _____ numbers starting from January 1, 1900 as serial number (blank 52). Excel updates the NOW() function only when the worksheet is (blank 53) o...

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**481.** ...Excel represents dates as (blank 51) numbers starting from January 1, 1900 as serial number _____. Excel updates the NOW() function only when the worksheet is (blank 53) or recalculated. For example, if NOW() was entered on January 1, 1997 at 6:30...

**482.** ...s (blank 51) numbers starting from January 1, 1900 as serial number (blank 52). Excel updates the NOW() function only when the worksheet is _____ or recalculated. For example, if NOW() was entered on January 1, 1997 at 6:30 PM, it would display (blank 54) in the cell - where 35431 represents th...



**483.** ...W() function only when the worksheet is (blank 53) or recalculated. For example, if NOW() was entered on January 1, 1997 at 6:30 PM, it would display _____ in the cell - where 35431 represents the number of days from January 1, 1900 and 0.77083 represents the (blank 55) fraction of the time. The TODAY()...



**484.** ...1997 at 6:30 PM, it would display (blank 54) in the cell - where 35431 represents the number of days from January 1, 1900 and 0.77083 represents the _____ fraction of the time. The TODAY() function returns the date serial number but does NOT return the (blank 56) portion. The DATE function format is =DA...



**485.** ...nuary 1, 1900 and 0.77083 represents the (blank 55) fraction of the time. The TODAY() function returns the date serial number but does NOT return the _____ portion. The DATE function format is =DATE((blank 57), month, day) and returns the serial number for the specified date....



**486.** ...action of the time. The TODAY() function returns the date serial number but does NOT return the (blank 56) portion. The DATE function format is =DATE(_____, month, day) and returns the serial number for the specified date....



**487.** ...The _____ function converts a date stored as text into a serial number. The DAYS360 function calculates days between two dates based on a (blank 59)-day year -...



**488.** ...The (blank 58) function converts a date stored as text into a serial number. The DAYS360 function calculates days between two dates based on a _____-day year - assuming each month has 30 days. The (blank 60) function returns the number of whole working days between two dates, excluding weekends. T...



**489.** ...xt into a serial number. The DAYS360 function calculates days between two dates based on a (blank 59)-day year - assuming each month has 30 days. The _____ function returns the number of whole working days between two dates, excluding weekends. The (blank 61) function converts a serial number to a number...



**490.** ...y year - assuming each month has 30 days. The (blank 60) function returns the number of whole working days between two dates, excluding weekends. The _____ function converts a serial number to a number from 1 to 7 representing the day of the week. The (blank 62) function returns the year fraction represe...



**491.** ...between two dates, excluding weekends. The (blank 61) function converts a serial number to a number from 1 to 7 representing the day of the week. The _____ function returns the year fraction representing the number of whole days between a start_date and end_date. The (blank 63) function returns the seria...

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**492.** ...g the day of the week. The (blank 62) function returns the year fraction representing the number of whole days between a start_date and end_date. The _____ function returns the serial number of the last day of the month before or after a specified number of months....

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**493.** ...Since trigonometric functions use angles in radians, the conversion formula is: Radians = Degrees × _____. The (blank 65) function returns the absolute value of a number - for example ABS(-4.50) returns 4.50. The (blank 66) function rounds a num...

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**494.** ...Since trigonometric functions use angles in radians, the conversion formula is: Radians = Degrees × (blank 64). The _____ function returns the absolute value of a number - for example ABS(-4.50) returns 4.50. The (blank 66) function rounds a number UP to the nearest inte...

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**495.** ...: Radians = Degrees × (blank 64). The (blank 65) function returns the absolute value of a number - for example ABS(-4.50) returns 4.50. The _____ function rounds a number UP to the nearest integer or multiple of significance. The (blank 67) function rounds a number DOWN toward zero. The _____...

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**496.** ...of a number - for example ABS(-4.50) returns 4.50. The (blank 66) function rounds a number UP to the nearest integer or multiple of significance. The _____ function rounds a number DOWN toward zero. The (blank 68) function returns the number of combinations for a given number of objects. The _____...

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**497.** ...__ (66) function rounds a number UP to the nearest integer or multiple of significance. The (blank 67) function rounds a number DOWN toward zero. The _____ function returns the number of combinations for a given number of objects. The (blank 69) function returns e raised to the power of a given number. T...

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**498.** ...(blank 67) function rounds a number DOWN toward zero. The (blank 68) function returns the number of combinations for a given number of objects. The _____ function returns e raised to the power of a given number. The (blank 70) function returns the remainder when one number is divided by another....

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**499.** ...nction returns the number of combinations for a given number of objects. The (blank 69) function returns e raised to the power of a given number. The _____ function returns the remainder when one number is divided by another....

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**500.** ...The _____ function returns the greatest common divisor - for example GCD(12, 15, 24, 36). The (blank 72) function rounds a number DOWN to the nearest integer -...

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**501.** ...The (blank 71) function returns the greatest common divisor - for example GCD(12, 15, 24, 36). The _____ function rounds a number DOWN to the nearest integer - for example INT(34.45) returns 34. The (blank 73) function returns the natural logarithm of a...

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**502.** ...visor - for example GCD(12, 15, 24, 36). The (blank 72) function rounds a number DOWN to the nearest integer - for example INT(34.45) returns 34. The _____ function returns the natural logarithm of a number. The (blank 74) function returns the logarithm of a number to a specified base. The _____...

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**503.** ...unds a number DOWN to the nearest integer - for example INT(34.45) returns 34. The (blank 73) function returns the natural logarithm of a number. The _____ function returns the logarithm of a number to a specified base. The (blank 75) function returns the integer portion of a division (quotient without r...

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**504.** ...(blank 73) function returns the natural logarithm of a number. The (blank 74) function returns the logarithm of a number to a specified base. The _____ function returns the integer portion of a division (quotient without remainder). The (blank 76) function converts degrees to radians, while _____...

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**505.** ...ns the logarithm of a number to a specified base. The (blank 75) function returns the integer portion of a division (quotient without remainder). The _____ function converts degrees to radians, while (blank 77) converts radians to degrees....

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**506.** ...(blank 75) function returns the integer portion of a division (quotient without remainder). The (blank 76) function converts degrees to radians, while _____ converts radians to degrees....

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**507.** ...The _____ function counts how many cells in a range contain numbers only. The (blank 79) function counts how many values (numbers, text, logical values) are in...

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**508.** ...The (blank 78) function counts how many cells in a range contain numbers only. The _____ function counts how many values (numbers, text, logical values) are in a range. The (blank 80) function counts the number of blank cells within a ran...

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**509.** ...ts how many cells in a range contain numbers only. The (blank 79) function counts how many values (numbers, text, logical values) are in a range. The _____ function counts the number of blank cells within a range. The (blank 81) function counts cells in a range that meet a given single criterion. The ____...

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**510.** ...n counts how many values (numbers, text, logical values) are in a range. The (blank 80) function counts the number of blank cells within a range. The _____ function counts cells in a range that meet a given single criterion. The (blank 82) function returns the k-th largest value in a dataset. The _____...

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**511.** ...80) function counts the number of blank cells within a range. The (blank 81) function counts cells in a range that meet a given single criterion. The _____ function returns the k-th largest value in a dataset. The (blank 83) function returns the k-th smallest value in a dataset. The (blank 84)...

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**512.** ..._____ (81) function counts cells in a range that meet a given single criterion. The (blank 82) function returns the k-th largest value in a dataset. The _____ function returns the k-th smallest value in a dataset. The (blank 84) function returns the rank of a number in a list of numbers....

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**513.** ...(blank 82) function returns the k-th largest value in a dataset. The (blank 83) function returns the k-th smallest value in a dataset. The _____ function returns the rank of a number in a list of numbers....

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**514.** ...The _____ function returns the intercept of the linear regression line. The (blank 86) function returns the slope of the linear regression line. The _____...

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**515.** ...The (blank 85) function returns the intercept of the linear regression line. The _____ function returns the slope of the linear regression line. The (blank 87) function returns a value along a linear trend (predicts a future value). The...

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**516.** ...(blank 85) function returns the intercept of the linear regression line. The (blank 86) function returns the slope of the linear regression line. The _____ function returns a value along a linear trend (predicts a future value). The (blank 88) function returns the correlation coefficient between two data...

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**517.** ...function returns the slope of the linear regression line. The (blank 87) function returns a value along a linear trend (predicts a future value). The _____ function returns the correlation coefficient between two data sets. The (blank 89) function estimates standard deviation based on a sample. The _____...

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**518.** ...eturns a value along a linear trend (predicts a future value). The (blank 88) function returns the correlation coefficient between two data sets. The _____ function estimates standard deviation based on a sample. The (blank 90) function calculates standard deviation based on the entire population....

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**519.** ...(88) function returns the correlation coefficient between two data sets. The (blank 89) function estimates standard deviation based on a sample. The _____ function calculates standard deviation based on the entire population....

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**520.** ...The _____ function returns the character specified by a code number. The (blank 92) function returns a numeric code for the first character in a text string. T...

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**521.** ...The (blank 91) function returns the character specified by a code number. The _____ function returns a numeric code for the first character in a text string. The (blank 93) function converts a number to text using the dollar currency...

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**522.** ...nction returns the character specified by a code number. The (blank 92) function returns a numeric code for the first character in a text string. The _____ function converts a number to text using the dollar currency format. The (blank 94) function checks whether two text values are identical (case-sens...

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**523.** ...rns a numeric code for the first character in a text string. The (blank 93) function converts a number to text using the dollar currency format. The _____ function checks whether two text values are identical (case-sensitive comparison). The (blank 95) function formats a number as text with a fixed numb...

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**524.** ...mber to text using the dollar currency format. The (blank 94) function checks whether two text values are identical (case-sensitive comparison). The _____ function formats a number as text with a fixed number of decimal places. The (blank 96) function repeats text a given number of times. The _____...

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**525.** ...wo text values are identical (case-sensitive comparison). The (blank 95) function formats a number as text with a fixed number of decimal places. The _____ function repeats text a given number of times. The (blank 97) function substitutes new text for old text within a text string....

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**526.** ...(blank 95) function formats a number as text with a fixed number of decimal places. The (blank 96) function repeats text a given number of times. The _____ function substitutes new text for old text within a text string....

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**527.** ...An annuity is a periodic series of _____ payments. The argument (blank 99) represents the current value of amounts to be received or paid in the future, discounted at some interest rate. The...

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**528.** ...An annuity is a periodic series of (blank 98) payments. The argument _____ represents the current value of amounts to be received or paid in the future, discounted at some interest rate. The argument (blank 100) represents t...

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**529.** ...The argument (blank 99) represents the current value of amounts to be received or paid in the future, discounted at some interest rate. The argument _____ represents the number of payments that will be made to an investment or loan. The argument (blank 101) is the interest rate being charged or paid per...

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**530.** ...discounted at some interest rate. The argument (blank 100) represents the number of payments that will be made to an investment or loan. The argument _____ is the interest rate being charged or paid per period. When the type argument is (blank 102), payments are made in arrears (end of each period); when...

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**531.** ...that will be made to an investment or loan. The argument (blank 101) is the interest rate being charged or paid per period. When the type argument is _____, payments are made in arrears (end of each period); when type is (blank 103), payments are made in advance. If the type argument is omitted, Excel as...

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**532.** ...nterest rate being charged or paid per period. When the type argument is (blank 102), payments are made in arrears (end of each period); when type is _____, payments are made in advance. If the type argument is omitted, Excel assumes it to be (blank 104)....

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**533.** ...made in arrears (end of each period); when type is (blank 103), payments are made in advance. If the type argument is omitted, Excel assumes it to be _____....

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**534.** ...The _____ function returns the periodic payment for an annuity - for a loan of 1,000,000 at 12% per annum over 5 years, the call is =PMT(12%/12, (blank 106), -...

**535.** ...he (blank 105) function returns the periodic payment for an annuity - for a loan of 1,000,000 at 12% per annum over 5 years, the call is =PMT(12%/12, _____, -1000000). The (blank 107) function returns the future value of an investment - for monthly deposits of 200,000 over 15 years at 10% annually, the c...



**536.** ...rns the periodic payment for an annuity - for a loan of 1,000,000 at 12% per annum over 5 years, the call is =PMT(12%/12, (blank 106), -1000000). The _____ function returns the future value of an investment - for monthly deposits of 200,000 over 15 years at 10% annually, the call is =FV(10%/12, _____ (10...



**537.** ...(blank 107) function returns the future value of an investment - for monthly deposits of 200,000 over 15 years at 10% annually, the call is =FV(10%/12, _____, -200000). The (blank 109) function returns the present value - for 60 payments of 150,000 at 5% annually, the call is =PV(5%/12, 60, 150000). The __...



**538.** ...the future value of an investment - for monthly deposits of 200,000 over 15 years at 10% annually, the call is =FV(10%/12, (blank 108), -200000). The _____ function returns the present value - for 60 payments of 150,000 at 5% annually, the call is =PV(5%/12, 60, 150000). The (blank 110) function returns...



**539.** ...8), -200000). The (blank 109) function returns the present value - for 60 payments of 150,000 at 5% annually, the call is =PV(5%/12, 60, 150000). The _____ function returns the payment on the principal portion of an investment for a given period. The (blank 111) function returns the internal rate of retu...



**540.** ...y, the call is =PV(5%/12, 60, 150000). The (blank 110) function returns the payment on the principal portion of an investment for a given period. The _____ function returns the internal rate of return for a series of cash flows. The (blank 112) function returns the straight-line depreciation of an asset...



**541.** ...e principal portion of an investment for a given period. The (blank 111) function returns the internal rate of return for a series of cash flows. The _____ function returns the straight-line depreciation of an asset for one period....



**542.** ...Excel's logical functions test whether a statement is _____ or False and return a result. A value of (blank 114) means False and a value of 1 means True. The FALSE() function always returns a logical _____...



**543.** ...Excel's logical functions test whether a statement is (blank 113) or False and return a result. A value of _____ means False and a value of 1 means True. The FALSE() function always returns a logical (blank 115) and takes no arguments. The NOT function _____...



**544.** ...(blank 113) or False and return a result. A value of (blank 114) means False and a value of 1 means True. The FALSE() function always returns a logical _____ and takes no arguments. The NOT function (blank 116) the result of a logical argument - turning TRUE to FALSE or FALSE to TRUE. The AND function retu...

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**545.** ...(blank 114) means False and a value of 1 means True. The FALSE() function always returns a logical (blank 115) and takes no arguments. The NOT function _____ the result of a logical argument - turning TRUE to FALSE or FALSE to TRUE. The AND function returns TRUE only if (blank 117) logical arguments are TR...

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**546.** ...uments. The NOT function (blank 116) the result of a logical argument - turning TRUE to FALSE or FALSE to TRUE. The AND function returns TRUE only if _____ logical arguments are TRUE; if any is FALSE it returns FALSE. The OR function returns FALSE only if (blank 118) logical arguments are FALSE; it retur...

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**547.** ...The AND function returns TRUE only if (blank 117) logical arguments are TRUE; if any is FALSE it returns FALSE. The OR function returns FALSE only if _____ logical arguments are FALSE; it returns TRUE if at least one is TRUE....

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**548.** ...The IF function permits you to test a _____ condition to determine the appropriate value for a cell. Its format is: IF((blank 120), value-if-true, value-if-false). The logical test is any expre...

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**549.** ...The IF function permits you to test a (blank 119) condition to determine the appropriate value for a cell. Its format is: IF(_____, value-if-true, value-if-false). The logical test is any expression that can be evaluated as true or false - for example A1=B10, A1>= 4, or conditions joined b...

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**550.** ...value-if-true, value-if-false). The logical test is any expression that can be evaluated as true or false - for example A1=B10, A1>= 4, or conditions joined by _____ operators such as AND, OR, and NOT. The value-if-true is the value the cell will assume if the condition is (blank 122); text values must be enclosed...

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**551.** ...>= 4, or conditions joined by (blank 121) operators such as AND, OR, and NOT. The value-if-true is the value the cell will assume if the condition is _____; text values must be enclosed in (blank 123). IF functions can be (blank 124) - that is, one IF function can be placed inside another - to...

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**552.** ...rators such as AND, OR, and NOT. The value-if-true is the value the cell will assume if the condition is (blank 122); text values must be enclosed in _____. IF functions can be (blank 124) - that is, one IF function can be placed inside another - to handle multiple conditions. For example, =IF(F1>40, (F1...

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**553.** ...if-true is the value the cell will assume if the condition is (blank 122); text values must be enclosed in (blank 123). IF functions can be _____ - that is, one IF function can be placed inside another - to handle multiple conditions. For example, =IF(F1>40, (F1-40)*1.5, 0) calculates overtime pay - if h...

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**554.** ...side another - to handle multiple conditions. For example, =IF(F1>40, (F1-40)*1.5, 0) calculates overtime pay - if hours exceed 40, the excess is multiplied by _____....

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**555.** ...Microsoft Office is a suite of applications. _____ is a word processor for creating professional documents, while (blank 2) is a database management application for creating and maintaining databases....

**556.** ...Microsoft Office is a suite of applications. (blank 1) is a word processor for creating professional documents, while _____ is a database management application for creating and maintaining databases. (blank 3) is the presentation software in the suite. Microsoft Excel is...



**557.** ...is a word processor for creating professional documents, while (blank 2) is a database management application for creating and maintaining databases. _____ is the presentation software in the suite. Microsoft Excel is classified as a (blank 4) application. A spreadsheet is also known as an _____...



**558.** ...anagement application for creating and maintaining databases. (blank 3) is the presentation software in the suite. Microsoft Excel is classified as a _____ application. A spreadsheet is also known as an (blank 5) Spreadsheet and is simply the electronic equivalent of the (blank 6) worksheet....



**559.** ...(blank 3) is the presentation software in the suite. Microsoft Excel is classified as a (blank 4) application. A spreadsheet is also known as an _____ Spreadsheet and is simply the electronic equivalent of the (blank 6) worksheet....



**560.** ...assified as a (blank 4) application. A spreadsheet is also known as an (blank 5) Spreadsheet and is simply the electronic equivalent of the _____ worksheet....



**561.** ...A spreadsheet consists of _____ and (blank 8), and the intersection of these are used to store numbers and text. Spreadsheets are capable of a wide range of manipulations from simpl...



**562.** ...A spreadsheet consists of (blank 7) and _____, and the intersection of these are used to store numbers and text. Spreadsheets are capable of a wide range of manipulations from simple arithmetic to complex...



**563.** ..., and the intersection of these are used to store numbers and text. Spreadsheets are capable of a wide range of manipulations from simple arithmetic to complex _____ calculations and analysis. In the accounting field, spreadsheets are used for preparation of (blank 10), Balance sheets, Trial Balances, and payroll....



**564.** ...anipulations from simple arithmetic to complex (blank 9) calculations and analysis. In the accounting field, spreadsheets are used for preparation of _____, Balance sheets, Trial Balances, and payroll. Scientists use spreadsheets to perform statistical computations such as averages, standard deviations, and _____...



**565.** ..._ (10), Balance sheets, Trial Balances, and payroll. Scientists use spreadsheets to perform statistical computations such as averages, standard deviations, and _____. Spreadsheets are particularly good at providing answers to the (blank 12) type of questions which occur frequently in business....



**566.** ...erform statistical computations such as averages, standard deviations, and (blank 11). Spreadsheets are particularly good at providing answers to the _____ type of questions which occur frequently in business....

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**567.** ...There are a number of spreadsheet packages available, including AS-EASY-AS, SUPERCALC, _____, SYMPHONY, QUATROPRO, FRAMEWORK IV, and Excel. The term spreadsheet is often used to refer to both the (blank 14) and the sheet on which the work is...

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**568.** ...e, including AS-EASY-AS, SUPERCALC, (blank 13), SYMPHONY, QUATROPRO, FRAMEWORK IV, and Excel. The term spreadsheet is often used to refer to both the _____ and the sheet on which the work is done. Some spreadsheet programs use the term (blank 15) for the individual working sheet. Whenever there is a cha...

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**569.** ...l. The term spreadsheet is often used to refer to both the (blank 14) and the sheet on which the work is done. Some spreadsheet programs use the term _____ for the individual working sheet. Whenever there is a change in one value, Excel will automatically (blank 16) all values that are dependent on the...

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**570.** ...ome spreadsheet programs use the term (blank 15) for the individual working sheet. Whenever there is a change in one value, Excel will automatically _____ all values that are dependent on the changed value. In this way a spreadsheet can be used not only for creating financial statements but also as a _____...

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**571.** ...(blank 16) all values that are dependent on the changed value. In this way a spreadsheet can be used not only for creating financial statements but also as a _____ tool....

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**572.** ...In Excel, a cell can hold a maximum of _____ characters. When a number is too wide to be displayed in a cell, Excel displays (blank 19) symbols. Very large or very small numbers are displayed in...

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**573.** ...In Excel, a cell can hold a maximum of (blank 18) characters. When a number is too wide to be displayed in a cell, Excel displays _____ symbols. Very large or very small numbers are displayed in (blank 20) notation. Dates and times in Excel are stored as (blank 21) numbers,...

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**574.** ...characters. When a number is too wide to be displayed in a cell, Excel displays (blank 19) symbols. Very large or very small numbers are displayed in _____ notation. Dates and times in Excel are stored as (blank 21) numbers, with the serial number (blank 22) representing January 1, 1900. To ent...

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**575.** ...displays (blank 19) symbols. Very large or very small numbers are displayed in (blank 20) notation. Dates and times in Excel are stored as _____ numbers, with the serial number (blank 22) representing January 1, 1900. To enter the current date into a cell you press (blank 23), and to...

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**576.** ...very small numbers are displayed in (blank 20) notation. Dates and times in Excel are stored as (blank 21) numbers, with the serial number _____ representing January 1, 1900. To enter the current date into a cell you press (blank 23), and to enter the current time you press _____ (24...

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**577.** ...ored as (blank 21) numbers, with the serial number (blank 22) representing January 1, 1900. To enter the current date into a cell you press _____, and to enter the current time you press (blank 24)....

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**578.** ...(blank 22) representing January 1, 1900. To enter the current date into a cell you press (blank 23), and to enter the current time you press _____....

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**579.** ...Using the Clear command, you can clear all cell contents and return the cell to _____ format, or clear (blank 26) only without changing formats or notes, or clear (blank 27) without changing content or formats. When the Delet...

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**580.** ...Using the Clear command, you can clear all cell contents and return the cell to (blank 25) format, or clear _____ only without changing formats or notes, or clear (blank 27) without changing content or formats. When the Delete command deletes cells, it completely...

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**581.** ...can clear all cell contents and return the cell to (blank 25) format, or clear (blank 26) only without changing formats or notes, or clear _____ without changing content or formats. When the Delete command deletes cells, it completely removes the selected cells and (blank 28) other cells to fi...

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**582.** ...r notes, or clear (blank 27) without changing content or formats. When the Delete command deletes cells, it completely removes the selected cells and _____ other cells to fill the gap. To delete cells using the keyboard, you can press (blank 29). To insert new cells using the keyboard, you press _____...

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**583.** ...deletes cells, it completely removes the selected cells and (blank 28) other cells to fill the gap. To delete cells using the keyboard, you can press _____. To insert new cells using the keyboard, you press (blank 30)....

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**584.** ...(blank 28) other cells to fill the gap. To delete cells using the keyboard, you can press (blank 29). To insert new cells using the keyboard, you press _____....

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**585.** ...Excel's AutoComplete feature automatically completes entries that contain _____ or a combination of text and numbers. Entries that contain only (blank 32), dates, or times are NOT automatically completed. To accept a proposed Aut...

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**586.** ...Excel's AutoComplete feature automatically completes entries that contain (blank 31) or a combination of text and numbers. Entries that contain only _____, dates, or times are NOT automatically completed. To accept a proposed AutoComplete entry, press (blank 33). To reject and replace it, simply continu...

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**587.** ...xt and numbers. Entries that contain only (blank 32), dates, or times are NOT automatically completed. To accept a proposed AutoComplete entry, press _____. To reject and replace it, simply continue (blank 34) the required text. To delete the automatically entered characters, press (blank 35)....

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**588.** ...dates, or times are NOT automatically completed. To accept a proposed AutoComplete entry, press (blank 33). To reject and replace it, simply continue _____ the required text. To delete the automatically entered characters, press (blank 35). To turn off AutoComplete, go to File Tab > Options > _____...

**589.** ...s (blank 33). To reject and replace it, simply continue (blank 34) the required text. To delete the automatically entered characters, press _____. To turn off AutoComplete, go to File Tab > Options > (blank 36) and clear the Enable AutoComplete for cell values check box....



**590.** ...(blank 34) the required text. To delete the automatically entered characters, press (blank 35). To turn off AutoComplete, go to File Tab > Options > _____ and clear the Enable AutoComplete for cell values check box....



**591.** ...The fill handle can be used to fill data into worksheet cells and to continue a series of _____, number and text combinations, dates, or time periods. To hide the fill handle, go to File Tab > Options > Advanced and clear the (blank 38) check bo...



**592.** ...eries of (blank 37), number and text combinations, dates, or time periods. To hide the fill handle, go to File Tab > Options > Advanced and clear the _____ check box. To avoid replacing existing data when dragging the fill handle, ensure the (blank 39) check box is selected. After dragging the fill handl...



**593.** ...e, go to File Tab > Options > Advanced and clear the (blank 38) check box. To avoid replacing existing data when dragging the fill handle, ensure the _____ check box is selected. After dragging the fill handle, the (blank 40) button appears so you can choose how the selection is filled. To fill a cell wi...



**594.** ...box. To avoid replacing existing data when dragging the fill handle, ensure the (blank 39) check box is selected. After dragging the fill handle, the _____ button appears so you can choose how the selection is filled. To fill a cell with the contents of the cell above it, press (blank 41). To fill a cell...



**595.** ...ill handle, the (blank 40) button appears so you can choose how the selection is filled. To fill a cell with the contents of the cell above it, press _____. To fill a cell with the contents of the cell to its left, press (blank 42)....



**596.** ...n is filled. To fill a cell with the contents of the cell above it, press (blank 41). To fill a cell with the contents of the cell to its left, press _____....



**597.** ...To fill a series automatically, Excel needs at least _____ starting value(s) to detect the pattern. To fill in increasing order you drag (blank 44) or to the right; to fill in decreasing order you drag _____...



**598.** ...To fill a series automatically, Excel needs at least (blank 43) starting value(s) to detect the pattern. To fill in increasing order you drag _____ or to the right; to fill in decreasing order you drag (blank 45) or to the left. The four series types under Home > Fill > Series are: Linear, _____...



**599.** ..._ (43) starting value(s) to detect the pattern. To fill in increasing order you drag (blank 44) or to the right; to fill in decreasing order you drag _____ or to the left. The four series types under Home > Fill > Series are: Linear, (blank 46), Date, and AutoFill. You can suppress AutoFill by holding do...

**600.** ..._ (44) or to the right; to fill in decreasing order you drag (blank 45) or to the left. The four series types under Home > Fill > Series are: Linear, _____, Date, and AutoFill. You can suppress AutoFill by holding down (blank 47) while dragging the fill handle - this copies values instead of extending a...



**601.** ...to the left. The four series types under Home > Fill > Series are: Linear, (blank 46), Date, and AutoFill. You can suppress AutoFill by holding down _____ while dragging the fill handle - this copies values instead of extending a series. A custom fill series can only contain (blank 48) or text mixed wit...



**602.** ...l by holding down (blank 47) while dragging the fill handle - this copies values instead of extending a series. A custom fill series can only contain _____ or text mixed with numbers - not numbers only. To create a custom list from existing worksheet data, go to File > Options > Advanced > General section and clic...



**603.** ...r text mixed with numbers - not numbers only. To create a custom list from existing worksheet data, go to File > Options > Advanced > General section and click _____....



**604.** ...Formulas are the _____ of an Excel worksheet. A formula may be defined as any data that does not place itself in a cell but rather the (blank 51) that it generates. A formu...



**605.** ...Formulas are the (blank 50) of an Excel worksheet. A formula may be defined as any data that does not place itself in a cell but rather the _____ that it generates. A formula in Excel must start with either (blank 52), + or -. When you exit the cell after completing a formula, the _____...



**606.** ...ay be defined as any data that does not place itself in a cell but rather the (blank 51) that it generates. A formula in Excel must start with either _____, + or -. When you exit the cell after completing a formula, the (blank 53) of the formula displays in the active cell, while the actual formula displ...



**607.** ...(blank 51) that it generates. A formula in Excel must start with either (blank 52), + or -. When you exit the cell after completing a formula, the _____ of the formula displays in the active cell, while the actual formula displays in the (blank 54). To view the formula in-cell, double-click the cell o...



**608.** ...hen you exit the cell after completing a formula, the (blank 53) of the formula displays in the active cell, while the actual formula displays in the _____. To view the formula in-cell, double-click the cell or select the cell and press (blank 55). One major advantage of using formulas is that when a cel...



**609.** ...the active cell, while the actual formula displays in the (blank 54). To view the formula in-cell, double-click the cell or select the cell and press _____. One major advantage of using formulas is that when a cell entry is changed, the formula will automatically (blank 56) the result....



**610.** ...l or select the cell and press (blank 55). One major advantage of using formulas is that when a cell entry is changed, the formula will automatically _____ the result....

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**611.** ...Cell references, also called _____, are used in a formula to refer to the contents of a cell or a group of cells. A cell is always referred to by using the (blank 58) and _____...

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**612.** ...nces, also called (blank 57), are used in a formula to refer to the contents of a cell or a group of cells. A cell is always referred to by using the _____ and (blank 59) heading - for example, the cell at the intersection of column B and row 10 has the reference B10. The cell reference of the active cel...

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**613.** ...(blank 57), are used in a formula to refer to the contents of a cell or a group of cells. A cell is always referred to by using the (blank 58) and _____ heading - for example, the cell at the intersection of column B and row 10 has the reference B10. The cell reference of the active cell is displayed in the ____...

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**614.** ...59) heading - for example, the cell at the intersection of column B and row 10 has the reference B10. The cell reference of the active cell is displayed in the _____ at the left of the formula bar. The least error-prone method of entering cell references is by (blank 61) to the cell you want to include in a formul...

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**615.** ...ence of the active cell is displayed in the (blank 60) at the left of the formula bar. The least error-prone method of entering cell references is by _____ to the cell you want to include in a formula. When you point to a cell, a moving (blank 62) appears around the cell and the mode changes from Enter t...

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**616.** ...east error-prone method of entering cell references is by (blank 61) to the cell you want to include in a formula. When you point to a cell, a moving _____ appears around the cell and the mode changes from Enter to Point....

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**617.** ...There are three main types of cell addressing: _____, Absolute, and Mixed. A fourth type, (blank 64) addressing, is not permitted in Excel. A relative cell reference (blank 65) when a formula...

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**618.** ...There are three main types of cell addressing: (blank 63), Absolute, and Mixed. A fourth type, _____ addressing, is not permitted in Excel. A relative cell reference (blank 65) when a formula is copied, while an absolute cell reference remains _____...

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**619.** ...ell addressing: (blank 63), Absolute, and Mixed. A fourth type, (blank 64) addressing, is not permitted in Excel. A relative cell reference _____ when a formula is copied, while an absolute cell reference remains (blank 66) when a formula is copied. An absolute reference is identified by having...

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**620.** ..._ (64) addressing, is not permitted in Excel. A relative cell reference (blank 65) when a formula is copied, while an absolute cell reference remains _____ when a formula is copied. An absolute reference is identified by having a (blank 67) sign preceding the column letter and/or row number. For example,...

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**621.** ...en a formula is copied, while an absolute cell reference remains (blank 66) when a formula is copied. An absolute reference is identified by having a _____ sign preceding the column letter and/or row number. For example, (blank 68) indicates a permanent link to cell A5. Each time the (blank 69)...

**622.** ...when a formula is copied. An absolute reference is identified by having a (blank 67) sign preceding the column letter and/or row number. For example, _____ indicates a permanent link to cell A5. Each time the (blank 69) key is pressed, the reference type cycles: for example A10 → $A$10 → A$10 → $A10 → A1...



**623.** ...(blank 67) sign preceding the column letter and/or row number. For example, (blank 68) indicates a permanent link to cell A5. Each time the _____ key is pressed, the reference type cycles: for example A10 → $A$10 → A$10 → $A10 → A10....



**624.** ...Mixed addressing combines _____ and absolute addressing - either the column or the row number is preceded by a dollar sign. For example, (blank 71) has an absolute column (permanent...



**625.** ...Mixed addressing combines (blank 70) and absolute addressing - either the column or the row number is preceded by a dollar sign. For example, _____ has an absolute column (permanently linked to column G) with a relative row, while (blank 72) has an absolute row (permanently linked to row 5) with...



**626.** ...e row number is preceded by a dollar sign. For example, (blank 71) has an absolute column (permanently linked to column G) with a relative row, while _____ has an absolute row (permanently linked to row 5) with a relative column. In the formula =$A4 * B$3, the reference $A4 has an (blank 73) column and a...



**627.** ...e row, while (blank 72) has an absolute row (permanently linked to row 5) with a relative column. In the formula =$A4 * B$3, the reference $A4 has an _____ column and a (blank 74) row, while B$3 has a (blank 75) column and an absolute row. Mixed cell references allow you to fill in column and r...



**628.** ...has an absolute row (permanently linked to row 5) with a relative column. In the formula =$A4 * B$3, the reference $A4 has an (blank 73) column and a _____ row, while B$3 has a (blank 75) column and an absolute row. Mixed cell references allow you to fill in column and row data using only _____...



**629.** ...row 5) with a relative column. In the formula =$A4 * B$3, the reference $A4 has an (blank 73) column and a (blank 74) row, while B$3 has a _____ column and an absolute row. Mixed cell references allow you to fill in column and row data using only (blank 76) formula....



**630.** ...(blank 74) row, while B$3 has a (blank 75) column and an absolute row. Mixed cell references allow you to fill in column and row data using only _____ formula....



**631.** ...To refer to a cell on a different sheet, you use the format _____ where the sheet name is separated from the cell reference by an exclamation mark. If the sheet name contains spaces, it must be enclosed in _____ (78...



**632.** ...(blank 77) where the sheet name is separated from the cell reference by an exclamation mark. If the sheet name contains spaces, it must be enclosed in _____. A 3-D reference such as =SUM(Sheet1:(blank 79)!$D$1:$D$10) sums cell D1:D10 across all sheets from Sheet1 to Sheet4. The (blank 80) operat...

**633.** ...the cell reference by an exclamation mark. If the sheet name contains spaces, it must be enclosed in (blank 78). A 3-D reference such as =SUM(Sheet1:_____!$D$1:$D$10) sums cell D1:D10 across all sheets from Sheet1 to Sheet4. The (blank 80) operator (colon) creates a range between two cell references. Th...



**634.** ...sed in (blank 78). A 3-D reference such as =SUM(Sheet1:(blank 79)!$D$1:$D$10) sums cell D1:D10 across all sheets from Sheet1 to Sheet4. The _____ operator (colon) creates a range between two cell references. The (blank 81) operator (comma) represents a union of two ranges. The _____ (...



**635.** ...D$1:$D$10) sums cell D1:D10 across all sheets from Sheet1 to Sheet4. The (blank 80) operator (colon) creates a range between two cell references. The _____ operator (comma) represents a union of two ranges. The (blank 82) error is returned when two ranges that are specified to intersect have no cells in...



**636.** ...(blank 80) operator (colon) creates a range between two cell references. The (blank 81) operator (comma) represents a union of two ranges. The _____ error is returned when two ranges that are specified to intersect have no cells in common....



**637.** ...Cell and range names must start with a _____ or an underscore - they cannot start with a number. Names cannot contain (blank 84) or hyphens and have a maximum length of (blank 85) char...



**638.** ...Cell and range names must start with a (blank 83) or an underscore - they cannot start with a number. Names cannot contain _____ or hyphens and have a maximum length of (blank 85) characters. Names are (blank 86) - that is, Excel does not distinguish between uppercase...



**639.** ...th a (blank 83) or an underscore - they cannot start with a number. Names cannot contain (blank 84) or hyphens and have a maximum length of _____ characters. Names are (blank 86) - that is, Excel does not distinguish between uppercase and lowercase letters in a name. You can name a cell using t...



**640.** ...- they cannot start with a number. Names cannot contain (blank 84) or hyphens and have a maximum length of (blank 85) characters. Names are _____ - that is, Excel does not distinguish between uppercase and lowercase letters in a name. You can name a cell using the (blank 87) box by clicking it,...



**641.** ...aracters. Names are (blank 86) - that is, Excel does not distinguish between uppercase and lowercase letters in a name. You can name a cell using the _____ box by clicking it, typing the name, and pressing Enter. The Name Manager is found under the (blank 88) tab on the Ribbon....



**642.** ...ters in a name. You can name a cell using the (blank 87) box by clicking it, typing the name, and pressing Enter. The Name Manager is found under the _____ tab on the Ribbon....



**643.** ...Functions are _____ formulas already built into Excel that perform specific calculations. A function can accept a maximum of (blank 90) arguments. Functions with no argu...

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**644.** ...Functions are (blank 89) formulas already built into Excel that perform specific calculations. A function can accept a maximum of _____ arguments. Functions with no arguments - such as (blank 91) and (blank 92) - must still include empty parentheses. Functions with optional...

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**645.** ...y built into Excel that perform specific calculations. A function can accept a maximum of (blank 90) arguments. Functions with no arguments - such as _____ and (blank 92) - must still include empty parentheses. Functions with optional arguments use (blank 93) as placeholders for omitted argumen...

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**646.** ...erform specific calculations. A function can accept a maximum of (blank 90) arguments. Functions with no arguments - such as (blank 91) and _____ - must still include empty parentheses. Functions with optional arguments use (blank 93) as placeholders for omitted arguments. The most commonly use...

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**647.** ...nctions with no arguments - such as (blank 91) and (blank 92) - must still include empty parentheses. Functions with optional arguments use _____ as placeholders for omitted arguments. The most commonly used function is (blank 94), which adds all numbers in a range. Excel contains more than ____...

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**648.** ...include empty parentheses. Functions with optional arguments use (blank 93) as placeholders for omitted arguments. The most commonly used function is _____, which adds all numbers in a range. Excel contains more than (blank 95) built-in functions organised into 12 categories....

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**649.** ...93) as placeholders for omitted arguments. The most commonly used function is (blank 94), which adds all numbers in a range. Excel contains more than _____ built-in functions organised into 12 categories....

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**650.** ...Excel stores dates as _____ numbers, counting from (blank 97) as serial number 1. The (blank 98) function returns both the current date and time as a decimal number a...

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**651.** ...Excel stores dates as (blank 96) numbers, counting from _____ as serial number 1. The (blank 98) function returns both the current date and time as a decimal number and takes no arguments. The _____ (...

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**652.** ...Excel stores dates as (blank 96) numbers, counting from (blank 97) as serial number 1. The _____ function returns both the current date and time as a decimal number and takes no arguments. The (blank 99) function returns only the current date an...

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**653.** ...(blank 97) as serial number 1. The (blank 98) function returns both the current date and time as a decimal number and takes no arguments. The _____ function returns only the current date and also takes no arguments. The (blank 100) function returns the number of working days between two dates, ex...

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**654.** ...ent date and time as a decimal number and takes no arguments. The (blank 99) function returns only the current date and also takes no arguments. The _____ function returns the number of working days between two dates, excluding weekends and specified holidays. The DAYS360 function calculates days between two date...

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**655.** ...urns the number of working days between two dates, excluding weekends and specified holidays. The DAYS360 function calculates days between two dates based on a _____-day year. The (blank 102) function returns a number from 1 to 7 representing the day of the week for a given date....

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**656.** ...een two dates, excluding weekends and specified holidays. The DAYS360 function calculates days between two dates based on a (blank 101)-day year. The _____ function returns a number from 1 to 7 representing the day of the week for a given date....

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**657.** ...To convert degrees to radians in Excel you multiply degrees by _____. The (blank 104) function rounds a number UP to the nearest multiple of significance. The (blank 105) function rounds a number DOWN to the...

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**658.** ...To convert degrees to radians in Excel you multiply degrees by (blank 103). The _____ function rounds a number UP to the nearest multiple of significance. The (blank 105) function rounds a number DOWN to the nearest multiple of signifi...

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**659.** ...ians in Excel you multiply degrees by (blank 103). The (blank 104) function rounds a number UP to the nearest multiple of significance. The _____ function rounds a number DOWN to the nearest multiple of significance. The (blank 106) function adds cells that meet a specified condition. The _____...

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**660.** ...ounds a number UP to the nearest multiple of significance. The (blank 105) function rounds a number DOWN to the nearest multiple of significance. The _____ function adds cells that meet a specified condition. The (blank 107) function returns the middle value in a sorted dataset. The (blank 108)...

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**661.** ...(105) function rounds a number DOWN to the nearest multiple of significance. The (blank 106) function adds cells that meet a specified condition. The _____ function returns the middle value in a sorted dataset. The (blank 108) function returns the most frequently occurring value in a dataset....

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**662.** ...(blank 106) function adds cells that meet a specified condition. The (blank 107) function returns the middle value in a sorted dataset. The _____ function returns the most frequently occurring value in a dataset....

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**663.** ...The _____ function is case-sensitive when searching for text within a string, while (blank 110) is not case-sensitive. The (blank 111) function remov...

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**664.** ...The (blank 109) function is case-sensitive when searching for text within a string, while _____ is not case-sensitive. The (blank 111) function removes all extra spaces from a text string except for single spaces between words. The _____...

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**665.** ...The (blank 109) function is case-sensitive when searching for text within a string, while (blank 110) is not case-sensitive. The _____ function removes all extra spaces from a text string except for single spaces between words. The (blank 112) function converts text to title case (fi...

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**666.** ...(blank 110) is not case-sensitive. The (blank 111) function removes all extra spaces from a text string except for single spaces between words. The _____ function converts text to title case (first letter of each word capitalised). The (blank 113) function joins two or more text strings into one string...

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**667.** ...text string except for single spaces between words. The (blank 112) function converts text to title case (first letter of each word capitalised). The _____ function joins two or more text strings into one string. The (blank 114) function returns the number of characters in a text string. The _____...

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**668.** ...ion converts text to title case (first letter of each word capitalised). The (blank 113) function joins two or more text strings into one string. The _____ function returns the number of characters in a text string. The (blank 115) function converts a text string that represents a number into an actual n...

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**669.** ...(blank 113) function joins two or more text strings into one string. The (blank 114) function returns the number of characters in a text string. The _____ function converts a text string that represents a number into an actual number....

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**670.** ...An _____ is a series of equal periodic payments. In financial functions, when the argument type = (blank 117), payments are made in arrears (at the end of the...

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**671.** ...An (blank 116) is a series of equal periodic payments. In financial functions, when the argument type = _____, payments are made in arrears (at the end of the period); when type = (blank 118), payments are made in advance (at the beginning). The _____...

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**672.** ...periodic payments. In financial functions, when the argument type = (blank 117), payments are made in arrears (at the end of the period); when type = _____, payments are made in advance (at the beginning). The (blank 119) function calculates the fixed periodic payment required to repay a loan. The _____...

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**673.** ...(blank 117), payments are made in arrears (at the end of the period); when type = (blank 118), payments are made in advance (at the beginning). The _____ function calculates the fixed periodic payment required to repay a loan. The (blank 120) function calculates the future value of an investment based...

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**674.** ...(118), payments are made in advance (at the beginning). The (blank 119) function calculates the fixed periodic payment required to repay a loan. The _____ function calculates the future value of an investment based on periodic constant payments and a constant interest rate....

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**675.** ...The _____ function looks in the top row of an array and returns the value of the indicated cell. The (blank 2) function looks in the first column of an array a...

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**676.** ...The (blank 1) function looks in the top row of an array and returns the value of the indicated cell. The _____ function looks in the first column of an array and moves across the row to return a cell value. The (blank 3) function uses an index to choose a valu...

CSM183_FITB_Pages201_300.pdf · CSM183

**677.** ...ns the value of the indicated cell. The (blank 2) function looks in the first column of an array and moves across the row to return a cell value. The _____ function uses an index to choose a value from a reference or array. The (blank 4) function looks up values in a vector or array and is the simplest l...

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**678.** ...mn of an array and moves across the row to return a cell value. The (blank 3) function uses an index to choose a value from a reference or array. The _____ function looks up values in a vector or array and is the simplest lookup function. The (blank 5) function looks up values in a reference or array and...

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**679.** ...dex to choose a value from a reference or array. The (blank 4) function looks up values in a vector or array and is the simplest lookup function. The _____ function looks up values in a reference or array and returns the relative position of an item. The (blank 6) function returns a reference offset from...

CSM183_FITB_Pages201_300.pdf · CSM183

**680.** ...and is the simplest lookup function. The (blank 5) function looks up values in a reference or array and returns the relative position of an item. The _____ function returns a reference offset from a given reference by a specified number of rows and columns....

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**681.** ...AutoFormatting is designed to apply to tables where labels run down the _____ column and across the (blank 8) row. Preset AutoFormats include formatting for numbers, borders, font, pattern, (blank 9), column width, an...

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**682.** ...AutoFormatting is designed to apply to tables where labels run down the (blank 7) column and across the _____ row. Preset AutoFormats include formatting for numbers, borders, font, pattern, (blank 9), column width, and row height. To apply an AutoFormat, sele...

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**683.** ...bels run down the (blank 7) column and across the (blank 8) row. Preset AutoFormats include formatting for numbers, borders, font, pattern, _____, column width, and row height. To apply an AutoFormat, select the range, click the Home tab, then select (blank 10) from the Style group. When previe...

CSM183_FITB_Pages201_300.pdf · CSM183

**684.** ...r numbers, borders, font, pattern, (blank 9), column width, and row height. To apply an AutoFormat, select the range, click the Home tab, then select _____ from the Style group. When previewing formats by hovering, if you check (blank 11), the header row will be treated differently from other cells. To u...

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**685.** ...y an AutoFormat, select the range, click the Home tab, then select (blank 10) from the Style group. When previewing formats by hovering, if you check _____, the header row will be treated differently from other cells. To undo an AutoFormat, choose Edit, (blank 12)....

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**686.** ...iewing formats by hovering, if you check (blank 11), the header row will be treated differently from other cells. To undo an AutoFormat, choose Edit, _____....

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**687.** ...The _____ button allows you to copy formats from one cell or range to another. All formats that apply to the selected cells are copied, including number, text, backgroun...

**688.** ...allows you to copy formats from one cell or range to another. All formats that apply to the selected cells are copied, including number, text, background, and _____ formats. To copy formatting to a single destination range, (blank 15) click the Format Painter button. To copy formatting to more than one d...



**689.** ...e selected cells are copied, including number, text, background, and (blank 14) formats. To copy formatting to a single destination range, _____ click the Format Painter button. To copy formatting to more than one destination range, (blank 16) click the Format Painter button. When you have fin...



**690.** ...py formatting to a single destination range, (blank 15) click the Format Painter button. To copy formatting to more than one destination range, _____ click the Format Painter button. When you have finished copying to multiple ranges, click the Format Painter button again or press (blank 17)....



**691.** ...range, (blank 16) click the Format Painter button. When you have finished copying to multiple ranges, click the Format Painter button again or press _____....



**692.** ...Font heights are measured in _____, where one inch equals (blank 19) points. Excel can use up to (blank 20) different fonts in a single worksheet. The shortcut key for Bold i...



**693.** ...Font heights are measured in (blank 18), where one inch equals _____ points. Excel can use up to (blank 20) different fonts in a single worksheet. The shortcut key for Bold is (blank 21), for Italic is Ctrl+3...



**694.** ...Font heights are measured in (blank 18), where one inch equals (blank 19) points. Excel can use up to _____ different fonts in a single worksheet. The shortcut key for Bold is (blank 21), for Italic is Ctrl+3 or Ctrl+I, and for Underline is _____...



**695.** ...where one inch equals (blank 19) points. Excel can use up to (blank 20) different fonts in a single worksheet. The shortcut key for Bold is _____, for Italic is Ctrl+3 or Ctrl+I, and for Underline is (blank 22). The shortcut for Strikethrough is (blank 23). To format characters within...



**696.** ...(blank 20) different fonts in a single worksheet. The shortcut key for Bold is (blank 21), for Italic is Ctrl+3 or Ctrl+I, and for Underline is _____. The shortcut for Strikethrough is (blank 23). To format characters within a cell, select the text in the (blank 24) that you want to chang...



**697.** ...The shortcut key for Bold is (blank 21), for Italic is Ctrl+3 or Ctrl+I, and for Underline is (blank 22). The shortcut for Strikethrough is _____. To format characters within a cell, select the text in the (blank 24) that you want to change and click the appropriate button. Styles include plain...



**698.** ..., and for Underline is (blank 22). The shortcut for Strikethrough is (blank 23). To format characters within a cell, select the text in the _____ that you want to change and click the appropriate button. Styles include plain, bold, italic, underline, and (blank 25)....



**699.** ...cell, select the text in the (blank 24) that you want to change and click the appropriate button. Styles include plain, bold, italic, underline, and _____....

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**700.** ...To center a title across cells, type the title in the _____ cell of the range, select the range, then click the (blank 27) button from the Alignment group under Home. Alternatively, you can use Home > Format C...

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**701.** ...To center a title across cells, type the title in the (blank 26) cell of the range, select the range, then click the _____ button from the Alignment group under Home. Alternatively, you can use Home > Format Cells > Alignment tab and select (blank 28) in the Horizontal dr...

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**702.** ...ange, then click the (blank 27) button from the Alignment group under Home. Alternatively, you can use Home > Format Cells > Alignment tab and select _____ in the Horizontal drop-down list. To wrap text to fit a cell so it forms a paragraph, click the (blank 29) button from the Alignment group, or in the...

CSM183_FITB_Pages201_300.pdf · CSM183

**703.** ...> Format Cells > Alignment tab and select (blank 28) in the Horizontal drop-down list. To wrap text to fit a cell so it forms a paragraph, click the _____ button from the Alignment group, or in the Format Cells dialog select the Alignment tab and check the (blank 30) checkbox. When text is wrapped, the...

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**704.** ...l so it forms a paragraph, click the (blank 29) button from the Alignment group, or in the Format Cells dialog select the Alignment tab and check the _____ checkbox. When text is wrapped, the cell's (blank 31) increases to contain the multiple lines. To merge a range of cells into one cell, check the ____...

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**705.** ...from the Alignment group, or in the Format Cells dialog select the Alignment tab and check the (blank 30) checkbox. When text is wrapped, the cell's _____ increases to contain the multiple lines. To merge a range of cells into one cell, check the (blank 32) checkbox in the Format Cells Alignment tab....

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**706.** ...30) checkbox. When text is wrapped, the cell's (blank 31) increases to contain the multiple lines. To merge a range of cells into one cell, check the _____ checkbox in the Format Cells Alignment tab....

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**707.** ...The _____ symbol is a concatenation operator that joins text, numbers, and dates into one long text string. For example, if B12 contains 'Final sales for' and C12 contai...

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**708.** ...umbers, and dates into one long text string. For example, if B12 contains 'Final sales for' and C12 contains 1999, the formula =B12 & TEXT(C12, '####') returns _____. In general format (the (blank 35) format), entering $12.95 will display $12.95 in currency format. Entering 15% into a cell displays 15% on screen,...

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**709.** ...For example, if B12 contains 'Final sales for' and C12 contains 1999, the formula =B12 & TEXT(C12, '####') returns (blank 34). In general format (the _____ format), entering $12.95 will display $12.95 in currency format. Entering 15% into a cell displays 15% on screen, although it appears as (blank 36) i...

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**710.** ...e (blank 35) format), entering $12.95 will display $12.95 in currency format. Entering 15% into a cell displays 15% on screen, although it appears as _____ in the formula bar. The formatted values that appear on screen may not be the same values used in (blank 37). The shortcut key for Currency format is...

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**711.** ...ys 15% on screen, although it appears as (blank 36) in the formula bar. The formatted values that appear on screen may not be the same values used in _____. The shortcut key for Currency format is (blank 38)....

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**712.** ...in the formula bar. The formatted values that appear on screen may not be the same values used in (blank 37). The shortcut key for Currency format is _____....

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**713.** ...The _____ format is the default number format that Excel applies when numbers are entered. If the cell is not wide enough, the General format rounds numbers with decimal...

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**714.** ...the default number format that Excel applies when numbers are entered. If the cell is not wide enough, the General format rounds numbers with decimals and uses _____ notation for very large numbers with at least 12 digits. The (blank 41) format allows you to specify decimal places, a thousands separator, and how n...

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**715.** ...is not wide enough, the General format rounds numbers with decimals and uses (blank 40) notation for very large numbers with at least 12 digits. The _____ format allows you to specify decimal places, a thousands separator, and how negative numbers are displayed. The (blank 42) format is used for general...

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**716.** ...th at least 12 digits. The (blank 41) format allows you to specify decimal places, a thousands separator, and how negative numbers are displayed. The _____ format is used for general monetary values and aligns the decimal point of numbers in a column. The (blank 43) format is also used for monetary value...

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**717.** ...ow negative numbers are displayed. The (blank 42) format is used for general monetary values and aligns the decimal point of numbers in a column. The _____ format is also used for monetary values but additionally aligns the (blank 44) symbols and decimal points of numbers in a column....

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**718.** ...netary values and aligns the decimal point of numbers in a column. The (blank 43) format is also used for monetary values but additionally aligns the _____ symbols and decimal points of numbers in a column....

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**719.** ...The _____ format displays date and time using serial numbers according to the type and locale specified. Date formats that begin with an (blank 46) respond to...

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**720.** ...The (blank 45) format displays date and time using serial numbers according to the type and locale specified. Date formats that begin with an _____ respond to changes in regional settings in Windows Control Panel. The (blank 47) format multiplies the cell value by 100 and displays the result with...

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**721.** ...ng to the type and locale specified. Date formats that begin with an (blank 46) respond to changes in regional settings in Windows Control Panel. The _____ format multiplies the cell value by 100 and displays the result with a percent symbol - so 23.2 displays as 2320.00% at two decimal places. The _____...

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**722.** ...(blank 47) format multiplies the cell value by 100 and displays the result with a percent symbol - so 23.2 displays as 2320.00% at two decimal places. The _____ format displays numbers in exponential notation using E+n. The (blank 49) format treats the cell content as text and displays it exactly as typed. Th...

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**723.** ...a percent symbol - so 23.2 displays as 2320.00% at two decimal places. The (blank 48) format displays numbers in exponential notation using E+n. The _____ format treats the cell content as text and displays it exactly as typed. The (blank 50) format allows you to modify an existing number format code -...

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**724.** ...ormat displays numbers in exponential notation using E+n. The (blank 49) format treats the cell content as text and displays it exactly as typed. The _____ format allows you to modify an existing number format code - you can add between 200 and 250 custom formats depending on the Excel version....

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**725.** ...If a column is too narrow to display a number, date, or time, Excel displays _____ characters in the cell. To change column width with the mouse, move the pointer to the column (blank 52) directly to the right of the column heading...

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**726.** ...play a number, date, or time, Excel displays (blank 51) characters in the cell. To change column width with the mouse, move the pointer to the column _____ directly to the right of the column heading - the pointer changes to a two-headed horizontal arrow. To fit a column to its widest entry using the mouse, _____...

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**727.** ..._ (52) directly to the right of the column heading - the pointer changes to a two-headed horizontal arrow. To fit a column to its widest entry using the mouse, _____ the column-heading separator. To use AutoFit Column Width from the menu, choose Home > Format > (blank 54). To hide a column, drag the column separat...

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**728.** ...olumn to its widest entry using the mouse, (blank 53) the column-heading separator. To use AutoFit Column Width from the menu, choose Home > Format > _____. To hide a column, drag the column separator (blank 55) until it passes the separator on its left. To unhide a column, select cells that span the hi...

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**729.** ...e column-heading separator. To use AutoFit Column Width from the menu, choose Home > Format > (blank 54). To hide a column, drag the column separator _____ until it passes the separator on its left. To unhide a column, select cells that span the hidden column, then choose Home > Format > Hide and Unhide > _____...

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**730.** ..._ (55) until it passes the separator on its left. To unhide a column, select cells that span the hidden column, then choose Home > Format > Hide and Unhide > _____....

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**731.** ...When formatting a group of sheets, as you format the active sheet, the formatting passes through to the _____ cells in the other sheets in the group. To group sheets that are (blank 58) in a workbook, click the first sheet tab, scroll to display the last tab,...

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**732.** ...ets, as you format the active sheet, the formatting passes through to the (blank 57) cells in the other sheets in the group. To group sheets that are _____ in a workbook, click the first sheet tab, scroll to display the last tab, then Shift-click the last sheet tab. To group sheets that are (blank 59), c...

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**733.** ...re (blank 58) in a workbook, click the first sheet tab, scroll to display the last tab, then Shift-click the last sheet tab. To group sheets that are _____, click the first sheet tab then Ctrl-click all other sheet tabs. When sheets are grouped, the title bar contains (blank 60). All formatting applied t...

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**734.** ...To group sheets that are (blank 59), click the first sheet tab then Ctrl-click all other sheet tabs. When sheets are grouped, the title bar contains _____. All formatting applied to the active sheet also applies to other sheets in the (blank 61). To ungroup sheets, click just (blank 62) sheet'...

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**735.** ...heet tabs. When sheets are grouped, the title bar contains (blank 60). All formatting applied to the active sheet also applies to other sheets in the _____. To ungroup sheets, click just (blank 62) sheet's tab....

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**736.** ...ntains (blank 60). All formatting applied to the active sheet also applies to other sheets in the (blank 61). To ungroup sheets, click just _____ sheet's tab....

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**737.** ...Before printing, you should _____ the document for a quick visual check of how it will look on paper. The Page Setup dialog box has four tabs: Page, (blank 64), Header/Footer, and She...

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**738.** ...re printing, you should (blank 63) the document for a quick visual check of how it will look on paper. The Page Setup dialog box has four tabs: Page, _____, Header/Footer, and Sheet. The (blank 65) tab enables you to select the paper size, print quality, and page orientation, and to reduce or enlarge the...

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**739.** ...ument for a quick visual check of how it will look on paper. The Page Setup dialog box has four tabs: Page, (blank 64), Header/Footer, and Sheet. The _____ tab enables you to select the paper size, print quality, and page orientation, and to reduce or enlarge the sheet. The (blank 66) tab allows you to s...

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**740.** ...ter, and Sheet. The (blank 65) tab enables you to select the paper size, print quality, and page orientation, and to reduce or enlarge the sheet. The _____ tab allows you to set the print area, print titles, and the order in which pages print - including whether to print gridlines or row/column headings. The defau...

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**741.** ...nt area, print titles, and the order in which pages print - including whether to print gridlines or row/column headings. The default left and right margins are _____ of an inch, and the default top and bottom margins are (blank 68) of an inch....

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**742.** ...r to print gridlines or row/column headings. The default left and right margins are (blank 67) of an inch, and the default top and bottom margins are _____ of an inch....

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**743.** ...When the spreadsheet is wider than tall, use _____ orientation; when it is taller than wide, use (blank 70) orientation. To scale a printout, select the (blank 71) tab in Page Setup and choo...

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**744.** ...When the spreadsheet is wider than tall, use (blank 69) orientation; when it is taller than wide, use _____ orientation. To scale a printout, select the (blank 71) tab in Page Setup and choose either Adjust To (a specific percentage) or (blank 72)...

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**745.** ...et is wider than tall, use (blank 69) orientation; when it is taller than wide, use (blank 70) orientation. To scale a printout, select the _____ tab in Page Setup and choose either Adjust To (a specific percentage) or (blank 72) (to fit a specified number of pages). If you enter a number small...

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**746.** ...(blank 70) orientation. To scale a printout, select the (blank 71) tab in Page Setup and choose either Adjust To (a specific percentage) or _____ (to fit a specified number of pages). If you enter a number smaller than 100 in the Adjust To box, the page is (blank 73) to that percentage. To turn...

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**747.** ...(a specific percentage) or (blank 72) (to fit a specified number of pages). If you enter a number smaller than 100 in the Adjust To box, the page is _____ to that percentage. To turn gridlines on or off for printing, select the (blank 74) tab in the Page Setup dialog and set or clear the _____...

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**748.** ...enter a number smaller than 100 in the Adjust To box, the page is (blank 73) to that percentage. To turn gridlines on or off for printing, select the _____ tab in the Page Setup dialog and set or clear the (blank 75) check box. To select page order for large ranges, choose either 'Down, Then Over' or '__...

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**749.** ...(blank 73) to that percentage. To turn gridlines on or off for printing, select the (blank 74) tab in the Page Setup dialog and set or clear the _____ check box. To select page order for large ranges, choose either 'Down, Then Over' or '(blank 76)' from the Page order group in the Sheet tab....

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**750.** ...4) tab in the Page Setup dialog and set or clear the (blank 75) check box. To select page order for large ranges, choose either 'Down, Then Over' or '_____' from the Page order group in the Sheet tab....

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**751.** ...By default, Excel uses _____ header or footer. The Header dialog box contains (blank 78) sections for left-, center-, or right-aligned data. To create a custom header or footer,...

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**752.** ...By default, Excel uses (blank 77) header or footer. The Header dialog box contains _____ sections for left-, center-, or right-aligned data. To create a custom header or footer, select the Header/Footer tab and click the (blank 79) or Cus...

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**753.** ...ntains (blank 78) sections for left-, center-, or right-aligned data. To create a custom header or footer, select the Header/Footer tab and click the _____ or Custom Footer button. To create a multiple-line header or footer, press (blank 80) to break a line. By default, Excel prints the _____ (...

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**754.** ...om header or footer, select the Header/Footer tab and click the (blank 79) or Custom Footer button. To create a multiple-line header or footer, press _____ to break a line. By default, Excel prints the (blank 81) worksheet unless you specify a print area. After you set the print area, Excel marks the edg...

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**755.** ...(blank 79) or Custom Footer button. To create a multiple-line header or footer, press (blank 80) to break a line. By default, Excel prints the _____ worksheet unless you specify a print area. After you set the print area, Excel marks the edges with (blank 82) lines, and a named range called _____...

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**756.** ...k a line. By default, Excel prints the (blank 81) worksheet unless you specify a print area. After you set the print area, Excel marks the edges with _____ lines, and a named range called (blank 83) is created....

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**757.** ..._ (81) worksheet unless you specify a print area. After you set the print area, Excel marks the edges with (blank 82) lines, and a named range called _____ is created....

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**758.** ...Manual page breaks _____ automatic page breaks, which then reposition automatically. To insert a vertical page break (affecting only the sides), the active cell must be in _____...

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**759.** ...(blank 84) automatic page breaks, which then reposition automatically. To insert a vertical page break (affecting only the sides), the active cell must be in _____ before right-clicking and choosing Insert Page Break. To insert a horizontal page break, move the active cell to the correct row in (blank 86). To re...

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**760.** ...be in (blank 85) before right-clicking and choosing Insert Page Break. To insert a horizontal page break, move the active cell to the correct row in _____. To remove all manual page breaks at once, select the entire document and choose Page Layout > Page Setup > Breaks > (blank 87). To zoom into a porti...

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**761.** ...to the correct row in (blank 86). To remove all manual page breaks at once, select the entire document and choose Page Layout > Page Setup > Breaks > _____. To zoom into a portion of the page in Print Preview, choose the zoom button or click the (blank 88) over the area to magnify. To return to the works...

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**762.** ...t and choose Page Layout > Page Setup > Breaks > (blank 87). To zoom into a portion of the page in Print Preview, choose the zoom button or click the _____ over the area to magnify. To return to the worksheet from Print Preview, press (blank 89)....

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**763.** ...page in Print Preview, choose the zoom button or click the (blank 88) over the area to magnify. To return to the worksheet from Print Preview, press _____....

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**764.** ...When you start Excel, the program opens with a blank workbook titled _____. The default workbook contains (blank 91) worksheets, though this number can be changed. To open an existing workbook, choose File and Open, or press...

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**765.** ...When you start Excel, the program opens with a blank workbook titled (blank 90). The default workbook contains _____ worksheets, though this number can be changed. To open an existing workbook, choose File and Open, or press (blank 92), or click the Open button on t...

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**766.** ...The default workbook contains (blank 91) worksheets, though this number can be changed. To open an existing workbook, choose File and Open, or press _____, or click the Open button on the Quick Access toolbar. To select multiple adjacent files in the Open dialog box, click the first filename then hold _____...

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**767.** ...(blank 92), or click the Open button on the Quick Access toolbar. To select multiple adjacent files in the Open dialog box, click the first filename then hold _____ while clicking the last. To select non-adjacent files, hold (blank 94) while clicking each filename. Opening files created by other software so they...

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**768.** ...iple adjacent files in the Open dialog box, click the first filename then hold (blank 93) while clicking the last. To select non-adjacent files, hold _____ while clicking each filename. Opening files created by other software so they can be used in Excel is known as (blank 95) files to Excel....

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**769.** ...ct non-adjacent files, hold (blank 94) while clicking each filename. Opening files created by other software so they can be used in Excel is known as _____ files to Excel....

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**770.** ...The file extension for an Excel workbook is _____ or XLSX. The file extension for an Excel chart is (blank 97), and for an Excel macro sheet it is (blank 98). Text files (tab separated valu...

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**771.** ...The file extension for an Excel workbook is (blank 96) or XLSX. The file extension for an Excel chart is _____, and for an Excel macro sheet it is (blank 98). Text files (tab separated values) use the extension (blank 99). You should save your workbo...

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**772.** ...ension for an Excel workbook is (blank 96) or XLSX. The file extension for an Excel chart is (blank 97), and for an Excel macro sheet it is _____. Text files (tab separated values) use the extension (blank 99). You should save your workbook every (blank 100) to 15 minutes to minimise...

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**773.** ...ension for an Excel chart is (blank 97), and for an Excel macro sheet it is (blank 98). Text files (tab separated values) use the extension _____. You should save your workbook every (blank 100) to 15 minutes to minimise data loss. To save a file with a new name, use the (blank 101) c...

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**774.** ...an Excel macro sheet it is (blank 98). Text files (tab separated values) use the extension (blank 99). You should save your workbook every _____ to 15 minutes to minimise data loss. To save a file with a new name, use the (blank 101) command. To save an already-saved file with the same name, p...

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**775.** ...on (blank 99). You should save your workbook every (blank 100) to 15 minutes to minimise data loss. To save a file with a new name, use the _____ command. To save an already-saved file with the same name, press (blank 102) or click the Save icon on the Quick Access toolbar....

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**776.** ...5 minutes to minimise data loss. To save a file with a new name, use the (blank 101) command. To save an already-saved file with the same name, press _____ or click the Save icon on the Quick Access toolbar....

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**777.** ...Windows 7 to 10 allow file names of up to _____ characters including spaces. Characters that cannot be used in file names include: / ? : * ' < > and (blank 104). To protect a workbook with a passwo...

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**778.** ...ws 7 to 10 allow file names of up to (blank 103) characters including spaces. Characters that cannot be used in file names include: / ? : * ' < > and _____. To protect a workbook with a password, choose File > Info > (blank 105). The '(blank 106)' option prevents accidental changes by asking re...

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**779.** ...ces. Characters that cannot be used in file names include: / ? : * ' < > and (blank 104). To protect a workbook with a password, choose File > Info > _____. The '(blank 106)' option prevents accidental changes by asking readers to opt-in to editing. The '(blank 107)' option requires a password...

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**780.** ...be used in file names include: / ? : * ' < > and (blank 104). To protect a workbook with a password, choose File > Info > (blank 105). The '_____' option prevents accidental changes by asking readers to opt-in to editing. The '(blank 107)' option requires a password to open the workbook. The 'P...

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**781.** ...ssword, choose File > Info > (blank 105). The '(blank 106)' option prevents accidental changes by asking readers to opt-in to editing. The '_____' option requires a password to open the workbook. The 'Protect Workbook Structure' option prevents unwanted changes such as (blank 108)....

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**782.** ...editing. The '(blank 107)' option requires a password to open the workbook. The 'Protect Workbook Structure' option prevents unwanted changes such as _____....

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**783.** ...280-286) To close the active workbook, choose File, Close, or press _____ on the keyboard. To copy files in the Open dialog box, select the files, right-click and choose (blank 110), navigate to the destination, right-click...

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**784.** ...ve workbook, choose File, Close, or press (blank 109) on the keyboard. To copy files in the Open dialog box, select the files, right-click and choose _____, navigate to the destination, right-click and choose Paste. To delete files in the Open dialog box, right-click the selected files and choose Delete - a dialog...

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**785.** ...k and choose Paste. To delete files in the Open dialog box, right-click the selected files and choose Delete - a dialog box asks you to confirm the move to the _____. By default, Excel provides (blank 112) worksheets; default names are Sheet1, Sheet2, and Sheet3. To quickly insert a new worksheet at the end of exi...

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**786.** ...alog box, right-click the selected files and choose Delete - a dialog box asks you to confirm the move to the (blank 111). By default, Excel provides _____ worksheets; default names are Sheet1, Sheet2, and Sheet3. To quickly insert a new worksheet at the end of existing worksheets, click the (blank 113)...

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**787.** ...(blank 112) worksheets; default names are Sheet1, Sheet2, and Sheet3. To quickly insert a new worksheet at the end of existing worksheets, click the _____ button at the bottom of the screen. To insert a worksheet before an existing one, select that worksheet, then on the Home tab click Insert > _____ (1...

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**788.** ...(blank 113) button at the bottom of the screen. To insert a worksheet before an existing one, select that worksheet, then on the Home tab click Insert > _____....

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**789.** ...To rename a worksheet, _____ the sheet tab and type the new name, or right-click the tab and choose (blank 116). Sheet tab names can be up to (blank 117) characters lon...

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**790.** ...To rename a worksheet, (blank 115) the sheet tab and type the new name, or right-click the tab and choose _____. Sheet tab names can be up to (blank 117) characters long. To move a worksheet, drag the sheet tab to a new position - a small (blank 118)...

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**791.** ...e a worksheet, (blank 115) the sheet tab and type the new name, or right-click the tab and choose (blank 116). Sheet tab names can be up to _____ characters long. To move a worksheet, drag the sheet tab to a new position - a small (blank 118) indicator shows where the sheet will be placed. To...

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**792.** ...(blank 116). Sheet tab names can be up to (blank 117) characters long. To move a worksheet, drag the sheet tab to a new position - a small _____ indicator shows where the sheet will be placed. To copy a worksheet, hold (blank 119) while dragging the sheet tab to the desired position. To move o...

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**793.** ...ve a worksheet, drag the sheet tab to a new position - a small (blank 118) indicator shows where the sheet will be placed. To copy a worksheet, hold _____ while dragging the sheet tab to the desired position. To move or copy a worksheet to another workbook, right-click the tab and choose (blank 120), th...

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**794.** ...old (blank 119) while dragging the sheet tab to the desired position. To move or copy a worksheet to another workbook, right-click the tab and choose _____, then select the destination workbook and check (blank 121) if copying....

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**795.** ...position. To move or copy a worksheet to another workbook, right-click the tab and choose (blank 120), then select the destination workbook and check _____ if copying....

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**796.** ...To insert multiple worksheets at once, hold down _____ and select the same number of existing sheet tabs as the number of worksheets you want to insert. To rename a worksheet, right-click the sheet tab and click ___...

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**797.** ...1) and select the same number of existing sheet tabs as the number of worksheets you want to insert. To rename a worksheet, right-click the sheet tab and click _____, or (blank 3) on the current sheet name to enable renaming. To delete a worksheet, on the Home tab click the arrow next to (blank 4) in the...

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**798.** ...umber of existing sheet tabs as the number of worksheets you want to insert. To rename a worksheet, right-click the sheet tab and click (blank 2), or _____ on the current sheet name to enable renaming. To delete a worksheet, on the Home tab click the arrow next to (blank 4) in the Cells group, then click...

**799.** ...click (blank 2), or (blank 3) on the current sheet name to enable renaming. To delete a worksheet, on the Home tab click the arrow next to _____ in the Cells group, then click Delete Sheet. Data from several worksheets can be combined on a separate (blank 5) worksheet through a process called...



**800.** ...he Home tab click the arrow next to (blank 4) in the Cells group, then click Delete Sheet. Data from several worksheets can be combined on a separate _____ worksheet through a process called (blank 6). When the source worksheets have identical layouts, Excel can consolidate by (blank 7); when l...



**801.** ...in the Cells group, then click Delete Sheet. Data from several worksheets can be combined on a separate (blank 5) worksheet through a process called _____. When the source worksheets have identical layouts, Excel can consolidate by (blank 7); when layouts differ, it uses row and column _____ (...



**802.** ...eparate (blank 5) worksheet through a process called (blank 6). When the source worksheets have identical layouts, Excel can consolidate by _____; when layouts differ, it uses row and column (blank 8) to consolidate....



**803.** ...(blank 6). When the source worksheets have identical layouts, Excel can consolidate by (blank 7); when layouts differ, it uses row and column _____ to consolidate....



**804.** ...A chart is sometimes referred to as a _____ and is a picture of numeric data. Charts may be (blank 10) in a worksheet or placed in their own chart sheet. In either case, the chart is _____...



**805.** ...A chart is sometimes referred to as a (blank 9) and is a picture of numeric data. Charts may be _____ in a worksheet or placed in their own chart sheet. In either case, the chart is (blank 11) to the source data and is automatically updated when the d...



**806.** ...(blank 9) and is a picture of numeric data. Charts may be (blank 10) in a worksheet or placed in their own chart sheet. In either case, the chart is _____ to the source data and is automatically updated when the data changes. A (blank 12) is a collection of data points, while a (blank 13) is a...



**807.** ...or placed in their own chart sheet. In either case, the chart is (blank 11) to the source data and is automatically updated when the data changes. A _____ is a collection of data points, while a (blank 13) is a guide that explains the symbols, patterns, or colours used to differentiate them. A _____...



**808.** ...t is (blank 11) to the source data and is automatically updated when the data changes. A (blank 12) is a collection of data points, while a _____ is a guide that explains the symbols, patterns, or colours used to differentiate them. A (blank 14) is an object that represents a single data point...



**809.** ...(blank 12) is a collection of data points, while a (blank 13) is a guide that explains the symbols, patterns, or colours used to differentiate them. A _____ is an object that represents a single data point in a chart - bars, symbols, and colours are examples. The (blank 15) is the rectangular area bounded...

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**810.** ...s used to differentiate them. A (blank 14) is an object that represents a single data point in a chart - bars, symbols, and colours are examples. The _____ is the rectangular area bounded by the two axes where data is plotted....

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**811.** ...The _____ forms the boundaries of a chart and contains the scale against which data plots. A (blank 17) is a single piece of data, such as sales for one year....

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**812.** ...The (blank 16) forms the boundaries of a chart and contains the scale against which data plots. A _____ is a single piece of data, such as sales for one year. A (blank 18) is a division mark along the category (x) and value (y and z) axes. A _____...

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**813.** ...orms the boundaries of a chart and contains the scale against which data plots. A (blank 17) is a single piece of data, such as sales for one year. A _____ is a division mark along the category (x) and value (y and z) axes. A (blank 19) is an external formula that tells Excel where to look on a specific...

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**814.** ...(blank 17) is a single piece of data, such as sales for one year. A (blank 18) is a division mark along the category (x) and value (y and z) axes. A _____ is an external formula that tells Excel where to look on a specific worksheet to find the data for a chart. When you move the mouse over an object in a chart,...

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**815.** ...s an external formula that tells Excel where to look on a specific worksheet to find the data for a chart. When you move the mouse over an object in a chart, a _____ appears that identifies the chart object or displays the series and value. Excel has (blank 21) standard chart types, each with several subtypes....

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**816.** ...When you move the mouse over an object in a chart, a (blank 20) appears that identifies the chart object or displays the series and value. Excel has _____ standard chart types, each with several subtypes....

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**817.** ...Column charts are useful for showing data _____ over a period of time and for illustrating comparisons among items. In column charts, categories are typically organised along the (blank 23) axis...

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**818.** ...ng data (blank 22) over a period of time and for illustrating comparisons among items. In column charts, categories are typically organised along the _____ axis and values along the (blank 24) axis. A (blank 25) column chart compares values across categories using 2-D vertical rectangl...

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**819.** ...for illustrating comparisons among items. In column charts, categories are typically organised along the (blank 23) axis and values along the _____ axis. A (blank 25) column chart compares values across categories using 2-D vertical rectangles. A (blank 26) column chart shows the rela...

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**820.** ...ong items. In column charts, categories are typically organised along the (blank 23) axis and values along the (blank 24) axis. A _____ column chart compares values across categories using 2-D vertical rectangles. A (blank 26) column chart shows the relationship of individual items to...

**821.** ...and values along the (blank 24) axis. A (blank 25) column chart compares values across categories using 2-D vertical rectangles. A _____ column chart shows the relationship of individual items to the whole, comparing each value's contribution to a total. A 100% stacked column chart compares the...



**822.** ...column chart shows the relationship of individual items to the whole, comparing each value's contribution to a total. A 100% stacked column chart compares the _____ each value contributes to a total and is most useful when you have three or more data series. Cylinder, cone, and pyramid chart subtypes display data the same...



**823.** ...total and is most useful when you have three or more data series. Cylinder, cone, and pyramid chart subtypes display data the same way as column charts but use _____ shapes instead of rectangles....



**824.** ...Line charts are best for showing _____ in data at equal intervals and can display continuous data over time. In a line chart, category data is distributed along the (blank 30) axis and val...



**825.** ...for showing (blank 29) in data at equal intervals and can display continuous data over time. In a line chart, category data is distributed along the _____ axis and value data along the (blank 31) axis. Use a line chart when category labels are texts representing evenly spaced values such as days, months...



**826.** ...intervals and can display continuous data over time. In a line chart, category data is distributed along the (blank 30) axis and value data along the _____ axis. Use a line chart when category labels are texts representing evenly spaced values such as days, months, (blank 32), or years. Line charts can b...



**827.** ...xis and value data along the (blank 31) axis. Use a line chart when category labels are texts representing evenly spaced values such as days, months, _____, or years. Line charts can be displayed with or without (blank 33) to indicate individual data values. If there are many data points and the order is...



**828.** ...category labels are texts representing evenly spaced values such as days, months, (blank 32), or years. Line charts can be displayed with or without _____ to indicate individual data values. If there are many data points and the order is important, use a (blank 34) chart without markers. A 3-D line char...



**829.** ...harts can be displayed with or without (blank 33) to indicate individual data values. If there are many data points and the order is important, use a _____ chart without markers. A 3-D line chart shows each row or column of data as a 3-D (blank 35)....



**830.** ...e are many data points and the order is important, use a (blank 34) chart without markers. A 3-D line chart shows each row or column of data as a 3-D _____....



**831.** ...Pie charts can only plot data from _____ column or row on a worksheet. The data points in a pie chart are displayed as a (blank 37) of the whole pie. A (blank 38) of pie or bar of...

**832.** ...Pie charts can only plot data from (blank 36) column or row on a worksheet. The data points in a pie chart are displayed as a _____ of the whole pie. A (blank 38) of pie or bar of pie chart extracts user-defined values from the main pie and combines them into a second pie or stack...



**833.** ...ly plot data from (blank 36) column or row on a worksheet. The data points in a pie chart are displayed as a (blank 37) of the whole pie. A _____ of pie or bar of pie chart extracts user-defined values from the main pie and combines them into a second pie or stacked bar - useful for making small slices e...



**834.** ...s them into a second pie or stacked bar - useful for making small slices easier to see. To 'explode' a pie slice (pull it out to emphasise it), click the slice _____ to select the whole chart, then click a (blank 40) time to select the individual slice, then drag. Pie charts and pie in (blank 41) display...



**835.** ...mall slices easier to see. To 'explode' a pie slice (pull it out to emphasise it), click the slice (blank 39) to select the whole chart, then click a _____ time to select the individual slice, then drag. Pie charts and pie in (blank 41) display each value's contribution to a total in either 2-D or 3-D fo...



**836.** ...e slice (blank 39) to select the whole chart, then click a (blank 40) time to select the individual slice, then drag. Pie charts and pie in _____ display each value's contribution to a total in either 2-D or 3-D format....



**837.** ...Bar charts show _____ among individual items - they are essentially column charts rotated to horizontal. Area charts highlight the (blank 43) of change over time and draw...



**838.** ...Bar charts show (blank 42) among individual items - they are essentially column charts rotated to horizontal. Area charts highlight the _____ of change over time and draw attention to the total value across a trend. A scatter (XY) chart generally has (blank 44) value axes - one showing data...



**839.** ...al. Area charts highlight the (blank 43) of change over time and draw attention to the total value across a trend. A scatter (XY) chart generally has _____ value axes - one showing data along the horizontal (x) axis and the other along the vertical (y) axis. Use a scatter chart when values for the horizontal axis...



**840.** ...ue axes - one showing data along the horizontal (x) axis and the other along the vertical (y) axis. Use a scatter chart when values for the horizontal axis are _____ spaced, or when you want to compare large numbers of data points without regard to time. A (blank 46) chart is similar to a pie chart but allows you...



**841.** ...r chart when values for the horizontal axis are (blank 45) spaced, or when you want to compare large numbers of data points without regard to time. A _____ chart is similar to a pie chart but allows you to show more than one data series. Other chart types include Radar, Surface, (blank 47), and Stock cha...



**842.** ...ard to time. A (blank 46) chart is similar to a pie chart but allows you to show more than one data series. Other chart types include Radar, Surface, _____, and Stock charts....

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**843.** ...To create a chart, select the data including _____ and column headings so they appear as category and legend labels. Then choose (blank 49) and from the Chart group select the chart type. To add label...

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**844.** ...To create a chart, select the data including (blank 48) and column headings so they appear as category and legend labels. Then choose _____ and from the Chart group select the chart type. To add labels such as chart title and axes, click to select the chart, then click the (blank 50) butt...

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**845.** ...oose (blank 49) and from the Chart group select the chart type. To add labels such as chart title and axes, click to select the chart, then click the _____ button to access label options. To create a chart automatically from selected data, press (blank 51) (or Alt+F1 if F11 is unavailable). The default c...

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**846.** ...axes, click to select the chart, then click the (blank 50) button to access label options. To create a chart automatically from selected data, press _____ (or Alt+F1 if F11 is unavailable). The default chart type created automatically is the 2-D (blank 52) chart. Excel assumes the category (X) axis runs...

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**847.** ...a chart automatically from selected data, press (blank 51) (or Alt+F1 if F11 is unavailable). The default chart type created automatically is the 2-D _____ chart. Excel assumes the category (X) axis runs along the (blank 53) side of the selection....

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**848.** ...if F11 is unavailable). The default chart type created automatically is the 2-D (blank 52) chart. Excel assumes the category (X) axis runs along the _____ side of the selection....

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**849.** ...If the selection is square or _____ than it is tall, Excel assumes the category (X) labels run across the (blank 55) row. If the selection is taller than wider, Excel assumes the catego...

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**850.** ...If the selection is square or (blank 54) than it is tall, Excel assumes the category (X) labels run across the _____ row. If the selection is taller than wider, Excel assumes the category (X) labels run down the (blank 56) column. If Excel wants to use cells as cate...

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**851.** ...umes the category (X) labels run across the (blank 55) row. If the selection is taller than wider, Excel assumes the category (X) labels run down the _____ column. If Excel wants to use cells as category labels but those cells contain (blank 57) instead of text or dates, it plots them as a data series an...

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**852.** ...n wider, Excel assumes the category (X) labels run down the (blank 56) column. If Excel wants to use cells as category labels but those cells contain _____ instead of text or dates, it plots them as a data series and numbers each category instead. When a worksheet value is changed, the corresponding chart is autom...

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**853.** ...of text or dates, it plots them as a data series and numbers each category instead. When a worksheet value is changed, the corresponding chart is automatically _____. You may need to redefine a chart's axis data range if more data values are (blank 59) to or removed from a range, or if columns are inserted or dele...

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**854.** ...eet value is changed, the corresponding chart is automatically (blank 58). You may need to redefine a chart's axis data range if more data values are _____ to or removed from a range, or if columns are inserted or deleted causing data ranges to change (blank 60)....

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**855.** ...'s axis data range if more data values are (blank 59) to or removed from a range, or if columns are inserted or deleted causing data ranges to change _____....

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**856.** ...A chart embedded in a worksheet is saved when you save the _____ that contains the worksheet. A chart in its own chart sheet is also saved when you save the (blank 62). To size a chart before printing, use File, Pa...

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**857.** ...dded in a worksheet is saved when you save the (blank 61) that contains the worksheet. A chart in its own chart sheet is also saved when you save the _____. To size a chart before printing, use File, Page Setup or choose the Setup button from the Print Preview dialog and select the (blank 63) tab. To exp...

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**858.** ...ou save the (blank 62). To size a chart before printing, use File, Page Setup or choose the Setup button from the Print Preview dialog and select the _____ tab. To expand a chart to fill the page, select the Chart tab in Page Setup and choose the (blank 64) option. To print a chart from the worksheet, ch...

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**859.** ...on from the Print Preview dialog and select the (blank 63) tab. To expand a chart to fill the page, select the Chart tab in Page Setup and choose the _____ option. To print a chart from the worksheet, choose File, Print or press (blank 65). You can adjust chart margins visually in Print Preview by draggi...

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**860.** ...fill the page, select the Chart tab in Page Setup and choose the (blank 64) option. To print a chart from the worksheet, choose File, Print or press _____. You can adjust chart margins visually in Print Preview by dragging the (blank 66)....

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**861.** .... To print a chart from the worksheet, choose File, Print or press (blank 65). You can adjust chart margins visually in Print Preview by dragging the _____....

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**862.** ...Sorting is the process of arranging data in numerical or _____ order, either in ascending or (blank 68) order. In a worksheet, each (blank 69) forms a record (information about a person, product, etc.)...

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**863.** ...Sorting is the process of arranging data in numerical or (blank 67) order, either in ascending or _____ order. In a worksheet, each (blank 69) forms a record (information about a person, product, etc.) and each (blank 70) forms a field. To sor...

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**864.** ...Sorting is the process of arranging data in numerical or (blank 67) order, either in ascending or (blank 68) order. In a worksheet, each _____ forms a record (information about a person, product, etc.) and each (blank 70) forms a field. To sort, select the data range, then from the Home menu...

**865.** ...ither in ascending or (blank 68) order. In a worksheet, each (blank 69) forms a record (information about a person, product, etc.) and each _____ forms a field. To sort, select the data range, then from the Home menu select (blank 71) from the Editing group. To sort in ascending order using the...



**866.** ...record (information about a person, product, etc.) and each (blank 70) forms a field. To sort, select the data range, then from the Home menu select _____ from the Editing group. To sort in ascending order using the quickest method, select (blank 72). To sort in descending order, select _____...



**867.** ...select the data range, then from the Home menu select (blank 71) from the Editing group. To sort in ascending order using the quickest method, select _____. To sort in descending order, select (blank 73). When the column to sort by is NOT the first column in the selected range, you must use _____...



**868.** ...(blank 71) from the Editing group. To sort in ascending order using the quickest method, select (blank 72). To sort in descending order, select _____. When the column to sort by is NOT the first column in the selected range, you must use (blank 74) instead of the simple A to Z or Z to A options....



**869.** ...(blank 72). To sort in descending order, select (blank 73). When the column to sort by is NOT the first column in the selected range, you must use _____ instead of the simple A to Z or Z to A options....



**870.** ...It is possible to sort data based on _____ or more columns. For example, sorting into ascending order of CSM 201 and then descending order of CSM 203 within the same CSM 201 value is a _____ (...



**871.** ...(blank 75) or more columns. For example, sorting into ascending order of CSM 201 and then descending order of CSM 203 within the same CSM 201 value is a _____ sort. In the Sort dialog box, the (blank 77) line only appears when you click the (blank 78) button. The first sort criterion is called the...



**872.** ...into ascending order of CSM 201 and then descending order of CSM 203 within the same CSM 201 value is a (blank 76) sort. In the Sort dialog box, the _____ line only appears when you click the (blank 78) button. The first sort criterion is called the (blank 79) field, and subsequent criteria ar...



**873.** ...of CSM 203 within the same CSM 201 value is a (blank 76) sort. In the Sort dialog box, the (blank 77) line only appears when you click the _____ button. The first sort criterion is called the (blank 79) field, and subsequent criteria are called the 'Then By' fields. When two candidates have th...



**874.** ...sort. In the Sort dialog box, the (blank 77) line only appears when you click the (blank 78) button. The first sort criterion is called the _____ field, and subsequent criteria are called the 'Then By' fields. When two candidates have the (blank 80) mark in the primary sort field, their records...



**875.** ...utton. The first sort criterion is called the (blank 79) field, and subsequent criteria are called the 'Then By' fields. When two candidates have the _____ mark in the primary sort field, their records are then sorted based on the secondary sort field....

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**876.** ...Filtering is the process of displaying only the _____ of data that meet a specified criterion. After filtering, you can copy, find, edit, format, chart, and print only the (blank 82) data without rearran...

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**877.** ...displaying only the (blank 81) of data that meet a specified criterion. After filtering, you can copy, find, edit, format, chart, and print only the _____ data without rearranging or moving it. Using AutoFilter you can create three types of filters: by a list of (blank 83), by a format, or by _____...

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**878.** ...mat, chart, and print only the (blank 82) data without rearranging or moving it. Using AutoFilter you can create three types of filters: by a list of _____, by a format, or by (blank 84). You can filter by cell colour or by a list of numbers, but (blank 85) both at the same time. To apply a fil...

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**879.** ...(blank 82) data without rearranging or moving it. Using AutoFilter you can create three types of filters: by a list of (blank 83), by a format, or by _____. You can filter by cell colour or by a list of numbers, but (blank 85) both at the same time. To apply a filter, select the cells just above the firs...

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**880.** ...three types of filters: by a list of (blank 83), by a format, or by (blank 84). You can filter by cell colour or by a list of numbers, but _____ both at the same time. To apply a filter, select the cells just above the first data record, then from the Home menu select Sort & Filter > _____ (86...

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**881.** ...(blank 85) both at the same time. To apply a filter, select the cells just above the first data record, then from the Home menu select Sort & Filter > _____. To filter records where a mark is less than 40, pull down the column arrow, choose Number Filter, then select (blank 87)....

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**882.** ...menu select Sort & Filter > (blank 86). To filter records where a mark is less than 40, pull down the column arrow, choose Number Filter, then select _____....

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**883.** ...Microsoft PowerPoint is _____ software used for creating visual presentations. A PowerPoint file is called a (blank 89) and consists of individual (blank 90). To create...

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**884.** ...Microsoft PowerPoint is (blank 88) software used for creating visual presentations. A PowerPoint file is called a _____ and consists of individual (blank 90). To create a new blank presentation, click File > (blank 91) > Blank Presentation. To create a presen...

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**885.** ...werPoint is (blank 88) software used for creating visual presentations. A PowerPoint file is called a (blank 89) and consists of individual _____. To create a new blank presentation, click File > (blank 91) > Blank Presentation. To create a presentation from a template, click File > New and cho...

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**886.** ...entations. A PowerPoint file is called a (blank 89) and consists of individual (blank 90). To create a new blank presentation, click File > _____ > Blank Presentation. To create a presentation from a template, click File > New and choose from the available (blank 92). The main editing view in P...

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**887.** ...presentation, click File > (blank 91) > Blank Presentation. To create a presentation from a template, click File > New and choose from the available _____. The main editing view in PowerPoint is called (blank 93) view, where you can see and edit slides. The panel on the left in Normal view is called the...

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**888.** ...n. To create a presentation from a template, click File > New and choose from the available (blank 92). The main editing view in PowerPoint is called _____ view, where you can see and edit slides. The panel on the left in Normal view is called the (blank 94) panel and shows thumbnail previews of all slid...

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**889.** ...The main editing view in PowerPoint is called (blank 93) view, where you can see and edit slides. The panel on the left in Normal view is called the _____ panel and shows thumbnail previews of all slides....

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**890.** ...A slide _____ is a pre-designed arrangement of placeholders on a slide. Slide (blank 96) view shows miniature slides arranged on screen so you can easily drag and...

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**891.** ...A slide (blank 95) is a pre-designed arrangement of placeholders on a slide. Slide _____ view shows miniature slides arranged on screen so you can easily drag and reorder them. Slide (blank 97) view fills the computer screen with one slid...

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**892.** ...rrangement of placeholders on a slide. Slide (blank 96) view shows miniature slides arranged on screen so you can easily drag and reorder them. Slide _____ view fills the computer screen with one slide at a time - this is what the audience sees. To move through slides in Slide Show view, you can use the _____...

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**893.** ...(blank 97) view fills the computer screen with one slide at a time - this is what the audience sees. To move through slides in Slide Show view, you can use the _____ keys, Page Up/Down, space bar, or Enter. To end a slide show, press (blank 99). The (blank 100) view is used to read through the presentati...

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**894.** ...ience sees. To move through slides in Slide Show view, you can use the (blank 98) keys, Page Up/Down, space bar, or Enter. To end a slide show, press _____. The (blank 100) view is used to read through the presentation in a window without running a full slide show....

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**895.** ...h slides in Slide Show view, you can use the (blank 98) keys, Page Up/Down, space bar, or Enter. To end a slide show, press (blank 99). The _____ view is used to read through the presentation in a window without running a full slide show....

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**896.** ...The default PowerPoint file format extension is _____. To save a presentation that contains macros, use the (blank 102) format. To save in the older PowerPoint 97-2003 format, use the extension _____...

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**897.** ...The default PowerPoint file format extension is (blank 101). To save a presentation that contains macros, use the _____ format. To save in the older PowerPoint 97-2003 format, use the extension (blank 103). To save a presentation as a PDF, choose File > Save As and sel...

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**898.** ...(blank 101). To save a presentation that contains macros, use the (blank 102) format. To save in the older PowerPoint 97-2003 format, use the extension _____. To save a presentation as a PDF, choose File > Save As and select (blank 104) from the format list. To save as a PowerPoint Show (which opens direct...

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**899.** ...mat. To save in the older PowerPoint 97-2003 format, use the extension (blank 103). To save a presentation as a PDF, choose File > Save As and select _____ from the format list. To save as a PowerPoint Show (which opens directly in Slide Show view), use the extension (blank 105). To save a presentation a...

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**900.** ...File > Save As and select (blank 104) from the format list. To save as a PowerPoint Show (which opens directly in Slide Show view), use the extension _____. To save a presentation as a Windows Media Video file, use the extension (blank 106)....

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**901.** ...how (which opens directly in Slide Show view), use the extension (blank 105). To save a presentation as a Windows Media Video file, use the extension _____....

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**902.** ...To add text to a slide, click a _____ and begin typing. To format text, select it and use the options on the (blank 108) tab. Text alignment options include left, right, center, and _____...

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**903.** ...To add text to a slide, click a (blank 107) and begin typing. To format text, select it and use the options on the _____ tab. Text alignment options include left, right, center, and (blank 109). A (blank 110) is a moveable, resizable box that can be placed any...

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**904.** ...(107) and begin typing. To format text, select it and use the options on the (blank 108) tab. Text alignment options include left, right, center, and _____. A (blank 110) is a moveable, resizable box that can be placed anywhere on a slide to hold text. PowerPoint themes control the (blank 111),...

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**905.** ...o format text, select it and use the options on the (blank 108) tab. Text alignment options include left, right, center, and (blank 109). A _____ is a moveable, resizable box that can be placed anywhere on a slide to hold text. PowerPoint themes control the (blank 111), fonts, and effects appli...

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**906.** ...(blank 109). A (blank 110) is a moveable, resizable box that can be placed anywhere on a slide to hold text. PowerPoint themes control the _____, fonts, and effects applied throughout the presentation. To change the background style of a slide, go to the (blank 112) tab and select Background S...

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**907.** ...werPoint themes control the (blank 111), fonts, and effects applied throughout the presentation. To change the background style of a slide, go to the _____ tab and select Background Styles....

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**908.** ...To create a bulleted list in PowerPoint, select the text and click the _____ button on the Home tab. To change bullet style to a picture or symbol bullet, go to Home > Paragraph > (blank 114) arrow > Bullets and Numbering. To...

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**909.** ...int, select the text and click the (blank 113) button on the Home tab. To change bullet style to a picture or symbol bullet, go to Home > Paragraph > _____ arrow > Bullets and Numbering. To insert a table into a slide, go to the (blank 115) tab and click Table. To navigate between cells in a table, press...

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**910.** ...et style to a picture or symbol bullet, go to Home > Paragraph > (blank 114) arrow > Bullets and Numbering. To insert a table into a slide, go to the _____ tab and click Table. To navigate between cells in a table, press (blank 116) to move to the next cell and Shift+Tab to move to the previous cell. To...

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**911.** ...arrow > Bullets and Numbering. To insert a table into a slide, go to the (blank 115) tab and click Table. To navigate between cells in a table, press _____ to move to the next cell and Shift+Tab to move to the previous cell. To align multiple objects on a slide, select them, go to the (blank 117) tab and...

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**912.** ..., press (blank 116) to move to the next cell and Shift+Tab to move to the previous cell. To align multiple objects on a slide, select them, go to the _____ tab and use the Align options. To group multiple objects so they can be moved and resized together, select them and choose (blank 118)....

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**913.** ...em, go to the (blank 117) tab and use the Align options. To group multiple objects so they can be moved and resized together, select them and choose _____....

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**914.** ...To bring an object in front of all other objects, use _____. To move an object one step forward in the stacking order, use (blank 120). To send an object behind all other objects, use (blank 121). To...

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**915.** ...To bring an object in front of all other objects, use (blank 119). To move an object one step forward in the stacking order, use _____. To send an object behind all other objects, use (blank 121). To move an object one step backward in the stacking order, use (blank 122). T...

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**916.** ...use (blank 119). To move an object one step forward in the stacking order, use (blank 120). To send an object behind all other objects, use _____. To move an object one step backward in the stacking order, use (blank 122). To rotate an object freely, drag the (blank 123) handle - the...

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**917.** ...se (blank 120). To send an object behind all other objects, use (blank 121). To move an object one step backward in the stacking order, use _____. To rotate an object freely, drag the (blank 123) handle - the green circle at the top of the selected object. To flip an object horizontally or vert...

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**918.** ...objects, use (blank 121). To move an object one step backward in the stacking order, use (blank 122). To rotate an object freely, drag the _____ handle - the green circle at the top of the selected object. To flip an object horizontally or vertically, go to the Format tab > Arrange group > _____...

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**919.** ...(blank 123) handle - the green circle at the top of the selected object. To flip an object horizontally or vertically, go to the Format tab > Arrange group > _____....

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**920.** ...Microsoft PowerPoint is a _____ program that helps transform ideas into professional presentations. When you open PowerPoint, you are welcomed with the (blank 2) View where you can...

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**921.** ...oft PowerPoint is a (blank 1) program that helps transform ideas into professional presentations. When you open PowerPoint, you are welcomed with the _____ View where you can create a new blank presentation or one based on a template. To create a blank presentation, click (blank 3), which is selected by...

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**922.** ...are welcomed with the (blank 2) View where you can create a new blank presentation or one based on a template. To create a blank presentation, click _____, which is selected by default. The default slide that appears when creating a new presentation is a (blank 4) layout. When creating from a template,...

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**923.** .... To create a blank presentation, click (blank 3), which is selected by default. The default slide that appears when creating a new presentation is a _____ layout. When creating from a template, after selecting a template and choosing a colour scheme you click (blank 5) to open the new presentation. To c...

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**924.** ...n creating a new presentation is a (blank 4) layout. When creating from a template, after selecting a template and choosing a colour scheme you click _____ to open the new presentation. To create a new presentation using the Ribbon, click the (blank 6) tab and select New....

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**925.** ...ng a template and choosing a colour scheme you click (blank 5) to open the new presentation. To create a new presentation using the Ribbon, click the _____ tab and select New....

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**926.** ...Slides contain _____, which are areas enclosed by dotted borders that can hold text, pictures, and charts. Some placeholders have (blank 8) text that you can replace, and...

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**927.** ...Slides contain (blank 7), which are areas enclosed by dotted borders that can hold text, pictures, and charts. Some placeholders have _____ text that you can replace, and thumbnail-sized icons for commands like Insert Picture, Insert Chart, and Insert SmartArt. A slide (blank 9) arranges...

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**928.** ...ders have (blank 8) text that you can replace, and thumbnail-sized icons for commands like Insert Picture, Insert Chart, and Insert SmartArt. A slide _____ arranges the slide content and contains different types of placeholders depending on the information to include. Each layout has a descriptive _____...

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**929.** ...(blank 9) arranges the slide content and contains different types of placeholders depending on the information to include. Each layout has a descriptive _____ and an image showing how placeholders are arranged. To insert text into a placeholder, click (blank 11) the placeholder - the placeholder text disapp...

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**930.** ...ion to include. Each layout has a descriptive (blank 10) and an image showing how placeholders are arranged. To insert text into a placeholder, click _____ the placeholder - the placeholder text disappears and the insertion point appears. When you enter text or use icons to insert items, the placeholder text and i...

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**931.** ...placeholder - the placeholder text disappears and the insertion point appears. When you enter text or use icons to insert items, the placeholder text and icons _____ as soon as you start typing....

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**932.** ...To insert a new slide, click the _____ command in the Slides group on the Home tab - a menu of slide layout options appears. To copy a slide, select it, click (blank 14), click inside the...

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**933.** ...w slide, click the (blank 13) command in the Slides group on the Home tab - a menu of slide layout options appears. To copy a slide, select it, click _____, click inside the slides panel on the left, position the insertion point, then click (blank 15). The keyboard shortcut to copy a slide is _____...

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**934.** ...ut options appears. To copy a slide, select it, click (blank 14), click inside the slides panel on the left, position the insertion point, then click _____. The keyboard shortcut to copy a slide is (blank 16) and to paste is (blank 17). To delete a slide, select it and click the _____...

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**935.** ...(blank 14), click inside the slides panel on the left, position the insertion point, then click (blank 15). The keyboard shortcut to copy a slide is _____ and to paste is (blank 17). To delete a slide, select it and click the (blank 18) command in the Slides group, or press the Delete key. To...

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**936.** ...panel on the left, position the insertion point, then click (blank 15). The keyboard shortcut to copy a slide is (blank 16) and to paste is _____. To delete a slide, select it and click the (blank 18) command in the Slides group, or press the Delete key. To move a slide, click and _____...

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**937.** ...(blank 15). The keyboard shortcut to copy a slide is (blank 16) and to paste is (blank 17). To delete a slide, select it and click the _____ command in the Slides group, or press the Delete key. To move a slide, click and (blank 19) it to a new location in the slides panel - an insertion p...

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**938.** ...(blank 17). To delete a slide, select it and click the (blank 18) command in the Slides group, or press the Delete key. To move a slide, click and _____ it to a new location in the slides panel - an insertion point appears - then release the mouse....

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**939.** ...The three view commands are located in the bottom _____ corner of the PowerPoint window. (blank 21) is the default view where you create and edit slides in the centre slide pane, with all slides appearing...

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**940.** ...The three view commands are located in the bottom (blank 20) corner of the PowerPoint window. _____ is the default view where you create and edit slides in the centre slide pane, with all slides appearing in the left task pane. (blank 22) shows slid...

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**941.** ...nt window. (blank 21) is the default view where you create and edit slides in the centre slide pane, with all slides appearing in the left task pane. _____ shows slides in thumbnail form, presented horizontally so you can see more slides at a time. (blank 23) view fills the computer screen with your pres...

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**942.** ...h all slides appearing in the left task pane. (blank 22) shows slides in thumbnail form, presented horizontally so you can see more slides at a time. _____ view fills the computer screen with your presentation so you can see how it will appear to the audience. To change view, simply (blank 24) a view com...

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**943.** ...at a time. (blank 23) view fills the computer screen with your presentation so you can see how it will appear to the audience. To change view, simply _____ a view command at the bottom right of the window....

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**944.** ...When saving a document for the first time, use the _____ command; for an already-saved file, use the (blank 26) command. The default format for PowerPoint 2013 and newer is (blank 27). To save a f...

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**945.** ...When saving a document for the first time, use the (blank 25) command; for an already-saved file, use the _____ command. The default format for PowerPoint 2013 and newer is (blank 27). To save a file that supports macros, use the (blank 28) format. To...

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**946.** ...ime, use the (blank 25) command; for an already-saved file, use the (blank 26) command. The default format for PowerPoint 2013 and newer is _____. To save a file that supports macros, use the (blank 28) format. To save a file compatible with all versions of PowerPoint (97-2003), use _____...

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**947.** ...e, use the (blank 26) command. The default format for PowerPoint 2013 and newer is (blank 27). To save a file that supports macros, use the _____ format. To save a file compatible with all versions of PowerPoint (97-2003), use (blank 29). Presentations saved as (blank 30) always open...

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**948.** ...(blank 27). To save a file that supports macros, use the (blank 28) format. To save a file compatible with all versions of PowerPoint (97-2003), use _____. Presentations saved as (blank 30) always open directly in Slide Show view instead of Normal view. To save a presentation as a video, use the _____...

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**949.** ...ros, use the (blank 28) format. To save a file compatible with all versions of PowerPoint (97-2003), use (blank 29). Presentations saved as _____ always open directly in Slide Show view instead of Normal view. To save a presentation as a video, use the (blank 31) format....

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**950.** ...__ (29). Presentations saved as (blank 30) always open directly in Slide Show view instead of Normal view. To save a presentation as a video, use the _____ format....

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**951.** ...In PowerPoint, you can insert text into _____ or text boxes using the same formatting commands. To insert text, click the placeholder or text box - the (blank 33) will appear and placeholder text...

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**952.** ...rPoint, you can insert text into (blank 32) or text boxes using the same formatting commands. To insert text, click the placeholder or text box - the _____ will appear and placeholder text disappears. To delete text to the LEFT of the cursor, press (blank 34). To delete text to the RIGHT of the cursor, p...

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**953.** ...text, click the placeholder or text box - the (blank 33) will appear and placeholder text disappears. To delete text to the LEFT of the cursor, press _____. To delete text to the RIGHT of the cursor, press (blank 35). To select text, place the insertion point next to the text, then (blank 36) y...

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**954.** ...appear and placeholder text disappears. To delete text to the LEFT of the cursor, press (blank 34). To delete text to the RIGHT of the cursor, press _____. To select text, place the insertion point next to the text, then (blank 36) your mouse over it. When you select text or images, a _____ (3...

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**955.** ...s (blank 34). To delete text to the RIGHT of the cursor, press (blank 35). To select text, place the insertion point next to the text, then _____ your mouse over it. When you select text or images, a (blank 37) toolbar with formatting options appears to make commands easily accessible....

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**956.** ...(blank 35). To select text, place the insertion point next to the text, then (blank 36) your mouse over it. When you select text or images, a _____ toolbar with formatting options appears to make commands easily accessible....

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**957.** ...To change font size, select the text and click the drop-down arrow next to the _____ box on the Home tab - a live preview appears as you hover. To change font colour, click the drop-down arrow next to the (blank 39) box on the Home ta...

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**958.** ...arrow next to the (blank 38) box on the Home tab - a live preview appears as you hover. To change font colour, click the drop-down arrow next to the _____ box on the Home tab. To access more colour choices, click (blank 40) at the bottom of the colour list. The (blank 41) command adds a drop s...

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**959.** ...pears as you hover. To change font colour, click the drop-down arrow next to the (blank 39) box on the Home tab. To access more colour choices, click _____ at the bottom of the colour list. The (blank 41) command adds a drop shadow to text. The (blank 42) command makes a line through the select...

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**960.** ...own arrow next to the (blank 39) box on the Home tab. To access more colour choices, click (blank 40) at the bottom of the colour list. The _____ command adds a drop shadow to text. The (blank 42) command makes a line through the selected text. The (blank 43) command lets you try diff...

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**961.** ...b. To access more colour choices, click (blank 40) at the bottom of the colour list. The (blank 41) command adds a drop shadow to text. The _____ command makes a line through the selected text. The (blank 43) command lets you try different capitalisation options without deleting and retyping. T...

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**962.** ...m of the colour list. The (blank 41) command adds a drop shadow to text. The (blank 42) command makes a line through the selected text. The _____ command lets you try different capitalisation options without deleting and retyping. The (blank 44) command removes all recent formatting changes fro...

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**963.** ...mmand makes a line through the selected text. The (blank 43) command lets you try different capitalisation options without deleting and retyping. The _____ command removes all recent formatting changes from selected text....

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**964.** ...There are four text alignment options in the Paragraph group on the Home tab. _____ aligns all selected text to the left margin. (blank 46) aligns text an equal distance from both the left and right margins. (blank 47) alig...

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**965.** ...There are four text alignment options in the Paragraph group on the Home tab. (blank 45) aligns all selected text to the left margin. _____ aligns text an equal distance from both the left and right margins. (blank 47) aligns all selected text to the right margin. (blank 48) mak...

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**966.** ...tab. (blank 45) aligns all selected text to the left margin. (blank 46) aligns text an equal distance from both the left and right margins. _____ aligns all selected text to the right margin. (blank 48) makes text equal on both sides, lining up to both the right and left margins. Importantly, a...

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**967.** ...in. (blank 46) aligns text an equal distance from both the left and right margins. (blank 47) aligns all selected text to the right margin. _____ makes text equal on both sides, lining up to both the right and left margins. Importantly, alignment commands align text within the (blank 49) or tex...

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**968.** ...argin. (blank 48) makes text equal on both sides, lining up to both the right and left margins. Importantly, alignment commands align text within the _____ or text box it is in, not across the entire slide....

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**969.** ...A theme is a predefined combination of _____, fonts, and effects that can be applied to a presentation. The default theme when creating a new presentation is the (blank 51) Theme. Each theme has...

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**970.** ...efined combination of (blank 50), fonts, and effects that can be applied to a presentation. The default theme when creating a new presentation is the _____ Theme. Each theme has additional (blank 52) styles that can be applied to slides to further modify the theme. An advantage of applying a theme BEFORE...

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**971.** ...effects that can be applied to a presentation. The default theme when creating a new presentation is the (blank 51) Theme. Each theme has additional _____ styles that can be applied to slides to further modify the theme. An advantage of applying a theme BEFORE adding text is that the (blank 53) of the...

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**972.** ...itional (blank 52) styles that can be applied to slides to further modify the theme. An advantage of applying a theme BEFORE adding text is that the _____ of the text will not move. An advantage of applying a theme AFTER adding some text is that the (blank 54) feature allows you to see how themes affect...

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**973.** ...ing a theme BEFORE adding text is that the (blank 53) of the text will not move. An advantage of applying a theme AFTER adding some text is that the _____ feature allows you to see how themes affect your specific text. Fonts changed manually with font size and style menus will (blank 55) when you apply...

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**974.** ...ext is that the (blank 54) feature allows you to see how themes affect your specific text. Fonts changed manually with font size and style menus will _____ when you apply a new theme....

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**975.** ...Background styles are fill variations based on _____ colours. When you switch to a different theme, the background styles are (blank 57) based on the new theme colours. To apply a background style, clic...

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**976.** ...Background styles are fill variations based on (blank 56) colours. When you switch to a different theme, the background styles are _____ based on the new theme colours. To apply a background style, click the (blank 58) command in the Background group on the Design tab, then click a sty...

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**977.** ...rs. When you switch to a different theme, the background styles are (blank 57) based on the new theme colours. To apply a background style, click the _____ command in the Background group on the Design tab, then click a style. To make custom background changes, select (blank 59) from the menu to open a d...

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**978.** ...ckground style, click the (blank 58) command in the Background group on the Design tab, then click a style. To make custom background changes, select _____ from the menu to open a dialog box. Text boxes allow you to add text to (blank 60) locations on a slide beyond the predefined placeholder positions....

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**979.** ...tab, then click a style. To make custom background changes, select (blank 59) from the menu to open a dialog box. Text boxes allow you to add text to _____ locations on a slide beyond the predefined placeholder positions. To insert a text box, select the Insert tab, click the (blank 61) command in the Te...

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**980.** ...ou to add text to (blank 60) locations on a slide beyond the predefined placeholder positions. To insert a text box, select the Insert tab, click the _____ command in the Text group, then click and drag to set the width....

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**981.** ...Bulleted and numbered lists can draw _____ to specific information and are often easier for audiences to read than paragraphs. When you add text to a content placeholder, the text is formatted into a ___...

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**982.** ...2) to specific information and are often easier for audiences to read than paragraphs. When you add text to a content placeholder, the text is formatted into a _____ by default - a bullet appears to the left. To insert a new bullet, press the (blank 64) key after typing each line of text. To change the bullet styl...

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**983.** ...d text to a content placeholder, the text is formatted into a (blank 63) by default - a bullet appears to the left. To insert a new bullet, press the _____ key after typing each line of text. To change the bullet style, click the drop-down arrow next to the (blank 65) command in the Paragraph group on th...

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**984.** ...t. To insert a new bullet, press the (blank 64) key after typing each line of text. To change the bullet style, click the drop-down arrow next to the _____ command in the Paragraph group on the Home tab. To use a picture as a bullet, open Bullets and Numbering, click the Bulleted tab, then click _____ (6...

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**985.** ...(blank 65) command in the Paragraph group on the Home tab. To use a picture as a bullet, open Bullets and Numbering, click the Bulleted tab, then click _____. To use a symbol as a bullet, open Bullets and Numbering, click the Bulleted tab, then click (blank 67)....

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**986.** ...Numbering, click the Bulleted tab, then click (blank 66). To use a symbol as a bullet, open Bullets and Numbering, click the Bulleted tab, then click _____....

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**987.** ...To switch to a numbered list, click the drop-down arrow next to the _____ command in the Paragraph group on the Home tab. Hovering over each numbering option displays a (blank 69) of the list on the slide. To set the starti...

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**988.** ...list, click the drop-down arrow next to the (blank 68) command in the Paragraph group on the Home tab. Hovering over each numbering option displays a _____ of the list on the slide. To set the starting number for a numbered list, open Bullets and Numbering, select the (blank 70) tab, and enter the number...

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**989.** ...mbering option displays a (blank 69) of the list on the slide. To set the starting number for a numbered list, open Bullets and Numbering, select the _____ tab, and enter the number in the (blank 71) field. To remove a bulleted or numbered list from text, select the list and click the _____ (7...

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**990.** ...list on the slide. To set the starting number for a numbered list, open Bullets and Numbering, select the (blank 70) tab, and enter the number in the _____ field. To remove a bulleted or numbered list from text, select the list and click the (blank 72) command or Numbering command - these commands _____...

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**991.** ...(blank 70) tab, and enter the number in the (blank 71) field. To remove a bulleted or numbered list from text, select the list and click the _____ command or Numbering command - these commands (blank 73) the feature on and off....

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**992.** ...(71) field. To remove a bulleted or numbered list from text, select the list and click the (blank 72) command or Numbering command - these commands _____ the feature on and off....

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**993.** ...A table is a _____ of cells arranged in rows and columns. To insert a table using a placeholder command, click the (blank 75) command in the placeholder, enter the numb...

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**994.** ...A table is a (blank 74) of cells arranged in rows and columns. To insert a table using a placeholder command, click the _____ command in the placeholder, enter the number of columns and rows, then click OK. When a table is inserted, the (blank 76) and Layout tabs appear on t...

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**995.** ...ceholder command, click the (blank 75) command in the placeholder, enter the number of columns and rows, then click OK. When a table is inserted, the _____ and Layout tabs appear on the Ribbon. To move the insertion point from cell to cell, press (blank 77) to move forward and Shift+Tab to move backward....

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**996.** ...s, then click OK. When a table is inserted, the (blank 76) and Layout tabs appear on the Ribbon. To move the insertion point from cell to cell, press _____ to move forward and Shift+Tab to move backward. To insert a row above the current position, use the (blank 78) option in the Rows and Columns group u...

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**997.** ...sertion point from cell to cell, press (blank 77) to move forward and Shift+Tab to move backward. To insert a row above the current position, use the _____ option in the Rows and Columns group under the Layout tab of Table Tools. To insert a table using Ribbon commands, go to the Insert tab, click the _____...

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**998.** ...(blank 78) option in the Rows and Columns group under the Layout tab of Table Tools. To insert a table using Ribbon commands, go to the Insert tab, click the _____ command, then drag over the diagram squares to select the number of columns and rows....

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**999.** ...Pictures and clip art can be inserted from the Ribbon or by using the _____ that appear in certain placeholders. In both methods, the image is centred in the middle of any selected slide (blank 81). To insert a picture from t...

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**1000.** ...the Ribbon or by using the (blank 80) that appear in certain placeholders. In both methods, the image is centred in the middle of any selected slide _____. To insert a picture from the Ribbon, select the Insert tab and click (blank 82) in the Illustrations group. To resize a picture proportionally, clic...

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**1001.** ...th methods, the image is centred in the middle of any selected slide (blank 81). To insert a picture from the Ribbon, select the Insert tab and click _____ in the Illustrations group. To resize a picture proportionally, click and drag one of the (blank 83) sizing handles. The (blank 84) sizing...

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**1002.** ...from the Ribbon, select the Insert tab and click (blank 82) in the Illustrations group. To resize a picture proportionally, click and drag one of the _____ sizing handles. The (blank 84) sizing handles change the picture's size but do NOT keep the same proportions. The green circle at the top of a select...

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**1003.** ...d click (blank 82) in the Illustrations group. To resize a picture proportionally, click and drag one of the (blank 83) sizing handles. The _____ sizing handles change the picture's size but do NOT keep the same proportions. The green circle at the top of a selected picture is the (blank 85) fe...

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**1004.** ...he (blank 84) sizing handles change the picture's size but do NOT keep the same proportions. The green circle at the top of a selected picture is the _____ feature - click and drag it to rotate the picture....

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**1005.** ...When you select a picture, the _____ tab appears on the Ribbon with picture-related commands. To apply a picture style, select the Format tab and click the (blank 87) drop-down arrow to...

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**1006.** ...lect a picture, the (blank 86) tab appears on the Ribbon with picture-related commands. To apply a picture style, select the Format tab and click the _____ drop-down arrow to see all styles - hover over each to see a live preview. To add a border to a picture, click (blank 88) on the Format tab and selec...

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**1007.** ...he Format tab and click the (blank 87) drop-down arrow to see all styles - hover over each to see a live preview. To add a border to a picture, click _____ on the Format tab and select a colour, then choose Weight to modify border width. Other picture modification options from the Format tab include cropping, ____...

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**1008.** ...88) on the Format tab and select a colour, then choose Weight to modify border width. Other picture modification options from the Format tab include cropping, _____, resetting, changing contrast, and recolouring pictures. The (blank 90) feature lets you create and customise designer-quality diagrams and can even...

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**1009.** ...th. Other picture modification options from the Format tab include cropping, (blank 89), resetting, changing contrast, and recolouring pictures. The _____ feature lets you create and customise designer-quality diagrams and can even convert a bulleted list into a diagram. To insert SmartArt, go to the Insert tab a...

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**1010.** ...you create and customise designer-quality diagrams and can even convert a bulleted list into a diagram. To insert SmartArt, go to the Insert tab and click the _____ command in the Illustrations group....

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**1011.** ...To align multiple objects, select them, select the _____ tab, and click the (blank 93) command in the Arrange group. There are (blank 94) basic alignment options: Align Left, Align Center, Align R...

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**1012.** ...To align multiple objects, select them, select the (blank 92) tab, and click the _____ command in the Arrange group. There are (blank 94) basic alignment options: Align Left, Align Center, Align Right, Align Top, Align Middle, and Align...

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**1013.** ...To align multiple objects, select them, select the (blank 92) tab, and click the (blank 93) command in the Arrange group. There are _____ basic alignment options: Align Left, Align Center, Align Right, Align Top, Align Middle, and Align Bottom. Each alignment option varies based on whether _____...

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**1014.** ..._ (94) basic alignment options: Align Left, Align Center, Align Right, Align Top, Align Middle, and Align Bottom. Each alignment option varies based on whether _____ or (blank 96) is selected from the menu. For example, if 'Align to Slide' is active and you choose Align Top, all selected objects align to the _____...

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**1015.** ...ptions: Align Left, Align Center, Align Right, Align Top, Align Middle, and Align Bottom. Each alignment option varies based on whether (blank 95) or _____ is selected from the menu. For example, if 'Align to Slide' is active and you choose Align Top, all selected objects align to the (blank 97) of the s...

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**1016.** ...(95) or (blank 96) is selected from the menu. For example, if 'Align to Slide' is active and you choose Align Top, all selected objects align to the _____ of the slide. Two additional options distribute objects either (blank 98) or vertically across the slide....

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**1017.** ...lide' is active and you choose Align Top, all selected objects align to the (blank 97) of the slide. Two additional options distribute objects either _____ or vertically across the slide....

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**1018.** ...The _____ command lets you combine multiple objects into one so they can be moved and resized together as a single unit. To group objects, select them, select the Format...

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**1019.** ...u combine multiple objects into one so they can be moved and resized together as a single unit. To group objects, select them, select the Format tab, click the _____ command in the Arrange group, then select Group. When objects are grouped, a (blank 101) with sizing handles appears around all the selected objects...

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**1020.** ...group objects, select them, select the Format tab, click the (blank 100) command in the Arrange group, then select Group. When objects are grouped, a _____ with sizing handles appears around all the selected objects to indicate they are now one object. To move the grouped object, click and drag - the cursor become...

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**1021.** ...h sizing handles appears around all the selected objects to indicate they are now one object. To move the grouped object, click and drag - the cursor becomes a _____. To ungroup objects, select the group, Format tab > Group command > select (blank 103). To rotate an object, select it, go to Format tab > _____...

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**1022.** ...move the grouped object, click and drag - the cursor becomes a (blank 102). To ungroup objects, select the group, Format tab > Group command > select _____. To rotate an object, select it, go to Format tab > (blank 104) command in the Arrange group, hover over options for a live preview, then select....

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**1023.** ...(blank 102). To ungroup objects, select the group, Format tab > Group command > select (blank 103). To rotate an object, select it, go to Format tab > _____ command in the Arrange group, hover over options for a live preview, then select....

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**1024.** ...When objects are inserted onto a slide, each is arranged based on the order it was _____ - later objects appear on top of earlier ones. To send an object to the very bottom layer of all objects, use the (blank 106) command. To move an obj...

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**1025.** ...sed on the order it was (blank 105) - later objects appear on top of earlier ones. To send an object to the very bottom layer of all objects, use the _____ command. To move an object back one layer at a time, use (blank 107). To bring an object to the very top layer, use the (blank 108) command...

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**1026.** ...earlier ones. To send an object to the very bottom layer of all objects, use the (blank 106) command. To move an object back one layer at a time, use _____. To bring an object to the very top layer, use the (blank 108) command. To move an object forward one layer at a time, use (blank 109). Bo...

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**1027.** ...use the (blank 106) command. To move an object back one layer at a time, use (blank 107). To bring an object to the very top layer, use the _____ command. To move an object forward one layer at a time, use (blank 109). Both 'Send to Back' and 'Bring to Front' commands are found on the _____...

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**1028.** ...use (blank 107). To bring an object to the very top layer, use the (blank 108) command. To move an object forward one layer at a time, use _____. Both 'Send to Back' and 'Bring to Front' commands are found on the (blank 110) tab in the Arrange group....

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**1029.** ..._ (108) command. To move an object forward one layer at a time, use (blank 109). Both 'Send to Back' and 'Bring to Front' commands are found on the _____ tab in the Arrange group....

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**1030.** ...A movie can be inserted from a file on your computer or from the Microsoft Office _____. To insert a movie, select the Insert tab and click the drop-down arrow on the (blank 2) command in the Media group. After locating and selecting the...

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**1031.** ...ed from a file on your computer or from the Microsoft Office (blank 1). To insert a movie, select the Insert tab and click the drop-down arrow on the _____ command in the Media group. After locating and selecting the file, click OK - the movie appears on the slide and the (blank 3) tab and Picture Tools...

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**1032.** ...drop-down arrow on the (blank 2) command in the Media group. After locating and selecting the file, click OK - the movie appears on the slide and the _____ tab and Picture Tools Format tab appear on the Ribbon. A dialog box then asks you to choose (blank 4) or When Clicked - the first option starts the m...

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**1033.** ...ick OK - the movie appears on the slide and the (blank 3) tab and Picture Tools Format tab appear on the Ribbon. A dialog box then asks you to choose _____ or When Clicked - the first option starts the movie as soon as the slide appears in Slide Show view. The sizing handles around the movie work the same as with...

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**1034.** ...st option starts the movie as soon as the slide appears in Slide Show view. The sizing handles around the movie work the same as with pictures, text boxes, and _____. If a slide layout has a content placeholder, click the (blank 6) command to insert a movie from your computer....

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**1035.** ...The sizing handles around the movie work the same as with pictures, text boxes, and (blank 5). If a slide layout has a content placeholder, click the _____ command to insert a movie from your computer....

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**1036.** ...To delete a media clip, first _____ the movie from your computer or the clip organizer. Then click the (blank 8) key. When Clicked means the movie will only start playing when you _____...

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**1037.** ...To delete a media clip, first (blank 7) the movie from your computer or the clip organizer. Then click the _____ key. When Clicked means the movie will only start playing when you (blank 9) the movie during the slide show. To resize a movie, click, drag, and the...

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**1038.** ..._ (7) the movie from your computer or the clip organizer. Then click the (blank 8) key. When Clicked means the movie will only start playing when you _____ the movie during the slide show. To resize a movie, click, drag, and then (blank 10) the resizing handles....

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**1039.** ...ey. When Clicked means the movie will only start playing when you (blank 9) the movie during the slide show. To resize a movie, click, drag, and then _____ the resizing handles....

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**1040.** ...PowerPoint allows you to add sound using a sound file on your computer, choose from hundreds of sounds via the _____, or play tracks from an audio (blank 12). To insert a sound file, select the Insert tab and click the drop-down arrow on the (blank 13) co...

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**1041.** ...werPoint allows you to add sound using a sound file on your computer, choose from hundreds of sounds via the (blank 11), or play tracks from an audio _____. To insert a sound file, select the Insert tab and click the drop-down arrow on the (blank 13) command in the Media Clips group. After selecting the...

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**1042.** ...the (blank 11), or play tracks from an audio (blank 12). To insert a sound file, select the Insert tab and click the drop-down arrow on the _____ command in the Media Clips group. After selecting the file and clicking OK, a (blank 14) and a dialog box appear on the slide. Choosing _____...

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**1043.** ...select the Insert tab and click the drop-down arrow on the (blank 13) command in the Media Clips group. After selecting the file and clicking OK, a _____ and a dialog box appear on the slide. Choosing (blank 15) will start the sound automatically as soon as the slide appears in Slide Show view. Choosin...

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**1044.** ...(blank 13) command in the Media Clips group. After selecting the file and clicking OK, a (blank 14) and a dialog box appear on the slide. Choosing _____ will start the sound automatically as soon as the slide appears in Slide Show view. Choosing (blank 16) will start the sound only when you click duri...

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**1045.** ...nd a dialog box appear on the slide. Choosing (blank 15) will start the sound automatically as soon as the slide appears in Slide Show view. Choosing _____ will start the sound only when you click during the presentation. PowerPoint allows you to customise sound options so the music plays through the _____...

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**1046.** ...(blank 16) will start the sound only when you click during the presentation. PowerPoint allows you to customise sound options so the music plays through the _____ presentation or only on one slide....

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**1047.** ...Once tracks from a CD are inserted, a _____ tab appears on the Ribbon. The (blank 19) option in the Play and Setup groups lets you listen to the sound that will play. The (blank 20) o...

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**1048.** ...Once tracks from a CD are inserted, a (blank 18) tab appears on the Ribbon. The _____ option in the Play and Setup groups lets you listen to the sound that will play. The (blank 20) option lets you change the audio level to low, medium...

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**1049.** ...a (blank 18) tab appears on the Ribbon. The (blank 19) option in the Play and Setup groups lets you listen to the sound that will play. The _____ option lets you change the audio level to low, medium, high, or mute. The (blank 21) fields let you change which CD tracks play and the point in the...

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**1050.** ...nd Setup groups lets you listen to the sound that will play. The (blank 20) option lets you change the audio level to low, medium, high, or mute. The _____ fields let you change which CD tracks play and the point in the track where playback starts or stops. The (blank 22) option hides or displays the sou...

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**1051.** ...low, medium, high, or mute. The (blank 21) fields let you change which CD tracks play and the point in the track where playback starts or stops. The _____ option hides or displays the sound icon during the slide show. The (blank 23) option means the sound will play continuously until you stop it by clic...

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**1052.** ...cks play and the point in the track where playback starts or stops. The (blank 22) option hides or displays the sound icon during the slide show. The _____ option means the sound will play continuously until you stop it by clicking or advancing to the next slide....

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**1053.** ...PowerPoint gives you the ability to view the presentation in _____ different ways. Three of the four views are visible from the default view, (blank 25). The slide view commands are located on the bottom, _____...

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**1054.** ...PowerPoint gives you the ability to view the presentation in (blank 24) different ways. Three of the four views are visible from the default view, _____. The slide view commands are located on the bottom, (blank 26) side of the PowerPoint window. (blank 27) View is where you create and edit...

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**1055.** ...(blank 24) different ways. Three of the four views are visible from the default view, (blank 25). The slide view commands are located on the bottom, _____ side of the PowerPoint window. (blank 27) View is where you create and edit slides and can also move slides in the Slides tab on the left task pane....

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**1056.** ...are visible from the default view, (blank 25). The slide view commands are located on the bottom, (blank 26) side of the PowerPoint window. _____ View is where you create and edit slides and can also move slides in the Slides tab on the left task pane. (blank 28) View shows miniature slides arr...

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**1057.** ...side of the PowerPoint window. (blank 27) View is where you create and edit slides and can also move slides in the Slides tab on the left task pane. _____ View shows miniature slides arranged on screen - you can drag and drop to reorder them, and it is a good view to confirm all needed slides are present. _____...

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**1058.** ...__ (28) View shows miniature slides arranged on screen - you can drag and drop to reorder them, and it is a good view to confirm all needed slides are present. _____ View fills the computer screen with a slide - this is what the audience sees - and has an additional menu for navigation and other presentation features....

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**1059.** ...In Slide Show view, you can move through slides using the _____ keys, Page Up and Page Down keys, (blank 31), and the Enter key. To end a slide show, press the (blank 32) key. The Slide Show view has an...

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**1060.** ...In Slide Show view, you can move through slides using the (blank 30) keys, Page Up and Page Down keys, _____, and the Enter key. To end a slide show, press the (blank 32) key. The Slide Show view has an additional (blank 33) that allows you to nav...

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**1061.** ...n move through slides using the (blank 30) keys, Page Up and Page Down keys, (blank 31), and the Enter key. To end a slide show, press the _____ key. The Slide Show view has an additional (blank 33) that allows you to navigate through the slides and access other features during a presentation....

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**1062.** ...Up and Page Down keys, (blank 31), and the Enter key. To end a slide show, press the (blank 32) key. The Slide Show view has an additional _____ that allows you to navigate through the slides and access other features during a presentation. Slide Sorter view is particularly useful to confirm that you ha...

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**1063.** ...nd access other features during a presentation. Slide Sorter view is particularly useful to confirm that you have all the needed slides and that none have been _____....

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**1064.** ...To access print options, click the _____ tab - the Backstage view appears. Click (blank 36) and the Print Preview is displayed on the right while the Print settings appear on the left. The p...

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**1065.** ...To access print options, click the (blank 35) tab - the Backstage view appears. Click _____ and the Print Preview is displayed on the right while the Print settings appear on the left. The print range drop-down has four options: Print All Slides, Prin...

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**1066.** ...nd the Print Preview is displayed on the right while the Print settings appear on the left. The print range drop-down has four options: Print All Slides, Print _____, Print Current Slide, and (blank 38). Handouts print many slides per page - the default is (blank 39) slides per page, but you can change i...

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**1067.** ...while the Print settings appear on the left. The print range drop-down has four options: Print All Slides, Print (blank 37), Print Current Slide, and _____. Handouts print many slides per page - the default is (blank 39) slides per page, but you can change it to 3 to allow room for the person to take ____...

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**1068.** ...four options: Print All Slides, Print (blank 37), Print Current Slide, and (blank 38). Handouts print many slides per page - the default is _____ slides per page, but you can change it to 3 to allow room for the person to take (blank 40). You can print (blank 41) Pages if you typed sp...

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**1069.** ...38). Handouts print many slides per page - the default is (blank 39) slides per page, but you can change it to 3 to allow room for the person to take _____. You can print (blank 41) Pages if you typed speaker notes for the slides. You can also choose to print in (blank 42) or colour....

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**1070.** ...page - the default is (blank 39) slides per page, but you can change it to 3 to allow room for the person to take (blank 40). You can print _____ Pages if you typed speaker notes for the slides. You can also choose to print in (blank 42) or colour....

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**1071.** ...or the person to take (blank 40). You can print (blank 41) Pages if you typed speaker notes for the slides. You can also choose to print in _____ or colour....

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**1072.** ...In PowerPoint, _____ refers to movement of text and objects ON the slide - such as clip art, shapes, and pictures. Animation can draw the audience's (blank 44) to specifi...

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**1073.** ...owerPoint, (blank 43) refers to movement of text and objects ON the slide - such as clip art, shapes, and pictures. Animation can draw the audience's _____ to specific content or make the slide easier to read. To apply an animation effect, select the text or object, select the (blank 45) tab, move your c...

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**1074.** ...w the audience's (blank 44) to specific content or make the slide easier to read. To apply an animation effect, select the text or object, select the _____ tab, move your cursor over options to see a (blank 46), then click to select. To remove an animation effect, select the Animations tab, click the ____...

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**1075.** ...the slide easier to read. To apply an animation effect, select the text or object, select the (blank 45) tab, move your cursor over options to see a _____, then click to select. To remove an animation effect, select the Animations tab, click the (blank 47) arrow by the animations group, then click _____...

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**1076.** ...45) tab, move your cursor over options to see a (blank 46), then click to select. To remove an animation effect, select the Animations tab, click the _____ arrow by the animations group, then click (blank 48). When an animation is removed, the (blank 49) will disappear from the slide....

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**1077.** ...(46), then click to select. To remove an animation effect, select the Animations tab, click the (blank 47) arrow by the animations group, then click _____. When an animation is removed, the (blank 49) will disappear from the slide....

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**1078.** ...ct, select the Animations tab, click the (blank 47) arrow by the animations group, then click (blank 48). When an animation is removed, the _____ will disappear from the slide....

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**1079.** ...The four categories of animation effects are _____, Emphasis, (blank 51), and Motion Path. To apply an animation from a specific category, click the (blank 52) button in the Animations group...

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**1080.** ...The four categories of animation effects are (blank 50), Emphasis, _____, and Motion Path. To apply an animation from a specific category, click the (blank 52) button in the Animations group. To preview an animation in Nor...

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**1081.** ...ories of animation effects are (blank 50), Emphasis, (blank 51), and Motion Path. To apply an animation from a specific category, click the _____ button in the Animations group. To preview an animation in Normal view, click (blank 53) in the Preview group of the Animations tab. To preview an an...

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**1082.** ...h. To apply an animation from a specific category, click the (blank 52) button in the Animations group. To preview an animation in Normal view, click _____ in the Preview group of the Animations tab. To preview an animation in Slide Show view, click (blank 54), then press (blank 55) to return...

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**1083.** ...preview an animation in Normal view, click (blank 53) in the Preview group of the Animations tab. To preview an animation in Slide Show view, click _____, then press (blank 55) to return to Normal view. To reorder animations, select the animation effect in the (blank 56) task pane list, then...

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**1084.** ...iew, click (blank 53) in the Preview group of the Animations tab. To preview an animation in Slide Show view, click (blank 54), then press _____ to return to Normal view. To reorder animations, select the animation effect in the (blank 56) task pane list, then click the (blank 57) at...

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**1085.** ...lide Show view, click (blank 54), then press (blank 55) to return to Normal view. To reorder animations, select the animation effect in the _____ task pane list, then click the (blank 57) at the bottom of the task pane....

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**1086.** ...ss (blank 55) to return to Normal view. To reorder animations, select the animation effect in the (blank 56) task pane list, then click the _____ at the bottom of the task pane....

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**1087.** ...Transition effects are the movements you see when one slide _____ to another in Slide Show view. Transitions are different from animations - (blank 59) refers to movements of text and objects ON the slide, while ____...

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**1088.** ...Transition effects are the movements you see when one slide (blank 58) to another in Slide Show view. Transitions are different from animations - _____ refers to movements of text and objects ON the slide, while (blank 60) refers to the movement of the slide itself as it changes. By default, _____...

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**1089.** ...58) to another in Slide Show view. Transitions are different from animations - (blank 59) refers to movements of text and objects ON the slide, while _____ refers to the movement of the slide itself as it changes. By default, (blank 61) transition is applied to each slide. To see a live preview of a tran...

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**1090.** ...(blank 59) refers to movements of text and objects ON the slide, while (blank 60) refers to the movement of the slide itself as it changes. By default, _____ transition is applied to each slide. To see a live preview of a transition effect without applying it, (blank 62) over it in the Transitions tab....

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**1091.** ...e itself as it changes. By default, (blank 61) transition is applied to each slide. To see a live preview of a transition effect without applying it, _____ over it in the Transitions tab....

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**1092.** ...To apply a transition to one slide, select the slide, select the _____ tab, click the (blank 64) drop-down arrow to display all transition effects, then click one. To apply a transition to ALL slides, after selecting and...

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**1093.** ...To apply a transition to one slide, select the slide, select the (blank 63) tab, click the _____ drop-down arrow to display all transition effects, then click one. To apply a transition to ALL slides, after selecting and applying the transition to one slid...

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**1094.** ...wn arrow to display all transition effects, then click one. To apply a transition to ALL slides, after selecting and applying the transition to one slide click _____. A star (blank 66) icon appears beneath any slide that has a transition or animation effect applied - it is visible in the Slides tab and in Slide So...

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**1095.** ...ition effects, then click one. To apply a transition to ALL slides, after selecting and applying the transition to one slide click (blank 65). A star _____ icon appears beneath any slide that has a transition or animation effect applied - it is visible in the Slides tab and in Slide Sorter view. To remove a transi...

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**1096.** ...effect applied - it is visible in the Slides tab and in Slide Sorter view. To remove a transition from one slide, select the slide, Transitions tab, then click _____ in the Transition to This Slide group. To remove transitions from ALL slides, click None then click (blank 68)....

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**1097.** ...the slide, Transitions tab, then click (blank 67) in the Transition to This Slide group. To remove transitions from ALL slides, click None then click _____....

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**1098.** ...By default in Slide Show view, you _____ your mouse to advance to the next slide. You can also advance by pressing the (blank 70) key. This advance setting is defined in the _____...

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**1099.** ...By default in Slide Show view, you (blank 69) your mouse to advance to the next slide. You can also advance by pressing the _____ key. This advance setting is defined in the (blank 71) group on the Transitions tab. You can modify this setting so that each slide displays for a sp...

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**1100.** ...(blank 69) your mouse to advance to the next slide. You can also advance by pressing the (blank 70) key. This advance setting is defined in the _____ group on the Transitions tab. You can modify this setting so that each slide displays for a specific period of time before (blank 72) advancing - thi...

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**1101.** ...defined in the (blank 71) group on the Transitions tab. You can modify this setting so that each slide displays for a specific period of time before _____ advancing - this is useful for (blank 73) presentations such as at a trade show booth. To set timing, view slides in (blank 74) view, selec...

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**1102.** ...ansitions tab. You can modify this setting so that each slide displays for a specific period of time before (blank 72) advancing - this is useful for _____ presentations such as at a trade show booth. To set timing, view slides in (blank 74) view, select a slide, select the Transitions tab, locate the Ad...

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**1103.** ...time before (blank 72) advancing - this is useful for (blank 73) presentations such as at a trade show booth. To set timing, view slides in _____ view, select a slide, select the Transitions tab, locate the Advance Slide section, and enter the time in the (blank 75) field. To apply the same ti...

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**1104.** ...set timing, view slides in (blank 74) view, select a slide, select the Transitions tab, locate the Advance Slide section, and enter the time in the _____ field. To apply the same timing to all slides, set the timing for one slide then click (blank 76)....

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**1105.** ...e Advance Slide section, and enter the time in the (blank 75) field. To apply the same timing to all slides, set the timing for one slide then click _____....

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**1106.** ...A spreadsheet is the electronic equivalent of the accounting _____ and consists of rows and (blank 78). A formula in Excel must start with (blank 79), + or -, and can include cell references, operators, and...

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**1107.** ...A spreadsheet is the electronic equivalent of the accounting (blank 77) and consists of rows and _____. A formula in Excel must start with (blank 79), + or -, and can include cell references, operators, and (blank 80). A relative cell referen...

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**1108.** ...readsheet is the electronic equivalent of the accounting (blank 77) and consists of rows and (blank 78). A formula in Excel must start with _____, + or -, and can include cell references, operators, and (blank 80). A relative cell reference (blank 81) when a formula is copied, while a...

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**1109.** ...and consists of rows and (blank 78). A formula in Excel must start with (blank 79), + or -, and can include cell references, operators, and _____. A relative cell reference (blank 81) when a formula is copied, while an absolute reference remains (blank 82). To toggle between reference...

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**1110.** ...formula in Excel must start with (blank 79), + or -, and can include cell references, operators, and (blank 80). A relative cell reference _____ when a formula is copied, while an absolute reference remains (blank 82). To toggle between reference types, press (blank 83), which cycles...

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**1111.** ...l references, operators, and (blank 80). A relative cell reference (blank 81) when a formula is copied, while an absolute reference remains _____. To toggle between reference types, press (blank 83), which cycles A10 → $A$10 → A$10 → $A10 → A10. Excel's order of precedence evaluates _____...

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**1112.** ...ell reference (blank 81) when a formula is copied, while an absolute reference remains (blank 82). To toggle between reference types, press _____, which cycles A10 → $A$10 → A$10 → $A10 → A10. Excel's order of precedence evaluates (blank 84) first, then percent, then exponentiation, then multip...

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**1113.** ...(blank 82). To toggle between reference types, press (blank 83), which cycles A10 → $A$10 → A$10 → $A10 → A10. Excel's order of precedence evaluates _____ first, then percent, then exponentiation, then multiplication/division, and finally addition and subtraction. When two operators have the same precedence, Exce...

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**1114.** ...ent, then exponentiation, then multiplication/division, and finally addition and subtraction. When two operators have the same precedence, Excel evaluates from _____ to right....

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**1115.** ...Functions that have been pre-built into Excel are called _____ functions, and their arguments are placed within (blank 87) separated by commas. Excel 2007 includes over (blank 88) built-in functions acr...

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**1116.** ...Functions that have been pre-built into Excel are called (blank 86) functions, and their arguments are placed within _____ separated by commas. Excel 2007 includes over (blank 88) built-in functions across 12 categories. The (blank 89) format is the default numb...

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**1117.** ...into Excel are called (blank 86) functions, and their arguments are placed within (blank 87) separated by commas. Excel 2007 includes over _____ built-in functions across 12 categories. The (blank 89) format is the default number format; the (blank 90) format is used for monetary val...

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**1118.** ...rguments are placed within (blank 87) separated by commas. Excel 2007 includes over (blank 88) built-in functions across 12 categories. The _____ format is the default number format; the (blank 90) format is used for monetary values and aligns decimal points. To apply bold formatting with a sho...

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**1119.** ...ommas. Excel 2007 includes over (blank 88) built-in functions across 12 categories. The (blank 89) format is the default number format; the _____ format is used for monetary values and aligns decimal points. To apply bold formatting with a shortcut key, press (blank 91). To copy formatting from...

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**1120.** ...fault number format; the (blank 90) format is used for monetary values and aligns decimal points. To apply bold formatting with a shortcut key, press _____. To copy formatting from one cell to another, use the (blank 92) button. To fit a column to its widest entry using the mouse, (blank 93) th...

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**1121.** ...alues and aligns decimal points. To apply bold formatting with a shortcut key, press (blank 91). To copy formatting from one cell to another, use the _____ button. To fit a column to its widest entry using the mouse, (blank 93) the column-heading separator....

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**1122.** ...ss (blank 91). To copy formatting from one cell to another, use the (blank 92) button. To fit a column to its widest entry using the mouse, _____ the column-heading separator....

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**1123.** ...A chart is automatically _____ when the source worksheet data changes. To create a chart automatically from selected data, press (blank 95) - this creates a default 2-D column char...

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**1124.** ...A chart is automatically (blank 94) when the source worksheet data changes. To create a chart automatically from selected data, press _____ - this creates a default 2-D column chart. Sorting arranges data in numerical or alphabetical order; when the sort column is not the first column in the range,...

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**1125.** ...is creates a default 2-D column chart. Sorting arranges data in numerical or alphabetical order; when the sort column is not the first column in the range, use _____. Filtering displays only the (blank 97) that meet a specified criterion, using AutoFilter which can filter by list values, format, or _____...

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**1126.** ...anges data in numerical or alphabetical order; when the sort column is not the first column in the range, use (blank 96). Filtering displays only the _____ that meet a specified criterion, using AutoFilter which can filter by list values, format, or (blank 98). Data from several worksheets can be combine...

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**1127.** ...(blank 96). Filtering displays only the (blank 97) that meet a specified criterion, using AutoFilter which can filter by list values, format, or _____. Data from several worksheets can be combined onto a master worksheet through (blank 99). A chart embedded in a worksheet is saved when you save the...

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**1128.** ...using AutoFilter which can filter by list values, format, or (blank 98). Data from several worksheets can be combined onto a master worksheet through _____. A chart embedded in a worksheet is saved when you save the (blank 100)....

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**1129.** ...Data from several worksheets can be combined onto a master worksheet through (blank 99). A chart embedded in a worksheet is saved when you save the _____....

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**1130.** ...When PowerPoint opens, you are greeted with the _____ View to create a new presentation. Slides contain (blank 102) - areas enclosed by dotted borders that hold text, pictures, and charts. A _____...

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**1131.** ...When PowerPoint opens, you are greeted with the (blank 101) View to create a new presentation. Slides contain _____ - areas enclosed by dotted borders that hold text, pictures, and charts. A (blank 103) is a predefined combination of colours, fonts, and effects; th...

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**1132.** ...(blank 101) View to create a new presentation. Slides contain (blank 102) - areas enclosed by dotted borders that hold text, pictures, and charts. A _____ is a predefined combination of colours, fonts, and effects; the default is the (blank 104) Theme. The four text alignment options are: Align Left, Ce...

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**1133.** ...by dotted borders that hold text, pictures, and charts. A (blank 103) is a predefined combination of colours, fonts, and effects; the default is the _____ Theme. The four text alignment options are: Align Left, Center, Align Right, and (blank 105). Text boxes allow you to place text _____ (106...

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**1134.** ...ation of colours, fonts, and effects; the default is the (blank 104) Theme. The four text alignment options are: Align Left, Center, Align Right, and _____. Text boxes allow you to place text (blank 106) on a slide, beyond the fixed placeholder positions. The default file format for PowerPoint 2013 and n...

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**1135.** ...(blank 104) Theme. The four text alignment options are: Align Left, Center, Align Right, and (blank 105). Text boxes allow you to place text _____ on a slide, beyond the fixed placeholder positions. The default file format for PowerPoint 2013 and newer is (blank 107)....

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**1136.** ...oxes allow you to place text (blank 106) on a slide, beyond the fixed placeholder positions. The default file format for PowerPoint 2013 and newer is _____....

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**1137.** ...To bring an object to the very front of the stack, use _____; to move it forward one layer, use (blank 109). To send an object to the very back, use (blank 110); to move it back one layer, use _____...

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**1138.** ...To bring an object to the very front of the stack, use (blank 108); to move it forward one layer, use _____. To send an object to the very back, use (blank 110); to move it back one layer, use (blank 111). To group multiple objects into one, selec...

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**1139.** ...ect to the very front of the stack, use (blank 108); to move it forward one layer, use (blank 109). To send an object to the very back, use _____; to move it back one layer, use (blank 111). To group multiple objects into one, select them, go to the Format tab > Arrange group > _____...

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**1140.** ..._ (108); to move it forward one layer, use (blank 109). To send an object to the very back, use (blank 110); to move it back one layer, use _____. To group multiple objects into one, select them, go to the Format tab > Arrange group > (blank 112) > Group. Animation refers to movement of _____...

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**1141.** ...(blank 110); to move it back one layer, use (blank 111). To group multiple objects into one, select them, go to the Format tab > Arrange group > _____ > Group. Animation refers to movement of (blank 113) on the slide, while transitions refer to the movement of the (blank 114) as it changes...

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**1142.** ..._ (111). To group multiple objects into one, select them, go to the Format tab > Arrange group > (blank 112) > Group. Animation refers to movement of _____ on the slide, while transitions refer to the movement of the (blank 114) as it changes to another. A movie inserted on a slide can start _____...

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**1143.** ...range group > (blank 112) > Group. Animation refers to movement of (blank 113) on the slide, while transitions refer to the movement of the _____ as it changes to another. A movie inserted on a slide can start (blank 115) when the slide appears, or only (blank 116) when clicked during...

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**1144.** ...(blank 113) on the slide, while transitions refer to the movement of the (blank 114) as it changes to another. A movie inserted on a slide can start _____ when the slide appears, or only (blank 116) when clicked during the show....

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**1145.** ...the movement of the (blank 114) as it changes to another. A movie inserted on a slide can start (blank 115) when the slide appears, or only _____ when clicked during the show....

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**1146.** ...The star _____ icon beneath a slide indicates it has a transition or animation effect applied. Automatic slide timing is set in the (blank 118) field within the Adv...

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**1147.** ...The star (blank 117) icon beneath a slide indicates it has a transition or animation effect applied. Automatic slide timing is set in the _____ field within the Advance Slide section of the Transitions tab. To apply the same transition and timing to every slide at once, configure one slide then click _...

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**1148.** ...) field within the Advance Slide section of the Transitions tab. To apply the same transition and timing to every slide at once, configure one slide then click _____. The four print options in PowerPoint are: slides, (blank 120), notes pages, and outline. Handouts default to (blank 121) slides per page;...

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**1149.** ...the same transition and timing to every slide at once, configure one slide then click (blank 119). The four print options in PowerPoint are: slides, _____, notes pages, and outline. Handouts default to (blank 121) slides per page; changing to 3 provides space for audience note-taking. The complete CSM 1...

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**1150.** ...slide then click (blank 119). The four print options in PowerPoint are: slides, (blank 120), notes pages, and outline. Handouts default to _____ slides per page; changing to 3 provides space for audience note-taking. The complete CSM 183 course covers Microsoft (blank 122) for spreadsheets and...

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**1151.** ...Handouts default to (blank 121) slides per page; changing to 3 provides space for audience note-taking. The complete CSM 183 course covers Microsoft _____ for spreadsheets and data management, and Microsoft (blank 123) for creating and delivering presentations....

CSM183_FITB_Pages501_541-1.pdf · CSM183

**1152.** ...provides space for audience note-taking. The complete CSM 183 course covers Microsoft (blank 122) for spreadsheets and data management, and Microsoft _____ for creating and delivering presentations....

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**1153.** ...A movie can be inserted from a file on your computer or from the Microsoft Office _____. To insert a movie, select the Insert tab and click the drop-down arrow on the (blank 2) command in the Media group. After locating and selecting the...

CSM183_FITB_Pages501_541.pdf · CSM183

**1154.** ...ed from a file on your computer or from the Microsoft Office (blank 1). To insert a movie, select the Insert tab and click the drop-down arrow on the _____ command in the Media group. After locating and selecting the file, click OK - the movie appears on the slide and the (blank 3) tab and Picture Tools...

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**1155.** ...drop-down arrow on the (blank 2) command in the Media group. After locating and selecting the file, click OK - the movie appears on the slide and the _____ tab and Picture Tools Format tab appear on the Ribbon. A dialog box then asks you to choose (blank 4) or When Clicked - the first option starts the m...

CSM183_FITB_Pages501_541.pdf · CSM183

**1156.** ...ick OK - the movie appears on the slide and the (blank 3) tab and Picture Tools Format tab appear on the Ribbon. A dialog box then asks you to choose _____ or When Clicked - the first option starts the movie as soon as the slide appears in Slide Show view. The sizing handles around the movie work the same as with...

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**1157.** ...st option starts the movie as soon as the slide appears in Slide Show view. The sizing handles around the movie work the same as with pictures, text boxes, and _____. If a slide layout has a content placeholder, click the (blank 6) command to insert a movie from your computer....

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**1158.** ...The sizing handles around the movie work the same as with pictures, text boxes, and (blank 5). If a slide layout has a content placeholder, click the _____ command to insert a movie from your computer....

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**1159.** ...To delete a media clip, first _____ the movie from your computer or the clip organizer. Then click the (blank 8) key. When Clicked means the movie will only start playing when you _____...

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**1160.** ...To delete a media clip, first (blank 7) the movie from your computer or the clip organizer. Then click the _____ key. When Clicked means the movie will only start playing when you (blank 9) the movie during the slide show. To resize a movie, click, drag, and the...

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**1161.** ..._ (7) the movie from your computer or the clip organizer. Then click the (blank 8) key. When Clicked means the movie will only start playing when you _____ the movie during the slide show. To resize a movie, click, drag, and then (blank 10) the resizing handles....

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**1162.** ...ey. When Clicked means the movie will only start playing when you (blank 9) the movie during the slide show. To resize a movie, click, drag, and then _____ the resizing handles....

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**1163.** ...PowerPoint allows you to add sound using a sound file on your computer, choose from hundreds of sounds via the _____, or play tracks from an audio (blank 12). To insert a sound file, select the Insert tab and click the drop-down arrow on the (blank 13) co...

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**1164.** ...werPoint allows you to add sound using a sound file on your computer, choose from hundreds of sounds via the (blank 11), or play tracks from an audio _____. To insert a sound file, select the Insert tab and click the drop-down arrow on the (blank 13) command in the Media Clips group. After selecting the...

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**1165.** ...the (blank 11), or play tracks from an audio (blank 12). To insert a sound file, select the Insert tab and click the drop-down arrow on the _____ command in the Media Clips group. After selecting the file and clicking OK, a (blank 14) and a dialog box appear on the slide. Choosing _____...

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**1166.** ...select the Insert tab and click the drop-down arrow on the (blank 13) command in the Media Clips group. After selecting the file and clicking OK, a _____ and a dialog box appear on the slide. Choosing (blank 15) will start the sound automatically as soon as the slide appears in Slide Show view. Choosin...

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**1167.** ...(blank 13) command in the Media Clips group. After selecting the file and clicking OK, a (blank 14) and a dialog box appear on the slide. Choosing _____ will start the sound automatically as soon as the slide appears in Slide Show view. Choosing (blank 16) will start the sound only when you click duri...

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**1168.** ...nd a dialog box appear on the slide. Choosing (blank 15) will start the sound automatically as soon as the slide appears in Slide Show view. Choosing _____ will start the sound only when you click during the presentation. PowerPoint allows you to customise sound options so the music plays through the _____...

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**1169.** ...(blank 16) will start the sound only when you click during the presentation. PowerPoint allows you to customise sound options so the music plays through the _____ presentation or only on one slide....

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**1170.** ...Once tracks from a CD are inserted, a _____ tab appears on the Ribbon. The (blank 19) option in the Play and Setup groups lets you listen to the sound that will play. The (blank 20) o...

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**1171.** ...Once tracks from a CD are inserted, a (blank 18) tab appears on the Ribbon. The _____ option in the Play and Setup groups lets you listen to the sound that will play. The (blank 20) option lets you change the audio level to low, medium...

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**1172.** ...a (blank 18) tab appears on the Ribbon. The (blank 19) option in the Play and Setup groups lets you listen to the sound that will play. The _____ option lets you change the audio level to low, medium, high, or mute. The (blank 21) fields let you change which CD tracks play and the point in the...

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**1173.** ...nd Setup groups lets you listen to the sound that will play. The (blank 20) option lets you change the audio level to low, medium, high, or mute. The _____ fields let you change which CD tracks play and the point in the track where playback starts or stops. The (blank 22) option hides or displays the sou...

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**1174.** ...low, medium, high, or mute. The (blank 21) fields let you change which CD tracks play and the point in the track where playback starts or stops. The _____ option hides or displays the sound icon during the slide show. The (blank 23) option means the sound will play continuously until you stop it by clic...

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**1175.** ...cks play and the point in the track where playback starts or stops. The (blank 22) option hides or displays the sound icon during the slide show. The _____ option means the sound will play continuously until you stop it by clicking or advancing to the next slide....

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**1176.** ...PowerPoint gives you the ability to view the presentation in _____ different ways. Three of the four views are visible from the default view, (blank 25). The slide view commands are located on the bottom, _____...

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**1177.** ...PowerPoint gives you the ability to view the presentation in (blank 24) different ways. Three of the four views are visible from the default view, _____. The slide view commands are located on the bottom, (blank 26) side of the PowerPoint window. (blank 27) View is where you create and edit...

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**1178.** ...(blank 24) different ways. Three of the four views are visible from the default view, (blank 25). The slide view commands are located on the bottom, _____ side of the PowerPoint window. (blank 27) View is where you create and edit slides and can also move slides in the Slides tab on the left task pane....

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**1179.** ...are visible from the default view, (blank 25). The slide view commands are located on the bottom, (blank 26) side of the PowerPoint window. _____ View is where you create and edit slides and can also move slides in the Slides tab on the left task pane. (blank 28) View shows miniature slides arr...

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**1180.** ...side of the PowerPoint window. (blank 27) View is where you create and edit slides and can also move slides in the Slides tab on the left task pane. _____ View shows miniature slides arranged on screen - you can drag and drop to reorder them, and it is a good view to confirm all needed slides are present. _____...

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**1181.** ...__ (28) View shows miniature slides arranged on screen - you can drag and drop to reorder them, and it is a good view to confirm all needed slides are present. _____ View fills the computer screen with a slide - this is what the audience sees - and has an additional menu for navigation and other presentation features....

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**1182.** ...In Slide Show view, you can move through slides using the _____ keys, Page Up and Page Down keys, (blank 31), and the Enter key. To end a slide show, press the (blank 32) key. The Slide Show view has an...

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**1183.** ...In Slide Show view, you can move through slides using the (blank 30) keys, Page Up and Page Down keys, _____, and the Enter key. To end a slide show, press the (blank 32) key. The Slide Show view has an additional (blank 33) that allows you to nav...

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**1184.** ...n move through slides using the (blank 30) keys, Page Up and Page Down keys, (blank 31), and the Enter key. To end a slide show, press the _____ key. The Slide Show view has an additional (blank 33) that allows you to navigate through the slides and access other features during a presentation....

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**1185.** ...Up and Page Down keys, (blank 31), and the Enter key. To end a slide show, press the (blank 32) key. The Slide Show view has an additional _____ that allows you to navigate through the slides and access other features during a presentation. Slide Sorter view is particularly useful to confirm that you ha...

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**1186.** ...nd access other features during a presentation. Slide Sorter view is particularly useful to confirm that you have all the needed slides and that none have been _____....

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**1187.** ...To access print options, click the _____ tab - the Backstage view appears. Click (blank 36) and the Print Preview is displayed on the right while the Print settings appear on the left. The p...

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**1188.** ...To access print options, click the (blank 35) tab - the Backstage view appears. Click _____ and the Print Preview is displayed on the right while the Print settings appear on the left. The print range drop-down has four options: Print All Slides, Prin...

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**1189.** ...nd the Print Preview is displayed on the right while the Print settings appear on the left. The print range drop-down has four options: Print All Slides, Print _____, Print Current Slide, and (blank 38). Handouts print many slides per page - the default is (blank 39) slides per page, but you can change i...

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**1190.** ...while the Print settings appear on the left. The print range drop-down has four options: Print All Slides, Print (blank 37), Print Current Slide, and _____. Handouts print many slides per page - the default is (blank 39) slides per page, but you can change it to 3 to allow room for the person to take ____...

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**1191.** ...four options: Print All Slides, Print (blank 37), Print Current Slide, and (blank 38). Handouts print many slides per page - the default is _____ slides per page, but you can change it to 3 to allow room for the person to take (blank 40). You can print (blank 41) Pages if you typed sp...

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**1192.** ...38). Handouts print many slides per page - the default is (blank 39) slides per page, but you can change it to 3 to allow room for the person to take _____. You can print (blank 41) Pages if you typed speaker notes for the slides. You can also choose to print in (blank 42) or colour....

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**1193.** ...page - the default is (blank 39) slides per page, but you can change it to 3 to allow room for the person to take (blank 40). You can print _____ Pages if you typed speaker notes for the slides. You can also choose to print in (blank 42) or colour....

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**1194.** ...or the person to take (blank 40). You can print (blank 41) Pages if you typed speaker notes for the slides. You can also choose to print in _____ or colour....

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**1195.** ...In PowerPoint, _____ refers to movement of text and objects ON the slide - such as clip art, shapes, and pictures. Animation can draw the audience's (blank 44) to specifi...

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**1196.** ...owerPoint, (blank 43) refers to movement of text and objects ON the slide - such as clip art, shapes, and pictures. Animation can draw the audience's _____ to specific content or make the slide easier to read. To apply an animation effect, select the text or object, select the (blank 45) tab, move your c...

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**1197.** ...w the audience's (blank 44) to specific content or make the slide easier to read. To apply an animation effect, select the text or object, select the _____ tab, move your cursor over options to see a (blank 46), then click to select. To remove an animation effect, select the Animations tab, click the ___...

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**1198.** ...the slide easier to read. To apply an animation effect, select the text or object, select the (blank 45) tab, move your cursor over options to see a _____, then click to select. To remove an animation effect, select the Animations tab, click the (blank 47) arrow by the animations group, then click _____...

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**1199.** ...45) tab, move your cursor over options to see a (blank 46), then click to select. To remove an animation effect, select the Animations tab, click the _____ arrow by the animations group, then click (blank 48). When an animation is removed, the (blank 49) will disappear from the slide....

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**1200.** ...(46), then click to select. To remove an animation effect, select the Animations tab, click the (blank 47) arrow by the animations group, then click _____. When an animation is removed, the (blank 49) will disappear from the slide....

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**1201.** ...ct, select the Animations tab, click the (blank 47) arrow by the animations group, then click (blank 48). When an animation is removed, the _____ will disappear from the slide....

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**1202.** ...The four categories of animation effects are _____, Emphasis, (blank 51), and Motion Path. To apply an animation from a specific category, click the (blank 52) button in the Animations group...

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**1203.** ...The four categories of animation effects are (blank 50), Emphasis, _____, and Motion Path. To apply an animation from a specific category, click the (blank 52) button in the Animations group. To preview an animation in Nor...

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**1204.** ...ories of animation effects are (blank 50), Emphasis, (blank 51), and Motion Path. To apply an animation from a specific category, click the _____ button in the Animations group. To preview an animation in Normal view, click (blank 53) in the Preview group of the Animations tab. To preview an an...

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**1205.** ...h. To apply an animation from a specific category, click the (blank 52) button in the Animations group. To preview an animation in Normal view, click _____ in the Preview group of the Animations tab. To preview an animation in Slide Show view, click (blank 54), then press (blank 55) to return...

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**1206.** ...preview an animation in Normal view, click (blank 53) in the Preview group of the Animations tab. To preview an animation in Slide Show view, click _____, then press (blank 55) to return to Normal view. To reorder animations, select the animation effect in the (blank 56) task pane list, then...

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**1207.** ...iew, click (blank 53) in the Preview group of the Animations tab. To preview an animation in Slide Show view, click (blank 54), then press _____ to return to Normal view. To reorder animations, select the animation effect in the (blank 56) task pane list, then click the (blank 57) at...

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**1208.** ...lide Show view, click (blank 54), then press (blank 55) to return to Normal view. To reorder animations, select the animation effect in the _____ task pane list, then click the (blank 57) at the bottom of the task pane....

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**1209.** ...ss (blank 55) to return to Normal view. To reorder animations, select the animation effect in the (blank 56) task pane list, then click the _____ at the bottom of the task pane....

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**1210.** ...Transition effects are the movements you see when one slide _____ to another in Slide Show view. Transitions are different from animations - (blank 59) refers to movements of text and objects ON the slide, while ____...

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**1211.** ...Transition effects are the movements you see when one slide (blank 58) to another in Slide Show view. Transitions are different from animations - _____ refers to movements of text and objects ON the slide, while (blank 60) refers to the movement of the slide itself as it changes. By default, _____...

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**1212.** ...58) to another in Slide Show view. Transitions are different from animations - (blank 59) refers to movements of text and objects ON the slide, while _____ refers to the movement of the slide itself as it changes. By default, (blank 61) transition is applied to each slide. To see a live preview of a tran...

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**1213.** ...(blank 59) refers to movements of text and objects ON the slide, while (blank 60) refers to the movement of the slide itself as it changes. By default, _____ transition is applied to each slide. To see a live preview of a transition effect without applying it, (blank 62) over it in the Transitions tab....

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**1214.** ...e itself as it changes. By default, (blank 61) transition is applied to each slide. To see a live preview of a transition effect without applying it, _____ over it in the Transitions tab....

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**1215.** ...To apply a transition to one slide, select the slide, select the _____ tab, click the (blank 64) drop-down arrow to display all transition effects, then click one. To apply a transition to ALL slides, after selecting and...

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**1216.** ...To apply a transition to one slide, select the slide, select the (blank 63) tab, click the _____ drop-down arrow to display all transition effects, then click one. To apply a transition to ALL slides, after selecting and applying the transition to one slid...

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**1217.** ...wn arrow to display all transition effects, then click one. To apply a transition to ALL slides, after selecting and applying the transition to one slide click _____. A star (blank 66) icon appears beneath any slide that has a transition or animation effect applied - it is visible in the Slides tab and in Slide So...

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**1218.** ...ition effects, then click one. To apply a transition to ALL slides, after selecting and applying the transition to one slide click (blank 65). A star _____ icon appears beneath any slide that has a transition or animation effect applied - it is visible in the Slides tab and in Slide Sorter view. To remove a transi...

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**1219.** ...effect applied - it is visible in the Slides tab and in Slide Sorter view. To remove a transition from one slide, select the slide, Transitions tab, then click _____ in the Transition to This Slide group. To remove transitions from ALL slides, click None then click (blank 68)....

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**1220.** ...the slide, Transitions tab, then click (blank 67) in the Transition to This Slide group. To remove transitions from ALL slides, click None then click _____....

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**1221.** ...By default in Slide Show view, you _____ your mouse to advance to the next slide. You can also advance by pressing the (blank 70) key. This advance setting is defined in the _____...

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**1222.** ...By default in Slide Show view, you (blank 69) your mouse to advance to the next slide. You can also advance by pressing the _____ key. This advance setting is defined in the (blank 71) group on the Transitions tab. You can modify this setting so that each slide displays for a sp...

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**1223.** ...(blank 69) your mouse to advance to the next slide. You can also advance by pressing the (blank 70) key. This advance setting is defined in the _____ group on the Transitions tab. You can modify this setting so that each slide displays for a specific period of time before (blank 72) advancing - thi...

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**1224.** ...defined in the (blank 71) group on the Transitions tab. You can modify this setting so that each slide displays for a specific period of time before _____ advancing - this is useful for (blank 73) presentations such as at a trade show booth. To set timing, view slides in (blank 74) view, selec...

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**1225.** ...ansitions tab. You can modify this setting so that each slide displays for a specific period of time before (blank 72) advancing - this is useful for _____ presentations such as at a trade show booth. To set timing, view slides in (blank 74) view, select a slide, select the Transitions tab, locate the Ad...

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**1226.** ...time before (blank 72) advancing - this is useful for (blank 73) presentations such as at a trade show booth. To set timing, view slides in _____ view, select a slide, select the Transitions tab, locate the Advance Slide section, and enter the time in the (blank 75) field. To apply the same ti...

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**1227.** ...set timing, view slides in (blank 74) view, select a slide, select the Transitions tab, locate the Advance Slide section, and enter the time in the _____ field. To apply the same timing to all slides, set the timing for one slide then click (blank 76)....

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**1228.** ...e Advance Slide section, and enter the time in the (blank 75) field. To apply the same timing to all slides, set the timing for one slide then click _____....

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**1229.** ...A spreadsheet is the electronic equivalent of the accounting _____ and consists of rows and (blank 78). A formula in Excel must start with (blank 79), + or -, and can include cell references, operators, and...

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**1230.** ...A spreadsheet is the electronic equivalent of the accounting (blank 77) and consists of rows and _____. A formula in Excel must start with (blank 79), + or -, and can include cell references, operators, and (blank 80). A relative cell referen...

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**1231.** ...readsheet is the electronic equivalent of the accounting (blank 77) and consists of rows and (blank 78). A formula in Excel must start with _____, + or -, and can include cell references, operators, and (blank 80). A relative cell reference (blank 81) when a formula is copied, while a...

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**1232.** ...and consists of rows and (blank 78). A formula in Excel must start with (blank 79), + or -, and can include cell references, operators, and _____. A relative cell reference (blank 81) when a formula is copied, while an absolute reference remains (blank 82). To toggle between reference...

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**1233.** ...formula in Excel must start with (blank 79), + or -, and can include cell references, operators, and (blank 80). A relative cell reference _____ when a formula is copied, while an absolute reference remains (blank 82). To toggle between reference types, press (blank 83), which cycles...

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**1234.** ...l references, operators, and (blank 80). A relative cell reference (blank 81) when a formula is copied, while an absolute reference remains _____. To toggle between reference types, press (blank 83), which cycles A10 → $A$10 → A$10 → $A10 → A10. Excel's order of precedence evaluates _____...

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**1235.** ...ell reference (blank 81) when a formula is copied, while an absolute reference remains (blank 82). To toggle between reference types, press _____, which cycles A10 → $A$10 → A$10 → $A10 → A10. Excel's order of precedence evaluates (blank 84) first, then percent, then exponentiation, then multip...

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**1236.** ...(blank 82). To toggle between reference types, press (blank 83), which cycles A10 → $A$10 → A$10 → $A10 → A10. Excel's order of precedence evaluates _____ first, then percent, then exponentiation, then multiplication/division, and finally addition and subtraction. When two operators have the same precedence, Exce...

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**1237.** ...ent, then exponentiation, then multiplication/division, and finally addition and subtraction. When two operators have the same precedence, Excel evaluates from _____ to right....

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**1238.** ...Functions that have been pre-built into Excel are called _____ functions, and their arguments are placed within (blank 87) separated by commas. Excel 2007 includes over (blank 88) built-in functions acr...

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**1239.** ...Functions that have been pre-built into Excel are called (blank 86) functions, and their arguments are placed within _____ separated by commas. Excel 2007 includes over (blank 88) built-in functions across 12 categories. The (blank 89) format is the default numb...

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**1240.** ...into Excel are called (blank 86) functions, and their arguments are placed within (blank 87) separated by commas. Excel 2007 includes over _____ built-in functions across 12 categories. The (blank 89) format is the default number format; the (blank 90) format is used for monetary val...

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**1241.** ...rguments are placed within (blank 87) separated by commas. Excel 2007 includes over (blank 88) built-in functions across 12 categories. The _____ format is the default number format; the (blank 90) format is used for monetary values and aligns decimal points. To apply bold formatting with a sho...

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**1242.** ...ommas. Excel 2007 includes over (blank 88) built-in functions across 12 categories. The (blank 89) format is the default number format; the _____ format is used for monetary values and aligns decimal points. To apply bold formatting with a shortcut key, press (blank 91). To copy formatting from...

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**1243.** ...fault number format; the (blank 90) format is used for monetary values and aligns decimal points. To apply bold formatting with a shortcut key, press _____. To copy formatting from one cell to another, use the (blank 92) button. To fit a column to its widest entry using the mouse, (blank 93) th...

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**1244.** ...alues and aligns decimal points. To apply bold formatting with a shortcut key, press (blank 91). To copy formatting from one cell to another, use the _____ button. To fit a column to its widest entry using the mouse, (blank 93) the column-heading separator....

CSM183_FITB_Pages501_541.pdf · CSM183

**1245.** ...ss (blank 91). To copy formatting from one cell to another, use the (blank 92) button. To fit a column to its widest entry using the mouse, _____ the column-heading separator....

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**1246.** ...A chart is automatically _____ when the source worksheet data changes. To create a chart automatically from selected data, press (blank 95) - this creates a default 2-D column char...

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**1247.** ...A chart is automatically (blank 94) when the source worksheet data changes. To create a chart automatically from selected data, press _____ - this creates a default 2-D column chart. Sorting arranges data in numerical or alphabetical order; when the sort column is not the first column in the range,...

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**1248.** ...is creates a default 2-D column chart. Sorting arranges data in numerical or alphabetical order; when the sort column is not the first column in the range, use _____. Filtering displays only the (blank 97) that meet a specified criterion, using AutoFilter which can filter by list values, format, or _____...

CSM183_FITB_Pages501_541.pdf · CSM183

**1249.** ...anges data in numerical or alphabetical order; when the sort column is not the first column in the range, use (blank 96). Filtering displays only the _____ that meet a specified criterion, using AutoFilter which can filter by list values, format, or (blank 98). Data from several worksheets can be combine...

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**1250.** ...(blank 96). Filtering displays only the (blank 97) that meet a specified criterion, using AutoFilter which can filter by list values, format, or _____. Data from several worksheets can be combined onto a master worksheet through (blank 99). A chart embedded in a worksheet is saved when you save the...

CSM183_FITB_Pages501_541.pdf · CSM183

**1251.** ...using AutoFilter which can filter by list values, format, or (blank 98). Data from several worksheets can be combined onto a master worksheet through _____. A chart embedded in a worksheet is saved when you save the (blank 100)....

CSM183_FITB_Pages501_541.pdf · CSM183

**1252.** ...Data from several worksheets can be combined onto a master worksheet through (blank 99). A chart embedded in a worksheet is saved when you save the _____....

CSM183_FITB_Pages501_541.pdf · CSM183

**1253.** ...When PowerPoint opens, you are greeted with the _____ View to create a new presentation. Slides contain (blank 102) - areas enclosed by dotted borders that hold text, pictures, and charts. A _____...

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**1254.** ...When PowerPoint opens, you are greeted with the (blank 101) View to create a new presentation. Slides contain _____ - areas enclosed by dotted borders that hold text, pictures, and charts. A (blank 103) is a predefined combination of colours, fonts, and effects; th...

CSM183_FITB_Pages501_541.pdf · CSM183

**1255.** ...(blank 101) View to create a new presentation. Slides contain (blank 102) - areas enclosed by dotted borders that hold text, pictures, and charts. A _____ is a predefined combination of colours, fonts, and effects; the default is the (blank 104) Theme. The four text alignment options are: Align Left, Ce...

CSM183_FITB_Pages501_541.pdf · CSM183

**1256.** ...by dotted borders that hold text, pictures, and charts. A (blank 103) is a predefined combination of colours, fonts, and effects; the default is the _____ Theme. The four text alignment options are: Align Left, Center, Align Right, and (blank 105). Text boxes allow you to place text _____ (106...

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**1257.** ...ation of colours, fonts, and effects; the default is the (blank 104) Theme. The four text alignment options are: Align Left, Center, Align Right, and _____. Text boxes allow you to place text (blank 106) on a slide, beyond the fixed placeholder positions. The default file format for PowerPoint 2013 and n...

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**1258.** ...(blank 104) Theme. The four text alignment options are: Align Left, Center, Align Right, and (blank 105). Text boxes allow you to place text _____ on a slide, beyond the fixed placeholder positions. The default file format for PowerPoint 2013 and newer is (blank 107)....

CSM183_FITB_Pages501_541.pdf · CSM183

**1259.** ...oxes allow you to place text (blank 106) on a slide, beyond the fixed placeholder positions. The default file format for PowerPoint 2013 and newer is _____....

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**1260.** ...To bring an object to the very front of the stack, use _____; to move it forward one layer, use (blank 109). To send an object to the very back, use (blank 110); to move it back one layer, use _____...

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**1261.** ...To bring an object to the very front of the stack, use (blank 108); to move it forward one layer, use _____. To send an object to the very back, use (blank 110); to move it back one layer, use (blank 111). To group multiple objects into one, selec...

CSM183_FITB_Pages501_541.pdf · CSM183

**1262.** ...ect to the very front of the stack, use (blank 108); to move it forward one layer, use (blank 109). To send an object to the very back, use _____; to move it back one layer, use (blank 111). To group multiple objects into one, select them, go to the Format tab > Arrange group > _____...

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**1263.** ..._ (108); to move it forward one layer, use (blank 109). To send an object to the very back, use (blank 110); to move it back one layer, use _____. To group multiple objects into one, select them, go to the Format tab > Arrange group > (blank 112) > Group. Animation refers to movement of _____...

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**1264.** ...(blank 110); to move it back one layer, use (blank 111). To group multiple objects into one, select them, go to the Format tab > Arrange group > _____ > Group. Animation refers to movement of (blank 113) on the slide, while transitions refer to the movement of the (blank 114) as it changes...

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**1265.** ..._ (111). To group multiple objects into one, select them, go to the Format tab > Arrange group > (blank 112) > Group. Animation refers to movement of _____ on the slide, while transitions refer to the movement of the (blank 114) as it changes to another. A movie inserted on a slide can start _____...

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**1266.** ...range group > (blank 112) > Group. Animation refers to movement of (blank 113) on the slide, while transitions refer to the movement of the _____ as it changes to another. A movie inserted on a slide can start (blank 115) when the slide appears, or only (blank 116) when clicked during...

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**1267.** ...(blank 113) on the slide, while transitions refer to the movement of the (blank 114) as it changes to another. A movie inserted on a slide can start _____ when the slide appears, or only (blank 116) when clicked during the show....

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**1268.** ...the movement of the (blank 114) as it changes to another. A movie inserted on a slide can start (blank 115) when the slide appears, or only _____ when clicked during the show....

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**1269.** ...The star _____ icon beneath a slide indicates it has a transition or animation effect applied. Automatic slide timing is set in the (blank 118) field within the Adv...

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**1270.** ...The star (blank 117) icon beneath a slide indicates it has a transition or animation effect applied. Automatic slide timing is set in the _____ field within the Advance Slide section of the Transitions tab. To apply the same transition and timing to every slide at once, configure one slide then click _...

CSM183_FITB_Pages501_541.pdf · CSM183

**1271.** ...) field within the Advance Slide section of the Transitions tab. To apply the same transition and timing to every slide at once, configure one slide then click _____. The four print options in PowerPoint are: slides, (blank 120), notes pages, and outline. Handouts default to (blank 121) slides per page;...

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**1272.** ...the same transition and timing to every slide at once, configure one slide then click (blank 119). The four print options in PowerPoint are: slides, _____, notes pages, and outline. Handouts default to (blank 121) slides per page; changing to 3 provides space for audience note-taking. The complete CSM 1...

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**1273.** ...slide then click (blank 119). The four print options in PowerPoint are: slides, (blank 120), notes pages, and outline. Handouts default to _____ slides per page; changing to 3 provides space for audience note-taking. The complete CSM 183 course covers Microsoft (blank 122) for spreadsheets and...

CSM183_FITB_Pages501_541.pdf · CSM183

**1274.** ...Handouts default to (blank 121) slides per page; changing to 3 provides space for audience note-taking. The complete CSM 183 course covers Microsoft _____ for spreadsheets and data management, and Microsoft (blank 123) for creating and delivering presentations....

CSM183_FITB_Pages501_541.pdf · CSM183

**1275.** ...provides space for audience note-taking. The complete CSM 183 course covers Microsoft (blank 122) for spreadsheets and data management, and Microsoft _____ for creating and delivering presentations....

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**1276.** To move to the next cell to the right, press the _____ key.

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**1277.** The shortcut key Ctrl + _____ is used to paste copied content.

CSM183_Quiz_Questions_and_Answers.pdf · CSM183

**1278.** To quickly remove all formatting from a cell, use the Clear _____ option.

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**1279.** The tool used to create visual representations of data, such as bar charts and pie charts, is called _____.

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**1280.** The feature that allows users to filter and sort data based on specific conditions is called _____.

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**1281.** Excel allows users to protect a worksheet by using a _____.

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**1282.** The default number of worksheets in a new Excel workbook (before any changes) is _____.

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**1283.** To apply the same formula to multiple cells at once, you can use the _____ handle to drag the formula down or across.

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**1284.** In Excel, a chart's horizontal axis is also known as the _____.

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**1285.** The function of the _____ is to copy formatting from one part of the worksheet to another.

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**1286.** To change the font size of a cell's content, use the _____ drop-down menu in the Home tab.

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**1287.** To insert a new worksheet in an Excel workbook, click the _____ button next to the existing sheet tabs.

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**1288.** The _____ feature allows you to quickly search for specific text and replace it in a worksheet.

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**1289.** In Excel, a cell reference that changes when copied to another cell is called a/an _____ reference.

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**1290.** A cell reference that remains fixed when copied is called a/an _____ reference.

**1291.** To make a cell reference absolute, add a/an _____ sign (actual symbol) before the column letter and row number.



**1292.** The reference $A$1 is an example of a/an _____ reference.



**1293.** The reference A$1 is an example of a/an _____ reference.



**1294.** The reference $A1 is also an example of a/an _____ reference.



**1295.** If you copy the formula =B1+C1 from cell D1 to D2, the new formula in D2 will be = _____.



**1296.** To switch between absolute, relative, and mixed references while editing a formula, press the key _____.



**1297.** When copying the formula =$A$1+B1 from C1 to C2, the new formula in C2 will be =($A$1+B2).



**1298.** If a formula refers to a cell on another worksheet, the reference must include the _____ name.



**1299.** The formula ='Sheet2'!A1 refers to cell A1 in _____.



**1300.** A 3D reference in Excel refers to the _____ cell or range across multiple worksheets.



**1301.** To quickly format numbers as currency, you can use the _____ format from the Home tab.



**1302.** To hide a column in Excel, right-click the column header and select _____.



**1303.** Which function calculates the average of a given range? a. SUM b. COUNT c. MODE d. AVERAGE e. MEAN



**1304.** How can you start Excel from the desktop? a. Press the Spacebar key b. Right-click on the desktop c. Double-click the Excel shortcut icon d. Open the Task Manager



**1305.** What is a limitation of entering numbers as text in Excel? a. The number cannot be copied b. The number automatically changes to a date format c. Arithmetic operations cannot be performed on text values d. The number cannot be saved

**1306.** With the General format, how does text align in a cell by default? a. Justified b. Center c. Left d. Right



**1307.** Which shortcut fills a cell with the contents of the cell to the left of it? a. Ctrl + X b. Ctrl + R c. Ctrl + V d. Ctrl + D



**1308.** Which of the following formulas uses a mixed reference? a. A$1 b. A1 c. A1$ d. $A1 e. $A$1



**1309.** What does the formula Sheet2!A5 refer to? a. Cell A5 in the current sheet b. Cell A5 in Sheet2 of the same workbook c. Cell A5 in another workbook d. Cell A5 in a linked sheet e. Cell A5 in a hidden sheet



**1310.** What is the recommended way to erase the contents of a cell? a. Formatting the cell to blank b. Dragging the cell to another location c. Typing a space to replace the contents d. Using the Clear command from the Editing group



**1311.** Which function allows you to sum a range of values? a. =PLUS(A1:A10) b. =SUM(A1:A10) c. =TOTAL(A1:A10) d. =ADD(A1:A10)



**1312.** What will be the result of =SUM(A1:A5,A8)? a. The sum of A1 to A5 and A8 b. The sum of A1 to A5 and A8, excluding empty cells c. The sum of A1 to A5 only d. An error e. The sum of A1 to A8



**1313.** How do you convert a relative reference to an absolute reference in Excel? a. Press Alt + Enter b. Press Ctrl + C c. Use the Insert Function tool d. Manually type the dollar signs ($) before the column/row, or press F4 e. Use conditional formatting



**1314.** Which steps allow you to hide the Fill Handle? a. Right-click the Fill Handle and select 'Hide' b. Press Delete c. Press Ctrl + H d. Go to File > Options > Advanced and uncheck 'Enable Fill handle and cell drag-and-drop'



**1315.** What does an ellipsis (...) indicate in function syntax? a. A function with no arguments b. A required argument c. More arguments can be added d. A missing argument e. An error in the function



**1316.** How is time displayed in Excel? a. As a hexadecimal code b. As a decimal fraction of a 24-hour day c. As a fraction of a 12-hour day d. As a whole number representing seconds



**1317.** Which Excel feature helps to enter repeated text items in a column efficiently? a. AutoFill b. AutoCorrect c. AutoSum d. AutoComplete



**1318.** How is the date 1/1/1902 represented in Excel? a. 365 b. 102 c. 1902 d. 732

**1319.** What can you use to move the insertion point while editing a cell? a. Caps Lock key b. Arrow keys c. Mouse scroll wheel d. Function keys



**1320.** Which of the following is the NOT EQUAL TO operator in Excel? a. ) b. <> c. Not = d. ≠ e. !



**1321.** What is a limitation of entering numbers as text in Excel? a. The number cannot be copied b. The number automatically changes to a date format c. Arithmetic operations cannot be performed on text values d. The number cannot be saved



**1322.** Which format do correctly entered dates appear in the formula bar? a. d/m/yyyy b. m/d/yyyy c. yyyy/mm/dd d. m-d-yyyy



**1323.** How can you start Excel from the desktop? a. Press the Spacebar key b. Right-click on the desktop c. Double-click the Excel shortcut icon d. Open the Task Manager



**1324.** What happens if you enter =B1+B2 in cell B3 but B2 is empty? a. B3 will display 0 b. The formula won't work c. B3 will display an error d. B3 will show B1's value



**1325.** Which shortcut fills a cell with the contents of the cell to the left of it? a. Ctrl + X b. Ctrl + R c. Ctrl + V d. Ctrl + D



**1326.** Which of the following is NOT a valid mathematical operator in Excel? a. ^ (caret) b. * (asterisk) c. - (minus) d. > (greater than) e. / (slash)



**1327.** Which symbol is used to start a formula in Excel? a. # b. $ c. % d. = (equals sign) e. @



**1328.** To refer to cell A10 on Sheet5, which formula is correct? a. Sheet5(A10) b. Sheet5_A10 c. Sheet5!A10 d. Sheet5.A10



**1329.** What does the serial number for a date represent in Excel? a. The number of days since 1/1/1900 b. The number of months since 1/1/2000 c. The number of hours since 1/1/1950 d. The number of weeks since 1/1/1900



**1330.** What can spreadsheets perform? a. Only simple arithmetic calculations b. A wide range of manipulations from arithmetic to complex analysis c. Only complex automated calculations d. Only text formatting and alignment



**1331.** Which of the following formulas uses a mixed reference? a. A$1 b. A1 c. A1$ d. $A1 e. $A$1

**1332.** Which shortcut fills a cell with the contents of the cell above it? a. CTRL + A b. CTRL + B c. CTRL + R d. CTRL + D



**1333.** What does Excel base its list of potential AutoComplete entries on? a. The first row in the worksheet b. The row that contains the active cell c. The column that contains the active cell d. The entire worksheet



**1334.** What does the formula Sheet2!A5 refer to? a. Cell A5 in the current sheet b. Cell A5 in Sheet2 of the same workbook c. Cell A5 in another workbook d. Cell A5 in a linked sheet e. Cell A5 in a hidden sheet



**1335.** Which of the following is the correct formula for a relative reference? a. A1$ b. A$1 c. A1 d. $A1 e. $A$1



**1336.** With the General format, how does text align in a cell by default? a. Justified b. Center c. Left d. Right



**1337.** Which of the following is NOT a valid mathematical operator in Excel? a. ^ (exponentiation) b. * (multiplication) c. - (subtraction/negation) d. > (greater than) e. / (division)



**1338.** Which of the following is NOT a spreadsheet package? a. Photoshop b. Lotus 1-2-3 c. Quattro Pro d. SuperCalc e. Microsoft Excel



**1339.** If you type 'Jan' in a cell and drag the Fill Handle down, what happens? a. It fills 'Jan' in all selected cells b. It deletes the existing entry c. It continues the series as 'Feb, Mar, Apr...' d. It applies formatting without filling data



**1340.** What is the recommended way to erase the contents of a cell? a. Formatting the cell to blank b. Dragging the cell to another location c. Typing a space to replace the contents d. Using the Clear command from the Editing group



**1341.** If you drag the Fill Handle on a column of numbers without holding Ctrl, what happens? a. A copy is made b. The numbers increase in a sequence c. The data is deleted d. The formatting is copied but not the data



**1342.** Which function returns the current date and time? a. TODAY() b. TIME() c. DATE() d. NOW() e. CURRENTTIME()



**1343.** If you drag the Fill Handle on a column of numbers without holding Ctrl, what happens? a. A copy is made b. The numbers increase in a sequence c. The data is deleted d. The formatting is copied but not the data

**1344.** How can you edit in the formula bar? a. Double-click the desktop b. Select the cell, position the pointer in the text, and click, then edit the formula c. Press the Spacebar key d. Right-click anywhere on the screen



**1345.** Which function determines whether a logical statement is FALSE? a. NOT b. AND c. OR d. XOR e. FALSE



**1346.** Which operator is used for relational comparisons in Excel? a. % b. + c. ^ d. <, >, <=, >=



**1347.** Which shortcut pastes copied or cut content into a selected cell? a. Ctrl + X b. Ctrl + P c. Ctrl + V d. Ctrl + C



**1348.** What happens if you enter =B1+C1 in a cell but X1:X5 contains text? a. Excel converts text to numbers dynamically b. Both B & C c. Excel ignores text values d. Excel gives an error



**1349.** What should you enable to avoid accidentally overwriting existing data when using the Fill Handle? a. AutoRecover b. AutoSave c. Alert before overwriting cells d. AutoFill Guard



**1350.** What is the main purpose of using mixed references in a formula? a. To reference another worksheet b. To keep both the row and column constant c. To always return the same value d. To allow partial flexibility while copying the formula e. To prevent calculation errors



**1351.** When using the Delete option in the Home tab, which of the following can you NOT delete? a. Cells b. Columns c. Rows d. Entire worksheet



**1352.** What feature allows automatic filling of a series in Excel? a. SmartFill b. AutoComplete c. AutoFormat d. AutoCorrect e. AutoFill



**1353.** Which function finds the lowest number in a range? a. MIN b. ROUND c. COUNT d. AVERAGE e. MAX



**1354.** If cell B3 contains =B1+B2, and B1 changes from 5 to 10, what happens to B3? a. It deletes itself b. It stays the same c. It gives an error d. It updates automatically



**1355.** What does the serial number for a date represent in Excel? a. The number of days since 1/1/1900 b. The number of months since 1/1/2000 c. The number of hours since 1/1/1950 d. The number of weeks since 1/1/1900



**1356.** Which shortcut key is used to undo the last action in Excel? a. Ctrl + U b. Ctrl + Z c. Ctrl + R d. Ctrl + Shift + Z e. Ctrl + Y

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**1357.** Which application in the Microsoft Office suite is described as a word processor for creating

A. Microsoft Excel
B. Microsoft Word
C. Microsoft Access
D. Microsoft Publisher

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**1358.** What type of application is Microsoft Access within the Office suite?

A. Spreadsheet application
B. Presentation software
C. Database management application
D. Word processor

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**1359.** Microsoft Excel is classified as which type of application?

A. Database management
B. Presentation software
C. Word processor
D. Spreadsheet application

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**1360.** Microsoft PowerPoint is described in the Office suite as:

A. A word processor
B. Presentation software
C. A spreadsheet tool
D. An email client

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**1361.** Which of the following is NOT listed as part of the Microsoft Office suite in the lecture?

A. Microsoft Outlook
B. Microsoft Publisher
C. Microsoft Excel
D. Microsoft Paint

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**1362.** A spreadsheet is best described as the electronic equivalent of:

A. A filing cabinet
B. The accounting worksheet
C. A word processing document
D. A database table

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**1363.** In a spreadsheet, data is stored at the intersection of rows and columns, which is called a:

A. Range
B. Workbook
C. Cell
D. Formula bar

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**1364.** Which of the following is NOT a listed use of spreadsheets in the accounting field?

A. Preparation of budgets and balance sheets
B. Payroll management
C. Programming custom database applications
D. Loan and interest rate calculations

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**1365.** Scientists such as statisticians and engineers use spreadsheets in a scientific environment

A. Create marketing presentations
B. Perform statistical computations such as averages, standard deviations, and ANOVA
C. Manage email correspondence
D. Design graphical user interfaces

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**1366.** Hospitals and statistical divisions can use spreadsheets to represent data graphically. Which of the

A. Gantt chart
B. Pie chart
C. Flowchart
D. Org chart

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**1367.** Forex bureaus and multinational companies use spreadsheets primarily for:

A. Email marketing campaigns
B. Currency conversions
C. Video conferencing
D. Network management

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**1368.** The 'what if...?' functionality of spreadsheets is particularly useful because:

A. It allows users to write program code
B. It automatically updates all dependent values when one value changes
C. It connects to the internet for real-time data
D. It creates 3D models of data

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**1369.** Which of the following is a practical 'what if?' example given in the lecture?

A. What if we change the font size in a document?
B. What if we change the diameter of a storm drain - how will that affect water flow?
C. What if we replace the hard drive of a computer?
D. What if we add a new slide to the presentation?

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**1370.** Database management uses of spreadsheets include which of the following?

A. Designing network topologies
B. Sorting data and extracting records from a database
C. Compiling and running software programs
D. Streaming multimedia content

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**1371.** Which of the following spreadsheet packages is listed in the lecture materials?

A. OpenOffice Calc
B. Google Sheets
C. Lotus 1-2-3
D. Apple Numbers

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**1372.** Which of the following is the correct first step to start Microsoft Excel from the Windows taskbar?

A. Press Ctrl + Alt + Delete
B. Click the Start button on the taskbar at the bottom left of the screen
C. Right-click the desktop and select New
D. Open File Explorer and navigate to Program Files

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**1373.** An alternative way to start Microsoft Excel is to:

A. Press the F1 key on the keyboard
B. Type 'excel' in the address bar of a browser
C. Double-click the Excel shortcut icon on the desktop
D. Open Microsoft Word and select Switch Application

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**1374.** To close or quit Excel, the lecture advises that you should first:

A. Immediately click the close button without saving
B. Make sure your work is saved before clicking the close button on the title bar
C. Press Ctrl + Alt + Delete to force quit
D. Disconnect the computer from power

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**1375.** To edit a cell's content in the Formula Bar, what is the first step?

A. Double-click the formula bar
B. Press F2
C. Select the cell
D. Press the Delete key

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**1376.** To edit directly inside a cell, what is the correct first action?

A. Single-click the cell
B. Double-click the cell
C. Right-click the cell and select Edit
D. Press the spacebar

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**1377.** After making edits directly in a cell, pressing which key appends (confirms) the changes?

A. Tab
B. Esc
C. Enter
D. Shift

**1378.** Pressing Esc while editing directly in a cell will:

A. Delete all cell contents
B. Leave the contents unchanged
C. Move to the next cell
D. Open the Format Cells dialog



**1379.** What is the maximum number of characters that can be typed in a single Excel cell?

A. 100
B. 200
C. 255
D. 500



**1380.** By default, with the General format applied, text typed into a cell aligns to which side?

A. Centre
B. Right
C. Left
D. Justified



**1381.** To force Excel to accept a number as text, which prefix should be typed before the number?

A. A hash sign (#)
B. An apostrophe (')
C. A dollar sign ($)
D. A percent sign (%)



**1382.** Another way to enter a number as text in Excel is to:

A. Precede the number with a plus sign
B. Enclose the number in square brackets
C. Place an equal sign in front and enclose the number in quotation marks, e.g. ="25,000"
D. Add a comma after the number



**1383.** When a number exceeds the cell width and cannot be displayed, the cell will be filled with which

A. *** signs
B. ### signs
C. ??? signs
D. !!! signs



**1384.** What does the Excel display '2.17E+09' represent?

A. An error message
B. A number displayed in scientific notation because it exceeds cell width
C. A date format
D. A text string beginning with digits

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**1385.** Which of the following is a valid Excel number entry?

A. 2.4e4e2
B. 2.3.3
C. 2.4e4
D. 2..5

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**1386.** To enter the fraction 7½ correctly in Excel, how should it be typed?

A. 7.5
B. Type 7, a space, then 1/2
C. Type =7+1/2
D. Type 7/ and then ½

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**1387.** To enter the standalone fraction ½ without Excel interpreting it as a date, you should type:

A. ½ directly
B. 0 1/2
C. =1/2
D. '1/2

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**1388.** Excel cannot perform arithmetic operations on which type of cell value?

A. Whole numbers
B. Decimal numbers
C. Text values
D. Percentages

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**1389.** When you type a date or time into an Excel cell, Excel internally converts it to a:

A. Text string
B. Serial number
C. Boolean value
D. Formula

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**1390.** Excel's date serial numbers count the number of days from which starting date?

A. 1/1/1800
B. 1/1/1900
C. 1/1/1950
D. 1/1/2000

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**1391.** According to the lecture, what is the serial number for the date 1/1/1902?

A. 365
B. 500
C. 732
D. 1000

**1392.** How is time stored internally in Excel?

A. As a whole number representing seconds since midnight
B. As a decimal fraction of a 24-hour day
C. As a text string in HH:MM format
D. As a negative serial number



**1393.** Correctly entered dates in the formula bar appear in which format, regardless of cell formatting?

A. dd-mmm-yyyy
B. m/d/yyyy
C. yyyy-mm-dd
D. mmm d, yyyy



**1394.** Which keyboard shortcut formats a date cell into the default date format?

A. Ctrl + @
B. Ctrl + ;
C. Ctrl + #
D. Ctrl + :



**1395.** Which keyboard shortcut quickly enters the current date into a cell?

A. Ctrl + :
B. Ctrl + ;
C. Ctrl + #
D. Ctrl + @



**1396.** Which keyboard shortcut quickly enters the current time into a cell?

A. Ctrl + ;
B. Ctrl + #
C. Ctrl + @
D. Ctrl + :



**1397.** A valid date entry in an unformatted Excel cell is aligned in which direction?

A. Left
B. Centre
C. Right (like a number)
D. It wraps to the next line



**1398.** When using a 12-hour clock to enter a time in Excel, what must follow the time value?

A. A colon and the time zone
B. A space and A, AM, P, or PM
C. A comma and the date
D. A period and seconds

**1399.** Which date format example from the lecture corresponds to the format 'd-mmm-yy'?

A. 07/08/97
B. July - 97
C. 8-July-97
D. July 8, 1997



**1400.** What Excel feature automatically completes repeated text items in a column as you type?

A. AutoFill
B. AutoComplete
C. AutoCorrect
D. AutoFormat



**1401.** AutoComplete in Excel works for which types of cell entries?

A. Only numbers
B. Only dates and times
C. Text or a combination of text and numbers
D. All types including pure numbers, dates, and times



**1402.** To accept an AutoComplete suggestion in Excel, the user should press:

A. Tab
B. Esc
C. Enter
D. Spacebar



**1403.** To reject an AutoComplete suggestion and type a different text, the user should:

A. Press Esc and retype everything
B. Simply continue typing the required text
C. Press Delete and retype
D. Press F2 to cancel the suggestion



**1404.** To delete the characters automatically entered by AutoComplete, press:

A. Delete
B. Esc
C. Backspace
D. Ctrl + Z



**1405.** To turn off AutoComplete for cell values, which sequence of steps should be followed?

A. Home Tab → Editing → AutoComplete Options
B. File Tab → Options → Advanced → Editing options → uncheck Enable AutoComplete for cell
C. Review Tab → Proofing → AutoCorrect Options
D. View Tab → Show → Uncheck AutoComplete

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**1406.** Excel completes an AutoComplete entry only when the insertion point is at:

A. The beginning of the current cell contents
B. The middle of the current cell contents
C. The end of the current cell contents
D. Any position within the cell

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**1407.** What keyboard shortcut cuts a selection so it can be pasted elsewhere?

A. Ctrl + C
B. Ctrl + X
C. Ctrl + V
D. Ctrl + Z

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**1408.** Which keyboard shortcut pastes content at the selected cell?

A. Ctrl + X
B. Ctrl + C
C. Ctrl + V
D. Ctrl + P

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**1409.** Ctrl + Z performs which action in Excel?

A. Redo the last command
B. Save the workbook
C. Undo the last command
D. Close the application

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**1410.** Why does the lecture advise against typing a space to replace the original contents of a cell?

A. It increases the file size significantly
B. A space looks empty but is actually a text value that can cause problems later
C. It converts the cell format to date
D. It prevents the use of AutoComplete in that column

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**1411.** To erase cell contents without removing notes or formats, you should use:

A. The Delete key, which removes only contents
B. Backspace, which clears everything
C. Ctrl + Delete
D. Right-click → Format Cells → Clear

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**1412.** The Clear command in the Editing group of the Home tab gives the option to:

A. Only clear cell contents
B. Clear all contents and notes and return to General format, or clear only contents, or clear only
C. Delete entire rows and columns
D. Remove conditional formatting only

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**1413.** When you use Edit, Delete to delete cells in Excel, what happens to the surrounding cells?

A. Surrounding cells remain in place and leave a gap
B. Surrounding cells slide in to fill the gap
C. The entire worksheet is deleted
D. Surrounding cells are highlighted but not moved

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**1414.** Which keyboard shortcut opens the Delete dialog box in Excel?

A. Ctrl + D
B. Ctrl + - (minus)
C. Ctrl + Del
D. Shift + Delete

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**1415.** In the Delete dialog box, which of the following is NOT an available option?

A. Shift cells left
B. Shift cells up
C. Delete entire row
D. Delete entire workbook

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**1416.** Which keyboard shortcut opens the Insert dialog box to insert cells, rows, or columns?

A. Ctrl + I
B. Ctrl + Shift + + (plus)
C. Ctrl + Alt + I
D. Shift + Insert

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**1417.** What is the Fill Handle in Excel used for?

A. Changing the fill colour of cells
B. Automatically filling data into cells based on a detected pattern
C. Inserting images into the spreadsheet
D. Protecting cells from editing

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**1418.** Which types of data CAN be continued automatically using the Fill Handle?

A. Only plain text entries
B. Numbers, number-text combinations, dates, and time periods
C. Formulas only
D. Only dates and times

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**1419.** To hide the Fill Handle, which steps should be followed?

A. Home Tab → Cells → Format → Hide Fill Handle
B. File Tab → Options → Advanced → Editing options → uncheck Enable Fill Handle and cell
C. View Tab → Show → Uncheck Fill Handle
D. Right-click the Fill Handle and select Hide

**1420.** AutoComplete differs from the Fill Handle in that AutoComplete:

A. Works with numbers, dates, and times
B. Completes text entries based on existing entries in the same column
C. Fills data by dragging across multiple cells
D. Creates a series of sequential numbers automatically



**1421.** Which key, when pressed after selecting a cell, clears the formula bar and activates it?

A. Delete
B. Backspace
C. Esc
D. F2



**1422.** Which shortcut key formats a time in the default time format?

A. Ctrl + #
B. Ctrl + ;
C. Ctrl + @
D. Ctrl + :



**1423.** The term 'worksheet' in Excel is used by some spreadsheet programs to refer to:

A. The entire Excel file (workbook)
B. The sheet on which work is done
C. The formula bar
D. The ribbon interface



**1424.** AutoComplete bases its list of potential entries on which cells?

A. The entire workbook
B. Only the first row of the spreadsheet
C. The column that contains the active cell
D. A user-defined named range



**1425.** If a cell has been previously formatted with a numeric format and a valid date is entered, it will

A. A text string
B. The date in m/d/yyyy format
C. A serial number
D. An error message



**1426.** Spreadsheets are described in the lecture as useful not only for creating financial statements but

A. A replacement for database management systems
B. A planning tool for forecasting and 'what if?' analysis
C. A graphics design platform
D. A network management system

**1427.** Which of the following is listed as one of the twelve function categories in Excel 2007?

A. Sorting functions
B. Logical functions
C. Presentation functions
D. Formatting functions



**1428.** User-defined functions in Excel are described as being stored with:

A. The workbook file
B. Add-ins
C. The Windows registry
D. The formula bar



**1429.** Lookup and reference functions in Excel are used to:

A. Perform trigonometric calculations
B. Test logical conditions
C. Search for and retrieve data from lists or tables
D. Format numbers as text



**1430.** Excel can make calculations using dates because dates are internally represented as:

A. Text strings
B. Serial numbers
C. Boolean values
D. Hexadecimal codes



**1431.** What serial number does January 1, 1900 have in Excel's date system?

A. 0
B. 1
C. 100
D. 365



**1432.** According to the lecture, what serial number does February 1, 1900 have?

A. 28
B. 30
C. 32
D. 31



**1433.** The NOW() function in Excel:

A. Requires the date as an argument
B. Takes no arguments and returns the serial number of the current date and time
C. Returns only the current date without the time
D. Returns the current time as a text string

**1434.** If NOW() is entered in a worksheet cell opened at 6:30 PM on January 1, 1997, it displays

A. The number of minutes past midnight
B. The fraction of the 24-hour day represented by 6:30 PM (18.5/24)
C. The day of the week as a fraction
D. The year fraction since 1900



**1435.** The TODAY() function differs from NOW() in that TODAY():

A. Requires a date argument
B. Returns only the date serial number without the time portion
C. Returns the date as a formatted text string
D. Updates every second



**1436.** What is the correct syntax of the DATE function?

A. =DATE(day, month, year)
B. =DATE(month, day, year)
C. =DATE(year, month, day)
D. =DATE(year, day, month)



**1437.** According to the lecture, the serial number returned by =DATE(2010, 9, 28) is:

A. 40000
B. 40184
C. 40450
D. 41000



**1438.** The DATEVALUE function converts:

A. A serial number to a formatted date string
B. A date in the form of text to a serial number
C. A date serial number to a day of the month
D. A time string to a decimal fraction



**1439.** Which function returns the number of whole workdays between two dates?

A. DAYS360
B. WORKDAY
C. NETWORKDAYS
D. EDATE



**1440.** The DAYS360 function calculates the number of days between two dates based on a year of how

A. 365 days
B. 366 days
C. 360 days
D. 354 days

**1441.** The WEEKDAY function converts a serial number to:

A. A year
B. A month
C. A day of the week
D. A week number



**1442.** The YEARFRAC function returns:

A. The current year as an integer
B. The year fraction representing the number of whole days between start_date and end_date
C. The fraction of the year elapsed since January 1
D. The number of years between two dates as a whole number



**1443.** Trigonometric functions in Excel use angles measured in:

A. Degrees
B. Gradians
C. Radians
D. Turns



**1444.** To convert an angle from degrees to radians, which formula is used?

A. Radians = Degrees * 180 / PI
B. Radians = Degrees / 180 * PI
C. Radians = Degrees * PI / 180
D. Radians = Degrees + PI / 180



**1445.** Which Excel function returns the absolute value of a number?

A. SIGN()
B. ABS()
C. INT()
D. TRUNC()



**1446.** The CEILING function in Excel rounds a number:

A. Down toward zero
B. To the nearest even integer
C. To the nearest integer or to the nearest multiple of significance
D. Down to the nearest integer only



**1447.** The FLOOR function rounds a number:

A. Up away from zero
B. Down toward zero
C. To the nearest even integer
D. To the nearest odd integer

**1448.** The COMBIN function in Excel returns:

A. The number of permutations for a given number of objects
B. The number of combinations for a given number of objects
C. The product of two numbers
D. The factorial of a number



**1449.** Which function returns e raised to the power of a given number?

A. POWER()
B. LN()
C. EXP()
D. LOG()



**1450.** The MOD function in Excel returns:

A. The integer portion of a division
B. The remainder after division
C. The product of two numbers
D. The modulus (absolute value)



**1451.** Which function returns the greatest common divisor of a set of numbers?

A. LCM()
B. GCD()
C. QUOTIENT()
D. MOD()



**1452.** The QUOTIENT function returns:

A. The remainder of a division
B. The integer portion of a division
C. The result of division including decimals
D. The product of two numbers



**1453.** The ROUND function rounds a number to:

A. The nearest integer only
B. A specified number of digits
C. The nearest even integer
D. The nearest multiple of 10



**1454.** What is the difference between ROUNDDOWN and ROUNDUP?

A. ROUNDDOWN rounds toward zero; ROUNDUP rounds away from zero
B. ROUNDDOWN rounds to even numbers; ROUNDUP rounds to odd numbers
C. They are identical functions
D. ROUNDDOWN uses fewer decimal places than ROUNDUP

**1455.** The SUMIF function adds cells that:

A. Are adjacent to a specified cell
B. Meet a given single criteria
C. Meet multiple criteria
D. Contain only positive numbers



**1456.** Which function converts degrees to radians in Excel?

A. DEGREES()
B. RADIANS()
C. PI()
D. ANGLE()



**1457.** The AVERAGE function returns:

A. The middle value of a data set
B. The arithmetic mean of its arguments
C. The most frequently occurring value
D. The sum of all values



**1458.** What is the difference between COUNT and COUNTA?

A. COUNT counts all values; COUNTA counts only numbers
B. COUNT counts how many numbers are in a list; COUNTA counts how many values (including text)
C. They are identical
D. COUNT counts blank cells; COUNTA counts non-blank cells



**1459.** The COUNTBLANK function counts:

A. The number of cells containing text
B. The number of blank cells within a range
C. The number of cells containing numbers
D. The number of cells meeting a given criteria



**1460.** The COUNTIF function counts:

A. All non-empty cells in a range
B. Cells within a range that meet a given single criteria
C. Cells within a range that meet multiple criteria
D. Only numeric cells in a range



**1461.** The MAX function returns:

A. The arithmetic mean of a list
B. The median of a list
C. The maximum value in a list of arguments
D. The sum of the maximum values

**1462.** The MEDIAN function returns:

A. The most frequently occurring value
B. The arithmetic mean
C. The middle value of the given numbers
D. The range of the data set



**1463.** The MODE function returns:

A. The arithmetic mean of a data set
B. The middle value of a data set
C. The most common (most frequently occurring) value in a data set
D. The largest value in a data set



**1464.** The STDEV function estimates standard deviation based on:

A. The entire population
B. A sample
C. Only positive numbers in the sample
D. The median of the data



**1465.** The CORREL function returns:

A. The covariance between two data sets
B. The correlation coefficient between two data sets
C. The slope of the regression line
D. The R-squared value



**1466.** The LARGE function returns:

A. The largest value in a data set
B. The k-th largest value in a data set
C. All values larger than a given number
D. The sum of the largest 10 values



**1467.** Text functions in Excel allow you to do which of the following?

A. Only convert numbers to dates
B. Manipulate text, extract portions, and convert numbers/dates to text for concatenation
C. Only perform arithmetic on text cells
D. Only check spelling in cells



**1468.** The LEFT function returns:

A. The rightmost characters from a text value
B. The leftmost characters from a text value
C. The middle characters from a text value
D. The length of a text string

**1469.** The MID function returns:

A. The leftmost characters from a text string
B. The rightmost characters from a text string
C. A specific number of characters from a text string starting at a position you specify
D. The number of characters in a text string



**1470.** The LEN function returns:

A. The leftmost character of a text string
B. The number of characters in a text string
C. A text value converted to lowercase
D. The position of a character within a text string



**1471.**

A. Converts text to uppercase
B. Removes all nonprintable characters
C. Removes spaces from text
D. Capitalizes the first letter of each word



**1472.**

A. Converts text to uppercase
B. Converts text to lowercase
C. Capitalizes the first letter of each word in a text value
D. Removes nonprintable characters



**1473.** The CONCATENATE function:

A. Splits a text string into parts
B. Joins several text items into one text item
C. Counts the number of text items
D. Converts text to a number



**1474.** The FIND function differs from SEARCH in that FIND is:

A. Not case-sensitive
B. Case-sensitive
C. Used only for numbers
D. Available only in older versions of Excel



**1475.** The VALUE function converts:

A. A number to text
B. A text argument to a number
C. A date to a serial number
D. A logical value to a number

**1476.** The SUBSTITUTE function:

A. Replaces characters at a specified position within text
B. Substitutes new text for old text in a text string
C. Repeats text a given number of times
D. Returns the character specified by a code number



**1477.** An annuity in financial terminology is defined as:

A. A one-time lump sum payment
B. A periodic series of equal payments
C. The present value of an investment
D. An interest rate calculation



**1478.** In Excel's financial functions, 'nper' refers to:

A. The net present value
B. The nominal interest rate
C. The number of payments that will be made to an investment or loan
D. The payment amount per period



**1479.** In financial functions, 'pv' (present value) represents:

A. The amount paid each period
B. The value at the end of all periods
C. The current value of future amounts discounted at some interest rate
D. The interest rate per period



**1480.** In financial functions, what does the 'type' argument determine?

A. The type of interest (simple or compound)
B. Whether payments are made in arrears (end of period, type=0) or in advance (beginning of period,
C. The currency type
D. The compounding frequency



**1481.** To calculate the monthly payment on a loan of 1,000,000 at 12% per annum over 5 years (60

A. =PMT(12%, 60, -1000000)
B. =PMT(12%/12, 60, -1000000)
C. =PMT(12%/12, 5, -1000000)
D. =PMT(12%, 5, -1000000)



**1482.** In financial function arguments, a negative number represents:

A. An error in the formula
B. Cash you receive
C. Cash you pay out
D. A zero-interest rate

**1483.** The FV function returns:

A. The present value of an investment
B. The future value of an investment
C. The monthly payment for a loan
D. The interest rate per period



**1484.** To calculate how much money you will have in 15 years depositing 200,000 a month into an

A. =FV(10%, 15, -200000)
B. =FV(10%/12, 15*12, -200000)
C. =PV(10%/12, 15*12, -200000)
D. =PMT(10%/12, 15*12, -200000)



**1485.** The PV function is used to calculate:

A. The future value of an investment
B. The periodic payment for an annuity
C. The present value of an investment
D. The internal rate of return



**1486.** The NPV function returns the net present value of an investment based on:

A. A fixed lump sum payment
B. A series of periodic cash flows and a discount rate
C. Only the initial investment amount
D. The future value minus the present value



**1487.** In Excel, logical functions test whether a statement is True or False. A value of 0 means:

A. True
B. False
C. Error
D. Null



**1488.** The FALSE() function:

A. Requires a logical argument
B. Always returns a logical FALSE and takes no arguments
C. Converts any value to FALSE
D. Tests whether a cell is empty



**1489.** The NOT function reverses a logical result. If C1=5 and D1=10, what does NOT(C1 > D1) return?

A. FALSE
B. TRUE
C. 0
D. An error

**1490.** The AND function returns TRUE only when:

A. At least one logical argument is TRUE
B. All logical arguments are TRUE
C. All logical arguments are FALSE
D. The first argument is TRUE regardless of the others



**1491.** If C1=10, D1=16, E1=20, what does AND(C1>D1, E1>10) return?

A. TRUE
B. FALSE
C. 1
D. An error



**1492.** The OR function returns FALSE only when:

A. All logical arguments are TRUE
B. The first argument is FALSE
C. All logical arguments are FALSE
D. More than half the arguments are FALSE



**1493.** If C1=10, D1=16, E1=20, what does OR(C1>D1, E1>10) return?

A. FALSE
B. TRUE
C. 0
D. An error



**1494.** The correct syntax of the IF function is:

A. IF(value-if-true, logical-test, value-if-false)
B. IF(logical-test, value-if-true, value-if-false)
C. IF(value-if-false, value-if-true, logical-test)
D. IF(logical-test, value-if-false, value-if-true)



**1495.** In the formula =IF(F1>40, (F1-40)*1.5, 0), if F1 contains 35 (hours worked), what is the result?

A. -7.5
B. 52.5
C. 0
D. 35



**1496.** A nested IF function is one where:

A. Two IF functions are placed in adjacent cells
B. An IF function is used as the value-if-true or value-if-false argument of another IF function
C. The IF function references another worksheet
D. The logical test contains an AND or OR function

**1497.** The VLOOKUP function looks in which part of an array to find a value?

A. The top row of an array
B. The first column of an array and moves across the row to return a value
C. The last column of an array
D. The bottom row of an array



**1498.** The HLOOKUP function looks in which part of an array?

A. The first column of an array
B. The last row of an array
C. The top row of an array and returns the value of the indicated cell
D. The middle row of an array



**1499.** The MATCH function is used to:

A. Return a reference offset from a given reference
B. Look up values in a reference or array
C. Return the column number of a reference
D. Transpose rows and columns of an array



**1500.** The INDEX function uses an index to:

A. Sort data in a range
B. Choose a value from a reference or array
C. Count the number of rows in a reference
D. Return a reference as text



**1501.** The TRANSPOSE function returns:

A. The row number of a reference
B. A reference offset from a given reference
C. The transpose of an array (rows become columns and vice versa)
D. The number of columns in a reference



**1502.** The OFFSET function returns:

A. The number of rows in a reference
B. A reference offset from a given reference by a specified number of rows and columns
C. The column number of a reference
D. A value from a list of values



**1503.**

A. Returns the row number of a reference
B. Chooses a value from a list of values based on an index number
C. Counts the number of non-blank cells
D. Returns the address of a cell as text

**1504.** AutoFormatting in Excel is designed to apply to tables in which labels run:

A. Only across the top row
B. Down the left column and across the top row
C. Only down the left column
D. In the centre of the table



**1505.** AutoFormat preset formats include formatting for which of the following elements?

A. Numbers, borders, font, pattern, alignment, column width, and row height
B. Only font and colour
C. Only borders and alignment
D. Only column width and row height



**1506.** To apply an AutoFormat to a table, after selecting the range, you navigate to:

A. Insert tab → Table Styles
B. Home tab → Format as Tables from the Style group
C. Data tab → Format → AutoFormat
D. View tab → Format → Table



**1507.** What does the Format Painter button allow you to do?

A. Draw borders around cells
B. Copy formats (number, text, background, border) from one cell to another
C. Apply conditional formatting
D. Change the colour of chart elements



**1508.** To copy formatting to MORE THAN ONE destination range using Format Painter, you should:

A. Single-click the Format Painter button
B. Double-click the Format Painter button
C. Right-click the Format Painter button
D. Hold Ctrl while clicking Format Painter



**1509.** To stop copying formats after using the Format Painter on multiple ranges, you:

A. Press Enter
B. Press Delete
C. Click the Format Painter button again or press Esc
D. Close the workbook



**1510.** To format selected characters within a cell (not the whole cell), what is the first step?

A. Double-click the cell
B. Select the cell containing the text you want to change
C. Press F2 and select all text
D. Right-click and choose Format Characters

**1511.** Which keyboard shortcut applies Bold formatting to selected cells?

A. Ctrl + 1
B. Ctrl + 2 or Ctrl + B
C. Ctrl + 3
D. Ctrl + 4



**1512.** Which keyboard shortcut applies Italic formatting?

A. Ctrl + B
B. Ctrl + 4
C. Ctrl + 3 or Ctrl + I
D. Ctrl + 5



**1513.** Which keyboard shortcut applies Strikethrough formatting?

A. Ctrl + 2
B. Ctrl + 3
C. Ctrl + 4
D. Ctrl + 5



**1514.** Font heights in Excel are measured in:

A. Pixels
B. Centimetres
C. Points (where 1 inch = 72 points)
D. Millimetres



**1515.** In Excel, which of the following is NOT listed as a font style?

A. Bold
B. Italic
C. Underline
D. Superscript



**1516.** To center a title across cells using the Merge and Center button, where is this button found?

A. The Insert tab
B. The Alignment group under the Home tab
C. The Data tab
D. The View tab



**1517.** When using the 'Merge Across Selection' option to center text, which dialog tab must be selected?

A. Font tab
B. Number tab
C. Alignment tab
D. Border tab

**1518.** What happens to a cell's height when the Wrap Text option is applied to a lengthy text entry?

A. The cell height remains unchanged
B. The cell height decreases
C. The cell height increases to contain multiple lines
D. The text is truncated to fit the original height



**1519.** To merge a selected range of cells into one cell, which check box must be selected in the Format

A. Wrap Text
B. Shrink to Fit
C. Merge Cells
D. Centre Across Selection



**1520.** In the formula =B12&TEXT;(C12, "####"), where B12 contains 'Final sales for' and C12 contains

A. Final sales for####
B. Final sales for1999
C. Final Sales for 1999
D. 1999Final sales for



**1521.** When you type 15% into an Excel cell with General format, how does it display on screen and in

A. Screen: 15%, Formula bar: 15%
B. Screen: 15%, Formula bar: 0.15
C. Screen: 0.15, Formula bar: 15%
D. Screen: 1500%, Formula bar: 15



**1522.** When you type $12.95 into an Excel cell with General format, Excel automatically applies:

A. Text format
B. Currency format
C. Accounting format
D. Scientific format



**1523.** The formatted value that appears on screen in Excel may differ from the value used in calculations

A. Excel stores values differently for different users
B. The displayed format may show fewer decimal places due to rounding, while the actual value is
C. Formatted cells cannot be used in formulas
D. Currency symbols change the underlying numeric value



**1524.** What is the default number format applied by Excel when a number is entered?

A. Number
B. Currency
C. General
D. Accounting

**1525.** The General number format uses scientific notation for numbers with at least how many digits?

A. 8 digits
B. 10 digits
C. 12 digits
D. 15 digits



**1526.** What is the key difference between the Currency format and the Accounting format?

A. Currency uses a thousands separator; Accounting does not
B. Currency aligns the decimal point only; Accounting aligns both the currency symbol and decimal
C. Accounting adds a percent sign; Currency adds a dollar sign
D. They are identical in appearance



**1527.** A Date format that begins with an asterisk (*) indicates that it:

A. Is a custom date format
B. Will respond to changes in regional date and time settings in Windows Control Panel
C. Cannot be edited
D. Is locked and protected



**1528.** The Percentage format multiplies the cell value by 100 and displays a percent symbol. What does

A. 23.20%
B. 232.00%
C. 2320.00%
D. 0.23%



**1529.** The Scientific number format displays 123456789 in 2-decimal format as:

A. 1.23E+07
B. 1.23E+08
C. 12.35E+07
D. 1.23E+09



**1530.** The Text number format treats the content of a cell as text and:

A. Converts all content to uppercase
B. Displays the content exactly as typed, regardless of whether it is a number, date, or time
C. Removes all spaces from the content
D. Converts the content to a serial number



**1531.** How many custom number formats can be added in Excel, depending on the version installed?

A. 50-100
B. 100-150
C. 200-250
D. 300-400

**1532.** The Special number format is used to display numbers as:

A. Fractions
B. Scientific notation
C. Postal codes, phone numbers, or Social Security numbers
D. Roman numerals



**1533.** Which keyboard shortcut applies the Currency format to a selected cell or range?

A. Shift + Ctrl + ~
B. Shift + Ctrl + !
C. Shift + Ctrl + $
D. Shift + Ctrl + %



**1534.** Which keyboard shortcut applies the Percentage format (no decimal places)?

A. Shift + Ctrl + ^
B. Shift + Ctrl + %
C. Shift + Ctrl + $
D. Shift + Ctrl + !



**1535.** A number format in Excel does NOT affect which of the following?

A. The appearance of the number on screen
B. The actual cell value used in calculations
C. The number of decimal places displayed
D. The currency symbol shown



**1536.** When a column is not wide enough to display a number, date, or time, Excel displays what in the

A. ??? characters
B. ### characters
C. *** characters
D. The number in scientific notation always



**1537.** To adjust column width using the mouse, what does the pointer change to when positioned on a

A. A four-headed arrow
B. A two-headed horizontal arrow
C. A magnifying glass
D. A pencil



**1538.** To quickly fit a column to its widest entry using the mouse, you should:

A. Single-click the column-heading separator
B. Double-click the column-heading separator
C. Right-click the column and select AutoFit
D. Drag the column separator to the right edge of the screen

**1539.** The 'AutoFit Column Width' menu option fits the column width to:

A. A default standard width
B. A user-specified width
C. The widest cell contents in the selection
D. The narrowest cell contents in the selection



**1540.** To hide a column using the mouse, you:

A. Right-click the column and select Delete
B. Drag the column separator left until it passes the separator on its left
C. Select the column and press Delete
D. Press Ctrl + 0



**1541.** To unhide a hidden column using the mouse, the pointer must be positioned so that its left edge:

A. Is directly on top of the hidden column header
B. Touches the column separator on the right of the hidden column (showing a two-headed pointer
C. Is anywhere to the right of the hidden column
D. Is on the row headers area



**1542.** To hide selected columns using the keyboard/menu, you navigate to:

A. Home → Format → Hide and Unhide
B. Insert → Column → Hide
C. Data → Columns → Hide
D. View → Freeze → Hide Columns



**1543.** To reveal (unhide) hidden columns using the menu, you select cells spanning the hidden column

A. Home → Format → Hide and Unhide → Unhide Columns
B. Insert → Columns → Show
C. View → Unhide → Columns
D. Data → Show Columns



**1544.** What is the benefit of formatting a group of sheets in a workbook?

A. It locks all sheets so they cannot be edited
B. Formatting the active sheet automatically passes through to the same cells in all other sheets in
C. It creates identical copies of the active sheet
D. It merges all sheets into one



**1545.** To group adjacent sheets in a workbook, you should:

A. Ctrl-click each sheet tab individually
B. Click the first sheet tab, then Shift-click the last sheet tab
C. Right-click and select Group All Sheets
D. Hold Alt and click all sheet tabs

**1546.** To group non-adjacent sheets in a workbook, you should:

A. Shift-click each sheet tab
B. Click the first sheet tab, then Ctrl-click all other sheet tabs you want selected
C. Right-click and select Group Selected Sheets
D. Hold Alt and click each sheet tab



**1547.** When sheets are grouped, what appears in the Excel title bar to indicate the grouping?

A. [Shared]
B. [Protected]
C. [Group]
D. [Linked]



**1548.** If you name a range in the active sheet while working in group mode, what happens?

A. The name is only applied to the active sheet
B. The same name is applied to all sheets in the group
C. The name is applied only to the first and last sheets
D. An error is generated



**1549.** To separate grouped sheets back into individual sheets, you:

A. Press Esc
B. Click just one sheet's tab
C. Right-click and select Ungroup All
D. Close and reopen the workbook



**1550.** Before printing a worksheet, the lecture advises you should first:

A. Save the file to a USB drive
B. Preview the document for a quick visual check on how it will look when printed
C. Convert the file to PDF
D. Check the spell checker



**1551.** Which of the following is listed as the correct sequence of steps for printing a worksheet?

A. Print → Select area → Preview page breaks
B. Select area → Preview page breaks → File Menu → Print
C. Preview → Format → Print → Save
D. Save → Print → Preview → Select area



**1552.** To set manual page breaks before printing, you use:

A. Home → Page Setup → Breaks
B. Page Layout → Page Setup → Breaks command
C. Insert → Page → Break
D. View → Print → Page Break

**1553.** Which of the following accurately describes the Number format in Excel?

A. Displays numbers with a fixed currency symbol
B. Used for general display of numbers with options for decimal places, thousands separator, and
C. Converts numbers to text
D. Only displays whole numbers



**1554.** The Fraction format in Excel displays a number:

A. In scientific notation
B. As a fraction according to the type of fraction you specify
C. As a percentage
D. As a postal code



**1555.** To see ALL available number formats in Excel, you click the Dialog Box Launcher located:

A. At the top-left corner of the Home tab
B. At the bottom-right corner of the Number group on the Home tab
C. In the Insert tab
D. In the Data tab



**1556.** The Accounting format differs from the Currency format in how it aligns numbers. Using Accounting

A. £234.50 (symbol immediately before the number)
B. £ 234.50 (symbol left-aligned, number right-aligned with decimal aligned)
C. 234.50£ (symbol after number)
D. The same as Currency format



**1557.** Which shortcut key applies the Number format with 2 decimal places?

A. Shift + Ctrl + ~
B. Shift + Ctrl + !
C. Shift + Ctrl + $
D. Shift + Ctrl + ^



**1558.** The General format rounds numbers with decimals when:

A. The number has more than 2 decimal places
B. The cell is not wide enough to show the entire number
C. The number is negative
D. The number exceeds 1000



**1559.** To wrap text inside a cell using the Ribbon, which button do you click?

A. Merge and Center button from the Home tab
B. Wrap Text button from the Alignment group of the Home tab
C. Text Box button from the Insert tab
D. AutoFit Row Height from the Format menu

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**1560.** The & (ampersand) concatenation operator joins which types of data into one text string?

A. Only text values
B. Only numbers
C. Text, numbers, and dates
D. Only cell references

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**1561.** The FORMAT CELLS dialog box can be accessed via which route from the Home tab?

A. Home → Insert → Format Cells
B. Home → Format (from cell group) → Format Cells
C. Home → Data → Format Cells
D. Home → Review → Format Cells

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**1562.** When adjusting column width using the menu, 'Default Width' sets the column to:

A. The width of the widest cell entry
B. A user-specified width
C. The default standard column width for the selected column
D. Zero (hidden)

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**1563.** The CHOOSE function in the lookup and reference category selects a value based on:

A. The row number of the active cell
B. A specified index number from a list of values
C. The alphabetical order of the values
D. The column position in an array

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**1564.** The ADDRESS function in the Lookup and Reference category returns:

A. The value of a cell at a given address
B. A reference as text to a single cell in a worksheet
C. The row and column number of the active cell
D. The number of cells in a range

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**1565.** Which of the following font formatting shortcut keys applies Underline?

A. Ctrl + 2
B. Ctrl + 3
C. Ctrl + 4 or Ctrl + U
D. Ctrl + 5

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**1566.** The INDIRECT function in the Lookup and Reference category:

A. Looks in the first column of an array
B. Returns a reference indicated by a text value
C. Returns values along an exponential trend
D. Returns the number of rows in a reference

**1567.** The VLOOKUP function looks in which part of an array to find a value?

A. The top row of an array
B. The first column of an array and moves across the row to return a value
C. The last column of an array
D. The bottom row of an array



**1568.** The HLOOKUP function looks in which part of an array?

A. The first column of an array
B. The last row of an array
C. The top row of an array and returns the value of the indicated cell
D. The middle row of an array



**1569.** The MATCH function is used to:

A. Return a reference offset from a given reference
B. Look up values in a reference or array
C. Return the column number of a reference
D. Transpose rows and columns of an array



**1570.** The INDEX function uses an index to:

A. Sort data in a range
B. Choose a value from a reference or array
C. Count the number of rows in a reference
D. Return a reference as text



**1571.** The TRANSPOSE function returns:

A. The row number of a reference
B. A reference offset from a given reference
C. The transpose of an array (rows become columns and vice versa)
D. The number of columns in a reference



**1572.** The OFFSET function returns:

A. The number of rows in a reference
B. A reference offset from a given reference by a specified number of rows and columns
C. The column number of a reference
D. A value from a list of values



**1573.**

A. Returns the row number of a reference
B. Chooses a value from a list of values based on an index number
C. Counts the number of non-blank cells
D. Returns the address of a cell as text

**1574.** AutoFormatting in Excel is designed to apply to tables in which labels run:

A. Only across the top row
B. Down the left column and across the top row
C. Only down the left column
D. In the centre of the table



**1575.** AutoFormat preset formats include formatting for which of the following elements?

A. Numbers, borders, font, pattern, alignment, column width, and row height
B. Only font and colour
C. Only borders and alignment
D. Only column width and row height



**1576.** To apply an AutoFormat to a table, after selecting the range, you navigate to:

A. Insert tab → Table Styles
B. Home tab → Format as Tables from the Style group
C. Data tab → Format → AutoFormat
D. View tab → Format → Table



**1577.** What does the Format Painter button allow you to do?

A. Draw borders around cells
B. Copy formats (number, text, background, border) from one cell to another
C. Apply conditional formatting
D. Change the colour of chart elements



**1578.** To copy formatting to MORE THAN ONE destination range using Format Painter, you should:

A. Single-click the Format Painter button
B. Double-click the Format Painter button
C. Right-click the Format Painter button
D. Hold Ctrl while clicking Format Painter



**1579.** To stop copying formats after using the Format Painter on multiple ranges, you:

A. Press Enter
B. Press Delete
C. Click the Format Painter button again or press Esc
D. Close the workbook



**1580.** To format selected characters within a cell (not the whole cell), what is the first step?

A. Double-click the cell
B. Select the cell containing the text you want to change
C. Press F2 and select all text
D. Right-click and choose Format Characters

**1581.** Which keyboard shortcut applies Bold formatting to selected cells?

A. Ctrl + 1
B. Ctrl + 2 or Ctrl + B
C. Ctrl + 3
D. Ctrl + 4



**1582.** Which keyboard shortcut applies Italic formatting?

A. Ctrl + B
B. Ctrl + 4
C. Ctrl + 3 or Ctrl + I
D. Ctrl + 5



**1583.** Which keyboard shortcut applies Strikethrough formatting?

A. Ctrl + 2
B. Ctrl + 3
C. Ctrl + 4
D. Ctrl + 5



**1584.** Font heights in Excel are measured in:

A. Pixels
B. Centimetres
C. Points (where 1 inch = 72 points)
D. Millimetres



**1585.** In Excel, which of the following is NOT listed as a font style?

A. Bold
B. Italic
C. Underline
D. Superscript



**1586.** To center a title across cells using the Merge and Center button, where is this button found?

A. The Insert tab
B. The Alignment group under the Home tab
C. The Data tab
D. The View tab



**1587.** When using the 'Merge Across Selection' option to center text, which dialog tab must be selected?

A. Font tab
B. Number tab
C. Alignment tab
D. Border tab

**1588.** What happens to a cell's height when the Wrap Text option is applied to a lengthy text entry?

A. The cell height remains unchanged
B. The cell height decreases
C. The cell height increases to contain multiple lines
D. The text is truncated to fit the original height



**1589.** To merge a selected range of cells into one cell, which check box must be selected in the Format

A. Wrap Text
B. Shrink to Fit
C. Merge Cells
D. Centre Across Selection



**1590.** In the formula =B12&TEXT;(C12, "####"), where B12 contains 'Final sales for' and C12 contains

A. Final sales for####
B. Final sales for1999
C. Final Sales for 1999
D. 1999Final sales for



**1591.** When you type 15% into an Excel cell with General format, how does it display on screen and in

A. Screen: 15%, Formula bar: 15%
B. Screen: 15%, Formula bar: 0.15
C. Screen: 0.15, Formula bar: 15%
D. Screen: 1500%, Formula bar: 15



**1592.** When you type $12.95 into an Excel cell with General format, Excel automatically applies:

A. Text format
B. Currency format
C. Accounting format
D. Scientific format



**1593.** The formatted value that appears on screen in Excel may differ from the value used in calculations

A. Excel stores values differently for different users
B. The displayed format may show fewer decimal places due to rounding, while the actual value is
C. Formatted cells cannot be used in formulas
D. Currency symbols change the underlying numeric value



**1594.** What is the default number format applied by Excel when a number is entered?

A. Number
B. Currency
C. General
D. Accounting

**1595.** The General number format uses scientific notation for numbers with at least how many digits?

A. 8 digits
B. 10 digits
C. 12 digits
D. 15 digits



**1596.** What is the key difference between the Currency format and the Accounting format?

A. Currency uses a thousands separator; Accounting does not
B. Currency aligns the decimal point only; Accounting aligns both the currency symbol and decimal
C. Accounting adds a percent sign; Currency adds a dollar sign
D. They are identical in appearance



**1597.** A Date format that begins with an asterisk (*) indicates that it:

A. Is a custom date format
B. Will respond to changes in regional date and time settings in Windows Control Panel
C. Cannot be edited
D. Is locked and protected



**1598.** The Percentage format multiplies the cell value by 100 and displays a percent symbol. What does

A. 23.20%
B. 232.00%
C. 2320.00%
D. 0.23%



**1599.** The Scientific number format displays 123456789 in 2-decimal format as:

A. 1.23E+07
B. 1.23E+08
C. 12.35E+07
D. 1.23E+09



**1600.** The Text number format treats the content of a cell as text and:

A. Converts all content to uppercase
B. Displays the content exactly as typed, regardless of whether it is a number, date, or time
C. Removes all spaces from the content
D. Converts the content to a serial number



**1601.** How many custom number formats can be added in Excel, depending on the version installed?

A. 50-100
B. 100-150
C. 200-250
D. 300-400

**1602.** The Special number format is used to display numbers as:

A. Fractions
B. Scientific notation
C. Postal codes, phone numbers, or Social Security numbers
D. Roman numerals



**1603.** Which keyboard shortcut applies the Currency format to a selected cell or range?

A. Shift + Ctrl + ~
B. Shift + Ctrl + !
C. Shift + Ctrl + $
D. Shift + Ctrl + %



**1604.** Which keyboard shortcut applies the Percentage format (no decimal places)?

A. Shift + Ctrl + ^
B. Shift + Ctrl + %
C. Shift + Ctrl + $
D. Shift + Ctrl + !



**1605.** A number format in Excel does NOT affect which of the following?

A. The appearance of the number on screen
B. The actual cell value used in calculations
C. The number of decimal places displayed
D. The currency symbol shown



**1606.** When a column is not wide enough to display a number, date, or time, Excel displays what in the

A. ??? characters
B. ### characters
C. *** characters
D. The number in scientific notation always



**1607.** To adjust column width using the mouse, what does the pointer change to when positioned on a

A. A four-headed arrow
B. A two-headed horizontal arrow
C. A magnifying glass
D. A pencil



**1608.** To quickly fit a column to its widest entry using the mouse, you should:

A. Single-click the column-heading separator
B. Double-click the column-heading separator
C. Right-click the column and select AutoFit
D. Drag the column separator to the right edge of the screen

**1609.** The 'AutoFit Column Width' menu option fits the column width to:

A. A default standard width
B. A user-specified width
C. The widest cell contents in the selection
D. The narrowest cell contents in the selection



**1610.** To hide a column using the mouse, you:

A. Right-click the column and select Delete
B. Drag the column separator left until it passes the separator on its left
C. Select the column and press Delete
D. Press Ctrl + 0



**1611.** To unhide a hidden column using the mouse, the pointer must be positioned so that its left edge:

A. Is directly on top of the hidden column header
B. Touches the column separator on the right of the hidden column (showing a two-headed pointer
C. Is anywhere to the right of the hidden column
D. Is on the row headers area



**1612.** To hide selected columns using the keyboard/menu, you navigate to:

A. Home → Format → Hide and Unhide
B. Insert → Column → Hide
C. Data → Columns → Hide
D. View → Freeze → Hide Columns



**1613.** To reveal (unhide) hidden columns using the menu, you select cells spanning the hidden column

A. Home → Format → Hide and Unhide → Unhide Columns
B. Insert → Columns → Show
C. View → Unhide → Columns
D. Data → Show Columns



**1614.** What is the benefit of formatting a group of sheets in a workbook?

A. It locks all sheets so they cannot be edited
B. Formatting the active sheet automatically passes through to the same cells in all other sheets in
C. It creates identical copies of the active sheet
D. It merges all sheets into one



**1615.** To group adjacent sheets in a workbook, you should:

A. Ctrl-click each sheet tab individually
B. Click the first sheet tab, then Shift-click the last sheet tab
C. Right-click and select Group All Sheets
D. Hold Alt and click all sheet tabs

**1616.** To group non-adjacent sheets in a workbook, you should:

A. Shift-click each sheet tab
B. Click the first sheet tab, then Ctrl-click all other sheet tabs you want selected
C. Right-click and select Group Selected Sheets
D. Hold Alt and click each sheet tab



**1617.** When sheets are grouped, what appears in the Excel title bar to indicate the grouping?

A. [Shared]
B. [Protected]
C. [Group]
D. [Linked]



**1618.** If you name a range in the active sheet while working in group mode, what happens?

A. The name is only applied to the active sheet
B. The same name is applied to all sheets in the group
C. The name is applied only to the first and last sheets
D. An error is generated



**1619.** To separate grouped sheets back into individual sheets, you:

A. Press Esc
B. Click just one sheet's tab
C. Right-click and select Ungroup All
D. Close and reopen the workbook



**1620.** Before printing a worksheet, the lecture advises you should first:

A. Save the file to a USB drive
B. Preview the document for a quick visual check on how it will look when printed
C. Convert the file to PDF
D. Check the spell checker



**1621.** Which of the following is listed as the correct sequence of steps for printing a worksheet?

A. Print → Select area → Preview page breaks
B. Select area → Preview page breaks → File Menu → Print
C. Preview → Format → Print → Save
D. Save → Print → Preview → Select area



**1622.** To set manual page breaks before printing, you use:

A. Home → Page Setup → Breaks
B. Page Layout → Page Setup → Breaks command
C. Insert → Page → Break
D. View → Print → Page Break

**1623.** Which of the following accurately describes the Number format in Excel?

A. Displays numbers with a fixed currency symbol
B. Used for general display of numbers with options for decimal places, thousands separator, and
C. Converts numbers to text
D. Only displays whole numbers

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**1624.** The Fraction format in Excel displays a number:

A. In scientific notation
B. As a fraction according to the type of fraction you specify
C. As a percentage
D. As a postal code

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**1625.** To see ALL available number formats in Excel, you click the Dialog Box Launcher located:

A. At the top-left corner of the Home tab
B. At the bottom-right corner of the Number group on the Home tab
C. In the Insert tab
D. In the Data tab

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**1626.** The Accounting format differs from the Currency format in how it aligns numbers. Using Accounting

A. £234.50 (symbol immediately before the number)
B. £ 234.50 (symbol left-aligned, number right-aligned with decimal aligned)
C. 234.50£ (symbol after number)
D. The same as Currency format

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**1627.** Which shortcut key applies the Number format with 2 decimal places?

A. Shift + Ctrl + ~
B. Shift + Ctrl + !
C. Shift + Ctrl + $
D. Shift + Ctrl + ^

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**1628.** The General format rounds numbers with decimals when:

A. The number has more than 2 decimal places
B. The cell is not wide enough to show the entire number
C. The number is negative
D. The number exceeds 1000

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**1629.** To wrap text inside a cell using the Ribbon, which button do you click?

A. Merge and Center button from the Home tab
B. Wrap Text button from the Alignment group of the Home tab
C. Text Box button from the Insert tab
D. AutoFit Row Height from the Format menu

**1630.** The & (ampersand) concatenation operator joins which types of data into one text string?

A. Only text values
B. Only numbers
C. Text, numbers, and dates
D. Only cell references



**1631.** The FORMAT CELLS dialog box can be accessed via which route from the Home tab?

A. Home → Insert → Format Cells
B. Home → Format (from cell group) → Format Cells
C. Home → Data → Format Cells
D. Home → Review → Format Cells



**1632.** When adjusting column width using the menu, 'Default Width' sets the column to:

A. The width of the widest cell entry
B. A user-specified width
C. The default standard column width for the selected column
D. Zero (hidden)



**1633.** The CHOOSE function in the lookup and reference category selects a value based on:

A. The row number of the active cell
B. A specified index number from a list of values
C. The alphabetical order of the values
D. The column position in an array



**1634.** The ADDRESS function in the Lookup and Reference category returns:

A. The value of a cell at a given address
B. A reference as text to a single cell in a worksheet
C. The row and column number of the active cell
D. The number of cells in a range



**1635.** Which of the following font formatting shortcut keys applies Underline?

A. Ctrl + 2
B. Ctrl + 3
C. Ctrl + 4 or Ctrl + U
D. Ctrl + 5



**1636.** The INDIRECT function in the Lookup and Reference category:

A. Looks in the first column of an array
B. Returns a reference indicated by a text value
C. Returns values along an exponential trend
D. Returns the number of rows in a reference

**1637.** To insert multiple worksheets at once, what is the first step?

A. Click the Insert Sheet button multiple times
B. Hold down SHIFT and select the same number of existing sheet tabs as worksheets you want to
C. Right-click the sheet tab and choose Insert Multiple
D. Press Ctrl + N for each new sheet



**1638.** If you want to insert three new worksheets at once, you should first select:

A. One sheet tab
B. Two sheet tabs
C. Three sheet tabs of existing worksheets
D. All sheet tabs in the workbook



**1639.** To rename a worksheet, which of the following methods can be used?

A. Right-click the sheet tab and click Rename, OR double-click the current sheet name
B. Press F2 while the sheet tab is selected
C. Choose Home → Format → Rename Sheet only
D. Right-click a cell and choose Rename Sheet



**1640.** To delete a worksheet using the Ribbon, you navigate to:

A. Insert tab → Delete Sheet
B. Home tab → Cells group → arrow next to Delete → Delete Sheet
C. Data tab → Delete → Worksheet
D. Review tab → Delete Sheet



**1641.** Consolidating data from several worksheets means:

A. Deleting duplicate data across worksheets
B. Assembling data from multiple worksheets onto a separate master worksheet for easy updating
C. Merging all worksheets into one
D. Sorting data across all sheets simultaneously



**1642.** To consolidate data, you choose which menu command?

A. Home → Consolidate
B. Data → Consolidate from the Data Tools
C. Insert → Consolidate
D. Formulas → Consolidate



**1643.** When consolidating worksheets with IDENTICAL physical layouts, you should:

A. Select the Top Row and Left Column options
B. Clear the Top Row and Left Column options (consolidate by position)
C. Select only the Top Row option
D. Select only the Left Column option

**1644.** What is the main purpose of a chart in Excel?

A. To store raw data
B. To summarize the essence of data and focus on general patterns and trends
C. To replace formulas
D. To print data in colour



**1645.** A chart is sometimes referred to as a:

A. Diagram
B. Table
C. Graph
D. Matrix



**1646.** In Excel, charts may be placed:

A. Only in their own chart sheet
B. Only embedded within a worksheet
C. Either embedded in a worksheet or in its own chart sheet
D. Only in a separate workbook



**1647.** What happens to a chart when the source data it was created from changes?

A. The chart must be manually refreshed
B. The chart is automatically updated
C. The chart is deleted
D. The chart displays an error message



**1648.** A 'Data Series' in a chart is defined as:

A. A single data value
B. A collection of data points
C. The label along the x-axis
D. The title of the chart



**1649.**

A. The title displayed at the top of a chart
B. A guide that explains the symbols, patterns, or colours used to differentiate data series
C. The scale along the y-axis
D. A single data point in the chart



**1650.**

A. The boundary of the chart area
B. An object (such as a bar, symbol, or colour) that represents a data point in a chart
C. The scale on the y-axis
D. A tick mark on the x-axis

**1651.** The chart Axis forms the boundaries of the chart and contains:

A. The legend entries
B. The scale against which data is plotted
C. The chart title
D. The data series formula



**1652.** The Plot Area in a chart is:

A. The entire chart including the title and legend
B. The rectangular area bounded by the two axes
C. The area outside the chart frame
D. The area where the legend is displayed



**1653.** A Series Formula in a chart is an external formula that tells Excel:

A. How to format the chart colours
B. Where to look on a specific worksheet to find the data for the chart
C. The total of all data series
D. The scale of the y-axis



**1654.** A Tick Mark in a chart is:

A. A check mark confirming data is correct
B. A division mark along the category (x) and value (Y and Z) axes
C. The marker representing a data point
D. The boundary of the plot area



**1655.** How many standard chart types does Excel have?

A. 8
B. 10
C. 12
D. 14



**1656.** Column charts are most useful for:

A. Showing the relationship of parts to a whole
B. Showing data changes over time and comparing items
C. Displaying continuous trends at equal intervals
D. Showing only one data series



**1657.** In a column chart, categories are typically organized along which axis?

A. The vertical axis (Y)
B. The horizontal axis (X)
C. The Z axis
D. Both axes equally

**1658.** A Clustered Column chart displays values in:

A. Horizontal bars side by side
B. 2-D vertical rectangles, comparing values across categories
C. Stacked segments showing proportion to whole
D. Pie slices



**1659.** A Clustered Column 3-D chart differs from a standard Clustered Column chart in that it:

A. Displays data in true 3-D format
B. Displays the vertical rectangles in 3-D format but does NOT display the data in 3-D
C. Adds a Z-axis with a third data series
D. Uses perspective to distort the columns



**1660.** A Stacked Column chart is useful for showing:

A. Only the maximum and minimum values
B. The relationship of individual items to the whole by comparing each value's contribution to a total
C. Continuous trends over time
D. The correlation between two data sets



**1661.** A 100% Stacked Column chart compares:

A. Absolute values across categories
B. The percentage each value contributes to a total across categories
C. The average of each data series
D. The difference between data series



**1662.** When should you use a 100% Stacked Column chart?

A. When you have only one data series
B. When you have three or more data series and want to emphasize contributions to the whole
C. When your data has no categories
D. When you want to show trends over time



**1663.** Cylinder, Cone, and Pyramid column chart subtypes differ from standard column charts mainly in

A. Use logarithmic scales
B. Display cylinder, cone, and pyramid shapes instead of rectangles
C. Can only display one data series
D. Automatically sort data in descending order



**1664.** Line charts are best used for showing:

A. Comparisons among individual items
B. Proportional contributions to a whole
C. Continuous data over time and trends at equal intervals
D. Hierarchical relationships

**1665.** In a line chart, category data and value data are distributed:

A. Both along the vertical axis
B. Category data evenly along the horizontal axis; value data evenly along the vertical axis
C. Both along the horizontal axis
D. Randomly across the chart



**1666.** Line charts are best used when category labels are texts representing evenly spaced values such

A. Product names
B. Employee names
C. Days, months, quarters, or years
D. Country names



**1667.** When should you NOT use markers on a line chart?

A. When there are only a few data points
B. When there are many categories or the values are approximate
C. When data represents years
D. When using a 3-D line subtype



**1668.** Stacked Line charts are useful to show:

A. The percentage contribution of each value over time
B. The trend of the contribution of each value over time
C. Comparisons of individual categories
D. The maximum and minimum values over time



**1669.** 100% Stacked Line charts are useful for showing:

A. Absolute values over time
B. The trend of the PERCENTAGE each value contributes over time
C. Comparisons of individual categories at a single point in time
D. Correlation between two variables



**1670.** 3-D Line charts show each row or column of data as:

A. A vertical cylinder
B. A 3-D ribbon
C. A 3-D cone
D. A flat surface



**1671.** Pie charts can only be created from data arranged in:

A. Multiple columns and rows
B. Only one column or one row on a worksheet
C. At least three columns
D. Only rows, not columns

**1672.** Data points in a pie chart are displayed as:

A. Absolute values along an axis
B. A percentage of the whole pie
C. Individual bars for each value
D. Points connected by a line



**1673.** What is the purpose of a 'Pie of Pie' or 'Bar of Pie' chart?

A. To show trends over time
B. To make small slices in the main pie easier to see by extracting them into a second chart
C. To compare data across multiple categories
D. To display 3-D pie slices



**1674.** To 'explode' (pull out) a single slice from a pie chart, you:

A. Double-click the slice immediately
B. Click the slice once to select the whole chart, then click a second time to select the individual slice,
C. Right-click the pie and choose Explode Slice
D. Hold Ctrl and click the slice



**1675.** An 'Exploded Pie' chart is used to:

A. Show all slices separated from the centre
B. Emphasize specific data points by pulling wedges out from the pie
C. Display the pie chart in 3-D format only
D. Show negative values in a pie chart



**1676.** Bar charts are primarily used to show:

A. Trends over time
B. Comparisons among individual items
C. Proportional contributions to a total
D. Continuous data distribution



**1677.** Which of the following is a listed subtype of Bar charts?

A. Exploded bar
B. 100% stacked bar and 100% stacked bar in 3-D
C. Pie of bar
D. Ribbon bar



**1678.** The main visual difference between a Column chart and a Bar chart is:

A. Column charts use circles; bar charts use rectangles
B. Column charts use vertical bars; bar charts use horizontal bars
C. Column charts show percentages; bar charts show absolute values
D. Column charts have only one subtype; bar charts have many

**1679.** Area charts are primarily used to:

A. Show comparisons among individual items
B. Highlight the magnitude of change over time to draw attention to the total value across a trend
C. Display proportional contributions to a whole
D. Show only one data series



**1680.** Which of the following is a subtype of Area charts?

A. Clustered area
B. Exploded area
C. 100% stacked area and 100% stacked area in 3-D
D. Ribbon area



**1681.** Area charts and Line charts are similar but differ in that Area charts:

A. Can only show one data series
B. Fill the area below the plotted line, emphasising volume and total value
C. Use only horizontal axes
D. Do not display data points



**1682.** The Chart Wizard in Excel is used to:

A. Automatically analyse and sort data
B. Guide the user through the process of creating a chart step-by-step
C. Import data from other applications
D. Format cells with chart-like colours



**1683.** The orientation of the data in a worksheet determines which cells are used for:

A. The chart title and legend only
B. The category axis (x-axis labels) and the legend labels
C. The colour scheme of the chart
D. The scale of the y-axis only



**1684.** When you move your mouse over an object in a chart, what appears?

A. A formatting toolbar
B. A tip that identifies the chart object or displays the series and value if it is a data point
C. The source data for that object
D. A context menu



**1685.** A Data Point in a chart represents:

A. A collection of related values
B. A single piece of data, such as sales for one year
C. The entire data series
D. The scale on the y-axis

**1686.** 3-D chart subtypes are used primarily to:

A. Store more data than 2-D charts
B. Add visual depth and impact to the presentation of data
C. Calculate values more accurately
D. Display data that cannot be shown in 2-D



**1687.** Which chart type is BEST for showing the percentage contribution of individual items to a whole?

A. Line chart
B. Column chart
C. Pie chart
D. Area chart



**1688.** Which chart type is BEST for showing trends in data at equal time intervals?

A. Pie chart
B. Bar chart
C. Line chart
D. Column chart



**1689.** Which chart type is BEST for comparing individual items side by side using horizontal bars?

A. Column chart
B. Bar chart
C. Line chart
D. Pie chart



**1690.** A Stacked Column chart is MORE useful than a clustered column chart when you want to:

A. Show each data series independently
B. Have multiple data series and emphasize the total
C. Show only one data series
D. Compare trends over time



**1691.** A Line chart is also best used when you have:

A. Many unevenly spaced data categories
B. A few evenly spaced numerical labels, especially years
C. Only one data point
D. Negative values that must be shown



**1692.** When consolidating data from worksheets with DIFFERENT physical layouts, Excel uses:

A. Cell positions to match data
B. Row and column headings to consolidate the data
C. The worksheet names as identifiers
D. The number of rows and columns

**1693.** Which of the following chart subtypes emphasizes individual data value points on a line?

A. 3-D line
B. Stacked line without markers
C. Line with markers
D. 100% stacked line



**1694.** The Add Sheet button for quickly inserting a new worksheet is located at the:

A. Top of the screen near the title bar
B. Bottom of the screen next to the sheet tabs
C. Right side of the Ribbon
D. Quick Access Toolbar



**1695.** In the Consolidate dialog box, after specifying the source area, you click which button to add it to

A. Insert
B. Apply
C. Add
D. Confirm



**1696.** An Area chart in 3-D is listed as a subtype. Which of the following is also a listed Area chart

A. Exploded area
B. Clustered area
C. Stacked area
D. Horizontal area



**1697.** In the chart term context, what does the 'Category Axis' refer to?

A. The vertical axis showing values
B. The horizontal axis showing labels (x-axis)
C. The depth axis in a 3-D chart
D. The secondary axis



**1698.** Which chart type can show data from only ONE column or row?

A. Column chart
B. Bar chart
C. Line chart
D. Pie chart



**1699.** When inserting multiple worksheets, after selecting the required number of sheet tabs you then:

A. Press Ctrl + N
B. On the Home tab → Cells group → click Insert → Insert Sheet
C. Right-click the worksheet area
D. Choose File → New → Worksheet

**1700.** To select the destination range before consolidating, you can click:

A. Any cell in the workbook
B. Cell A1 in your destination worksheet
C. The last cell of the source range
D. Any cell in the source worksheet



**1701.** In the Consolidate dialog box, the 'Function' drop-down menu is used to:

A. Select which worksheet to use
B. Select the mathematical function to apply to the consolidated data (e.g. Sum, Average)
C. Choose the destination cell format
D. Set the consolidation method (by position or by label)



**1702.** A Pie chart can be displayed in which formats?

A. Only 2-D
B. Only 3-D
C. Both 2-D and 3-D
D. Only exploded



**1703.** Which of the following best describes a '100% Stacked Bar' chart?

A. A bar chart where each bar represents 100 data points
B. A horizontal bar chart where each bar is divided to show each category's percentage contribution
C. A bar chart that uses 100 colours
D. A bar chart that always has exactly 100 bars



**1704.** Which of the following chart types shows 'continuous data over time'?

A. Pie chart
B. Bar chart
C. Line chart
D. Column chart



**1705.** The tooltip (Tip) that appears when hovering over a chart object displays:

A. Formatting options for the object
B. The object's name or the series and value if it is a data point
C. The formula used to create the chart
D. The worksheet the data comes from



**1706.** To rename a worksheet by double-clicking, you double-click:

A. Any cell in the worksheet
B. The worksheet's sheet tab name
C. The workbook title bar
D. The Name Box

**1707.** XY (Scatter) charts are used to show:

A. Trends over equal time intervals
B. Relationships among numeric values in several data series, or two groups of numbers as xy
C. Proportional contributions to a whole
D. Comparisons among individual items using horizontal bars



**1708.** A scatter chart generally has how many value axes?

A. One
B. Two
C. Three
D. Four



**1709.** Scatter charts are commonly used for displaying and comparing which types of data?

A. Sales and marketing data only
B. Categorical text data
C. Scientific, statistical, and engineering data
D. Financial budget data only



**1710.** You should consider using a scatter chart when values for the horizontal axis are:

A. Evenly spaced text labels
B. Not evenly spaced
C. Dates only
D. All equal



**1711.** A scatter chart is also suitable when you want to compare large numbers of data points:

A. In alphabetical order
B. Without regard to time
C. Over a specific date range only
D. In a single column only



**1712.** To arrange data on a worksheet for a scatter chart, x values should be placed in one row or

A. In a separate workbook
B. In the adjacent rows or columns
C. In the same column as x values
D. At the bottom of the worksheet



**1713.** The 'Scatter with Smooth Lines' subtype displays:

A. Straight connecting lines between data points
B. A smooth curve connecting data points, with or without markers
C. Only markers with no connecting lines
D. Vertical bars at each data point

**1714.** When should you use 'Scatter with Smooth Lines' WITHOUT markers?

A. When there are very few data points
B. When there are many data points
C. When data is in alphabetical order
D. When all x values are the same



**1715.** The 'Scatter with Only Markers' subtype is used when:

A. You want a smooth trend line through data
B. You want to compare pairs of values and data is in a specific order
C. You have only one data series
D. Data contains text values



**1716.** A Doughnut chart is similar to a Pie chart but differs in that it:

A. Can only show one data series
B. Enables you to show more than one data series
C. Uses horizontal bars instead of slices
D. Always displays in 3-D format



**1717.** Which of the following is listed as one of Excel's other chart types (beyond the main discussed

A. Funnel chart
B. Radar chart
C. Waterfall chart
D. Gantt chart



**1718.** Bubble, Stock, Cylinder, Cone, and Pyramid charts can be used to:

A. Replace all standard chart types
B. Add visual impact to your charts
C. Display only financial data
D. Store data in a compressed format



**1719.** The first step when creating a chart in Excel is to:

A. Choose the chart type from the Insert tab
B. Select the data you want to chart, including row and column headings
C. Press F11
D. Open the Chart Wizard



**1720.** After selecting the data and choosing Insert, to select the chart type you:

A. Press F11
B. From the Chart group, decide on the chart type and pull that chart type down
C. Right-click the data and choose Chart
D. Use the Format menu

**1721.** To add labels such as chart title and axes to a newly created chart, you:

A. Double-click the chart area
B. Click to select the chart, then click the Layout button to access the various label options
C. Use the Format Cells dialog
D. Press F2



**1722.** To add a specific label type (e.g. chart title), after clicking Layout you:

A. Right-click the chart
B. Select the type of label from the Labels group of Layout, then select appropriate options
C. Use the Insert menu
D. Press Ctrl + T



**1723.** To create a chart AUTOMATICALLY from selected data (without using the step-by-step wizard),

A. Ctrl + C
B. F11 (or Alt + F1)
C. Ctrl + G
D. F5



**1724.** When creating a chart automatically, the default chart type Excel uses is:

A. 3-D pie chart
B. Line chart
C. 2-D column chart
D. Bar chart



**1725.** When creating a chart automatically, Excel assumes the category (X) axis runs along:

A. The shortest side of the selection
B. The longest side of the selection
C. Always the top row
D. Always the left column



**1726.** If the data selection is SQUARE or WIDER THAN IT IS TALL, Excel assumes category (X) labels

A. Down the left column
B. Along the bottom row
C. Across the top row
D. Along the right column



**1727.** If the data selection is TALLER THAN IT IS WIDE, Excel assumes category (X) labels run:

A. Across the top row
B. Down the left column
C. Along the bottom row
D. Along the right column

**1728.** Excel uses labels along the SHORT side of the selection as:

A. Category axis labels
B. Titles in the legend for each data series
C. The chart title
D. Tick mark labels



**1729.** If only ONE data series is selected, Excel uses the short-side labels to:

A. Title the legend only
B. Title the chart itself
C. Label the x-axis
D. Create tick marks



**1730.** If the cells that Excel wants to use as category labels contain NUMBERS (not text or dates),

A. Uses them as category labels anyway
B. Treats them as another data series and plots without category labels, numbering each category
C. Generates an error
D. Converts them to text automatically



**1731.** When a worksheet value is changed, what happens to the corresponding chart?

A. The chart must be manually refreshed
B. The chart is automatically updated
C. The chart is deleted and must be recreated
D. The chart displays an error



**1732.** The only time you may need to change chart settings (specifically the X and Y axis range) is

A. The font of the worksheet is changed
B. The X and/or Y axis data range is increased or decreased (data added or removed)
C. The workbook is saved
D. The worksheet is renamed



**1733.** Another situation that may require redefining a chart is when:

A. The chart title is changed
B. Columns are inserted or deleted such that some data ranges change column or row positions
C. The workbook is printed
D. The chart is moved to a new sheet



**1734.** How is an embedded chart saved?

A. It must be saved separately as a chart file
B. It is saved automatically when you save the workbook containing the worksheet
C. It is saved only when you press F11
D. It requires a separate Save As command

**1735.** A chart on its own chart sheet is saved:

A. Separately from the workbook
B. When you save the related workbook
C. Only when you use File > Save Chart
D. Automatically every 5 minutes



**1736.** Before printing a chart, you should size it using:

A. The Format Cells dialog
B. File > Page Setup or the Setup button in Print Preview, then the Margin tab
C. The Home tab ribbon
D. The Insert tab



**1737.** In Print Preview for a chart, you can change margins by:

A. Typing values in the Margins tab only
B. Dragging the margin lines to a new setting
C. Using the Format Painter
D. Pressing arrow keys



**1738.** To expand a chart to fill the full page when printing, you select the Chart tab in Page Setup and

A. Fit to Page
B. Use Full Page option
C. Expand Chart
D. Maximize



**1739.** To print a chart that is embedded in a worksheet, you:

A. Select only the chart then press F11
B. Choose File > Print (or Ctrl + P) and follow the same procedure as printing worksheets
C. Right-click the chart and choose Print Chart Only
D. Choose Insert > Print Chart



**1740.** Sorting is defined as:

A. Filtering records based on a condition
B. The process of arranging data in numerical or alphabetical order
C. Combining data from multiple worksheets
D. Removing duplicate records



**1741.** In a worksheet used for sorting, each ROW forms a:

A. Field
B. Record
C. Column
D. Category

**1742.** In a worksheet used for sorting, each COLUMN forms a:

A. Record
B. Row
C. Field
D. Series



**1743.** To sort data in Excel, you access Sort & Filter from which group on the Home menu?

A. Clipboard group
B. Font group
C. Editing group
D. Cells group



**1744.** To sort data into ASCENDING order, you select:

A. Sort Z to A
B. Sort A to Z
C. Custom Sort
D. Sort Largest to Smallest



**1745.** To sort data into DESCENDING order using the quick sort options, you select:

A. Sort A to Z
B. Sort Z to A
C. Custom Sort
D. Sort Smallest to Largest



**1746.** When the column you want to sort by is NOT the first column in the selected range, you must use:

A. Sort A to Z
B. Sort Z to A
C. Custom Sort
D. Filter



**1747.** In the Custom Sort dialog, to specify which column to sort by, you:

A. Type the column letter in a text box
B. Pull down the 'Sort by' list and select the column
C. Click the column header directly
D. Use the Name Box



**1748.** In the Custom Sort dialog, to sort in descending order you set the Order to:

A. A to Z
B. Smallest to Largest
C. Z to A (or Largest to Smallest)
D. Ascending

**1749.** Sorting data based on MORE THAN ONE column means:

A. Only the first column is sorted
B. Data is sorted by a primary column, and ties are broken by a secondary column
C. All columns are sorted independently
D. The data is sorted in random order



**1750.** To add a secondary sort level in the Custom Sort dialog, you click:

A. Insert Level
B. Add Level
C. New Column
D. Secondary Sort



**1751.** If you want to sort by ascending CSM 201, and then by descending CSM 203 for ties, the primary

A. CSM 203 descending
B. CSM 201 ascending
C. CSM 203 ascending
D. CSM 201 descending



**1752.** In a multi-level sort, the secondary sort column only takes effect when:

A. The primary sort column contains text
B. Two or more records have the same value in the primary sort column
C. The secondary column contains numbers
D. The data spans more than one worksheet



**1753.** To perform a multi-column sort, which steps are used?

A. Select data > Home > Sort & Filter > Sort A to Z
B. Select data > Home > Sort & Filter > Custom Sort > complete the Sort dialog with Add Level
C. Select data > Data > AutoFilter
D. Select data > Insert > Sort Columns



**1754.** Filtering is defined as:

A. Arranging data in alphabetical order
B. Displaying only the rows of data that meet a specified criteria
C. Combining data from multiple worksheets
D. Removing blank rows from a worksheet



**1755.** After filtering data, which of the following operations can you perform on ONLY the filtered data?

A. Only view the data
B. Copy, find, edit, format, chart, and print the filtered data without rearranging or moving it
C. Only print the filtered data
D. Only delete the filtered data

**1756.** Using AutoFilter, you can create which three types of filters?

A. Sort, group, and summarize
B. By a list of values, by a format, or by criteria
C. Ascending, descending, and custom
D. Row, column, and cell filters



**1757.** Which of the following filter combinations is NOT possible in AutoFilter?

A. Filter by cell colour and by a list of numbers
B. Filter by a list of values
C. Filter by criteria (e.g. less than a number)
D. Filter by icon



**1758.** To apply a filter in Excel, after selecting the appropriate cells you navigate to:

A. Data > AutoFilter
B. Home > Sort & Filter > Filter (from the Editing group)
C. Insert > Filter
D. View > Filter



**1759.** When setting up a filter, it is recommended to select the cells just ABOVE the first record because:

A. It makes the filter buttons larger
B. Selecting cells above the first record enables the filter to work correctly on all records
C. It hides the header row
D. It is required by Excel's programming



**1760.** To filter students who FAILED a course (mark less than 40), after applying Filter you:

A. Click Sort A to Z
B. Pull down the arrow in the score column > Number Filter > Less Than > enter 40
C. Right-click the data and choose Filter < 40
D. Use Ctrl + F to find values below 40



**1761.** The Number Filter 'Less Than' option filters rows where the value is:

A. Equal to or greater than the specified value
B. Strictly less than the specified value
C. Within a range of values
D. Equal to the specified value



**1762.** Which of the following is true about filtering compared to sorting?

A. Filtering permanently deletes rows that do not meet the criteria
B. Filtering hides rows that do not meet the criteria without rearranging the data
C. Filtering rearranges the data into a new order
D. Filtering only works on text data

**1763.** Which chart type has TWO value axes (x and y), both showing numerical data?

A. Pie chart
B. Line chart
C. XY (Scatter) chart
D. Bar chart



**1764.** The key difference between a Doughnut chart and a Pie chart is that a Doughnut chart:

A. Can only display negative values
B. Can display more than one data series
C. Uses horizontal bars
D. Always displays in 3-D



**1765.** When sorting, 'Sort A to Z' on a numeric column sorts from:

A. Largest to smallest
B. Smallest to largest (ascending)
C. Alphabetically only
D. Randomly



**1766.** Custom Sort is required (instead of Sort A to Z / Z to A) when:

A. The data contains text
B. The sort column is not the first column in the selected range
C. The worksheet has more than 100 rows
D. Data is on multiple worksheets



**1767.** Which shortcut key can be used to print a chart from the worksheet?

A. Ctrl + F
B. Ctrl + P
C. Ctrl + G
D. F11



**1768.** In a scatter chart, to show similarities between large sets of data INSTEAD OF differences, you

A. Use a bar chart
B. Use a scatter chart (xy chart)
C. Use a pie chart
D. Use a line chart



**1769.** The 'Add Level' button in the Custom Sort dialog is used to:

A. Add a new column to the worksheet
B. Add a secondary (Then By) sort criterion
C. Add a new row to the sort range
D. Add a filter condition

**1770.** When chart data has a range that is increased (more rows added), what should you do?

A. Nothing - the chart auto-adjusts immediately
B. Redefine the chart's X and/or Y axis data range settings to include the new data
C. Delete and recreate the chart
D. Save and reopen the workbook



**1771.** Which of the following is a correct description of AutoFilter filtering?

A. It can only filter text data
B. It can filter by list values, by format (e.g. colour), or by criteria
C. It can only filter numerical data
D. It permanently removes non-matching rows



**1772.** To create a chart automatically, the data must be in a layout that Excel can interpret. You then

A. F1
B. F5
C. F11 or Alt + F1
D. F9



**1773.** Scatter with STRAIGHT lines displays:

A. A smooth curve connecting data points
B. Straight connecting lines between data points, with or without markers
C. Only isolated data point markers
D. Vertical bars at each data point



**1774.** To filter by more than one column in Excel, you:

A. Apply a new filter from the Data tab for each column
B. Use AutoFilter - you can also filter by more than one column using the dropdown arrows
C. Use the Custom Sort dialog
D. Manually hide rows



**1775.** When Excel automatically creates a chart from selected data and the potential category label cells

A. Uses those numbers as category labels
B. Treats them as an additional data series and numbers each category (1, 2, 3…) instead
C. Shows an error message
D. Converts the numbers to text labels



**1776.** Which of the following chapter topics is introduced at page 400?

A. Microsoft Access
B. Microsoft Word
C. Microsoft PowerPoint
D. Microsoft Excel advanced functions

**1777.** Microsoft PowerPoint is best described as:

A. A spreadsheet program for numerical calculations
B. A presentation program that helps transform ideas into professional, convincing presentations
C. A word processing program for creating documents
D. A database management program



**1778.** To start PowerPoint 2013, which of the following steps is correct?

A. Double-click the desktop and select PowerPoint
B. Click the Start button, search 'PowerPoint', then click the PowerPoint icon
C. Press Ctrl + P from the desktop
D. Open Microsoft Word and select PowerPoint from the menu



**1779.** When you first open PowerPoint, the screen that welcomes you to create or open a presentation

A. Normal View
B. Slide Sorter View
C. Backstage View
D. Slide Show View



**1780.** To create a new BLANK presentation in PowerPoint, which option is selected by default in the

A. From Template
B. Blank Presentation
C. Recent Presentations
D. Open Existing



**1781.** To create a new presentation from the File tab, you click File tab then select:

A. Open
B. Save As
C. New
D. Print



**1782.** When creating a presentation from a template, after selecting the template and choosing a colour

A. Open
B. Apply
C. Create
D. Insert



**1783.** The default slide layout that appears when you create a new presentation is:

A. Blank layout
B. Title and Content layout
C. Title Slide layout
D. Two Content layout

**1784.** Placeholders in PowerPoint are described as:

A. Images inserted on a slide
B. Areas on a slide enclosed by dotted borders that can contain text, pictures, charts, and more
C. The background colour of a slide
D. The slide number indicators



**1785.**

A. Text that cannot be changed
B. Sample text already in the placeholder that you can replace with your own content
C. The slide title only
D. Text imported from Microsoft Word



**1786.**

A. Determines the colour scheme of the presentation
B. Arranges the slide content and contains different types of placeholders
C. Sets the font for all text in the presentation
D. Controls the transition between slides



**1787.** The 'Title and Content' slide layout includes which placeholders?

A. Two content placeholders only
B. Title and content placeholders
C. Title and picture placeholders
D. Three equal content placeholders



**1788.** To insert text into a placeholder, what is the correct sequence?

A. Type text > Click inside > Click outside
B. Click inside the placeholder > type text > click outside when done
C. Double-click outside > type > press Enter
D. Press F2 > type > press Esc



**1789.** What happens to placeholder text and icons when you start typing inside a placeholder?

A. They remain visible alongside your text
B. They disappear as soon as you start typing
C. They move to the bottom of the slide
D. They change colour



**1790.** To insert a NEW SLIDE in PowerPoint, you:

A. Press Ctrl + N
B. Click the New Slide command in the Slides group on the Home tab, then click the layout you want
C. Right-click the slide and choose Duplicate
D. Choose Insert > Blank Page

**1791.** To CHANGE THE LAYOUT of an existing slide, you:

A. Delete the slide and insert a new one with the desired layout
B. Select the slide, then click an option to select the new layout
C. Right-click and choose Format Slide
D. Go to Insert > Layout



**1792.** To COPY AND PASTE a slide, after selecting the slide and clicking Copy, you must:

A. Press Ctrl + V anywhere on the screen
B. Click inside the slides tab on the left task pane, move the insertion point to the desired location,
C. Right-click the slide thumbnail and choose Duplicate
D. Drag the slide to the new position



**1793.** The keyboard shortcut to copy a slide is:

A. Ctrl + X
B. Ctrl + C
C. Ctrl + D
D. Ctrl + V



**1794.** To DELETE a slide in PowerPoint, which of the following methods can be used?

A. Select the slide then click Delete command in Slides group on Home tab, OR press the Delete
B. Right-click the slide and choose Remove
C. Choose Edit > Delete Slide
D. Drag the slide off the screen



**1795.** To MOVE a slide to a new position, you:

A. Cut and paste the slide to the new location
B. Select the slide in the left task pane, click and drag it to the new location, then release
C. Right-click and choose Move Slide
D. Use the Format menu



**1796.** The three view commands in the bottom-right corner of the PowerPoint window are:

A. Normal, Outline, and Slide Show
B. Normal, Slide Sorter, and Slide Show
C. Normal, Reading, and Presenter
D. Draft, Print, and Full Screen



**1797.** NORMAL view is described as:

A. A thumbnail view of all slides arranged horizontally
B. The default view where you create and edit slides; slides appear on the left task pane
C. A full-screen view of the presentation
D. A view for printing handouts

**1798.**

A. Fills the computer screen with the presentation
B. Shows slides in thumbnail form, presented horizontally, allowing you to see more slides at once
C. Shows only the slide outline
D. Shows slides in a vertical list



**1799.**

A. Shows slides as thumbnails
B. Is used for editing slides
C. Fills the computer screen with the presentation so you can see how it will appear to the audience
D. Shows notes alongside slides



**1800.** When saving a presentation for the FIRST TIME, which command must you use?

A. Save
B. Save As
C. Export
D. Publish



**1801.** The Save command (not Save As) saves the document:

A. With a new filename
B. To a different location
C. In its current location using the same file name
D. As a PDF automatically



**1802.** What is the default file format for PowerPoint 2013 and newer presentations?

A. .ppt
B. .pptm
C. .pptx
D. .ppsx



**1803.** The .pptm file format supports:

A. All versions of PowerPoint
B. Macros in PowerPoint 2013 and newer
C. Only read-only presentations
D. Video presentations



**1804.** The PowerPoint 97-2003 (.ppt) format is useful because:

A. It supports macros
B. Presentations in this format can be used by ALL versions of PowerPoint
C. It produces the smallest file size
D. It supports video embedding

**1805.** The PDF (.pdf) format is recommended when you want to:

A. Allow others to edit the presentation freely
B. Share files that you do not want to be changed
C. Create a video of the presentation
D. Run the presentation in Slide Show view automatically



**1806.** A presentation saved in PowerPoint Show (.pps or .ppsx) format will always open in:

A. Normal view
B. Slide Sorter view
C. Slide Show view
D. Outline view



**1807.** The Windows Media Video (.wmv) format is used for presentations that are:

A. Saved as templates
B. Saved as videos
C. Protected with passwords
D. Shared online



**1808.** In PowerPoint, text can be inserted into:

A. Only placeholders
B. Only text boxes
C. Both placeholders and text boxes
D. Only the title placeholder



**1809.** To DELETE text to the LEFT of the cursor, you press:

A. Delete key
B. Backspace key
C. Ctrl + D
D. Shift + Delete



**1810.** To DELETE text to the RIGHT of the cursor, you press:

A. Backspace key
B. Delete key
C. Ctrl + Delete
D. Shift + Backspace



**1811.** To SELECT text in PowerPoint, you:

A. Double-click anywhere in the text box
B. Place the insertion point next to the text, then click and drag the mouse over the text
C. Press Ctrl + A only
D. Right-click and choose Select All

**1812.** When you select text or images in PowerPoint, what appears to provide quick formatting access?

A. A dialog box
B. A hover toolbar with formatting options
C. The Format menu
D. The Drawing toolbar



**1813.** To format the FONT SIZE of text, after selecting the text you:

A. Right-click and choose Font Size
B. Click the drop-down arrow next to the font size box on the Home tab
C. Go to Insert > Font Size
D. Press Ctrl + Shift + P



**1814.** To format FONT COLOUR, after selecting the text you:

A. Click the fill colour button
B. Click the drop-down arrow next to the font colour box on the Home tab
C. Go to Format > Colour
D. Right-click and choose Text Colour



**1815.** The 'Increase Font Size' command increases the font size to:

A. Double the current size
B. The next standard font size
C. 72 points
D. A user-specified size



**1816.** The 'Strikethrough' command in PowerPoint:

A. Underlines the selected text
B. Makes a line through the text
C. Removes all formatting
D. Adds a shadow to the text



**1817.** The 'Text Shadow' command in PowerPoint:

A. Makes the text transparent
B. Adds a drop shadow to text
C. Changes the text colour to grey
D. Removes the text background



**1818.** The 'Clear All Formatting' command:

A. Deletes the selected text
B. Removes recent formatting changes from the selected text
C. Changes text to the default font
D. Removes the placeholder

**1819.** The 'Change Case' command in PowerPoint allows you to:

A. Change the font style
B. Try different capitalisation options without deleting and retyping text
C. Convert text to a different language
D. Change the text direction



**1820.** The four text alignment options in PowerPoint are:

A. Left, Centre, Right, Diagonal
B. Align Left, Centre, Align Right, Justify
C. Top, Middle, Bottom, Stretch
D. Left, Right, Up, Down



**1821.** The 'Justify' alignment option means text is:

A. Aligned only to the left margin
B. Centred between the margins
C. Equal on both sides, lining up to both the right and left margins
D. Aligned only to the right margin



**1822.** Text alignment commands in PowerPoint align text within:

A. The entire slide
B. The placeholder or text box that contains the text
C. The presentation as a whole
D. All slides simultaneously



**1823.** Text boxes in PowerPoint allow you to:

A. Only display images
B. Add text to any location on a slide beyond the predefined placeholder layouts
C. Only store hidden notes
D. Only display bullet points



**1824.** To INSERT a text box in PowerPoint, you:

A. Home tab > Insert > Text Box
B. Insert tab > Text group > Text Box command, then click and drag to desired width
C. Right-click the slide > Add Text Box
D. Double-click an empty area of the slide



**1825.** To RESIZE a text box, you:

A. Double-click the text box
B. Select the text box and drag one of the square sizing handles (sides) or circular handles (corners)
C. Right-click and choose Resize
D. Use Format > Size

**1826.** To ROTATE a text box in PowerPoint, you:

A. Right-click and choose Rotate
B. Click and drag the arrow (rotation) icon
C. Go to Format > Rotate
D. Press Ctrl + R



**1827.** A PowerPoint theme is defined as:

A. A single font applied to all text
B. A predefined combination of colours, fonts, and effects that can be applied to a presentation
C. A set of slide transitions
D. A collection of clip art images



**1828.** The default theme when creating a new presentation is:

A. Urban Theme
B. Apex Theme
C. Office Theme
D. Blank Theme



**1829.** To apply a theme in PowerPoint, you first select which tab?

A. Home tab
B. Insert tab
C. Design tab
D. View tab



**1830.** An advantage of applying a theme BEFORE adding text is that:

A. The text will be larger
B. The location of the text will not move when the theme is applied
C. The font is automatically set to Arial
D. Transitions are applied automatically



**1831.** When you apply a new theme, fonts that were previously changed using the font size and style

A. Reset to the theme's default fonts
B. NOT change - manually changed fonts are preserved
C. Double in size
D. Convert to the theme's heading font



**1832.** Background styles in PowerPoint are:

A. Applied before a theme is chosen
B. Fill variations based on theme colours, added after a theme is applied
C. Fixed and cannot be changed
D. Only available in black and white

**1833.** To apply a background style, you click the Background Styles command in which group and tab?

A. Themes group on the Home tab
B. Background group on the Design tab
C. Styles group on the Insert tab
D. Format group on the View tab



**1834.** Modifying theme colours, fonts, and effects in PowerPoint creates:

A. A new presentation file
B. A new custom theme that can be saved
C. A permanent change to all presentations
D. A new slide layout



**1835.** Bulleted and numbered lists in PowerPoint are used to:

A. Replace all text in a presentation
B. Arrange and format text to draw emphasis to specific information
C. Create tables and charts
D. Add animations to slides



**1836.** When you type text in a content placeholder, text that requires more than one line will:

A. Be cut off at the end of the line
B. Automatically wrap to the following line
C. Reduce in font size to fit
D. Move to the next slide



**1837.** To add a NEW BULLET to the next line when entering a list in a content placeholder, you press:

A. Tab
B. Shift + Enter
C. Enter
D. Ctrl + B



**1838.** To change the bullet style of an existing list, you select the text and then:

A. Right-click and choose Format Bullets
B. Click the drop-down arrow next to the Bullets command in the Paragraph group on the Home tab
C. Go to Insert > Bullet Style
D. Press Ctrl + Shift + B



**1839.** To DRAG AND DROP text to a new location in PowerPoint, you:

A. Right-click the text and choose Move
B. Select the text, click and drag it to the new location, then release the mouse button
C. Cut the text and paste it elsewhere
D. Use the Arrange menu

**1840.** To MOVE a text box to a different position on a slide, you:

A. Select text inside and drag it
B. Click the text box (cursor becomes a cross with arrows), then drag to the desired location and
C. Right-click and choose Move
D. Cut and paste the text box



**1841.** A content placeholder in PowerPoint can contain which of the following items?

A. Only text
B. Only images
C. Text, tables, charts, SmartArt, pictures, clip art, and media clips
D. Only charts and tables



**1842.** To select MORE COLOURS for font colour beyond the standard palette, you choose:

A. Custom Colors from the Home tab
B. More Colors at the bottom of the font colour list
C. Format > Advanced Colors
D. Right-click > Extra Colors



**1843.** The 'Decrease Font Size' command decreases the font size to:

A. Half the current size
B. The next smaller standard font size
C. 8 points
D. A user-specified smaller size



**1844.** When you switch to a different theme, the background styles are:

A. Removed entirely
B. Updated based on the new theme colours
C. Kept the same regardless of the theme
D. Converted to a plain white background



**1845.** To open a dialog box to make custom changes to the background colour, you select:

A. Design > Background > Custom
B. Format Background from the Background Styles menu
C. Home > Format > Background
D. Right-click > Edit Background



**1846.** The Bold, Italic, and Underline commands in PowerPoint are found in which group on the Home

A. Paragraph group
B. Slides group
C. Font group
D. Editing group

**1847.** To use a PICTURE as a bullet, after clicking the Bullets drop-down and selecting 'Bullets and

A. Symbol
B. Picture
C. Import
D. Custom



**1848.** To use your OWN image as a picture bullet, in the Picture Bullet dialog box you click:

A. Browse
B. Open
C. Import
D. Upload



**1849.** To use a SYMBOL as a bullet, after clicking the Bullets drop-down and selecting 'Bullets and

A. Picture
B. Insert
C. Customize
D. More



**1850.** When selecting a symbol bullet, to choose which font category of symbols to browse you use the:

A. Style drop-down menu
B. Font: drop-down menu in the Symbol dialog box
C. Insert tab
D. Character Map



**1851.** To select a different numbering style or switch to a numbered list, you click the drop-down arrow

A. Font group
B. Slides group
C. Paragraph group on the Home tab
D. Editing group



**1852.** To set the NUMBER at which a numbered list STARTS, you navigate to:

A. Insert > List > Start Number
B. Bullets drop-down > Bullets and Numbering > Numbered tab > Start at: field
C. Format > List > Begin At
D. Home > Paragraph > Number Start



**1853.** To REMOVE a bulleted or numbered list from text, you:

A. Select the text and press Delete
B. Select the list and click the Bullets or Numbering command to toggle it off
C. Right-click and choose Remove List
D. Go to Format > Remove List

**1854.** A table in PowerPoint is defined as:

A. A type of chart
B. A grid of cells arranged in rows and columns
C. A SmartArt diagram
D. A grouped set of text boxes



**1855.** To insert a table using a PLACEHOLDER command, after clicking the Insert Table command in

A. Drag to select table dimensions
B. Enter the number of columns and rows in the dialog box then click OK
C. Right-click and choose Table Size
D. Type the table data directly



**1856.** When a table is inserted, which two tabs appear on the Ribbon?

A. Insert and Format tabs
B. Design and Layout tabs (under Table Tools)
C. Home and View tabs
D. Page Layout and Review tabs



**1857.** To move the insertion point from cell to cell in a table, you can use:

A. Only the mouse
B. The mouse, the Tab key, or the arrow keys
C. Only the Tab key
D. Only the arrow keys



**1858.** To INSERT A ROW in a table using the Ribbon, after placing the insertion point at the preferred

A. Insert tab > Row
B. Table Tools > Layout > Rows & Columns group > Insert Above or Insert Below
C. Home > Insert > Row
D. Right-click > Add Row



**1859.** To INSERT A COLUMN in a table, after placing the insertion point at the preferred column you

A. Insert Left or Insert Right from the Rows & Columns group in Table Tools Layout
B. Home > Cells > Insert Column
C. Right-click > New Column
D. Insert tab > Column



**1860.** To DELETE A ROW in a table using the Ribbon, from the Rows & Columns group you click

A. Delete Table
B. Delete Rows
C. Remove Row
D. Clear Row

**1861.** To DELETE A COLUMN in a table using the Ribbon, from the Rows & Columns group you click

A. Delete Table
B. Delete Rows
C. Delete Columns
D. Clear Column



**1862.** An alternate method to insert or delete rows and columns in a table is to:

A. Use the keyboard shortcut Ctrl + Insert
B. Place the insertion point in the row/column, right-click the table, and select an Insert/Delete option
C. Drag the row/column border
D. Use the Format menu



**1863.** To insert a table using RIBBON COMMANDS (not a placeholder), after selecting the Insert tab

A. Click Table > drag over diagram squares to select columns and rows > click to insert
B. Click Insert Table > type dimensions > press Enter
C. Click SmartArt > choose Table
D. Click Picture > Insert Table



**1864.** To insert a picture from the Ribbon in PowerPoint, you:

A. Home tab > Insert Picture
B. Insert tab > Insert Picture command in the Illustrations group > locate and select the picture >
C. Right-click slide > Insert Image
D. View tab > Pictures



**1865.** When a picture is inserted from the Ribbon or a placeholder, it is centered:

A. At the top-left corner of the slide
B. In the middle of any selected slide placeholders
C. At the bottom of the slide
D. At the position of the last clicked point



**1866.** To RESIZE a picture using CORNER sizing handles (to maintain proportions), you:

A. Click a side handle and drag
B. Click a corner sizing handle and drag while holding the mouse button
C. Double-click the picture
D. Use Format > Size



**1867.** Using the SIDE sizing handles to resize a picture:

A. Maintains the picture's proportions
B. Changes the picture's size but does NOT maintain the same proportions
C. Rotates the picture
D. Crops the picture

**1868.** The green circle that appears when a picture is selected is the:

A. Resize handle
B. Free Rotate feature
C. Crop tool
D. Move handle



**1869.** To MOVE a picture to a different location on a slide, you:

A. Right-click and choose Move
B. Click the picture (cursor becomes a cross with arrows), drag to the desired location, then release
C. Cut and paste the picture
D. Use Format > Position



**1870.** When you select a picture in PowerPoint, which tab appears on the Ribbon?

A. Drawing Tools Format tab
B. Picture Tools Format tab
C. Image Tools Design tab
D. Insert Tools tab



**1871.** To apply a PICTURE STYLE, after selecting the picture and the Format tab you:

A. Click Picture Effects
B. Click the More drop-down arrow to display all picture styles, hover to preview, then click to apply
C. Right-click and choose Style
D. Use the Design tab



**1872.** To CHANGE THE SHAPE of a picture, after selecting the picture and the Format tab you:

A. Click Crop and select a shape
B. Click the Picture Shape icon, then click a shape from the menu
C. Right-click and choose Change Shape
D. Use SmartArt conversion



**1873.** To ADD A BORDER to a picture, after selecting the picture and the Format tab you:

A. Click Picture Effects > Glow
B. Click the Picture Border command, select a colour, then use Weight to adjust border width
C. Right-click and choose Add Border
D. Use the Home tab > Borders



**1874.** Which of the following is NOT listed as one of the picture modification tools available from the

A. Cropping pictures
B. Compressing pictures
C. Animating pictures
D. Recolouring pictures

**1875.** SmartArt in PowerPoint allows you to:

A. Insert audio and video clips
B. Create and customise designer-quality diagrams, and convert bulleted lists into diagrams
C. Apply transitions between slides
D. Create pivot tables



**1876.** To insert a SmartArt from the Ribbon, you navigate to:

A. Home tab > SmartArt
B. Insert tab > SmartArt command in the Illustrations group
C. Design tab > SmartArt
D. View tab > Diagrams



**1877.** To align objects precisely in PowerPoint (rather than dragging manually), you use:

A. The ruler only
B. The Align command in the Arrange group on the Format tab
C. The Format Cells dialog
D. The View > Gridlines option only



**1878.** To select MULTIPLE OBJECTS for alignment, you:

A. Hold Shift and click each object
B. Click and drag your mouse to form a selection box around the objects, then release
C. Press Ctrl + A to select all objects
D. Both A and B are correct



**1879.** How many BASIC alignment options are available in the Align menu?

A. Four
B. Five
C. Six
D. Eight



**1880.** When 'Align Selected Objects' is active and you choose 'Align Top', the result is:

A. All objects align to the top of the slide
B. The tops of the selected objects align with each other
C. All objects move to the centre of the slide
D. Objects are distributed evenly from top to bottom



**1881.** When 'Align to Slide' is active and you choose 'Align Top', the result is:

A. The tops of selected objects align with each other
B. All selected objects align to the top of the slide
C. Objects are centred on the slide
D. Objects are grouped together

**1882.** In addition to the six basic alignment options, the Align menu also provides options to:

A. Rotate objects 90 degrees
B. Distribute objects horizontally or vertically
C. Group and ungroup objects
D. Change the stacking order of objects



**1883.** The purpose of GROUPING objects in PowerPoint is to:

A. Merge objects into a single shape permanently
B. Combine multiple objects into one so they can be moved and positioned as a single unit
C. Lock objects so they cannot be edited
D. Apply the same formatting to all objects



**1884.** To GROUP objects, after selecting them and going to the Format tab, you:

A. Click Arrange > Align > Group
B. Click the Group command in the Arrange group, then select Group from the menu
C. Right-click and choose Merge
D. Click SmartArt > Group



**1885.** After objects are grouped, what visual indicator shows they are now one group?

A. A coloured border around each object
B. A single box with sizing handles that includes all the selected objects
C. All objects turn grey
D. A group icon appears in the corner



**1886.** When moving a grouped object, the cursor becomes:

A. A hand pointer
B. A four-arrow cross
C. A two-headed arrow
D. A magnifying glass



**1887.** To UNGROUP objects, after selecting the grouped object and the Format tab you:

A. Click Group command > Ungroup from the menu
B. Press Ctrl + Shift + G
C. Right-click > Separate Objects
D. Delete the group and reinsert each object



**1888.** To ROTATE an object using the Ribbon, after selecting the object and the Format tab you:

A. Click Flip > Rotate
B. Click the Rotate command in the Arrange group, hover over options for live preview, then select
C. Right-click and choose Rotate Object
D. Use the Order command

**1889.** In PowerPoint, when objects are inserted onto a slide, each object is stacked in the order it was

A. The object inserted first
B. The object inserted last (most recently inserted)
C. The largest object
D. The object with text



**1890.** 'Send to Back' command sends the selected object to:

A. One layer back
B. The very back (very bottom layer) of the stack
C. Behind the slide background
D. A separate slide



**1891.** 'Send Backward' command sends the selected object:

A. To the very back of the stack
B. Back one layer
C. To a different slide
D. Behind the slide background



**1892.** To use the 'Send to Back' command, after selecting the object and the Format tab you:

A. Click Arrange > Move Back
B. Click the Send to Back command, then select 'Send to Back' or 'Send Backward'
C. Right-click > Order > Back
D. Click Group > Send Back



**1893.** 'Bring to Front' command sends the selected object to:

A. One layer forward
B. The front of the stack - the top layer
C. A new slide
D. The centre of the slide



**1894.** 'Bring Forward' command moves the selected object:

A. To the very front of the stack
B. Forward one layer
C. To the front of the slide
D. Above the slide title



**1895.** To use the 'Bring to Front' command, after selecting the object and the Format tab you:

A. Click Send to Back > Reverse
B. Click the Bring Forward command, then select 'Bring to Front' or 'Bring Forward'
C. Right-click > Order > Front
D. Click Group > Bring Front

**1896.** Which of the following is the correct sequence to insert a table using the Ribbon?

A. Insert tab > Table > drag over diagram squares > click to insert
B. Home tab > Table > Select Dimensions > Insert
C. Design tab > Table > New Table
D. View tab > Insert Table > drag squares



**1897.** Which tab do you select to access the Align and Group commands for objects?

A. Home tab
B. Insert tab
C. Format tab (Picture/Drawing Tools)
D. Design tab



**1898.** Manually dragging objects to align them is described as:

A. The best way to achieve precision alignment
B. Guesswork that will never give the best result and can take a great deal of time
C. The only method available in PowerPoint
D. Faster than using the Align command



**1899.** To insert a SYMBOL bullet in PowerPoint, the correct dialog path is:

A. Insert > Symbol > Apply as Bullet
B. Bullets drop-down > Bullets and Numbering > Bulleted tab > Customize > select font and symbol
C. Home > Font > Special Characters > Bullet
D. Format > Bullets > Symbol Library



**1900.** Using corner handles vs. side handles when resizing a picture: which maintains proportions?

A. Side handles maintain proportions
B. Corner handles maintain proportions
C. Both maintain proportions equally
D. Neither maintains proportions



**1901.** Which command would you use to send an object ONE layer backward without sending it all the

A. Send to Back
B. Send Backward
C. Bring Forward
D. Bring to Front



**1902.** The SmartArt task pane appears when you click the SmartArt command on which tab?

A. Home tab
B. Design tab
C. Insert tab
D. View tab

**1903.** To convert a bulleted list into a SmartArt diagram, you use the:

A. Design tab > Convert to SmartArt
B. SmartArt diagram tool (SmartArt feature)
C. Insert > Diagram > Convert
D. Right-click > Promote to SmartArt



**1904.** In table navigation, pressing the TAB key moves the insertion point:

A. To the next row down
B. From cell to cell across the table
C. Out of the table
D. To the previous cell



**1905.** To delete a row from a table using the RIGHT-CLICK method, you:

A. Select the row and press Delete
B. Place the insertion point in the row, right-click the table, and select a Delete option from the menu
C. Drag the row off the slide
D. Use Format > Remove Row



**1906.** The Picture Tools Format tab appears on the Ribbon:

A. Always, at all times
B. Only when a picture is selected
C. Only when the Design tab is active
D. Only during Slide Show view



**1907.** After ungrouping objects, the grouped object appears as:

A. A single object with a different colour
B. Separate individual objects
C. Objects merged into a shape
D. Hidden objects that must be un-hidden



**1908.** The six basic alignment options are: Align Left, Align Centre, Align Right, and:

A. Align Top, Align Middle, Align Bottom
B. Align Top, Align Centre, Align Floor
C. Align Up, Align Down, Align Middle
D. Align Top, Align Base, Align Bottom



**1909.** When inserting a numbered list starting at a number OTHER THAN 1, you enter the starting

A. Slide number field
B. 'Start at:' field on the Numbered tab of the Bullets and Numbering dialog
C. Header text box
D. Sequence field of the Insert tab

**1910.** After inserting a table using a placeholder, what must you do to add content?

A. Save the file first
B. Enter text into the table cells
C. Apply a table style first
D. Insert rows before typing



**1911.** Which picture modification tool allows you to reduce the file size of pictures in a presentation?

A. Recolour
B. Reset
C. Compress Pictures
D. Crop



**1912.** The Rotate command for objects is found in which group on the Format tab?

A. Size group
B. Picture Styles group
C. Arrange group
D. Adjust group



**1913.** When 'Align Selected Objects' is chosen from the Align menu, alignment is relative to:

A. The slide edges
B. The other selected objects
C. The centre of the presentation
D. The slide title placeholder



**1914.** Which of the following statements about object stacking order in PowerPoint is correct?

A. Objects inserted first appear on top
B. Objects inserted last appear on top by default
C. Largest objects always appear on top
D. Text boxes always appear on top



**1915.** To add a border with a specific line WEIGHT (thickness) to a picture, after clicking Picture Border

A. Select Thickness from the menu
B. Select Weight from the menu and choose a line weight
C. Type the width in the border dialog
D. Use the Format Cells dialog



**1916.** The SmartArt feature in PowerPoint can be used to:

A. Insert audio and video only
B. Create designer-quality diagrams and convert bulleted lists into diagrams
C. Apply slide transitions
D. Sort and filter table data

**1917.** A movie can be inserted into a PowerPoint presentation from:

A. Only the internet
B. A file on your computer or from the Microsoft Office clip organizer
C. Only a USB drive
D. Only the Microsoft Store



**1918.** To insert a movie from a file, after selecting the Insert tab you click the drop-down arrow on the

A. Illustrations group
B. Text group
C. Media group
D. Links group



**1919.** After inserting a movie onto a slide, a dialog box appears asking you to choose between:

A. Loop or Stop
B. Automatically or When Clicked
C. Full Screen or Window
D. Mute or With Sound



**1920.** When a movie is inserted onto a slide, which tabs appear on the Ribbon?

A. Movie Tools Options tab and Picture Tools Format tab
B. Video tab and Audio tab
C. Media tab and Format tab
D. Insert tab and Design tab



**1921.** The sizing handles for a movie clip work:

A. Differently from pictures - movies cannot be resized
B. The same as with pictures, text boxes, and shapes
C. Only for width, not height
D. Only through the Format tab dialog box



**1922.** To DELETE a media clip from a slide, you:

A. Right-click and choose Remove Media
B. Select the movie or clip and click the Delete key
C. Go to Insert > Delete Media
D. Use the Undo command



**1923.** If a slide layout has a content placeholder, to insert a movie you click:

A. The Insert Movie from File button in the Ribbon
B. The Insert Media Clip command in the placeholder
C. Right-click the placeholder > Insert Movie
D. The Video icon on the Design tab

**1924.** PowerPoint allows you to add sound to your presentation using which of the following sources?

A. Only from the internet
B. A sound file on your computer, the clip organizer, or tracks from an audio CD
C. Only from a microphone recording
D. Only from the Microsoft Office clip organizer



**1925.** To insert a sound file from your computer, after selecting the Insert tab you click the drop-down

A. Illustrations group
B. Media Clips group
C. Text group
D. Links group



**1926.** After inserting a sound file, a dialog box appears. The 'Automatically' option means the sound will:

A. Play only when you click the sound icon
B. Start automatically as soon as the slide appears in Slide Show view
C. Loop continuously
D. Play at maximum volume



**1927.** After inserting a sound, what appears on the slide to indicate the sound is embedded?

A. A film strip icon
B. A sound icon
C. A speaker label
D. A waveform graphic



**1928.** Once sound is inserted, which tab appears on the Ribbon with audio controls?

A. Sound Tools Design tab
B. CD Audio Tools Options tab
C. Media Tools Format tab
D. Audio Playback tab



**1929.** The 'Preview' option in the Audio Tools Options allows you to:

A. See a thumbnail of the slide
B. Listen to the sound that will play
C. Preview the animation on the sound icon
D. Display the audio waveform



**1930.** The Volume control in Audio Tools Options allows you to set the volume to:

A. Any percentage from 0-100%
B. Low, medium, high, or mute
C. Only loud or soft
D. Decibels only

**1931.** The 'Loop Until Stopped' audio option means the sound will:

A. Play only once then stop
B. Play continuously until you stop it by clicking or advancing to the next slide
C. Play only during transitions
D. Play at random intervals



**1932.** The 'Hide During Show' audio option allows you to:

A. Mute the sound during the slide show
B. Hide or display the sound icon during the slide show
C. Remove the sound permanently
D. Play the sound behind a video



**1933.** To change whether CD tracks play automatically or when clicked, you use the:

A. Volume drop-down menu
B. 'Play Track' drop-down menu in the Audio Tools Options
C. Transitions tab
D. Animation tab



**1934.** PowerPoint gives you the ability to view your presentation in how many different ways?

A. Two
B. Three
C. Four
D. Five



**1935.** The slide view commands are located at the:

A. Top-left corner of the PowerPoint window
B. Bottom, right side of the PowerPoint window
C. Centre of the Ribbon
D. View tab only



**1936.** Three of the four views are visible from the default view, which is:

A. Slide Sorter
B. Reading View
C. Normal
D. Slide Show



**1937.** Normal View is the view where you:

A. See miniature slides arranged on screen to drag and reorder
B. Create and edit your slides, and move slides in the Slides tab on the left task pane
C. Fill the screen with a single slide as the audience will see it
D. Print handouts

**1938.** Slide Sorter View is described as a view where:

A. You create and edit slides one at a time
B. Miniature slides are arranged on screen; you can drag and drop to reorder and confirm all slides
C. The computer screen is filled with the slide for the audience
D. You type speaker notes



**1939.**

A. Shows slides as small thumbnails
B. Fills the computer screen with a slide and is what the audience will see, with an additional
C. Displays only text outlines of slides
D. Shows speaker notes alongside slides



**1940.** In Slide Show view, which keys can be used to move FORWARD through the slides?

A. Arrow keys, Page Down, Space bar, and Enter key
B. Only the mouse click
C. Only the Enter key
D. F5 only



**1941.** To END a slide show in Slide Show view, you press:

A. Enter
B. Space bar
C. Esc
D. F5



**1942.** To access the Print options in PowerPoint, you click the File tab and then:

A. Select Export
B. Click Print - the Print Preview displays on the right and Print settings on the left
C. Click Save As
D. Select Share



**1943.** The four print range options available in the Print Settings drop-down are:

A. All Slides, Current Slide, Selection, Custom Range
B. Print All Slides, Print Selection, Print Current Slide, and Custom Range
C. All Pages, Current Page, Odd Pages, Even Pages
D. Slides, Handouts, Notes, Outline



**1944.** When printing HANDOUTS, how many slides per page is the default?

A. 2
B. 4
C. 6
D. 9

**1945.** If you change the handout layout to 3 slides per page, this is useful because:

A. It saves more paper
B. It provides room for the audience member to take notes
C. It shows slides in full resolution
D. It prints speaker notes automatically



**1946.** Notes Pages can be printed if:

A. The presentation is saved in .ppsx format
B. You typed speaker notes for the slides
C. The slide has animations
D. The slide has transitions applied



**1947.** Which of the following can be chosen as a print option in PowerPoint?

A. Slides, handouts, notes pages, or an outline
B. Only slides or handouts
C. Only colour or black and white
D. Only full-page slides or notes



**1948.** Animation in PowerPoint refers to:

A. The movement of slides as they change from one to another
B. The movement of text and objects ON the slide
C. The rotation of the entire presentation
D. The sound effects added to slides



**1949.** The purpose of animation effects in PowerPoint is to:

A. Make the presentation file smaller
B. Draw the audience's attention to specific content or make the slide easier to read
C. Automatically advance slides
D. Add sound to the presentation



**1950.** To apply an animation effect to text or an object, after selecting it you:

A. Right-click and choose Animate
B. Select the Animations tab, move cursor over options for live preview, then click to select
C. Go to Insert > Animation
D. Use the Design tab > Effects



**1951.** To REMOVE an animation effect, after selecting the Animations tab you:

A. Press the Delete key
B. Click the drop-down arrow by the animations group and click 'None'
C. Right-click the object and choose Remove Animation
D. Use Ctrl + Z

**1952.** The four categories of animation effects available when clicking 'Add Animation' are:

A. Open, Close, Move, Fade
B. Entrance, Emphasis, Exit, and Motion Path
C. Fly In, Spin, Grow, Bounce
D. Start, Middle, End, Loop



**1953.** To PREVIEW an animation in Normal view (without switching to Slide Show view), you click:

A. The Play button in the Animations group
B. Preview, located in the Preview group of the Animations tab on the Ribbon
C. The Slide Show button
D. F5



**1954.** To preview an animation in SLIDE SHOW VIEW, you:

A. Click Preview in the Animations tab
B. Click 'Slide Show' to enter Slide Show view, then press Esc to return to Normal view
C. Press F1
D. Use the View tab > Preview



**1955.** To REORDER animation effects, after selecting the Animations tab and opening the Custom

A. Drag and drop animations directly on the slide
B. Select the animation effect to move, then click the arrows at the bottom of the task pane
C. Right-click the animation and choose Move Up/Move Down
D. Use the Format tab > Reorder



**1956.** Transition effects in PowerPoint are defined as:

A. The movement of text and objects on a slide
B. The movements you see when one slide changes to another in Slide Show view
C. The colour change between slides
D. The sound effects between slides



**1957.** What is the key difference between ANIMATION and TRANSITION in PowerPoint?

A. Animations are louder than transitions
B. Animation refers to movements of text/objects ON the slide; transitions refer to the movement of
C. Transitions apply to text only; animations apply to slides
D. There is no difference - they are the same thing



**1958.** To apply a transition to ONE SLIDE, after selecting the slide and the Transitions tab you:

A. Right-click the slide and choose Add Transition
B. Click the More drop-down arrow to display all transition effects, then click one to apply it
C. Use the Animations tab > Transitions
D. Press F5 and select a transition

**1959.** By default, how many transitions are applied to each slide?

A. One default transition (Fade)
B. No transition - None is applied by default
C. The same transition as the previous slide
D. A random transition



**1960.** To apply a transition to ALL SLIDES in the presentation, after selecting and applying the transition

A. Ctrl + A then Apply
B. Apply To All
C. Select All Slides then Apply
D. Copy Transition > Paste to All



**1961.** A star 'Play Animations' icon appears beneath a slide in the Slides tab when:

A. The slide has a picture
B. The slide has a transition effect or animation effects applied to it
C. The slide contains a table
D. The slide has speaker notes



**1962.** To REMOVE a transition from a specific slide, after selecting the slide and the Transitions tab you:

A. Press Delete
B. Click 'None' in the Transition to This Slide group
C. Right-click and choose Remove Transition
D. Use Ctrl + Z



**1963.** To remove transitions from ALL slides at once, you:

A. Click None then Ctrl + A
B. Click None in the Transition to This Slide group, then click Apply To All
C. Delete all slides and reinsert them
D. Use Edit > Remove All Transitions



**1964.** You can preview a transition effect by:

A. Running the full presentation only
B. Hovering over a slide transition effect in the Transitions tab to see a live preview
C. Right-clicking the slide thumbnail
D. Pressing F9



**1965.** By default in Slide Show view, how do you advance to the next slide?

A. Press F5
B. Click your mouse
C. Wait for the automatic timer
D. Press Tab

**1966.** The default slide advance setting is defined in which group on the Transitions tab?

A. Timing group
B. Transition to This Slide group
C. Advance group
D. Slide Show group



**1967.** Automatic slide timing is particularly useful for:

A. Presentations with speaker notes
B. Unattended presentations such as at a trade show booth
C. Presentations with many animations
D. Presentations saved in PDF format



**1968.** To set automatic timing for slides, after viewing slides in Slide Sorter view and selecting a slide,

A. Duration field
B. 'Automatically After' field in the Advance Slide section
C. Start Time field
D. Delay field



**1969.** To apply the SAME transition timing to all slides at once, you:

A. Set the timing on the first slide only
B. Set the timing on one slide then click 'Apply to All'
C. Use a macro
D. Enter the timing in the Slide Properties dialog



**1970.** Which of the following correctly distinguishes Transition from Animation in PowerPoint?

A. Transitions animate objects on a slide; animations change slides
B. Transitions are the slide-to-slide movement; animations are movements of text/objects on the
C. Transitions are sounds; animations are visual effects
D. There is no difference between them



**1971.** The 'Automatically' movie start option means the movie begins playing:

A. When the presenter clicks the movie
B. As soon as the slide appears in Slide Show view
C. When the presentation is opened
D. After a 5-second delay



**1972.** In Print settings, to print only a specific range of slide numbers, you select:

A. Print Selection
B. Print Current Slide
C. Custom Range
D. Print All Slides

**1973.** Which view is best for confirming all needed slides are present and none have been deleted?

A. Normal View
B. Slide Show View
C. Slide Sorter View
D. Reading View



**1974.** To apply a transition to just ONE specific slide (not all slides), you do NOT click:

A. The Transitions tab
B. The More drop-down arrow for transition effects
C. Apply To All
D. The desired transition effect



**1975.** The four categories of PowerPoint animations accessible via 'Add Animation' are:

A. Fast, Medium, Slow, Custom
B. Entrance, Emphasis, Exit, Motion Path
C. Fly, Fade, Zoom, Spin
D. Start, During, After, Repeat



**1976.** Sound in PowerPoint can be customised so that it plays:

A. Only on one specific slide
B. Through the entire presentation or only on one slide - PowerPoint allows full customisation
C. Only when the file is first opened
D. Only when the file is printed



**1977.** After applying a transition effect to a slide, the star 'Play Animations' icon is visible in:

A. The Ribbon only
B. The Slides tab in the left task pane and in Slide Sorter view
C. The status bar at the bottom only
D. The Backstage view only



**1978.** To grayscale a printed PowerPoint presentation (instead of colour), you select this option in:

A. The Design tab before printing
B. The Print settings (choose to print in grayscale or colour)
C. The Slide Show tab
D. The Format Background dialog



**1979.** Which audio option allows you to change the specific CD track and the point in the track where

A. Volume control
B. Loop Until Stopped
C. Edit the Track and Time fields
D. Hide During Show

**1980.** Pressing the ENTER KEY in Slide Show view will:

A. End the slide show
B. Advance to the next slide
C. Play the current animation
D. Pause the presentation



**1981.** The 'When Clicked' option for movies or sounds means the media will play:

A. As soon as the slide appears
B. When you click the movie or sound icon during the slide show
C. After a 3-second delay
D. Only once throughout the presentation



**1982.** To print a PowerPoint presentation as an OUTLINE (text only, no slide graphics), you select this

A. File > Export > Outline
B. The 'What to print' section of Print settings
C. View > Outline then print
D. Design tab > Print Outline



**1983.** To set slide timing in Slide Sorter view, after selecting a slide and the Transitions tab, you enter

A. The Duration field
B. The arrows or by typing in the 'Automatically After' field in the Advance Slide section
C. The Timing dialog box
D. The Rehearse Timings button



**1984.** Which of the following is a correct statement about the Entrance animation category?

A. It controls how an object leaves the slide
B. It controls how an object appears/enters onto the slide
C. It emphasises an object already visible on the slide
D. It defines a custom path for the object to follow



**1985.** You can print speaker notes in PowerPoint by selecting which print option?

A. Handouts
B. Outline
C. Notes Pages
D. Full Page Slides



**1986.** Which of the following correctly summarises the content of the CSM 183 course covered in these

A. Microsoft Word and Access only
B. Microsoft Excel (spreadsheets, formulas, functions, charts, sorting, filtering) and Microsoft
C. Microsoft PowerPoint only
D. Only Microsoft Excel functions and formulas

**1987.** To avoid replacing existing data when dragging the fill handle, which check box must be selected?

A. Enable Fill Handle
B. Alert before overwriting cells
C. Protect Sheet
D. Lock Cells



**1988.** After dragging the fill handle, the Auto Fill Options button appears. What does clicking 'Fill

A. Fills the cell contents but not the format
B. Fills only the cell formats without copying contents
C. Fills both contents and formats
D. Clears the cell contents



**1989.** What does 'Fill Without Formatting' do when selected from the Auto Fill Options button?

A. Fills only the cell formats
B. Fills only the cell contents without applying the source format
C. Fills both content and format
D. Deletes all formats in the selected range



**1990.** To turn off the Auto Fill Options button so it does not appear after dragging the fill handle, you

A. File Tab → Options → Advanced → Cut, Copy and Paste → uncheck Show Paste Options buttons
B. Home Tab → Editing → Fill → Hide Options
C. Review Tab → Options → Uncheck AutoFill
D. View Tab → Show → Uncheck Fill Options



**1991.** To fill the active cell with the contents of the cell directly above it, which keyboard shortcut is used?

A. Ctrl + R
B. Ctrl + D
C. Ctrl + U
D. Ctrl + F



**1992.** To fill a cell with the contents of the cell to its left, which keyboard shortcut is used?

A. Ctrl + D
B. Ctrl + L
C. Ctrl + R
D. Ctrl + Left



**1993.** When dragging the fill handle, if you drag up or to the left and stop within the selected cells without

A. Excel extends the series upward
B. Excel deletes all data within the selection
C. Excel copies the data in reverse order
D. Nothing happens

**1994.** To automatically fill a formula downward into all adjacent cells that it applies to, you can:

A. Press Ctrl + D once
B. Double-click the fill handle of the cell containing the formula
C. Drag the fill handle down slowly
D. Press F4 to lock the formula



**1995.** To fill a series using the fill handle, what must be typed after entering the starting value?

A. The final value of the series
B. A value in the next cell to define a pattern
C. The step value in a dialog box
D. A formula starting with =



**1996.** If you enter '2' in the first cell and leave the second cell blank, what series does Excel create when

A. 2, 4, 6, 8...
B. 2, 2, 2, 2...
C. 2, 3, 4, 5...
D. 2, 0, 2, 0...



**1997.** If the initial selection in the fill handle is 'Mon', what is the extended series?

A. Mon, Mon, Mon...
B. Mon, Wed, Fri...
C. Tue, Wed, Thu...
D. Mon, Tue, Wed...



**1998.** If the initial selection for a fill series is 'Jan, Mar', what would the extended series be?

A. Apr, May, Jun...
B. May, Jul, Aug, Oct...
C. Feb, Apr, Jun...
D. Apr, Jun, Aug...



**1999.** If the initial selection is 'Product 1', what does the extended fill series produce?

A. Product A, Product B...
B. Product 2, Product 3...
C. Product 1, Product 1...
D. Product 11, Product 12...



**2000.** To fill a series in decreasing order using the fill handle, you should drag:

A. Down or to the right
B. Up or to the left
C. In a circular motion
D. Diagonally

**2001.** Using the right mouse button to drag the fill handle over a range gives access to:

A. The Format Cells dialog box
B. A shortcut menu with commands to specify the type of series
C. The Insert Function dialog
D. The Name Manager



**2002.** The 'Linear' option in the Series dialog box creates a series by:

A. Multiplying each value by the step value
B. Adding the step value to each cell value in turn
C. Filling dates incrementally
D. Producing the same results as dragging the fill handle



**2003.** The 'Growth' option in the Series dialog box creates a series by:

A. Adding the step value to each cell value
B. Multiplying the step value by each cell value in turn
C. Filling only dates
D. Producing the same results as dragging the fill handle



**2004.** To suppress AutoFill so that values are copied rather than extended as a series, you:

A. Press Alt while dragging the fill handle
B. Hold down Ctrl while dragging the fill handle of a selection of two or more cells
C. Press Esc after dragging
D. Right-click and select Copy instead of Fill



**2005.** A custom fill series can contain which types of data?

A. Numbers only
B. Text only
C. Text or text mixed with numbers
D. Dates and times only



**2006.** To create a custom fill series based on an existing list in a worksheet, what is the first step?

A. Click File Tab → Options → Advanced → Edit Custom Lists
B. Select the list of items on the worksheet
C. Type the list in the Custom Lists box
D. Press Ctrl + Shift + L



**2007.** When creating a custom fill series from an existing list, what must be visible in the 'Import list from

A. The list contents typed manually
B. The cell reference of the list of items selected
C. The number of items in the list
D. The name of the worksheet

**2008.** To create a custom fill series based on a completely new list (not from worksheet data), after

A. Click EXISTING LIST and type entries
B. Click NEW LIST in the Custom lists box and type entries in the List entries box
C. Import from an external CSV file
D. Press Ctrl + N to start a new list



**2009.** To edit an existing custom fill series, after selecting the list in the Custom lists box you:

A. Delete and recreate it from scratch
B. Make changes in the List entries box and click Add
C. Press F2 to enter edit mode
D. Right-click and select Modify



**2010.** How is a formula defined in the context of Microsoft Excel?

A. Any data that places itself directly in a cell
B. Any data that does not place itself in a cell but generates a result (value or label)
C. A text entry that begins with a letter
D. A number stored in a cell



**2011.** According to the lecture, what would be the point of using an electronic worksheet like Excel

A. It would still be useful for data storage
B. There would be no point to using it
C. It would be useful only for graphing
D. It would function as a word processor



**2012.** Which of the following correctly describes what appears in the cell vs. the formula bar when a

A. The formula appears in the cell; the result appears in the formula bar
B. The result appears in the cell; the formula appears in the formula bar
C. Both the formula and result appear in the cell
D. Only the formula is visible; no result is shown



**2013.** To view the formula inside a cell (in-cell view) rather than in the formula bar, you can:

A. Single-click the cell
B. Press F2 or double-click the cell
C. Press Ctrl + F
D. Press F4



**2014.** Which of the following symbols can a valid Excel formula begin with?

A. @ or #
B. = , + or -
C. * or /
D. & or %

**2015.** In Excel, if B3 contains 10 and B4 contains 15, what is the result of the formula -B3+B4?

A. -25
B. 25
C. 5
D. -5



**2016.** Which operator is used for exponentiation in an Excel formula?

A. **
B. ^
C. EXP
D. //



**2017.** A formula in Excel can include which of the following components?

A. Only numbers and operators
B. Numeric and text constants, arithmetic operators, functions, parentheses, cell references and
C. Only cell references and functions
D. Only built-in functions



**2018.** What is one key advantage of using formulas in a worksheet?

A. Formulas prevent any changes to the spreadsheet
B. When cell entries change, the formula automatically recalculates and updates the result
C. Formulas make the file size smaller
D. Formulas convert numbers to text automatically



**2019.** When entering a formula, the target cell should ideally be:

A. A cell that already contains data
B. An empty cell, to avoid losing existing information
C. A cell formatted as text
D. A merged cell



**2020.** The formula =C4 * D8 in a worksheet cell means:

A. Add the contents of C4 and D8
B. Multiply the contents of cell C4 by the contents of cell D8
C. Divide C4 by D8
D. Raise C4 to the power of D8



**2021.** Cell references (also called addresses) in Excel are used to:

A. Format cell appearance
B. Refer to the contents of a cell or group of cells in a formula
C. Navigate between worksheets
D. Protect cells from editing

**2022.** A cell is identified by its row and column heading. What is the reference of the cell at the

A. 10B
B. B:10
C. B10
D. Col-B/Row-10



**2023.** Where is the cell reference of the active cell displayed in Excel?

A. In the title bar
B. In the Name Box at the left of the formula bar
C. In the status bar at the bottom
D. In the ribbon



**2024.** The least error-prone method of entering cell references in a formula is:

A. Typing the cell addresses manually
B. Pointing to (clicking) the cell you want to include
C. Using the Name Manager
D. Copying and pasting the cell address



**2025.** When you click a cell to point to it while entering a formula, what visual indicator appears around

A. A solid red border
B. A moving dashed border (marquee)
C. A yellow highlight
D. A bold green outline



**2026.** How many main types of cell addressing are described in the lecture?

A. Two: Absolute and Relative
B. Three: Absolute, Relative and Mixed
C. Four: Absolute, Relative, Mixed and Circular
D. Five



**2027.** A relative cell reference in a formula is one that:

A. Always refers to a fixed cell regardless of where the formula is copied
B. Adjusts automatically when the formula is copied to another cell
C. Contains a dollar sign before both the column and row
D. Refers to a cell in a different workbook



**2028.** By default, when you enter a formula in Excel, cell addresses are treated as:

A. Absolute
B. Mixed
C. Relative
D. Circular

**2029.** If cell B5 contains the formula =(+B4-B3)/B2 and this formula is copied to cell Z6, what formula

A. =(+B4-B3)/B2
B. =(+Z5-Z4)/Z3
C. =(+Z6-Z5)/Z4
D. =(+A4-A3)/A2



**2030.** If the formula =SUM(B4:D4) is in cell F4 and copied relatively to cell F5, the formula in F5

A. =SUM(B4:D4)
B. =SUM(B5:D5)
C. =SUM(C5:E5)
D. =SUM(B4:D5)



**2031.** If =SUM(B5:D5) in cell F5 is copied to cell F10, the formula in F10 becomes:

A. =SUM(B5:D5)
B. =SUM(B10:D10)
C. =SUM(G10:I10)
D. =SUM(B6:D6)



**2032.** If =SUM(B4:D4)*A4 in cell F4 is copied to cell F5 using relative references, what does F5 display?

A. =SUM(B4:D4)*A4
B. =SUM(B5:D5)*A5
C. =SUM(B5:D5)*A4
D. =SUM(B4:D5)*A5



**2033.** An absolute cell reference is identified by which symbol preceding the column letter and/or row

A. & (ampersand)
B. # (hash)
C. $ (dollar sign)
D. @ (at sign)



**2034.** What does $A$5 represent in an Excel formula?

A. A relative reference to column A row 5
B. A permanent (absolute) link to cell A5
C. A mixed reference where the column is relative
D. A named range called A5



**2035.** If cell F4 contains =SUM(B4:D4)*$D$4 and it is copied to F5, what does F5 display?

A. =SUM(B4:D4)*$D$4
B. =SUM(B5:D5)*$D$5
C. =SUM(B5:D5)*$D$4
D. =SUM(B4:D5)*$D$5

**2036.** To make a cell reference absolute while typing a formula, you can press which function key when

A. F1
B. F2
C. F4
D. F8



**2037.** Each time F4 is pressed on a cell reference, the type of reference changes in which cycle?

A. A10 → $A10 → A$10 → $A$10 → A10
B. A10 → $A$10 → A$10 → $A10 → A10
C. A10 → A$10 → $A10 → $A$10 → A10
D. A10 → $A$10 → $A10 → A$10 → A10



**2038.** Absolute addressing is used when you need to:

A. Adjust both row and column references when copying
B. Maintain a permanent link to specific columns and/or rows when copying formulas
C. Create a circular reference
D. Reference a cell in a different worksheet



**2039.** A mixed cell reference combines which types of addressing?

A. Relative and circular
B. Absolute and relative
C. Circular and absolute
D. External and internal



**2040.** Which of the following is an example of a mixed cell reference?

A. A5
B. $A$5
C. $G5
D. A:5



**2041.** In the mixed reference G$5, what does this mean when the formula is copied?

A. Column G is fixed; row 5 adjusts
B. Row 5 is fixed; column G adjusts
C. Both column and row are fixed
D. Both column and row adjust



**2042.** In the formula =$A4 * B$3, how many mixed references are there?

A. Zero
B. One
C. Two
D. Four

**2043.** In the formula =$A4 * B$3, what happens to the reference $A4 when the formula is copied to a

A. Both column A and row 4 adjust
B. Column A stays fixed at A; only the row number adjusts
C. Row 4 stays fixed; column A adjusts
D. Both column and row remain fixed



**2044.** What is the main practical benefit of using mixed cell references?

A. They prevent any changes to the formula
B. They allow you to fill both column and row data using only one formula
C. They convert text to numbers automatically
D. They link data across different workbooks



**2045.** Circular addressing is described in the lecture as:

A. Fully supported and recommended in Excel
B. Not permitted in Excel (though Lotus 1-2-3 may not signal an error for it)
C. The same as mixed referencing
D. A method of linking cells across worksheets



**2046.** When pointing to a cell while building a formula, what mode does Excel switch to?

A. Edit mode
B. Point mode
C. Select mode
D. Formula mode



**2047.** To include a range of cells in a formula using the pointing method, you should:

A. Click the first cell, press Shift, then click the last cell
B. Drag across the range
C. Type the range address manually
D. Both A and B are correct



**2048.** After pointing to all cells needed in a formula, what key do you press to confirm the formula?

A. Tab
B. Esc
C. Enter
D. F2



**2049.** Which of the following is a valid Excel formula?

A. B3 + C3
B. =B3 + C3
C. B3 = C3
D. B3: C3

**2050.** Formulas in Excel can include built-in functions. Which of the following is an example of a built-in

A. =B3 * C3
B. =SUM(B4:D4)
C. =B3 + 100
D. =B3 - B4



**2051.** To fill a formula into adjacent cells to the right using a keyboard shortcut, you press:

A. Ctrl + D
B. Ctrl + R
C. Ctrl + F
D. Ctrl + Right



**2052.** Which referencing type should you use when a formula needs to always refer to a specific tax rate

A. Relative: B1
B. Mixed: B$1
C. Absolute: $B$1
D. Circular: B1→B1



**2053.** What is the result of entering the formula =COS(20) in an Excel cell?

A. An error, because COS is not an Excel function
B. The cosine of 20 radians
C. The text 'COS(20)'
D. The value 20



**2054.** When filling a series, if you type '1st Period' and drag the fill handle, what series does Excel

A. 1st Period, 1st Period, 1st Period...
B. 2nd Period, 3rd Period, 4th Period...
C. Period 2, Period 3, Period 4...
D. 1st Period, 2nd Period, 2nd Period...



**2055.** A formula that generates a label (text result) rather than a numeric value is:

A. Not permitted in Excel
B. Valid - a formula may generate either a value or a label
C. Only possible with absolute references
D. Only possible using the TEXT function



**2056.** Which of the following statements about Excel's handling of cell references is TRUE?

A. Excel treats all cell references as absolute by default
B. Excel treats all cell references as relative by default, unless a dollar sign is used
C. Excel uses mixed referencing by default
D. Excel requires the user to specify the reference type for every formula

## Answers

**1.** Microsoft Word

**2.** A word processor

**3.** Budget preparation

**4.** “Who” questions

**5.** Ctrl + ;

**6.** 2.4e4

**7.** Spacebar

**8.** Ctrl + -

**9.** Text

**10.** Copy and Paste

**11.** Alt

**12.** +

**13.** Relative

**14.** Sales!A10

**15.** +

**16.** FV()

**17.** Current date only

**18.** MIN()

**19.** IF(condition, value_if_true, value_if_false)

**20.** Ctrl + B

**21.** Merge & Center

**22.** Currency

**23.** Ctrl + Shift + %

**24.** CONCAT()

**25.** Is always an error

**26.** Word processing

**27.** Slide Sorter

**28.** Animation

**29.** Font styles

**30.** .pptx

**31.** Design

**32.** Use the Design tab and choose a new theme

**33.** Slide Master

**34.** Speaker Notes

**35.** Right-click the slide and select Duplicate Slide

**36.** Slide Sorter

**37.** F5

**38.** Speaker Notes

**39.** To apply a consistent design to all slides

**40.** Press Ctrl + N

**41.** Slide Show

**42.** Slide Master

**43.** Use the Align tool in the Home tab

**44.** To edit slide content

**45.** Export

**46.** Word Art

**47.** To edit slide content

**48.** Slide Show

**49.** Using the Slide Sorter view

**50.** Slide Sorter

**51.** Slide Master

**52.** F5

**53.** Use the Distribute Horizontally option

**54.** Slide Sorter

**55.** Creates custom slide layouts

**56.** Use the Design tab and choose a new theme

**57.** Slide Show tab

**58.** Slide Master

**59.** Using the Animation pane

**60.** Copy and paste slides from another presentation

**61.** Slide Master

**62.** Right-click on the object and choose Animation

**63.** Preview of upcoming slides

**64.** Save As PDF

**65.** Esc key

**66.** =MAX()

**67.** Click on the Freeze Panes option under the View tab

**68.** Alt + =

**69.** Calculates the variance of a range of values

**70.** AutoFill

**71.** Use the Insert tab and select a chart type

**72.** Rounds the value in cell A1 to the nearest hundred

**73.** Right-click and select Insert

**74.** =COUNTA()

**75.** Adds the values in cell A1 and compares it to 10

**76.** Use the Sort button under the Home tab

**77.** =AVERAGE()

**78.** =A1 * B1

**79.** Returns the current date and time

**80.** Worksheet Split

**81.** =UPPER()

**82.** =SUM()

**83.** Right-click and select Delete

**84.** 4

**85.** Use the Protect Sheet option under the Review tab

**86.** =SUM()

**87.** Adds the values in cell A1 and compares it to 10

**88.** =SUM()

**89.** Adds the values in column B and C

**90.** =AVERAGE()

**91.** Adds the values in cells A1 and B1

**92.** =UPPER()

**93.** Multiplies the values in cells A1 to A10

**94.** =LEN()

**95.** Current date only

**96.** =ROUND()

**97.** Counts the number of empty cells in the range A1:A10

**98.** =AVERAGE()

**99.** Converts the value in cell A1 to uppercase text

**100.** =SUMIF()

**101.** Converts the text in cell A1 to lowercase

**102.** =LEFT()

**103.** Rounds the value in cell A1 to the nearest integer

**104.** =JOIN()

**105.** Value in the third cell of the range A1:A10

**106.** .ppt

**107.** Slide Sorter

**108.** Design

**109.** Animation

**110.** Use the Slide Master

**111.** Slide Master

**112.** Delete the slide from the presentation

**113.** F5

**114.** Animation

**115.** Save As PDF

**116.** Press Ctrl + N

**117.** Normal

**118.** Apply animation effects to text and objects

**119.** Copy and paste

**120.** Use the Align tool in the Home tab

**121.** Allows you to edit slides during a presentation

**122.** Animation

**123.** To view all slides in the presentation

**124.** Use the Slide Master

**125.** F5

**126.** View a grid of all slides in the presentation

**127.** Share button

**128.** Use the Font dialog box for each text box

**129.** Esc key

**130.** Shift + Ctrl + !

**131.** Shift + Ctrl + !

**132.** Shift + Ctrl + !

**133.** Shift + Ctrl + !

**134.** Shift + Ctrl + !

**135.** Ctrl+2

**136.** Ctrl+2

**137.** Ctrl+2

**138.** Ctrl+2

**139.** Ctrl+B, Ctrl+I

**140.** Date

**141.** Abs

**142.** Ceiling

**143.** Sine

**144.** Degrees

**145.** Fact

**146.** Down

**147.** Returns the remainder of a division operation

**148.** The value of pi ($\pi$)

**149.** Sum

**150.** Max

**151.** The average of a range of numbers

**152.** Sqrt

**153.** It counts the number of cells that meet a specific condition

**154.** Join

**155.** The number of characters in a text string

**156.** Round

**157.** It calculates the average of a range of numbers

**158.** Mean

**159.** Removes leading and trailing spaces from a text string

**160.** Max

**161.** It calculates the standard deviation based on a sample

**162.** LEN

**163.** Returns the sum of a range of numbers

**164.** SIGN

**165.** It returns the current date and time

**166.** COUNTIF

**167.** It returns the maximum value in a set of values

**168.** RADIANS

**169.** Rounds a number to the nearest even integer

**170.** Remainder

**171.** Converts text to lowercase

**172.** Quotient

**173.** Joins together two or more text strings

**174.** LOG

**175.** Formats a number as text

**176.** MIN

**177.** Converts text to lowercase

**178.** SMALLEST

**179.** Returns the value of a cell in a specified row and column

**180.** Pressing an arrow key

**181.** Pressing Ctrl + C

**182.** Pressing enter

**183.** Pressing the Tab key

**184.** Replace cell references

**185.** Right-click the row heading where you want to insert the new row and select Insert from the shortcut

**186.** Save workbook

**187.** Select Edit > Select > Column from the menu

**188.** Select File>Properties form the menu and type 3 in the Copies to print text box.

**189.** Select the cell you want to place the formula into

**190.** Select the cells containing the title text plus the range over which the title text is to be centered

**191.** Select the column heading you want to delete and select the Delete Row button on the standard

**192.** Select Tools > Finder from the menu

**193.** Server

**194.** Shorten the label

**195.** Shows the location of the previously active cell

**196.** Smart tip

**197.** Solver

**198.** Split a worksheet into two panes

**199.** standard formulas

**200.** Text

**201.** The Alt key

**202.** The autosum button

**203.** The edit formula button

**204.** The Edit>Copy Format and Edit>Paste Format commands form the menu.

**205.** The entire worksheet

**206.** The word document cannot be edit

**207.** Title bar

**208.** Unfreeze panes command on the window menu

**209.** Use the excel menu bar and toolbars inside the word application

**210.** Values but not cell references

**211.** Vertical scroll bar

**212.** VisiCalc

**213.** When you use multiplication, division, or exponentiation in a formula

**214.** With the copy, paste and cut commands on the edit menu

**215.** With the right drag method

**216.** Word

**217.** Workbooks

**218.** Xls

**219.** You can use the format painter button on ly one time when you click it

**220.** Format cells containing numbers

**221.** FTP wizard

**222.** Geometric modeling tool

**223.** Goal seek

**224.** Hyperlinked placed in a word table

**225.** Input cells

**226.** It can contain text and data

**227.** Label

**228.** Labels, values, and formulas

**229.** Manipulate values

**230.** Exponentiation, Multiplication and division, positive and negative values

**231.** Multiply the selection by a copied value

**232.** None of these

**233.** Number

**234.** Option buttons

**235.** Page Break Preview.

**236.** Pie chart

**237.** Press Ctrl +Home

**238.** Press the Alt key

**239.** Press the Erase key

**240.** click the edit comment command on the insert menu

**241.** Click the object command on the insert menu

**242.** Click the save button on the standard toolbar from the menu

**243.** Clicking the formula button

**244.** Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower

**245.** Contents

**246.** Copy cell contents

**247.** Data will be entered in the adjacent cells

**248.** Delete the column from the worksheet

**249.** Deletes the object

**250.** Destination and users of the output data

**251.** DOC

**252.** Double click the object

**253.** Edit > Comments

**254.** Efficiency

**255.** End key

**256.** Excel 2000

**257.** Excel erases the original copy of the formula

**258.** extends a sequential series of data

**259.** Format > window

**260.** !A!1

**261.** ” (quote)

**262.** =

**263.** =10+50

**264.** =SUM(Sales)-A3

**265.** 128

**266.** 256

**267.** 256

**268.** 350

**269.** A chart legend

**270.** A chart plot area

**271.** A command used for data modeling

**272.** Accessing

**273.** Allow you to view a different worksheet

**274.** Apostrophe (&lsquo

**275.** Apostrophe (&lsquo

**276.** auto formatting

**277.** By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key

**278.** Can only add values in a range of cells

**279.** Cell names

**280.** !A!1

**281.** “ (quote)

**282.** =

**283.** =10+50

**284.** =SUM(Sales)-A3

**285.** 128

**286.** 256

**287.** 256

**288.** 350

**289.** A chart legend

**290.** A chart plot area

**291.** A command used for data modeling

**292.** Accessing

**293.** Allow you to view a different worksheet

**294.** Apostrophe (&lsquoWink

**295.** Apostrophe (&lsquoWink

**296.** auto formatting

**297.** By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key

**298.** Can only add values in a range of cells

**299.** Cell names

**300.** click the edit comment command on the insert menu

**301.** Click the object command on the insert menu

**302.** Click the save button on the standard toolbar from the menu

**303.** Clicking the formula button

**304.** Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower

**305.** Contents

**306.** Copy cell contents

**307.** Data will be entered in the adjacent cells

**308.** Delete the column from the worksheet

**309.** Deletes the object

**310.** Destination and users of the output data

**311.** DOC

**312.** Double click the object

**313.** Edit > Comments

**314.** Efficiency

**315.** End key

**316.** Excel 2000

**317.** Excel erases the original copy of the formula

**318.** extends a sequential series of data

**319.** Format > window

**320.** Format cells containing numbers

**321.** Geometric modeling tool

**322.** Manipulate values

**323.** Pressing an arrow key

**324.** Pressing Ctrl + C

**325.** Pressing enter

**326.** Pressing the Tab key

**327.** Replace cell references

**328.** Right-click the row heading where you want to insert the new row and select Insert from the shortcut

**329.** Save workbook

**330.** Select Edit > Select > Column from the menu

**331.** Select File>Properties form the menu and type 3 in the Copies to print text box.

**332.** Select the cell you want to place the formula into

**333.** Select the cells containing the title text plus the range over which the title text is to be centered

**334.** Select the column heading you want to delete and select the Delete Row button on the standard

**335.** Select Tools > Finder from the menu

**336.** Server

**337.** Shorten the label

**338.** Shows the location of the previously active cell

**339.** Smart tip

**340.** Solver

**341.** Split a worksheet into two panes

**342.** standard formulas

**343.** Text

**344.** The Alt key

**345.** The autosum button

**346.** The edit formula button

**347.** The Edit>Copy Format and Edit>Paste Format commands form the menu.

**348.** The entire worksheet

**349.** The word document can not be edit

**350.** Title bar

**351.** Unfreeze panes command on the window menu

**352.** Use the excel menu bar and toolbars inside the word application

**353.** Values but not cell references

**354.** Vertical scroll bar

**355.** VisiCalc

**356.** When you use multiplication, division, or exponentiation in a formula

**357.** With the copy, paste and cut commands on the edit menu

**358.** With the right drag method

**359.** Word

**360.** Workbooks

**361.** Xls

**362.** You can use the format painter button on ly one time when you click it

**363.** Hyperlink

**364.** Hyperlinked

**365.** IF

**366.** Insert

**367.** Insert

**368.** It can contain text and data

**369.** Line graphs and pie charts only

**370.** Lines and spaces

**371.** Looks up text that contain 'v'

**372.** May be turned off for display but turned on for printing

**373.** Moving the chart to a chart sheet before you print.

**374.** Multiplication and division, exponential positive and negative value

**375.** Nested

**376.** On the file menu, point to print area, and then click set print area.

**377.** On the Insert menu, click Symbol and from the currency symbols subset, select the Euro sign.

**378.** PMT (payments)

**379.** Point to speech on the tools menu, and then click show text to speech toolbar.

**380.** Pressing an arrow key

**381.** Pressing Ctrl + I on the keyboard

**382.** Pressing the Alt key

**383.** Pressing the Tab key

**384.** Printer selection

**385.** Range

**386.** Right click on column and select Pick from list

**387.** rotate text on the chart

**388.** Rows and columns

**389.** Save the workbook

**390.** Select both cells, and then drag the fill handle over the range you want, for instance 18 more rows

**391.** Select column D

**392.** Select the cells containing the title text and use the fill handle to center the text across a range of

**393.** Server

**394.** Show the formatting of a data label

**395.** Shows the location of the previously active cell

**396.** Single-click the boundary to the left to the column heading

**397.** size the worksheet to fit on the specific number of pages

**398.** Special shapes like stars and banners

**399.** Split a worksheet into two panes

**400.** Spreadsheet program

**401.** Standard

**402.** Tab key

**403.** The active cell must be A1

**404.** the Alt key

**405.** The Edit Formula button

**406.** The entire worksheet

**407.** the entire worksheet is displayed

**408.** The group button on the standard toolbar

**409.** The print density of characters

**410.** The Word document cannot be edited

**411.** There is an error in the cell

**412.** Unfreeze panes command on the window menu

**413.** Use Ctrl to select all three cells, then click the paste button on the standard toolbar

**414.** Use the Excel menu bar and toolbars inside the word application

**415.** Vertical scroll bar

**416.** View

**417.** View

**418.** view exactly where each page break occurs

**419.** When you have too much data to chart

**420.** When you use multiplication, division or exponentiation in a formula

**421.** With the copy, paste and cut commands on the edit menu

**422.** With the mouse pointer in Print Preview

**423.** With the right drag method

**424.** Word processing

**425.** Workday

**426.** You can automatically apply formatting to a data series

**427.** You can enter variable data on multiple worksheets at one time

**428.** You can use the format painter button only one time when you click it

**429.** Your name

**430.** current

**431.** in terms of

**432.** B2

**433.** avoided

**434.** Sheet5!A10

**435.** single quotation marks

**436.** two

**437.** Sheet4

**438.** comparison

**439.** ampersand (&)

**440.** range

**441.** space

**442.** algebra

**443.** negation (-)

**444.** exponentiation (^)

**445.** subtraction

**446.** same

**447.** parentheses

**448.** 8 (2^3)

**449.** range

**450.** letter

**451.** space

**452.** 255

**453.** Enter

**454.** Define Name

**455.** Name Manager

**456.** built-in

**457.** arguments

**458.** brackets / parentheses

**459.** nested

**460.** rate

**461.** function name

**462.** 30

**463.** no

**464.** NOW()

**465.** fixed

**466.** variable

**467.** commas

**468.** quotation marks ("")

**469.** Insert Function

**470.** argument

**471.** Function Arguments

**472.** result

**473.** SUM()

**474.** drop-down arrow

**475.** 477

**476.** twelve

**477.** Financial

**478.** Statistical

**479.** Web

**480.** serial

**481.** 1

**482.** opened

**483.** 35431.77083

**484.** decimal

**485.** time

**486.** year

**487.** DATEVALUE

**488.** 360

**489.** NETWORKDAYS

**490.** WEEKDAY

**491.** YEARFRAC

**492.** EOMONTH

**493.** PI/180 (P/180)

**494.** ABS

**495.** CEILING

**496.** FLOOR

**497.** COMBIN

**498.** EXP

**499.** MOD

**500.** GCD

**501.** INT

**502.** LN

**503.** LOG

**504.** QUOTIENT

**505.** RADIANS

**506.** DEGREES

**507.** COUNT

**508.** COUNTA

**509.** COUNTBLANK

**510.** COUNTIF

**511.** LARGE

**512.** SMALL

**513.** RANK

**514.** INTERCEPT

**515.** SLOPE

**516.** FORECAST

**517.** CORREL

**518.** STDEV

**519.** STDEVP

**520.** CHAR

**521.** CODE

**522.** DOLLAR

**523.** EXACT

**524.** FIXED

**525.** REPT

**526.** SUBSTITUTE

**527.** equal

**528.** pv (present value)

**529.** nper

**530.** rate

**531.** 0

**532.** 1

**533.** 0

**534.** PMT

**535.** 60

**536.** FV

**537.** 15*12 (180)

**538.** PV

**539.** PPMT

**540.** IRR

**541.** SLN

**542.** True

**543.** 0

**544.** FALSE

**545.** reverses

**546.** all

**547.** all

**548.** logical

**549.** logical_test

**550.** compound

**551.** true

**552.** double quotation marks

**553.** nested

**554.** 1.5

**555.** Microsoft Word

**556.** Microsoft Access

**557.** Microsoft PowerPoint

**558.** spreadsheet

**559.** Electronic

**560.** accounting

**561.** rows

**562.** columns

**563.** automated

**564.** budgets

**565.** variance (ANOVA) / regression

**566.** 'what if...?'

**567.** LOTUS 1-2-3

**568.** computer program

**569.** worksheet

**570.** update / recalculate

**571.** planning

**572.** 255

**573.** ### (hash/pound)

**574.** scientific

**575.** serial

**576.** 1

**577.** Ctrl + ; (semicolon)

**578.** Ctrl + Shift + : (colon)

**579.** General

**580.** contents

**581.** comments

**582.** slides in

**583.** Ctrl + - (minus)

**584.** Ctrl + Shift + + (plus)

**585.** text

**586.** numbers

**587.** Enter

**588.** typing

**589.** Backspace

**590.** Advanced

**591.** numbers

**592.** Enable Fill handle and cell

**593.** Alert before overwriting cells

**594.** Auto Fill Options

**595.** Ctrl + D

**596.** Ctrl + R

**597.** two

**598.** down

**599.** up

**600.** Growth

**601.** Ctrl

**602.** text

**603.** Edit Custom Lists

**604.** core

**605.** result

**606.** = (equal sign)

**607.** result

**608.** formula bar

**609.** F2

**610.** recalculate

**611.** addresses

**612.** column

**613.** row

**614.** Name Box

**615.** pointing

**616.** border (dashed marquee)

**617.** Relative

**618.** Circular

**619.** adjusts / changes

**620.** constant

**621.** dollar ($)

**622.** $A$5

**623.** F4

**624.** relative

**625.** $G5

**626.** G$5

**627.** absolute

**628.** relative

**629.** relative

**630.** one

**631.** SheetName!CellRef

**632.** single quotes

**633.** Sheet4

**634.** range (:)

**635.** union (,)

**636.** #NULL!

**637.** letter

**638.** spaces

**639.** 255

**640.** case-insensitive

**641.** Name

**642.** Formulas

**643.** predefined

**644.** 30

**645.** FALSE()

**646.** TRUE()

**647.** commas

**648.** SUM

**649.** 477

**650.** serial

**651.** January 1, 1900

**652.** NOW()

**653.** TODAY()

**654.** NETWORKDAYS

**655.** 360

**656.** WEEKDAY

**657.** PI()/180

**658.** CEILING

**659.** FLOOR

**660.** SUMIF

**661.** MEDIAN

**662.** MODE

**663.** FIND

**664.** SEARCH

**665.** TRIM

**666.** PROPER

**667.** CONCATENATE

**668.** LEN

**669.** VALUE

**670.** annuity

**671.** 0

**672.** 1

**673.** PMT

**674.** FV

**675.** HLOOKUP

**676.** VLOOKUP

**677.** INDEX

**678.** LOOKUP

**679.** MATCH

**680.** OFFSET

**681.** left

**682.** top

**683.** alignment

**684.** Format as Tables

**685.** My table has headers

**686.** Undo

**687.** Format Painter

**688.** border

**689.** single

**690.** double

**691.** Esc

**692.** points

**693.** 72

**694.** 256

**695.** Ctrl+2 or Ctrl+B

**696.** Ctrl+4 or Ctrl+U

**697.** Ctrl+5

**698.** formula bar

**699.** strikethrough

**700.** left

**701.** Merge and Center

**702.** Merge Across Selection

**703.** Wrap Text

**704.** Wrap Text

**705.** height

**706.** Merge Cells

**707.** & (ampersand)

**708.** Final Sales for 1999

**709.** default

**710.** .15

**711.** calculations

**712.** Shift + Ctrl + $

**713.** General

**714.** scientific (exponential)

**715.** Number

**716.** Currency

**717.** Accounting

**718.** currency

**719.** Date

**720.** asterisk (*)

**721.** Percentage

**722.** Scientific

**723.** Text

**724.** Custom

**725.** ### (hash)

**726.** separator

**727.** double-click

**728.** AutoFit Column Width

**729.** left

**730.** Unhide Columns

**731.** same

**732.** adjacent

**733.** not adjacent

**734.** [Group]

**735.** group

**736.** one

**737.** preview

**738.** Margins

**739.** Page

**740.** Sheet

**741.** 0.75

**742.** 1.0

**743.** landscape

**744.** portrait

**745.** Page

**746.** Fit To

**747.** reduced

**748.** Sheet

**749.** Gridlines

**750.** Over, Then Down

**751.** no

**752.** three

**753.** Custom Header

**754.** ALT + Enter

**755.** entire

**756.** dashed

**757.** Print Area

**758.** override

**759.** row 1

**760.** column A

**761.** Remove Page Break

**762.** magnifying glass

**763.** Esc

**764.** Book1

**765.** three

**766.** Ctrl + O

**767.** Shift

**768.** Ctrl

**769.** importing

**770.** XLS

**771.** XLC

**772.** XLM

**773.** TXT

**774.** 10

**775.** Save As

**776.** Ctrl + S

**777.** 255

**778.** ! (exclamation mark)

**779.** Protect Workbook

**780.** Always Open Read-Only

**781.** Encrypt with Password

**782.** adding sheets

**783.** Ctrl + F4

**784.** Copy

**785.** Recycle Bin

**786.** three

**787.** Insert Sheet (+ button)

**788.** Insert Sheet

**789.** double-click

**790.** Rename

**791.** 31

**792.** triangle / arrow

**793.** Ctrl

**794.** Move or Copy

**795.** Create a copy

**796.** Shift

**797.** Rename

**798.** double-click

**799.** Delete

**800.** master

**801.** consolidation

**802.** position

**803.** headings

**804.** graph

**805.** embedded

**806.** linked

**807.** Data Series

**808.** Legend

**809.** Marker

**810.** Plot Area

**811.** Axis

**812.** Data Point

**813.** Tick mark

**814.** Series formula

**815.** tip

**816.** 14

**817.** changes

**818.** horizontal

**819.** vertical

**820.** Clustered

**821.** Stacked

**822.** percentage

**823.** cylinder, cone, and pyramid

**824.** trends

**825.** horizontal

**826.** vertical

**827.** quarters

**828.** markers

**829.** line

**830.** ribbon

**831.** one

**832.** percentage

**833.** Pie

**834.** once

**835.** second

**836.** 3-D

**837.** comparisons

**838.** magnitude

**839.** two

**840.** not evenly

**841.** Doughnut

**842.** Bubble

**843.** row

**844.** Insert

**845.** Layout

**846.** F11

**847.** column

**848.** longest

**849.** wider

**850.** top

**851.** left

**852.** numbers

**853.** updated

**854.** added

**855.** columns or rows

**856.** workbook

**857.** related workbook

**858.** Margin

**859.** Use Full Page

**860.** Ctrl + P

**861.** margin lines / black handles

**862.** alphabetical

**863.** descending

**864.** row

**865.** column

**866.** Sort & Filter

**867.** Sort A to Z

**868.** Sort Z to A

**869.** Custom Sort

**870.** two

**871.** multi-column / multi-level

**872.** Then By

**873.** Add Level

**874.** Sort By

**875.** same

**876.** rows

**877.** filtered

**878.** values

**879.** criteria

**880.** not

**881.** Filter

**882.** Less Than

**883.** presentation

**884.** presentation

**885.** slides

**886.** New

**887.** templates

**888.** Normal

**889.** Slides

**890.** layout

**891.** Sorter

**892.** Show

**893.** arrow

**894.** Esc

**895.** Reading

**896.** .pptx

**897.** .pptm

**898.** .ppt

**899.** PDF

**900.** .ppsx

**901.** .wmv

**902.** text placeholder

**903.** Home

**904.** justified

**905.** text box

**906.** colours

**907.** Design

**908.** Bullets

**909.** Bullets

**910.** Insert

**911.** Tab

**912.** Format

**913.** Group

**914.** Bring to Front

**915.** Bring Forward

**916.** Send to Back

**917.** Send Backward

**918.** rotation

**919.** Rotate

**920.** presentation

**921.** Backstage

**922.** Blank Presentation

**923.** Title Slide

**924.** Create

**925.** File

**926.** placeholders

**927.** placeholder

**928.** layout

**929.** name

**930.** inside

**931.** disappear

**932.** New Slide

**933.** Copy

**934.** Paste

**935.** Ctrl + C

**936.** Ctrl + V

**937.** Delete

**938.** drag

**939.** right

**940.** Normal

**941.** Slide Sorter

**942.** Slide Show

**943.** click

**944.** Save As

**945.** Save

**946.** .pptx (PowerPoint Presentation)

**947.** .pptm (PowerPoint Macro-Enabled

**948.** .ppt (PowerPoint 97-2003)

**949.** PowerPoint Show (.pps / .ppsx)

**950.** Windows Media Video (.wmv)

**951.** placeholders

**952.** insertion point

**953.** Backspace

**954.** Delete

**955.** click and drag

**956.** hover

**957.** font size

**958.** font color

**959.** More Colors

**960.** Text Shadow

**961.** Strikethrough

**962.** Change Case

**963.** Clear All Formatting

**964.** Align Text Left

**965.** Center

**966.** Align Text Right

**967.** Justify

**968.** placeholder

**969.** colours

**970.** Office

**971.** background

**972.** location

**973.** live preview

**974.** not change

**975.** theme

**976.** updated

**977.** Background Styles

**978.** Format Background

**979.** any

**980.** Text Box

**981.** emphasis / attention

**982.** list

**983.** Enter

**984.** Bullets

**985.** Picture

**986.** Customize

**987.** Numbering

**988.** live preview

**989.** Numbered

**990.** Start at:

**991.** Bullets

**992.** toggle

**993.** grid

**994.** Insert Table

**995.** Design

**996.** Tab

**997.** Insert Above

**998.** Table

**999.** commands / icons

**1000.** placeholders

**1001.** Insert Picture

**1002.** corner

**1003.** side

**1004.** Free Rotate

**1005.** Picture Tools Format

**1006.** More

**1007.** Picture Border

**1008.** compressing

**1009.** SmartArt

**1010.** SmartArt

**1011.** Format

**1012.** Align

**1013.** six

**1014.** Align to Slide

**1015.** Align Selected Objects

**1016.** top

**1017.** horizontally

**1018.** Group

**1019.** Group

**1020.** box

**1021.** four-arrow cross

**1022.** Ungroup

**1023.** Rotate

**1024.** inserted

**1025.** Send to Back

**1026.** Send Backward

**1027.** Bring to Front

**1028.** Bring Forward

**1029.** Format

**1030.** clip organizer

**1031.** Movie

**1032.** Movie Tools Options

**1033.** Automatically

**1034.** shapes

**1035.** Insert Media Clip

**1036.** select

**1037.** Delete

**1038.** click

**1039.** release

**1040.** clip organizer

**1041.** CD

**1042.** Audio

**1043.** sound icon

**1044.** Automatically

**1045.** When Clicked

**1046.** entire

**1047.** CD Audio Tools Options

**1048.** Preview

**1049.** Volume

**1050.** Track and Time

**1051.** Hide During Show

**1052.** Loop Until Stopped

**1053.** four

**1054.** Normal

**1055.** right

**1056.** Normal

**1057.** Slide Sorter

**1058.** Slide Show

**1059.** arrow

**1060.** space bar

**1061.** Esc

**1062.** menu

**1063.** deleted

**1064.** File

**1065.** Print

**1066.** Selection

**1067.** Custom Range

**1068.** 6

**1069.** notes

**1070.** Notes

**1071.** grayscale

**1072.** animation

**1073.** attention

**1074.** Animations

**1075.** live preview

**1076.** drop-down

**1077.** None

**1078.** animation label

**1079.** Entrance

**1080.** Exit

**1081.** Add Animation

**1082.** Preview

**1083.** Slide Show

**1084.** Esc

**1085.** Custom Animation

**1086.** arrows

**1087.** changes

**1088.** animation

**1089.** transition

**1090.** no

**1091.** hover

**1092.** Transitions

**1093.** More

**1094.** Apply To All

**1095.** Play Animations

**1096.** None

**1097.** Apply To All

**1098.** click

**1099.** Enter

**1100.** Transition to This Slide

**1101.** automatically

**1102.** unattended

**1103.** Slide Sorter

**1104.** Automatically After

**1105.** Apply to All

**1106.** worksheet

**1107.** columns

**1108.** = (equal sign)

**1109.** functions

**1110.** adjusts

**1111.** constant

**1112.** F4

**1113.** negation (-)

**1114.** left

**1115.** built-in / predefined

**1116.** parentheses / brackets

**1117.** 477

**1118.** General

**1119.** Currency

**1120.** Ctrl+B / Ctrl+2

**1121.** Format Painter

**1122.** double-click

**1123.** updated

**1124.** F11

**1125.** Custom Sort

**1126.** rows

**1127.** criteria

**1128.** consolidation

**1129.** workbook

**1130.** Backstage

**1131.** placeholders

**1132.** theme

**1133.** Office

**1134.** Justify

**1135.** anywhere

**1136.** .pptx

**1137.** Bring to Front

**1138.** Bring Forward

**1139.** Send to Back

**1140.** Send Backward

**1141.** Group

**1142.** text and objects

**1143.** slide

**1144.** automatically

**1145.** when clicked

**1146.** Play Animations

**1147.** Automatically After

**1148.** Apply to All

**1149.** handouts

**1150.** 6

**1151.** Excel

**1152.** PowerPoint

**1153.** clip organizer

**1154.** Movie

**1155.** Movie Tools Options

**1156.** Automatically

**1157.** shapes

**1158.** Insert Media Clip

**1159.** select

**1160.** Delete

**1161.** click

**1162.** release

**1163.** clip organizer

**1164.** CD

**1165.** Audio

**1166.** sound icon

**1167.** Automatically

**1168.** When Clicked

**1169.** entire

**1170.** CD Audio Tools Options

**1171.** Preview

**1172.** Volume

**1173.** Track and Time

**1174.** Hide During Show

**1175.** Loop Until Stopped

**1176.** four

**1177.** Normal

**1178.** right

**1179.** Normal

**1180.** Slide Sorter

**1181.** Slide Show

**1182.** arrow

**1183.** space bar

**1184.** Esc

**1185.** menu

**1186.** deleted

**1187.** File

**1188.** Print

**1189.** Selection

**1190.** Custom Range

**1191.** 6

**1192.** notes

**1193.** Notes

**1194.** grayscale

**1195.** animation

**1196.** attention

**1197.** Animations

**1198.** live preview

**1199.** drop-down

**1200.** None

**1201.** animation label

**1202.** Entrance

**1203.** Exit

**1204.** Add Animation

**1205.** Preview

**1206.** Slide Show

**1207.** Esc

**1208.** Custom Animation

**1209.** arrows

**1210.** changes

**1211.** animation

**1212.** transition

**1213.** no

**1214.** hover

**1215.** Transitions

**1216.** More

**1217.** Apply To All

**1218.** Play Animations

**1219.** None

**1220.** Apply To All

**1221.** click

**1222.** Enter

**1223.** Transition to This Slide

**1224.** automatically

**1225.** unattended

**1226.** Slide Sorter

**1227.** Automatically After

**1228.** Apply to All

**1229.** worksheet

**1230.** columns

**1231.** = (equal sign)

**1232.** functions

**1233.** adjusts

**1234.** constant

**1235.** F4

**1236.** negation (-)

**1237.** left

**1238.** built-in / predefined

**1239.** parentheses / brackets

**1240.** 477

**1241.** General

**1242.** Currency

**1243.** Ctrl+B / Ctrl+2

**1244.** Format Painter

**1245.** double-click

**1246.** updated

**1247.** F11

**1248.** Custom Sort

**1249.** rows

**1250.** criteria

**1251.** consolidation

**1252.** workbook

**1253.** Backstage

**1254.** placeholders

**1255.** theme

**1256.** Office

**1257.** Justify

**1258.** anywhere

**1259.** .pptx

**1260.** Bring to Front

**1261.** Bring Forward

**1262.** Send to Back

**1263.** Send Backward

**1264.** Group

**1265.** text and objects

**1266.** slide

**1267.** automatically

**1268.** when clicked

**1269.** Play Animations

**1270.** Automatically After

**1271.** Apply to All

**1272.** handouts

**1273.** 6

**1274.** Excel

**1275.** PowerPoint

**1276.** Tab key

**1277.** V

**1278.** Formats (or 'All')

**1279.** Chart (Chart Wizard / Insert Chart)

**1280.** AutoFilter

**1281.** Password

**1282.** 3 (three)

**1283.** Fill

**1284.** X-axis (Category axis)

**1285.** Format Painter

**1286.** Font Size

**1287.** (New Sheet / Insert Sheet)

**1288.** Find & Replace

**1289.** Relative

**1290.** Absolute

**1291.** Dollar ($)

**1292.** Absolute

**1293.** Mixed

**1294.** Mixed

**1295.** B2+C2

**1296.** F4

**1297.** =$A$1+B2

**1298.** Sheet

**1299.** Sheet2

**1300.** Same

**1301.** Currency (Accounting)

**1302.** Hide

**1303.** ☐ d. AVERAGE

**1304.** ☐ c. Double-click the Excel shortcut icon

**1305.** ☐ c. Arithmetic operations cannot be performed on text values

**1306.** ☐ c. Left

**1307.** ☐ b. Ctrl + R

**1308.** ☐ a or d. A$1 or $A1 (both are mixed references)

**1309.** ☐ b. Cell A5 in Sheet2 of the same workbook

**1310.** ☐ d. Using the Clear command from the Editing group

**1311.** ☐ b. =SUM(A1:A10)

**1312.** ☐ a. The sum of A1 to A5 and A8

**1313.** ☐ d. Manually type the dollar signs ($) or press F4

**1314.** ☐ d. Go to File > Options > Advanced and uncheck 'Enable Fill handle and cell drag-and-drop'

**1315.** ☐ c. More arguments can be added

**1316.** ☐ b. As a decimal fraction of a 24-hour day

**1317.** ☐ d. AutoComplete

**1318.** ☐ d. 732 (days from 1/1/1900: 1900=1, 1901=366, so 1/1/1902 = 732)

**1319.** ☐ b. Arrow keys

**1320.** ☐ b. <> (diamond brackets)

**1321.** ☐ c. Arithmetic operations cannot be performed on text values

**1322.** ☐ b. m/d/yyyy

**1323.** ☐ c. Double-click the Excel shortcut icon

**1324.** ☐ d. B3 will show B1's value (empty cell = 0, so result = B1 + 0 = B1's value)

**1325.** ☐ b. Ctrl + R

**1326.** ☐ d. > - this is a comparison operator, NOT an arithmetic operator

**1327.** ☐ d. = (equals sign)

**1328.** ☐ c. Sheet5!A10

**1329.** ☐ a. The number of days since 1/1/1900

**1330.** ☐ b. A wide range of manipulations from arithmetic to complex analysis

**1331.** ☐ a or d. A$1 or $A1 - either has one absolute part and one relative part

**1332.** ☐ d. CTRL + D (fills DOWN from the cell above)

**1333.** ☐ c. The column that contains the active cell

**1334.** ☐ b. Cell A5 in Sheet2 of the same workbook

**1335.** ☐ c. A1 - no dollar signs means both column and row are relative

**1336.** ☐ c. Left - text aligns to the LEFT by default in Excel

**1337.** ☐ d. > is a comparison operator, NOT a mathematical/arithmetic operator

**1338.** ☐ a. Photoshop - it is a graphics/image editing software, not a spreadsheet

**1339.** ☐ c. It continues the series as 'Feb, Mar, Apr...' (AutoFill recognises months)

**1340.** ☐ d. Using the Clear command from the Editing group

**1341.** ☐ b. The numbers increase in a sequence (AutoFill creates a series)

**1342.** ☐ d. NOW() - returns both the current date AND time

**1343.** ☐ b. The numbers increase in a sequence

**1344.** ☐ b. Select the cell, position the pointer in the text, and click, then edit the formula

**1345.** ☐ e. FALSE() - this function always returns the logical value FALSE

**1346.** ☐ d. <, >, <=, >= - these are comparison/relational operators

**1347.** ☐ c. Ctrl + V

**1348.** ☐ d. Excel gives a #VALUE! error when arithmetic is applied to text

**1349.** ☐ c. Alert before overwriting cells

**1350.** ☐ d. To allow partial flexibility while copying the formula

**1351.** ☐ d. Entire worksheet - the Delete Sheet command removes a sheet, but the Delete option in the

**1352.** ☐ e. AutoFill

**1353.** ☐ a. MIN()

**1354.** ☐ d. It updates automatically - Excel recalculates formulas whenever a dependent cell changes

**1355.** ☐ a. The number of days since 1/1/1900

**1356.** ☐ b. Ctrl + Z

**1357.** Microsoft Word

**1358.** Database management application

**1359.** Spreadsheet application

**1360.** Presentation software

**1361.** Microsoft Paint

**1362.** The accounting worksheet

**1363.** Cell

**1364.** Programming custom database applications

**1365.** Perform statistical computations such as averages, standard deviations, and ANOVA

**1366.** Pie chart

**1367.** Currency conversions

**1368.** It automatically updates all dependent values when one value changes

**1369.** What if we change the diameter of a storm drain - how will that affect water flow?

**1370.** Sorting data and extracting records from a database

**1371.** Lotus 1-2-3

**1372.** Click the Start button on the taskbar at the bottom left of the screen

**1373.** Double-click the Excel shortcut icon on the desktop

**1374.** Make sure your work is saved before clicking the close button on the title bar

**1375.** Select the cell

**1376.** Double-click the cell

**1377.** Enter

**1378.** Leave the contents unchanged

**1379.** 255

**1380.** Left

**1381.** An apostrophe (')

**1382.** Place an equal sign in front and enclose the number in quotation marks, e.g. ="25,000"

**1383.** ### signs

**1384.** A number displayed in scientific notation because it exceeds cell width

**1385.** 2.4e4

**1386.** Type 7, a space, then 1/2

**1387.** 0 1/2

**1388.** Text values

**1389.** Serial number

**1390.** 1/1/1900

**1391.** 732

**1392.** As a decimal fraction of a 24-hour day

**1393.** m/d/yyyy

**1394.** Ctrl + #

**1395.** Ctrl + ;

**1396.** Ctrl + :

**1397.** Right (like a number)

**1398.** A space and A, AM, P, or PM

**1399.** 8-July-97

**1400.** AutoComplete

**1401.** Text or a combination of text and numbers

**1402.** Enter

**1403.** Simply continue typing the required text

**1404.** Backspace

**1405.** File Tab → Options → Advanced → Editing options → uncheck Enable AutoComplete for cell

**1406.** The end of the current cell contents

**1407.** Ctrl + X

**1408.** Ctrl + V

**1409.** Undo the last command

**1410.** A space looks empty but is actually a text value that can cause problems later

**1411.** The Delete key, which removes only contents

**1412.** Clear all contents and notes and return to General format, or clear only contents, or clear only

**1413.** Surrounding cells slide in to fill the gap

**1414.** Ctrl + - (minus)

**1415.** Delete entire workbook

**1416.** Ctrl + Shift + + (plus)

**1417.** Automatically filling data into cells based on a detected pattern

**1418.** Numbers, number-text combinations, dates, and time periods

**1419.** File Tab → Options → Advanced → Editing options → uncheck Enable Fill Handle and cell

**1420.** Completes text entries based on existing entries in the same column

**1421.** Backspace

**1422.** Ctrl + @

**1423.** The sheet on which work is done

**1424.** The column that contains the active cell

**1425.** A serial number

**1426.** A planning tool for forecasting and 'what if?' analysis

**1427.** Logical functions

**1428.** Add-ins

**1429.** Search for and retrieve data from lists or tables

**1430.** Serial numbers

**1431.** 1

**1432.** 32

**1433.** Takes no arguments and returns the serial number of the current date and time

**1434.** The fraction of the 24-hour day represented by 6:30 PM (18.5/24)

**1435.** Returns only the date serial number without the time portion

**1436.** =DATE(year, month, day)

**1437.** 40450

**1438.** A date in the form of text to a serial number

**1439.** NETWORKDAYS

**1440.** 360 days

**1441.** A day of the week

**1442.** The year fraction representing the number of whole days between start_date and end_date

**1443.** Radians

**1444.** Radians = Degrees * PI / 180

**1445.** ABS()

**1446.** To the nearest integer or to the nearest multiple of significance

**1447.** Down toward zero

**1448.** The number of combinations for a given number of objects

**1449.** EXP()

**1450.** The remainder after division

**1451.** GCD()

**1452.** The integer portion of a division

**1453.** A specified number of digits

**1454.** ROUNDDOWN rounds toward zero; ROUNDUP rounds away from zero

**1455.** Meet a given single criteria

**1456.** RADIANS()

**1457.** The arithmetic mean of its arguments

**1458.** COUNT counts how many numbers are in a list; COUNTA counts how many values (including text)

**1459.** The number of blank cells within a range

**1460.** Cells within a range that meet a given single criteria

**1461.** The maximum value in a list of arguments

**1462.** The middle value of the given numbers

**1463.** The most common (most frequently occurring) value in a data set

**1464.** A sample

**1465.** The correlation coefficient between two data sets

**1466.** The k-th largest value in a data set

**1467.** Manipulate text, extract portions, and convert numbers/dates to text for concatenation

**1468.** The leftmost characters from a text value

**1469.** A specific number of characters from a text string starting at a position you specify

**1470.** The number of characters in a text string

**1471.** Removes spaces from text

**1472.** Capitalizes the first letter of each word in a text value

**1473.** Joins several text items into one text item

**1474.** Case-sensitive

**1475.** A text argument to a number

**1476.** Substitutes new text for old text in a text string

**1477.** A periodic series of equal payments

**1478.** The number of payments that will be made to an investment or loan

**1479.** The current value of future amounts discounted at some interest rate

**1480.** Whether payments are made in arrears (end of period, type=0) or in advance (beginning of period,

**1481.** =PMT(12%/12, 60, -1000000)

**1482.** Cash you pay out

**1483.** The future value of an investment

**1484.** =FV(10%/12, 15*12, -200000)

**1485.** The present value of an investment

**1486.** A series of periodic cash flows and a discount rate

**1487.** False

**1488.** Always returns a logical FALSE and takes no arguments

**1489.** TRUE

**1490.** All logical arguments are TRUE

**1491.** FALSE

**1492.** All logical arguments are FALSE

**1493.** TRUE

**1494.** IF(logical-test, value-if-true, value-if-false)

**1495.** 0

**1496.** An IF function is used as the value-if-true or value-if-false argument of another IF function

**1497.** The first column of an array and moves across the row to return a value

**1498.** The top row of an array and returns the value of the indicated cell

**1499.** Look up values in a reference or array

**1500.** Choose a value from a reference or array

**1501.** The transpose of an array (rows become columns and vice versa)

**1502.** A reference offset from a given reference by a specified number of rows and columns

**1503.** Chooses a value from a list of values based on an index number

**1504.** Down the left column and across the top row

**1505.** Numbers, borders, font, pattern, alignment, column width, and row height

**1506.** Home tab → Format as Tables from the Style group

**1507.** Copy formats (number, text, background, border) from one cell to another

**1508.** Double-click the Format Painter button

**1509.** Click the Format Painter button again or press Esc

**1510.** Select the cell containing the text you want to change

**1511.** Ctrl + 2 or Ctrl + B

**1512.** Ctrl + 3 or Ctrl + I

**1513.** Ctrl + 5

**1514.** Points (where 1 inch = 72 points)

**1515.** Superscript

**1516.** The Alignment group under the Home tab

**1517.** Alignment tab

**1518.** The cell height increases to contain multiple lines

**1519.** Merge Cells

**1520.** Final Sales for 1999

**1521.** Screen: 15%, Formula bar: 0.15

**1522.** Currency format

**1523.** The displayed format may show fewer decimal places due to rounding, while the actual value is

**1524.** General

**1525.** 12 digits

**1526.** Currency aligns the decimal point only; Accounting aligns both the currency symbol and decimal

**1527.** Will respond to changes in regional date and time settings in Windows Control Panel

**1528.** 2320.00%

**1529.** 1.23E+08

**1530.** Displays the content exactly as typed, regardless of whether it is a number, date, or time

**1531.** 200-250

**1532.** Postal codes, phone numbers, or Social Security numbers

**1533.** Shift + Ctrl + $

**1534.** Shift + Ctrl + %

**1535.** The actual cell value used in calculations

**1536.** ### characters

**1537.** A two-headed horizontal arrow

**1538.** Double-click the column-heading separator

**1539.** The widest cell contents in the selection

**1540.** Drag the column separator left until it passes the separator on its left

**1541.** Touches the column separator on the right of the hidden column (showing a two-headed pointer

**1542.** Home → Format → Hide and Unhide

**1543.** Home → Format → Hide and Unhide → Unhide Columns

**1544.** Formatting the active sheet automatically passes through to the same cells in all other sheets in

**1545.** Click the first sheet tab, then Shift-click the last sheet tab

**1546.** Click the first sheet tab, then Ctrl-click all other sheet tabs you want selected

**1547.** [Group]

**1548.** The same name is applied to all sheets in the group

**1549.** Click just one sheet's tab

**1550.** Preview the document for a quick visual check on how it will look when printed

**1551.** Select area → Preview page breaks → File Menu → Print

**1552.** Page Layout → Page Setup → Breaks command

**1553.** Used for general display of numbers with options for decimal places, thousands separator, and

**1554.** As a fraction according to the type of fraction you specify

**1555.** At the bottom-right corner of the Number group on the Home tab

**1556.** £ 234.50 (symbol left-aligned, number right-aligned with decimal aligned)

**1557.** Shift + Ctrl + !

**1558.** The cell is not wide enough to show the entire number

**1559.** Wrap Text button from the Alignment group of the Home tab

**1560.** Text, numbers, and dates

**1561.** Home → Format (from cell group) → Format Cells

**1562.** The default standard column width for the selected column

**1563.** A specified index number from a list of values

**1564.** A reference as text to a single cell in a worksheet

**1565.** Ctrl + 4 or Ctrl + U

**1566.** Returns a reference indicated by a text value

**1567.** The first column of an array and moves across the row to return a value

**1568.** The top row of an array and returns the value of the indicated cell

**1569.** Look up values in a reference or array

**1570.** Choose a value from a reference or array

**1571.** The transpose of an array (rows become columns and vice versa)

**1572.** A reference offset from a given reference by a specified number of rows and columns

**1573.** Chooses a value from a list of values based on an index number

**1574.** Down the left column and across the top row

**1575.** Numbers, borders, font, pattern, alignment, column width, and row height

**1576.** Home tab → Format as Tables from the Style group

**1577.** Copy formats (number, text, background, border) from one cell to another

**1578.** Double-click the Format Painter button

**1579.** Click the Format Painter button again or press Esc

**1580.** Select the cell containing the text you want to change

**1581.** Ctrl + 2 or Ctrl + B

**1582.** Ctrl + 3 or Ctrl + I

**1583.** Ctrl + 5

**1584.** Points (where 1 inch = 72 points)

**1585.** Superscript

**1586.** The Alignment group under the Home tab

**1587.** Alignment tab

**1588.** The cell height increases to contain multiple lines

**1589.** Merge Cells

**1590.** Final Sales for 1999

**1591.** Screen: 15%, Formula bar: 0.15

**1592.** Currency format

**1593.** The displayed format may show fewer decimal places due to rounding, while the actual value is

**1594.** General

**1595.** 12 digits

**1596.** Currency aligns the decimal point only; Accounting aligns both the currency symbol and decimal

**1597.** Will respond to changes in regional date and time settings in Windows Control Panel

**1598.** 2320.00%

**1599.** 1.23E+08

**1600.** Displays the content exactly as typed, regardless of whether it is a number, date, or time

**1601.** 200-250

**1602.** Postal codes, phone numbers, or Social Security numbers

**1603.** Shift + Ctrl + $

**1604.** Shift + Ctrl + %

**1605.** The actual cell value used in calculations

**1606.** ### characters

**1607.** A two-headed horizontal arrow

**1608.** Double-click the column-heading separator

**1609.** The widest cell contents in the selection

**1610.** Drag the column separator left until it passes the separator on its left

**1611.** Touches the column separator on the right of the hidden column (showing a two-headed pointer

**1612.** Home → Format → Hide and Unhide

**1613.** Home → Format → Hide and Unhide → Unhide Columns

**1614.** Formatting the active sheet automatically passes through to the same cells in all other sheets in

**1615.** Click the first sheet tab, then Shift-click the last sheet tab

**1616.** Click the first sheet tab, then Ctrl-click all other sheet tabs you want selected

**1617.** [Group]

**1618.** The same name is applied to all sheets in the group

**1619.** Click just one sheet's tab

**1620.** Preview the document for a quick visual check on how it will look when printed

**1621.** Select area → Preview page breaks → File Menu → Print

**1622.** Page Layout → Page Setup → Breaks command

**1623.** Used for general display of numbers with options for decimal places, thousands separator, and

**1624.** As a fraction according to the type of fraction you specify

**1625.** At the bottom-right corner of the Number group on the Home tab

**1626.** £ 234.50 (symbol left-aligned, number right-aligned with decimal aligned)

**1627.** Shift + Ctrl + !

**1628.** The cell is not wide enough to show the entire number

**1629.** Wrap Text button from the Alignment group of the Home tab

**1630.** Text, numbers, and dates

**1631.** Home → Format (from cell group) → Format Cells

**1632.** The default standard column width for the selected column

**1633.** A specified index number from a list of values

**1634.** A reference as text to a single cell in a worksheet

**1635.** Ctrl + 4 or Ctrl + U

**1636.** Returns a reference indicated by a text value

**1637.** Hold down SHIFT and select the same number of existing sheet tabs as worksheets you want to

**1638.** Three sheet tabs of existing worksheets

**1639.** Right-click the sheet tab and click Rename, OR double-click the current sheet name

**1640.** Home tab → Cells group → arrow next to Delete → Delete Sheet

**1641.** Assembling data from multiple worksheets onto a separate master worksheet for easy updating

**1642.** Data → Consolidate from the Data Tools

**1643.** Clear the Top Row and Left Column options (consolidate by position)

**1644.** To summarize the essence of data and focus on general patterns and trends

**1645.** Graph

**1646.** Either embedded in a worksheet or in its own chart sheet

**1647.** The chart is automatically updated

**1648.** A collection of data points

**1649.** A guide that explains the symbols, patterns, or colours used to differentiate data series

**1650.** An object (such as a bar, symbol, or colour) that represents a data point in a chart

**1651.** The scale against which data is plotted

**1652.** The rectangular area bounded by the two axes

**1653.** Where to look on a specific worksheet to find the data for the chart

**1654.** A division mark along the category (x) and value (Y and Z) axes

**1655.** 14

**1656.** Showing data changes over time and comparing items

**1657.** The horizontal axis (X)

**1658.** 2-D vertical rectangles, comparing values across categories

**1659.** Displays the vertical rectangles in 3-D format but does NOT display the data in 3-D

**1660.** The relationship of individual items to the whole by comparing each value's contribution to a total

**1661.** The percentage each value contributes to a total across categories

**1662.** When you have three or more data series and want to emphasize contributions to the whole

**1663.** Display cylinder, cone, and pyramid shapes instead of rectangles

**1664.** Continuous data over time and trends at equal intervals

**1665.** Category data evenly along the horizontal axis; value data evenly along the vertical axis

**1666.** Days, months, quarters, or years

**1667.** When there are many categories or the values are approximate

**1668.** The trend of the contribution of each value over time

**1669.** The trend of the PERCENTAGE each value contributes over time

**1670.** A 3-D ribbon

**1671.** Only one column or one row on a worksheet

**1672.** A percentage of the whole pie

**1673.** To make small slices in the main pie easier to see by extracting them into a second chart

**1674.** Click the slice once to select the whole chart, then click a second time to select the individual slice,

**1675.** Emphasize specific data points by pulling wedges out from the pie

**1676.** Comparisons among individual items

**1677.** 100% stacked bar and 100% stacked bar in 3-D

**1678.** Column charts use vertical bars; bar charts use horizontal bars

**1679.** Highlight the magnitude of change over time to draw attention to the total value across a trend

**1680.** 100% stacked area and 100% stacked area in 3-D

**1681.** Fill the area below the plotted line, emphasising volume and total value

**1682.** Guide the user through the process of creating a chart step-by-step

**1683.** The category axis (x-axis labels) and the legend labels

**1684.** A tip that identifies the chart object or displays the series and value if it is a data point

**1685.** A single piece of data, such as sales for one year

**1686.** Add visual depth and impact to the presentation of data

**1687.** Pie chart

**1688.** Line chart

**1689.** Bar chart

**1690.** Have multiple data series and emphasize the total

**1691.** A few evenly spaced numerical labels, especially years

**1692.** Row and column headings to consolidate the data

**1693.** Line with markers

**1694.** Bottom of the screen next to the sheet tabs

**1695.** Add

**1696.** Stacked area

**1697.** The horizontal axis showing labels (x-axis)

**1698.** Pie chart

**1699.** On the Home tab → Cells group → click Insert → Insert Sheet

**1700.** Cell A1 in your destination worksheet

**1701.** Select the mathematical function to apply to the consolidated data (e.g. Sum, Average)

**1702.** Both 2-D and 3-D

**1703.** A horizontal bar chart where each bar is divided to show each category's percentage contribution

**1704.** Line chart

**1705.** The object's name or the series and value if it is a data point

**1706.** The worksheet's sheet tab name

**1707.** Relationships among numeric values in several data series, or two groups of numbers as xy

**1708.** Two

**1709.** Scientific, statistical, and engineering data

**1710.** Not evenly spaced

**1711.** Without regard to time

**1712.** In the adjacent rows or columns

**1713.** A smooth curve connecting data points, with or without markers

**1714.** When there are many data points

**1715.** You want to compare pairs of values and data is in a specific order

**1716.** Enables you to show more than one data series

**1717.** Radar chart

**1718.** Add visual impact to your charts

**1719.** Select the data you want to chart, including row and column headings

**1720.** From the Chart group, decide on the chart type and pull that chart type down

**1721.** Click to select the chart, then click the Layout button to access the various label options

**1722.** Select the type of label from the Labels group of Layout, then select appropriate options

**1723.** F11 (or Alt + F1)

**1724.** 2-D column chart

**1725.** The longest side of the selection

**1726.** Across the top row

**1727.** Down the left column

**1728.** Titles in the legend for each data series

**1729.** Title the chart itself

**1730.** Treats them as another data series and plots without category labels, numbering each category

**1731.** The chart is automatically updated

**1732.** The X and/or Y axis data range is increased or decreased (data added or removed)

**1733.** Columns are inserted or deleted such that some data ranges change column or row positions

**1734.** It is saved automatically when you save the workbook containing the worksheet

**1735.** When you save the related workbook

**1736.** File > Page Setup or the Setup button in Print Preview, then the Margin tab

**1737.** Dragging the margin lines to a new setting

**1738.** Use Full Page option

**1739.** Choose File > Print (or Ctrl + P) and follow the same procedure as printing worksheets

**1740.** The process of arranging data in numerical or alphabetical order

**1741.** Record

**1742.** Field

**1743.** Editing group

**1744.** Sort A to Z

**1745.** Sort Z to A

**1746.** Custom Sort

**1747.** Pull down the 'Sort by' list and select the column

**1748.** Z to A (or Largest to Smallest)

**1749.** Data is sorted by a primary column, and ties are broken by a secondary column

**1750.** Add Level

**1751.** CSM 201 ascending

**1752.** Two or more records have the same value in the primary sort column

**1753.** Select data > Home > Sort & Filter > Custom Sort > complete the Sort dialog with Add Level

**1754.** Displaying only the rows of data that meet a specified criteria

**1755.** Copy, find, edit, format, chart, and print the filtered data without rearranging or moving it

**1756.** By a list of values, by a format, or by criteria

**1757.** Filter by cell colour and by a list of numbers

**1758.** Home > Sort & Filter > Filter (from the Editing group)

**1759.** Selecting cells above the first record enables the filter to work correctly on all records

**1760.** Pull down the arrow in the score column > Number Filter > Less Than > enter 40

**1761.** Strictly less than the specified value

**1762.** Filtering hides rows that do not meet the criteria without rearranging the data

**1763.** XY (Scatter) chart

**1764.** Can display more than one data series

**1765.** Smallest to largest (ascending)

**1766.** The sort column is not the first column in the selected range

**1767.** Ctrl + P

**1768.** Use a scatter chart (xy chart)

**1769.** Add a secondary (Then By) sort criterion

**1770.** Redefine the chart's X and/or Y axis data range settings to include the new data

**1771.** It can filter by list values, by format (e.g. colour), or by criteria

**1772.** F11 or Alt + F1

**1773.** Straight connecting lines between data points, with or without markers

**1774.** Use AutoFilter - you can also filter by more than one column using the dropdown arrows

**1775.** Treats them as an additional data series and numbers each category (1, 2, 3...) instead

**1776.** Microsoft PowerPoint

**1777.** A presentation program that helps transform ideas into professional, convincing presentations

**1778.** Click the Start button, search 'PowerPoint', then click the PowerPoint icon

**1779.** Backstage View

**1780.** Blank Presentation

**1781.** New

**1782.** Create

**1783.** Title Slide layout

**1784.** Areas on a slide enclosed by dotted borders that can contain text, pictures, charts, and more

**1785.** Sample text already in the placeholder that you can replace with your own content

**1786.** Arranges the slide content and contains different types of placeholders

**1787.** Title and content placeholders

**1788.** Click inside the placeholder > type text > click outside when done

**1789.** They disappear as soon as you start typing

**1790.** Click the New Slide command in the Slides group on the Home tab, then click the layout you want

**1791.** Select the slide, then click an option to select the new layout

**1792.** Click inside the slides tab on the left task pane, move the insertion point to the desired location,

**1793.** Ctrl + C

**1794.** Select the slide then click Delete command in Slides group on Home tab, OR press the Delete

**1795.** Select the slide in the left task pane, click and drag it to the new location, then release

**1796.** Normal, Slide Sorter, and Slide Show

**1797.** The default view where you create and edit slides; slides appear on the left task pane

**1798.** Shows slides in thumbnail form, presented horizontally, allowing you to see more slides at once

**1799.** Fills the computer screen with the presentation so you can see how it will appear to the audience

**1800.** Save As

**1801.** In its current location using the same file name

**1802.** .pptx

**1803.** Macros in PowerPoint 2013 and newer

**1804.** Presentations in this format can be used by ALL versions of PowerPoint

**1805.** Share files that you do not want to be changed

**1806.** Slide Show view

**1807.** Saved as videos

**1808.** Both placeholders and text boxes

**1809.** Backspace key

**1810.** Delete key

**1811.** Place the insertion point next to the text, then click and drag the mouse over the text

**1812.** A hover toolbar with formatting options

**1813.** Click the drop-down arrow next to the font size box on the Home tab

**1814.** Click the drop-down arrow next to the font colour box on the Home tab

**1815.** The next standard font size

**1816.** Makes a line through the text

**1817.** Adds a drop shadow to text

**1818.** Removes recent formatting changes from the selected text

**1819.** Try different capitalisation options without deleting and retyping text

**1820.** Align Left, Centre, Align Right, Justify

**1821.** Equal on both sides, lining up to both the right and left margins

**1822.** The placeholder or text box that contains the text

**1823.** Add text to any location on a slide beyond the predefined placeholder layouts

**1824.** Insert tab > Text group > Text Box command, then click and drag to desired width

**1825.** Select the text box and drag one of the square sizing handles (sides) or circular handles (corners)

**1826.** Click and drag the arrow (rotation) icon

**1827.** A predefined combination of colours, fonts, and effects that can be applied to a presentation

**1828.** Office Theme

**1829.** Design tab

**1830.** The location of the text will not move when the theme is applied

**1831.** NOT change - manually changed fonts are preserved

**1832.** Fill variations based on theme colours, added after a theme is applied

**1833.** Background group on the Design tab

**1834.** A new custom theme that can be saved

**1835.** Arrange and format text to draw emphasis to specific information

**1836.** Automatically wrap to the following line

**1837.** Enter

**1838.** Click the drop-down arrow next to the Bullets command in the Paragraph group on the Home tab

**1839.** Select the text, click and drag it to the new location, then release the mouse button

**1840.** Click the text box (cursor becomes a cross with arrows), then drag to the desired location and

**1841.** Text, tables, charts, SmartArt, pictures, clip art, and media clips

**1842.** More Colors at the bottom of the font colour list

**1843.** The next smaller standard font size

**1844.** Updated based on the new theme colours

**1845.** Format Background from the Background Styles menu

**1846.** Font group

**1847.** Picture

**1848.** Import

**1849.** Customize

**1850.** Font: drop-down menu in the Symbol dialog box

**1851.** Paragraph group on the Home tab

**1852.** Bullets drop-down > Bullets and Numbering > Numbered tab > Start at: field

**1853.** Select the list and click the Bullets or Numbering command to toggle it off

**1854.** A grid of cells arranged in rows and columns

**1855.** Enter the number of columns and rows in the dialog box then click OK

**1856.** Design and Layout tabs (under Table Tools)

**1857.** The mouse, the Tab key, or the arrow keys

**1858.** Table Tools > Layout > Rows & Columns group > Insert Above or Insert Below

**1859.** Insert Left or Insert Right from the Rows & Columns group in Table Tools Layout

**1860.** Delete Rows

**1861.** Delete Columns

**1862.** Place the insertion point in the row/column, right-click the table, and select an Insert/Delete option

**1863.** Click Table > drag over diagram squares to select columns and rows > click to insert

**1864.** Insert tab > Insert Picture command in the Illustrations group > locate and select the picture >

**1865.** In the middle of any selected slide placeholders

**1866.** Click a corner sizing handle and drag while holding the mouse button

**1867.** Changes the picture's size but does NOT maintain the same proportions

**1868.** Free Rotate feature

**1869.** Click the picture (cursor becomes a cross with arrows), drag to the desired location, then release

**1870.** Picture Tools Format tab

**1871.** Click the More drop-down arrow to display all picture styles, hover to preview, then click to apply

**1872.** Click the Picture Shape icon, then click a shape from the menu

**1873.** Click the Picture Border command, select a colour, then use Weight to adjust border width

**1874.** Animating pictures

**1875.** Create and customise designer-quality diagrams, and convert bulleted lists into diagrams

**1876.** Insert tab > SmartArt command in the Illustrations group

**1877.** The Align command in the Arrange group on the Format tab

**1878.** Both A and B are correct

**1879.** Six

**1880.** The tops of the selected objects align with each other

**1881.** All selected objects align to the top of the slide

**1882.** Distribute objects horizontally or vertically

**1883.** Combine multiple objects into one so they can be moved and positioned as a single unit

**1884.** Click the Group command in the Arrange group, then select Group from the menu

**1885.** A single box with sizing handles that includes all the selected objects

**1886.** A four-arrow cross

**1887.** Click Group command > Ungroup from the menu

**1888.** Click the Rotate command in the Arrange group, hover over options for live preview, then select

**1889.** The object inserted last (most recently inserted)

**1890.** The very back (very bottom layer) of the stack

**1891.** Back one layer

**1892.** Click the Send to Back command, then select 'Send to Back' or 'Send Backward'

**1893.** The front of the stack - the top layer

**1894.** Forward one layer

**1895.** Click the Bring Forward command, then select 'Bring to Front' or 'Bring Forward'

**1896.** Insert tab > Table > drag over diagram squares > click to insert

**1897.** Format tab (Picture/Drawing Tools)

**1898.** Guesswork that will never give the best result and can take a great deal of time

**1899.** Bullets drop-down > Bullets and Numbering > Bulleted tab > Customize > select font and symbol

**1900.** Corner handles maintain proportions

**1901.** Send Backward

**1902.** Insert tab

**1903.** SmartArt diagram tool (SmartArt feature)

**1904.** From cell to cell across the table

**1905.** Place the insertion point in the row, right-click the table, and select a Delete option from the menu

**1906.** Only when a picture is selected

**1907.** Separate individual objects

**1908.** Align Top, Align Middle, Align Bottom

**1909.** 'Start at:' field on the Numbered tab of the Bullets and Numbering dialog

**1910.** Enter text into the table cells

**1911.** Compress Pictures

**1912.** Arrange group

**1913.** The other selected objects

**1914.** Objects inserted last appear on top by default

**1915.** Select Weight from the menu and choose a line weight

**1916.** Create designer-quality diagrams and convert bulleted lists into diagrams

**1917.** A file on your computer or from the Microsoft Office clip organizer

**1918.** Media group

**1919.** Automatically or When Clicked

**1920.** Movie Tools Options tab and Picture Tools Format tab

**1921.** The same as with pictures, text boxes, and shapes

**1922.** Select the movie or clip and click the Delete key

**1923.** The Insert Media Clip command in the placeholder

**1924.** A sound file on your computer, the clip organizer, or tracks from an audio CD

**1925.** Media Clips group

**1926.** Start automatically as soon as the slide appears in Slide Show view

**1927.** A sound icon

**1928.** CD Audio Tools Options tab

**1929.** Listen to the sound that will play

**1930.** Low, medium, high, or mute

**1931.** Play continuously until you stop it by clicking or advancing to the next slide

**1932.** Hide or display the sound icon during the slide show

**1933.** 'Play Track' drop-down menu in the Audio Tools Options

**1934.** Four

**1935.** Bottom, right side of the PowerPoint window

**1936.** Normal

**1937.** Create and edit your slides, and move slides in the Slides tab on the left task pane

**1938.** Miniature slides are arranged on screen; you can drag and drop to reorder and confirm all slides

**1939.** Fills the computer screen with a slide and is what the audience will see, with an additional

**1940.** Arrow keys, Page Down, Space bar, and Enter key

**1941.** Esc

**1942.** Click Print - the Print Preview displays on the right and Print settings on the left

**1943.** Print All Slides, Print Selection, Print Current Slide, and Custom Range

**1944.** 6

**1945.** It provides room for the audience member to take notes

**1946.** You typed speaker notes for the slides

**1947.** Slides, handouts, notes pages, or an outline

**1948.** The movement of text and objects ON the slide

**1949.** Draw the audience's attention to specific content or make the slide easier to read

**1950.** Select the Animations tab, move cursor over options for live preview, then click to select

**1951.** Click the drop-down arrow by the animations group and click 'None'

**1952.** Entrance, Emphasis, Exit, and Motion Path

**1953.** Preview, located in the Preview group of the Animations tab on the Ribbon

**1954.** Click 'Slide Show' to enter Slide Show view, then press Esc to return to Normal view

**1955.** Select the animation effect to move, then click the arrows at the bottom of the task pane

**1956.** The movements you see when one slide changes to another in Slide Show view

**1957.** Animation refers to movements of text/objects ON the slide; transitions refer to the movement of

**1958.** Click the More drop-down arrow to display all transition effects, then click one to apply it

**1959.** No transition - None is applied by default

**1960.** Apply To All

**1961.** The slide has a transition effect or animation effects applied to it

**1962.** Click 'None' in the Transition to This Slide group

**1963.** Click None in the Transition to This Slide group, then click Apply To All

**1964.** Hovering over a slide transition effect in the Transitions tab to see a live preview

**1965.** Click your mouse

**1966.** Transition to This Slide group

**1967.** Unattended presentations such as at a trade show booth

**1968.** 'Automatically After' field in the Advance Slide section

**1969.** Set the timing on one slide then click 'Apply to All'

**1970.** Transitions are the slide-to-slide movement; animations are movements of text/objects on the

**1971.** As soon as the slide appears in Slide Show view

**1972.** Custom Range

**1973.** Slide Sorter View

**1974.** Apply To All

**1975.** Entrance, Emphasis, Exit, Motion Path

**1976.** Through the entire presentation or only on one slide - PowerPoint allows full customisation

**1977.** The Slides tab in the left task pane and in Slide Sorter view

**1978.** The Print settings (choose to print in grayscale or colour)

**1979.** Edit the Track and Time fields

**1980.** Advance to the next slide

**1981.** When you click the movie or sound icon during the slide show

**1982.** The 'What to print' section of Print settings

**1983.** The arrows or by typing in the 'Automatically After' field in the Advance Slide section

**1984.** It controls how an object appears/enters onto the slide

**1985.** Notes Pages

**1986.** Microsoft Excel (spreadsheets, formulas, functions, charts, sorting, filtering) and Microsoft

**1987.** Alert before overwriting cells

**1988.** Fills only the cell formats without copying contents

**1989.** Fills only the cell contents without applying the source format

**1990.** File Tab → Options → Advanced → Cut, Copy and Paste → uncheck Show Paste Options buttons

**1991.** Ctrl + D

**1992.** Ctrl + R

**1993.** Excel deletes all data within the selection

**1994.** Double-click the fill handle of the cell containing the formula

**1995.** A value in the next cell to define a pattern

**1996.** 2, 2, 2, 2...

**1997.** Tue, Wed, Thu...

**1998.** May, Jul, Aug, Oct...

**1999.** Product 2, Product 3...

**2000.** Up or to the left

**2001.** A shortcut menu with commands to specify the type of series

**2002.** Adding the step value to each cell value in turn

**2003.** Multiplying the step value by each cell value in turn

**2004.** Hold down Ctrl while dragging the fill handle of a selection of two or more cells

**2005.** Text or text mixed with numbers

**2006.** Select the list of items on the worksheet

**2007.** The cell reference of the list of items selected

**2008.** Click NEW LIST in the Custom lists box and type entries in the List entries box

**2009.** Make changes in the List entries box and click Add

**2010.** Any data that does not place itself in a cell but generates a result (value or label)

**2011.** There would be no point to using it

**2012.** The result appears in the cell; the formula appears in the formula bar

**2013.** Press F2 or double-click the cell

**2014.** = , + or -

**2015.** 5

**2016.** ^

**2017.** Numeric and text constants, arithmetic operators, functions, parentheses, cell references and

**2018.** When cell entries change, the formula automatically recalculates and updates the result

**2019.** An empty cell, to avoid losing existing information

**2020.** Multiply the contents of cell C4 by the contents of cell D8

**2021.** Refer to the contents of a cell or group of cells in a formula

**2022.** B10

**2023.** In the Name Box at the left of the formula bar

**2024.** Pointing to (clicking) the cell you want to include

**2025.** A moving dashed border (marquee)

**2026.** Four: Absolute, Relative, Mixed and Circular

**2027.** Adjusts automatically when the formula is copied to another cell

**2028.** Relative

**2029.** =(+Z5-Z4)/Z3

**2030.** =SUM(B5:D5)

**2031.** =SUM(B10:D10)

**2032.** =SUM(B5:D5)*A5

**2033.** $ (dollar sign)

**2034.** A permanent (absolute) link to cell A5

**2035.** =SUM(B5:D5)*$D$4

**2036.** F4

**2037.** A10 → $A$10 → A$10 → $A10 → A10

**2038.** Maintain a permanent link to specific columns and/or rows when copying formulas

**2039.** Absolute and relative

**2040.** $G5

**2041.** Row 5 is fixed; column G adjusts

**2042.** Two

**2043.** Column A stays fixed at A; only the row number adjusts

**2044.** They allow you to fill both column and row data using only one formula

**2045.** Not permitted in Excel (though Lotus 1-2-3 may not signal an error for it)

**2046.** Point mode

**2047.** Both A and B are correct

**2048.** Enter

**2049.** =B3 + C3

**2050.** =SUM(B4:D4)

**2051.** Ctrl + R

**2052.** Absolute: $B$1

**2053.** The cosine of 20 radians

**2054.** 2nd Period, 3rd Period, 4th Period...

**2055.** Valid - a formula may generate either a value or a label

**2056.** Excel treats all cell references as relative by default, unless a dollar sign is used

## By Benjamin Abbam

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**2057.** When I formatted the cell containing the value 15389544, it changed to 1.54E+07. What formatting did I use? e. Scientific

A. Text
B. Special
C. Fraction
D. Numeric

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**2058.** To copy formatting from a range of cells to more than one cell or range, first select the source range, then , and select the first and subsequent

A. Click the format painter button on the Home tab.
B. Click the copy button on the Home tab
C. Double click the Copy button on the Home tab
D. Double click the format Painter button on the Home tab

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**2059.** Which of these short-cut keys may be used to format text as italic? I. Ctrl + 3 II. Ctrl + 4

A. I & II only
B. I & IV only
C. I, II & III only
D. I, II & IV only

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**2060.** To center text across cells, one may use I. Center Across Selection Option in the Horizontal drop down list from the alignment tab of the Format Cells dialog box

A. I & II only
B. I & III only
C. II & III only
D. III only

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**2061.** To make the cell height increase to contain multiple lines so that a lengthy text entry fits a cell select the check box on the alignment tab of the format Cells dialog

A. Wrap text
B. Shrink to fit
C. Strikethrough
D. Merge cells

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**2062.** The vertical drop down list of the alignment option of the Format Cells dialog box has the following options: I.

A. I & II only
B. II & III only
C. III & IV only
D. III only

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**2063.** Under which tab of the Format Cells dialog box can you apply the Shrink To Fit option to a cell? e. Degrees

A. Border
B. Orientation
C. Protection
D. Alignment

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**2064.** When the number 254500.5 is entered into a cell that is formatted as numeric with 2d.p., and 1000 separator, what will be displayed in the cell when the Enter key is pressed? e. 254,500.05

A. 25,450,00.05
B. 254,500.50
C. 254500.50%
D. 254500.5

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**2065.** Which of these is likely to be displayed in a cell that is formatted as GENERAL when the formula =NOW() is entered in the cell? e. 9/04/15

A. 1/04/2015 PM
B. 9/04/2015 14:30
C. 3/09/15
D. 42103.65

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**2066.** Which number format rounds numbers with decimals if the cell is not wide enough to show the entire number and also uses scientific notation for large numbers with at least 12 digits?

A. Number
B. Scientific
C. Special
D. General

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**2067.** The shortcut key Shift+Ctrl+$ can be used for the number format. e. General

A. Number (2 d.p.)
B. Currency
C. Scientific
D. Percent (no d.p.)

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**2068.** To reveal hidden columns, first , then choose Home, Format, Hide and Unhide, and then Unhide columns.

A. Select the cell to the left of the column you want to unhide.
B. Select cells that span the hidden columns.
C. Select the cells to the right of the column you want to unhide.
D. Delete columns that span the hidden columns.

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**2069.** To change one or more column width, one should select the cells in columns that need to be changed, choose Home, Format and select the option from the list

A. Column Width
B. AutoFit Column Width
C. Default Width
D. AutoFit Height

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**2070.** To hide selected columns using the keyboard, select Home, Format, , and then Hide.

A. Rename Sheet
B. Hide & Unhide
C. Protect Sheets
D. Lock cells

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**2071.** Which of these is/are valid vertical alignment option(s)? I. Right

A. I, II and III only
B. II, III and IV only
C. III, IV and V only
D. I, II and IV only

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**2072.** To copy the format of a range of cells to more than one range . e. Double click the format painter button

A. Click the copy button
B. Click the format painter button
C. Click the paint button
D. Double click the paint button

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**2073.** Which of the following is the spreadsheet application used in Windows Operating Systems e. Microsoft Framework

A. Microsoft Word
B. Microsoft PowerPoint
C. Microsoft Access
D. Microsoft Excel

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**2074.** The number of characters that can be typed in a cell is limited to e. 265

A. 256
B. 255
C. 265
D. 257

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**2075.** The following are examples of spreadsheet applications except e. Lotus 1-2-3 Page 7 of 40

A. SUPERCALC
B. SYMPHONY
C. MS OUTLOOK
D. FRAMEWORK IV

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**2076.** The shortcut keys for formatting a time in the default format is e. Shift+^

A. CTRL + ;
B. CTRL + :
C. CTRL + @
D. CTRL + #

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**2077.** In inserting a cell, which of the following options is not displayed in the insert dialog box? e. Shift cells right

A. Shift cells left
B. Shift cells down
C. Entire row
D. Entire column

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**2078.** By pressing the key, one can edit the contents of a cell. e. Shift

A. F2
B. ESC
C. F11
D. ENTER

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**2079.** What are the shortcut keys for entering the current date in a cell? e. Shift +^

A. CTRL + ;
B. CTRL + :
C. CTRL + @
D. CTRL + #

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**2080.** Which of the following keys can remove a selected character? e. ENTER Page 8 of 40

A. ESC
B. TAB
C. CTRL
D. DELETE

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**2081.** Which of the following is NOT a use of spreadsheet applications in the accounting field? e. Budgeting

A. Preparation of budgets
B. Calculation of discounts
C. Investment proposals
D. Calculating regression coefficients

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**2082.** The steps in opening a new excel document are I. Microsoft excel

A. IV,I,III,II
B. III,II,IV,I
C. III,IV,II,I
D. II,III,IV,I

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**2083.** A number is accepted as a text if it is preceded by e. ^

A. '
B. "
C. &
D. #

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**2084.** Which of the following is NOT accepted in representing numbers ? e. -

A. E
B. .
C. +
D. *

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**2085.** Which of the following is NOT correctly matched? e. CRTL+R, READ Page 9 of 40

A. CTRL + X , CUT
B. CTRL + Z, UNDO
C. CTRL + C, COPY
D. CTRL + E, CENTRE

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**2086.** A is a grid with labelled columns and rows. e. Workbook

A. Dialog box
B. Worksheet
C. Clipboard
D. Toolbar

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**2087.** Microsoft Excel is example of e. Database

A. Word processing package
B. Spreadsheet package
C. Communication S/W Package
D. DBMS package

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**2088.** Which of the following is NOT the correct method of editing cell content? e. Esc

A. Press the Alt key
B. Press the F2 key
C. Click the formula bar
D. Double click the cell

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**2089.** What is the default display format of dates in excel e. M/D/YY

A. MM/DD/YYYY
B. DD/MMM/YYYY
C. YYYY/DD/MMM
D. D/M/YYYY

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**2090.** Valid date entries are aligned to the e. Bottom Page 10 of 40

A. Left
B. Right
C. Center
D. Top

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**2091.** If the value, 2, is entered in a cell A1 and the auto fill handle is dragged over cells A2 to A4, What values are displayed in cells A2 to A4? e. 2,3,4

A. 2,4,6
B. 2,2,2
C. 2,2,4
D. 2,4,8

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**2092.** Sorting cannot be done using more than one column.

A. FALSE
B. TRUE

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**2093.** When a table is filtered, the rows that do not match the filtered criteria are permanently removed from the table.

A. FALSE
B. TRUE

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**2094.** Filters can be applied to more than one column in a table.

A. TRUE
B. FALSE

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**2095.** When a large worksheet is to take up more than one printed page, Page Setup options can be set to make row and column headings appear on each printed page.

A. TRUE
B. FALSE

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**2096.** Row and column headings that are set to print on each printed page, do NOT appear on each page in Print Preview.

A. FALSE
B. TRUE

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**2097.** Each data series in a chart is represented by a unique . e. bar

A. font color
B. font
C. outline color
D. size

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**2098.** The horizontal axis is also known as the axis. e. axis

A. category
B. value
C. secondary
D. primary

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**2099.** To provide additional information in a chart, you can insert a(n) . e. block

A. caption
B. text box
C. cell
D. range

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**2100.** The form the boundaries of a chart and contains the scale against which data plots.

A. axis
B. data series
C. data point
D. legend

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**2101.** A single piece of data such as sales for one year is known as: e. marker A

A. data point
B. axis
C. data series
D. legend

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**2102.** Using enables the user to select a group of non-continuous slides. e. [Shift]+[Tab]

A. [Alt]
B. [Ctrl]
C. [Ctrl] + [Shift]
D. [Shift]

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**2103.** Bullet are individual lines of bullet text on a slide. e. arguments

A. points
B. details
C. levels
D. records

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**2104.** A slide's is the arrangement of the text and graphic elements or placeholders on that slide.

A. layout
B. theme
C. style
D. outline

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**2105.** Which view allows you to apply formatting to multiple slides? e. full screen

A. zoom
B. normal
C. reading
D. slide Sorter

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**2106.** What is common to the Excel functions TODAY, NOW and PI? e. None of the above

A. They belong to the same category of functions
B. They all take the same number of arguments
C. They take different number of arguments
D. They require no arguments

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**2107.** The functions AND, OR and NOT belongs to what category of functions? e. Text

A. Relational
B. Logical
C. Information
D. Decision

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**2108.** The serial numbering of date has the date ..... as the base e. None of the above

A. 1 January 1800
B. 1 January 1900
C. 1 January 2000
D. 1 January 2010

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**2109.** Given that the years 1800 and 1900 are not leap years, what date has the serial number 777? Page 14 of 40

A. 17 February 1902
B. 16 January 1802
C. 14 February 1902
D. 15 January 1992

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**2110.** Which of the following functions can be used to obtain the factorial of a given number? e. Fact()

A. Fa()
B. FT()
C. Factorial()
D. Facto()

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**2111.** What value will be returned by the expression =even(0.0000001)? e. None of the above

A. 1
B. 2
C. 3
D. 4

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**2112.** What is the results of the formula =28/2*7? e. Neither (a) nor (b)

A. 1036
B. 0
C. 2
D. Either (a) or (b)

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**2113.** Which of the following cannot be said to be unnecessary space(s) such that the trim function will not remove? e. None of the above

A. Leading space(s)
B. Trailing space(s)
C. More than one space between words
D. A space between two word(s)

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**2114.** Which of the following functions can be used to join two or more strings into one text item? e. together

A. Join
B. Concate
C. Append
D. Concatenate

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**2115.** Which of the following functions can be used to find the cube root of a function? e. None of the above

A. Sqrt
B. Cqrt
C. Cuberoot
D. Cbrt

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**2116.** Which of these function can be used to obtain the number of cells that contain numbers and dates? e. Snumbers

A. Countif
B. Count
C. Sumif
D. Sumnumbers

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**2117.** What will the formula =mode(3,2,1,1,1,2,2,2,1,4) return? e. 5

A. 1
B. 2
C. 3
D. 4

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**2118.** What will the formula =median(1,3,5,2,6) return? e. 6

A. 1
B. 2
C. 3
D. 5

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**2119.** Which of the following defines the items that are usually placed within brackets after the function name and separated by commas? e. Agreements

A. Inputs
B. Values
C. Labels
D. Arguments

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**2120.** A may be defined as any data that does not place itself in a cell but rather the result that it generates.

A. Text
B. Series
C. Formula
D. Function

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**2121.** Which of the following function Key can be used to view a formula in cell when the cell which contain the formula is the active cell e. F5

A. F1
B. F2
C. F3
D. F4

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**2122.** Which of the following symbols can be used to introduce a formula into an Excel cell? I. =

A. I, II, III, IV and V
B. Neither I, II, III, IV and V
C. I and II only
D. I, II and III only

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**2123.** If B3 and B4 contain -10 and -15 respectively and then formula -B2-B4 is will produce e. 10

A. 5
B. -5
C. -25
D. 25

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**2124.** Which of the following about formulas are correct? I. Allows the use of mathematical operators such as + (addition), (subtraction) , * (multiplication) and ^ (exponentiation), etc

A. I , II, III, IV and V
B. I, II only
C. I, II and III only
D. I, II, III and V only

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**2125.** One of the advantages of using formulas in a worksheet is that cell entries can be changed and the formula will automatically recalculate the values and insert the result in the cell containing the formula.

A. True
B. False

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**2126.** Which of the following about cell references are correct? I. Cell references, also called addresses

A. I, II, III, IV and V
B. I, II and III only
C. I, II, III and IV only
D. I, II, III and V only

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**2127.** Which of the following is Circular address if it entered in VII23? e. None of the above

A. =A1 / A1 +SUM(B1:BII23)
B. =VII22*1000/C24+ V23
C. +R44+V2311*SQRT(B3)
D. -R45/16+SQRT(VII23)

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**2128.** Which of the following are incorrect? I. Relative cell references refer to cells relative to a position in a formula

A. I and II only
B. I, II and III only
C. II, III and IV only
D. III and V only

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**2129.** If -2, 4 and 10 are entered into the cells D2, D3 and D4 respectively and the fomular =ABS(D2)+D4/D2*D3+2 entered into D5, then D5 will display e. None of the above

A. 16
B. -16
C. 24
D. -24

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**2130.** Which of the following can be found under I? I. Normal

A. I and II only
B. I, II and IV only
C. I, II, and V only
D. I, II, III and IV

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**2131.** The part labelled b is known as e. Quick Access menu

A. Quick Title menu
B. Title Easy menu
C. Quick Easy menu
D. Access Title menu

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**2132.** Which of the following displays the slide you are currently working on? e. C

A. F
B. K
C. G
D. E

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**2133.** Which of the following contains the basic file management commands? e. E

A. A
B. B
C. C
D. D

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**2134.** Which of the following focuses on the content of your presentation rather than its appearance? e. A

A. F
B. G
C. J
D. K

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**2135.** Rearrange the following to create a presentation from a template. I. Select a template from the options displayed. II. Click the File tab on the Ribbon and select New.

A. II, III, I and IV
B. I, II, III and IV
C. II, I, III and IV
D. II, I, IV, and III

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**2136.** Slides contain , or areas on a slide that are enclosed by dotted borders where information is entered.

A. Text box
B. Placeholders
C. Icons
D. Images

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**2137.** Which of the following statements about slide layout are true I. A slide layout arranges your slide content.

A. None of the above
B. I and II only
C. II and III only
D. I, II, III and IV

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**2138.** Which of the following file names DOES NOT marche with its file extension e. Window Media Video(.wmv) Page 22 of 40

A. PowerPoint Presentation (.pptx)
B. PowerPoint Macro-Enabled Presentation(.pptm)
C. PowerPoint 97 - 2003 Presentation (.ptx)
D. PowerPoint Show(.pps, .ppsx)

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**2139.** Which of these can be used to increase the font size of a selected text to the next standard font size. e. F

A. A
B. B
C. D
D. E

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**2140.** Which of the labelled commands adds a drop shadow to text? e. F

A. B
B. C
C. D
D. E

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**2141.** Mr Dumsor entered something in an Excel cell but realized that Excel has displayed ####. This means that what Mr Dumsor entered is a cell

A. Wrong formula
B. Characters which length is more than the width of the column which contain the
C. Character which highs is more than the height of the row.
D. Circular reference

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**2142.** Re-arrange the following in order of precedence I. :

A. I, II, III, IV, V
B. II, I, III, V, IV
C. V, I, II, III, IV
D. I, II, V, III, IV

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**2143.** The formula =6+27/3+2^3/2*2 entered in an Excel cell will produce e. None of the above Page 24 of 40

A. 29
B. 23
C. 11
D. 20

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**2144.** Which of the following is/are INCORRECT about naming cell/range? I. Names must start with a letter or an underscore but any character may be used after the initial letter except a space or a hyphen

A. None of the above
B. II and III only
C. II only
D. III only

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**2145.** A file in excel may also be referred to as a ..... e. Table

A. Folder
B. Workbook
C. Spreadsheet
D. Work sheet

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**2146.** There are ..... types of protection for excel files. e. Ten

A. One
B. Four
C. Two
D. Three

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**2147.** The ..... modifier key is used to select multiple files to open. e. Backspace Page 25 of 40

A. Shift
B. Ctrl
C. Arrow
D. Alt

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**2148.** What is the default file extension for excel files is? e. pdf

A. xlsx
B. xlm
C. wk
D. doc

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**2149.** What does Shift +Space bar do e. Select a cell

A. Activate previous sheet
B. Activate next sheet
C. Selects a row
D. Selects a column

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**2150.** When I formatted the cell containing the value 15389544, it changed to 1.54E+07. What formatting did I use?

A. Text
B. Special
C. Fraction
D. Numeric

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**2151.** To copy formatting from a range of cells to more than one cell or range, first select the source range, then _____,

A. Click the format painter button on the
B. Click the copy button on the Home tab
C. Double click the Copy button on the
D. Double click the format Painter

**2152.** Which of these short-cut keys may be used to format text as italic? I. Ctrl + 3

A. I & II only
B. I & IV only
C. I, II & III only
D. I, II & IV only



**2153.** To center text across cells, one may use I. Center Across Selection Option in the

A. I & II only
B. I & III only
C. II & III only
D. III only



**2154.** To make the cell height increase to contain multiple lines so that a lengthy text entry fits a cell select the _____ check box on

A. Wrap text
B. Shrink to fit
C. Strikethrough
D. Merge cells



**2155.** The vertical drop down list of the alignment option of the Format Cells dialog box has the following options:

A. I & II only
B. II & III only
C. III & IV only
D. III only



**2156.** Under which tab of the Format Cells dialog box can you apply the Shrink To Fit option to a cell?

A. Border
B. Orientation
C. Protection
D. Alignment



**2157.** When the number 254500.5 is entered into a cell that is formatted as numeric with 2d.p. and 1000 separator, what will be displayed

A. 25,450,00.05
B. 254,500.50
C. 254500.50%
D. 254500.5

**2158.** Which of these is likely to be displayed in a cell that is formatted as GENERAL when the formula =NOW ( ) is entered in the cell?

A. 1/04/2015 PM
B. 9/04/2015 14:30
C. 3/09/15
D. 42103.65



**2159.** Which number format rounds numbers with decimals if the cell is not wide enough to show the entire number and also uses

A. Number
B. Scientific
C. Special
D. General



**2160.** The shortcut key Shift+Ctrl+$ can be used for the _____ number format. e. General

A. Number (2 d.p.)
B. Currency
C. Scientific
D. Percent (no d.p.)



**2161.** To reveal hidden columns, first _____, then choose Home, Format, Hide and Unhide, and then Unhide

A. Select the cell to the left of the
B. Select cells that span the hidden
C. Select the cells to the right of the
D. Delete columns that span the hidden



**2162.** To change one or more column width, one should select the cells in columns that need to be changed, choose Home, Format and

A. Column Width
B. AutoFit Column Width
C. Default Width
D. AutoFit Height



**2163.** To hide selected columns using the keyboard, select Home, Format, _____, and then Hide.

A. Rename Sheet
B. Hide & Unhide
C. Protect Sheets
D. Lock cells

**2164.** Which of these is/are valid vertical alignment option(s)? I.

A. I, II and III only
B. II, III and IV only
C. III, IV and V only
D. I, II and IV only



**2165.** To copy the format of a range of cells to more than one range _____. e. Double click the format painter

A. Click the copy button
B. Click the format painter button
C. Click the paint button
D. Double click the paint button



**2166.** Which of the following is the spreadsheet application used in Windows Operating Systems

A. Microsoft Word
B. Microsoft PowerPoint
C. Microsoft Access
D. Microsoft Excel



**2167.** The number of characters that can be typed in a cell is limited to e. 265

A. 256
B. 255
C. 265
D. 257



**2168.** The following are examples of spreadsheet applications except e. Lotus 1-2-3

A. SUPERCALC
B. SYMPHONY
C. MS OUTLOOK
D. FRAMEWORK IV



**2169.** The shortcut keys for formatting a time in the default format is 4 | P a g e

A. CTRL + ;
B. CTRL + :
C. CTRL + @
D. CTRL + #

**2170.** In inserting a cell, which of the following options is not displayed in the insert dialog box?

A. Shift cells left
B. Shift cells down
C. Entire row
D. Entire column



**2171.** By pressing the _____ key, one can edit the contents of a cell. e. Shift

A. F2
B. ESC
C. F11
D. ENTER



**2172.** What are the shortcut keys for entering the current date in a cell? e. Shift +^

A. CTRL + ;
B. CTRL + :
C. CTRL + @
D. CTRL + #



**2173.** Which of the following keys can remove a selected character? e. ENTER

A. ESC
B. TAB
C. CTRL
D. DELETE



**2174.** Which of the following is NOT a use of spreadsheet applications in the accounting field?

A. Preparation of budgets
B. Calculation of discounts
C. Investment proposals
D. Calculating regression coefficients



**2175.** The steps in opening a new excel document are I.

A. IV,I,III,II
B. III,II,IV,I
C. III,IV,II,I
D. II,III,IV,I

**2176.** A number is accepted as a text if it is preceded by e. ^

A. '
B. ǯ
C. &
D. #



**2177.** Which of the following is NOT accepted in representing numbers? e. -

A. E
B. .
C. +
D. *



**2178.** Which of the following is NOT correctly matched? e. CRTL+R, READ

A. CTRL + X , CUT
B. CTRL + Z, UNDO
C. CTRL + C, COPY
D. CTRL + E, CENTRE



**2179.** A _____ is a grid with labelled columns and rows. e. Workbook

A. Dialog box
B. Worksheet
C. Clipboard
D. Toolbar



**2180.** Microsoft Excel is example of _____ e. Database

A. Word processing package
B. Spreadsheet package
C. Communication S/W Package
D. DBMS package



**2181.** Which of the following is NOT the correct method of editing cell content? e. Esc

A. Press the Alt key
B. Press the F2 key
C. Click the formula bar
D. Double click the cell

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**2182.** What is the default display format of dates in excel e. M/D/YY

A. MM/DD/YYYY
B. DD/MMM/YYYY
C. YYYY/DD/MMM
D. D/M/YYYY

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**2183.** Valid date entries are aligned to the e. Bottom

A. Left
B. Right
C. Center
D. Top

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**2184.** If the value, 2, is entered in a cell A1 and the auto fill handle is dragged over cells A2 to A4, What values are displayed in cells A2 to

A. 2,4,6
B. 2,2,2
C. 2,2,4
D. 2,4,8

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**2185.** Sorting cannot be done using more than one column.

A. FALSE
B. TRUE

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**2186.** When a table is filtered, the rows that do not match the filtered criteria are permanently removed from the table.

A. FALSE
B. TRUE

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**2187.** Filters can be applied to more than one column in a table.

A. TRUE
B. FALSE

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**2188.** When a large worksheet is to take up more than one printed page, Page Setup options can be set to make row and column

A. TRUE
B. FALSE

**2189.** Row and column headings that are set to print on each printed page, do NOT appear on each page in Print Preview.

A. FALSE
B. TRUE



**2190.** Each data series in a chart is represented by a unique _____. e. bar

A. font color
B. font
C. outline color
D. size



**2191.** The horizontal axis is also known as the _____ axis. e. axis

A. category
B. value
C. secondary
D. primary



**2192.** To provide additional information in a chart, you can insert a (n) _____. e. block

A. caption
B. text box
C. cell
D. range



**2193.** The _____ form the boundaries of a chart and contains the scale against which data plots.

A. axis
B. data series
C. data point
D. legend



**2194.** A single piece of data such as sales for one year is known as: e. marker

A. data point
B. axis
C. data series
D. legend

**2195.** A _____ is a collection of data points. e. Marker

A. Data series
B. Data point
C. Axis
D. Legend



**2196.** _____ is the process of arranging data in numerical or alphabetical order (ascending or descending)

A. filtering
B. combining
C. query
D. sorting



**2197.** _____ are miniature images of the presentation slides. e. Pages

A. Scroll boxes
B. Thumbnails
C. ScreenTips
D. Templates



**2198.** Using _____ enables the user to select a group of non-continuous slides. e. [Shift]+[Tab]

A. [Alt]
B. [Ctrl]
C. [Ctrl] + [Shift]
D. [Shift]



**2199.** Bullet _____ are individual lines of bullet text on a slide. e. arguments

A. points
B. details
C. levels
D. records



**2200.** A slide's _____ is the arrangement of the text and graphic elements or placeholders on that slide.

A. layout
B. theme
C. style
D. outline

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**2201.** _____ is NOT a slide layout. e. three content

A. two Content
B. title and Content
C. graphic
D. blank

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**2202.** Which view allows you to apply formatting to multiple slides? e. full screen

A. zoom
B. normal
C. reading
D. slide Sorter

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**2203.** What is common to the Excel functions TODAY, NOW and PI? functions

A. They belong to the same category of
B. They all take the same number of
C. They take different number of
D. They require no arguments

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**2204.** The functions AND, OR and NOT belongs to what category of functions? e. Text

A. Relational
B. Logical
C. Information
D. Decision

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**2205.** The serial numbering of date has the date ..... as the base e. None of the above

A. 1 January 1800
B. 1 January 1900
C. 1 January 2000
D. 1 January 2010

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**2206.** Given that the years 1800 and 1900 are not leap years, what date has the serial number 777?

A. 17 February 1902
B. 16 January 1802
C. 14 February 1902
D. 15 January 1992

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**2207.** Which of the following functions can be used to obtain the factorial of a given number?

A. Fa()
B. FT()
C. Factorial()
D. Facto()

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**2208.** What value will be returned by the expression =even(0.0000001)? e. None of the above

A. 1
B. 2
C. 3
D. 4

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**2209.** What is the results of the formula =28/2*7? 8 | P a g e OGA BLACKMAN - “I make a way or find one for others to follow.”

A. 1036
B. 0
C. 2
D. Either (a) or (b)

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**2210.** Which of the following cannot be said to be unnecessary space(s) such that the trim function will not remove?

A. Leading space(s)
B. Trailing space(s)
C. More than one space between words
D. A space between two word(s)

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**2211.** Which of the following functions can be used to join two or more strings into one text item?

A. Join
B. Concate
C. Append
D. Concatenate

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**2212.** Which of the following functions can be used to find the cube root of a function? e. None of the above

A. Sqrt
B. Cqrt
C. Cuberoot
D. Cbrt

**2213.** Which of these function can be used to obtain the number of cells that contain numbers and dates?

A. Countif
B. Count
C. Sumif
D. Sumnumbers



**2214.** What will the formula =mode(3,2,1,1,1,2,2,2,1,4) return? e. 5

A. 1
B. 2
C. 3
D. 4



**2215.** What will the formula =median (1,3,5,2,6) return? e. 6

A. 1
B. 2
C. 3
D. 5



**2216.** Which of the following defines the items that are usually placed within brackets after the function name and separated by

A. Inputs
B. Values
C. Labels
D. Arguments



**2217.** A _____ may be defined as any data that does not place itself in a cell but rather the result that it generates.

A. Text
B. Series
C. Formula
D. Function



**2218.** Which of the following function Key can be used to view a formula in cell when the cell which contain the formula is the active cell

A. F1
B. F2
C. F3
D. F4

**2219.** Which of the following symbols can be used to introduce a formula into an Excel cell? I.

A. I, II, III, IV and V
B. Neither I, II, III, IV and V
C. I and II only
D. I, II and III only



**2220.** If B3 and B4 contain -10 and -15 respectively and then formula -B2-B4 is will produce

A. 5
B. -5
C. -25
D. 25



**2221.** Which of the following about formulas are correct? I. Allows the use of mathematical

A. I , II, III, IV and V
B. I, II only
C. I, II and III only
D. I, II, III and V only



**2222.** One of the advantages of using formulas in a worksheet is that cell entries can be changed and

A. True
B. False



**2223.** Which of the following about cell references are correct? I.

A. I, II, III, IV and V
B. I, II and III only
C. I, II, III and IV only
D. I, II, III and V only



**2224.** Which of the following is Circular address if it entered in VII23? e. None of the above

A. =A1 / A1 +SUM(B1:BII23)
B. =VII22*1000/C24+ V23
C. +R44+V2311*SQRT(B3)
D. -R45/16+SQRT(VII23)

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**2225.** Which of the following are incorrect? I. Relative cell references refer to

A. I and II only
B. I, II and III only
C. II, III and IV only
D. III and V only

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**2226.** If -2, 4 and 10 are entered into the cells D2, D3 and D4 respectively and the fomular =ABS(D2)+D4/D2*D3+2 entered into D5,

A. 16
B. -16
C. 24
D. -24

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**2227.** Which of the following can be found under I? I.

A. I and II only
B. I, II and IV only
C. I, II, and V only
D. I, II, III and IV

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**2228.** The part labelled b is known as _____ e. Quick Access menu

A. Quick Title menu
B. Title Easy menu
C. Quick Easy menu
D. Access Title menu

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**2229.** Which of the following displays the slide you are currently working on? e. C

A. F
B. K
C. G
D. E

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**2230.** Which of the following contains the basic file management commands? 12 | P a g e

A. A
B. B
C. C
D. D

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**2231.** Which of the following focuses on the content of your presentation rather than its appearance?

A. F
B. G
C. J
D. K

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**2232.** Rearrange the following to create a presentation from a template. I. Select a template from the options

A. II, III, I and IV
B. I, II, III and IV
C. II, I, III and IV
D. II, I, IV, and III

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**2233.** Slides contain_____, or areas on a slide that are enclosed by dotted borders where information is entered.

A. Text box
B. Placeholders
C. Icons
D. Images

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**2234.** Which of the following statements about slide layout are true I.

A. None of the above
B. I and II only
C. II and III only
D. I, II, III and IV

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**2235.** Which of the following file names DOES NOT marche with its file extension Presentation(.pptm)

A. PowerPoint Presentation (.pptx)
B. PowerPoint Macro-Enabled
C. PowerPoint 97 - 2003
D. PowerPoint Show(.pps, .ppsx)

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**2236.** Which of these can be used to increase the font size of a selected text to the next standard font size.

A. A
B. B
C. D
D. E

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**2237.** Which of the labelled commands adds a drop shadow to text? e. F

A. B
B. C
C. D
D. E

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**2238.** _____ can be used to change case of a selected text. e. E

A. A
B. B
C. C
D. D

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**2239.** Mr Dumsor entered something in an Excel cell but realized that Excel has displayed ####. This means that what Mr Dumsor

A. Wrong formula
B. Characters which length is more
C. Character which highs is more than
D. Circular reference

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**2240.** _____ is used to refer to a cell or a range that includes two or more sheets in a workbook.

A. Absolute
B. Relative
C. Mixed reference
D. 3-d reference

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**2241.** Re-arrange the following in order of precedence I.

A. I, II, III, IV, V
B. II, I, III, V, IV
C. V, I, II, III, IV
D. I, II, V, III, IV

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**2242.** The formula =6+27/3+2^3/2*2 entered in an Excel cell will produce e. None of the above

A. 29
B. 23
C. 11
D. 20

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**2243.** Which of the following is/are INCORRECT about naming cell/range? I. Names must start with a letter or an

A. None of the above
B. II and III only
C. II only
D. III only

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**2244.** A file in excel may also be referred to as a ..... e. Table

A. Folder
B. Workbook
C. Spreadsheet
D. Work sheet

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**2245.** There are ..... types of protection for excel files. e. Ten

A. One
B. Four
C. Two
D. Three

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**2246.** The ..... modifier key is used to select multiple files to open. e. Backspace

A. Shift
B. Ctrl
C. Arrow
D. Alt

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**2247.** What is the default file extension for excel files is? e. pdf

A. xlsx
B. xlm
C. wk
D. doc

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**2248.** If the spreadsheet document is wider than tall, you may want to use a landscape orientation when you print.

A. True
B. False

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**2249.** If the spreadsheet document is taller than it is wide, you may want to use a landscape orientation when you print.

A. True
B. False

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**2250.** ,2)) is entered in an Excel cell, it will return e. 16

A. 4
B. -4
C. 2
D. -2

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**2251.** What does Shift +Space bar do e. Select a cell

A. Activate previous sheet
B. Activate next sheet
C. Selects a row
D. Selects a column

## Answers

**2057.** Text

**2058.** Click the format painter button on the Home tab.

**2059.** I & II only

**2060.** I & II only

**2061.** Wrap text

**2062.** I & II only

**2063.** Border

**2064.** 25,450,00.05

**2065.** 1/04/2015 PM

**2066.** Number

**2067.** Number (2 d.p.)

**2068.** Select the cell to the left of the column you want to unhide.

**2069.** Column Width

**2070.** Rename Sheet

**2071.** I, II and III only

**2072.** Click the copy button

**2073.** Microsoft Word

**2074.** 256

**2075.** SUPERCALC

**2076.** CTRL + ;

**2077.** Shift cells left

**2078.** F2

**2079.** CTRL + ;

**2080.** ESC

**2081.** Preparation of budgets

**2082.** IV,I,III,II

**2083.** '

**2084.** E

**2085.** CTRL + X , CUT

**2086.** Dialog box

**2087.** Word processing package

**2088.** Press the Alt key

**2089.** MM/DD/YYYY

**2090.** Left

**2091.** 2,4,6

**2092.** FALSE

**2093.** FALSE

**2094.** TRUE

**2095.** TRUE

**2096.** FALSE

**2097.** font color

**2098.** category

**2099.** caption

**2100.** axis

**2101.** data point

**2102.** [Alt]

**2103.** points

**2104.** layout

**2105.** zoom

**2106.** They belong to the same category of functions

**2107.** Relational

**2108.** 1 January 1800

**2109.** 17 February 1902

**2110.** Fa()

**2111.** 1

**2112.** 1036

**2113.** Leading space(s)

**2114.** Join

**2115.** Sqrt

**2116.** Countif

**2117.** 1

**2118.** 1

**2119.** Inputs

**2120.** Text

**2121.** F1

**2122.** I, II, III, IV and V

**2123.** 5

**2124.** I , II, III, IV and V

**2125.** True

**2126.** I, II, III, IV and V

**2127.** =A1 / A1 +SUM(B1:BII23)

**2128.** I and II only

**2129.** 16

**2130.** I and II only

**2131.** Quick Title menu

**2132.** F

**2133.** A

**2134.** F

**2135.** II, III, I and IV

**2136.** Text box

**2137.** None of the above

**2138.** PowerPoint Presentation (.pptx)

**2139.** A

**2140.** B

**2141.** Wrong formula

**2142.** I, II, III, IV, V

**2143.** 29

**2144.** None of the above

**2145.** Folder

**2146.** One

**2147.** Shift

**2148.** xlsx

**2149.** Activate previous sheet

**2150.** Text

**2151.** Click the format painter button on the

**2152.** I & II only

**2153.** I & II only

**2154.** Wrap text

**2155.** I & II only

**2156.** Border

**2157.** 25,450,00.05

**2158.** 1/04/2015 PM

**2159.** Number

**2160.** Number (2 d.p.)

**2161.** Select the cell to the left of the

**2162.** Column Width

**2163.** Rename Sheet

**2164.** I, II and III only

**2165.** Click the copy button

**2166.** Microsoft Word

**2167.** 256

**2168.** SUPERCALC

**2169.** CTRL + ;

**2170.** Shift cells left

**2171.** F2

**2172.** CTRL + ;

**2173.** ESC

**2174.** Preparation of budgets

**2175.** IV,I,III,II

**2176.** '

**2177.** E

**2178.** CTRL + X , CUT

**2179.** Dialog box

**2180.** Word processing package

**2181.** Press the Alt key

**2182.** MM/DD/YYYY

**2183.** Left

**2184.** 2,4,6

**2185.** FALSE

**2186.** FALSE

**2187.** TRUE

**2188.** TRUE

**2189.** FALSE

**2190.** font color

**2191.** category

**2192.** caption

**2193.** axis

**2194.** data point

**2195.** Data series

**2196.** filtering

**2197.** Scroll boxes

**2198.** [Alt]

**2199.** points

**2200.** layout

**2201.** two Content

**2202.** zoom

**2203.** They belong to the same category of

**2204.** Relational

**2205.** 1 January 1800

**2206.** 17 February 1902

**2207.** Fa()

**2208.** 1

**2209.** 1036

**2210.** Leading space(s)

**2211.** Join

**2212.** Sqrt

**2213.** Countif

**2214.** 1

**2215.** 1

**2216.** Inputs

**2217.** Text

**2218.** F1

**2219.** I, II, III, IV and V

**2220.** 5

**2221.** I , II, III, IV and V

**2222.** True

**2223.** I, II, III, IV and V

**2224.** =A1 / A1 +SUM(B1:BII23)

**2225.** I and II only

**2226.** 16

**2227.** I and II only

**2228.** Quick Title menu

**2229.** F

**2230.** A

**2231.** F

**2232.** II, III, I and IV

**2233.** Text box

**2234.** None of the above

**2235.** PowerPoint Presentation (.pptx)

**2236.** A

**2237.** B

**2238.** A

**2239.** Wrong formula

**2240.** Absolute

**2241.** I, II, III, IV, V

**2242.** 29

**2243.** None of the above

**2244.** Folder

**2245.** One

**2246.** Shift

**2247.** xlsx

**2248.** True

**2249.** True

**2250.** 4

**2251.** Activate previous sheet

## By Joshua Adomako

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**2252.** When I formatted the cell containing the value 15389544, it changed to 1.54E+07. What formatting did I use? e. Scientific

A. Text
B. Special
C. Fraction
D. Numeric

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**2253.** To copy formatting from a range of cells to more than one cell or range, first select the source range, then _____, and select the first and subsequent destination cells or ranges.

A. Click the format painter button on the Home tab.
B. Click the copy button on the Home tab
C. Double click the Copy button on the Home tab
D. Double click the format Painter button on the Home tab

**2254.** Which of these short-cut keys may be used to format text as italic? I. Ctrl + 3 II. Ctrl + 4

A. I & II only
B. I & IV only
C. I, II & III only
D. I, II & IV only

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**2255.** To center text across cells, one may use I. Center Across Selection Option in the Horizontal drop down list from the alignment tab of the Format Cells dialog box

A. I & II only
B. I & III only
C. II & III only
D. III only

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**2256.** To make the cell height increase to contain multiple lines so that a lengthy text entry fits a cell select the _____ check box on the alignment tab of the format Cells dialog box.

A. Wrap text
B. Shrink to fit
C. Strikethrough
D. Merge cells

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**2257.** The vertical drop down list of the alignment option of the Format Cells dialog box has the following options: I.

A. I & II only
B. II & III only
C. III & IV only
D. III only

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**2258.** Under which tab of the Format Cells dialog box can you apply the Shrink To Fit option to a cell? e. Degrees

A. Border
B. Orientation
C. Protection
D. Alignment

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**2259.** When the number 254500.5 is entered into a cell that is formatted as numeric with 2d.p., and 1000 separator, what will be displayed in the cell when the Enter key is pressed? e. 254,500.05

A. 25,450,00.05
B. 254,500.50
C. 254500.50%
D. 254500.5

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**2260.** Which of these is likely to be displayed in a cell that is formatted as GENERAL when the formula =NOW() is entered in the cell? 0547363062/ 0501307910

A. 1/04/2015 PM
B. 9/04/2015 14:30
C. 3/09/15
D. 42103.65

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**2261.** Which number format rounds numbers with decimals if the cell is not wide enough to show the entire number and also uses scientific notation for large numbers with at least 12 digits?

A. Number
B. Scientific
C. Special
D. General

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**2262.** The shortcut key Shift+Ctrl+$ can be used for the _____ number format. 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. Number (2 d.p.)
B. Currency
C. Scientific
D. Percent (no d.p.)

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**2263.** To reveal hidden columns, first _____, then choose Home, Format, Hide and Unhide, and then Unhide columns. e. Insert cells that span the hidden columns.

A. Select the cell to the left of the column you want to unhide.
B. Select cells that span the hidden columns.
C. Select the cells to the right of the column you want to unhide.
D. Delete columns that span the hidden columns.

**2264.** To change one or more column width, one should select the cells in columns that need to be changed, choose Home, Format and select the _____ option from the list that appears to fit the column width to the widest cell contents in the selection.

A. Column Width
B. AutoFit Column Width
C. Default Width
D. AutoFit Height

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**2265.** To hide selected columns using the keyboard, select Home, Format, _____, and then Hide. e. Format cells

A. Rename Sheet
B. Hide & Unhide
C. Protect Sheets
D. Lock cells

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**2266.** Which of these is/are valid vertical alignment option(s)? 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. I, II and III only
B. II, III and IV only
C. III, IV and V only
D. I, II and IV only

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**2267.** To copy the format of a range of cells to more than one range _____. e. Double click the format painter button

A. Click the copy button
B. Click the format painter button
C. Click the paint button
D. Double click the paint button

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**2268.** Which of the following is the spreadsheet application used in Windows Operating Systems e. Microsoft Framework

A. Microsoft Word
B. Microsoft PowerPoint
C. Microsoft Access
D. Microsoft Excel

**2269.** The number of characters that can be typed in a cell is limited to 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. 256
B. 255
C. 265
D. 257



**2270.** The following are examples of spreadsheet applications except e. Lotus 1-2-3

A. SUPERCALC
B. SYMPHONY
C. MS OUTLOOK
D. FRAMEWORK IV



**2271.** The shortcut keys for formatting a time in the default format is e. Shift+^

A. CTRL + ;
B. CTRL + :
C. CTRL + @
D. CTRL + #



**2272.** In inserting a cell, which of the following options is not displayed in the insert dialog box? e. Shift cells right

A. Shift cells left
B. Shift cells down
C. Entire row
D. Entire column



**2273.** By pressing the _____ key, one can edit the contents of a cell. 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. F2
B. ESC
C. F11
D. ENTER



**2274.** What are the shortcut keys for entering the current date in a cell? e. Shift +^

A. CTRL + ;
B. CTRL + :
C. CTRL + @
D. CTRL + #

**2275.** Which of the following keys can remove a selected character? e. ENTER

A. ESC
B. TAB
C. CTRL
D. DELETE



**2276.** Which of the following is NOT a use of spreadsheet applications in the accounting field? e. Budgeting

A. Preparation of budgets
B. Calculation of discounts
C. Investment proposals
D. Calculating regression coefficients



**2277.** The steps in opening a new excel document are I. Microsoft excel

A. IV,I,III,II
B. III,II,IV,I
C. III,IV,II,I
D. II,III,IV,I



**2278.** A number is accepted as a text if it is preceded by e. ^

A. '
B. "
C. &
D. #



**2279.** Which of the following is NOT accepted in representing numbers ? e. -

A. E
B. .
C. +
D. *



**2280.** Which of the following is NOT correctly matched? e. CRTL+R, READ

A. CTRL + X , CUT
B. CTRL + Z, UNDO
C. CTRL + C, COPY
D. CTRL + E, CENTRE

**2281.** A _____ is a grid with labelled columns and rows. 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. Dialog box
B. Worksheet
C. Clipboard
D. Toolbar



**2282.** Microsoft Excel is example of _____ e. Database

A. Word processing package
B. Spreadsheet package
C. Communication S/W Package
D. DBMS package



**2283.** Which of the following is NOT the correct method of editing cell content? e. Esc

A. Press the Alt key
B. Press the F2 key
C. Click the formula bar
D. Double click the cell



**2284.** What is the default display format of dates in excel e. M/D/YY

A. MM/DD/YYYY
B. DD/MMM/YYYY
C. YYYY/DD/MMM
D. D/M/YYYY



**2285.** Valid date entries are aligned to the 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. Left
B. Right
C. Center
D. Top



**2286.** If the value, 2, is entered in a cell A1 and the auto fill handle is dragged over cells A2 to A4, What values are displayed in cells A2 to A4? e. 2,3,4

A. 2,4,6
B. 2,2,2
C. 2,2,4
D. 2,4,8

**2287.** Sorting cannot be done using more than one column.

A. FALSE
B. TRUE



**2288.** When a table is filtered, the rows that do not match the filtered criteria are permanently removed from the table.

A. FALSE
B. TRUE



**2289.** Filters can be applied to more than one column in a table.

A. TRUE
B. FALSE



**2290.** When a large worksheet is to take up more than one printed page, Page Setup options can be set to make row and column headings appear on each printed page. 0547363062/ 0501307910

A. TRUE
B. FALSE



**2291.** Row and column headings that are set to print on each printed page, do NOT appear on each page in Print Preview.

A. FALSE
B. TRUE



**2292.** Each data series in a chart is represented by a unique _____. e. bar

A. font color
B. font
C. outline color
D. size



**2293.** The horizontal axis is also known as the _____ axis. e. axis

A. category
B. value
C. secondary
D. primary

**2294.** To provide additional information in a chart, you can insert a(n) _____. e. block

A. caption
B. text box
C. cell
D. range



**2295.** The _____ form the boundaries of a chart and contains the scale against which data plots. 0547363062/ 0501307910

A. axis
B. data series
C. data point
D. legend



**2296.** A single piece of data such as sales for one year is known as: e. marker A _____ is a collection of data points.

A. data point
B. axis
C. data series
D. legend



**2297.** _____ is the process of arranging data in numerical or alphabetical order (ascending or descending) e. charting

A. filtering
B. combining
C. query
D. sorting



**2298.** _____ are miniature images of the presentation slides. 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. Scroll boxes
B. Thumbnails
C. ScreenTips
D. Templates



**2299.** Using _____ enables the user to select a group of non-continuous slides. e. [Shift]+[Tab]

A. [Alt]
B. [Ctrl]
C. [Ctrl] + [Shift]
D. [Shift]

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**2300.** Bullet _____ are individual lines of bullet text on a slide. e. arguments

A. points
B. details
C. levels
D. records

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**2301.** A slide's _____ is the arrangement of the text and graphic elements or placeholders on that slide. e. pane

A. layout
B. theme
C. style
D. outline

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**2302.** _____ is NOT a slide layout. 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. two Content
B. title and Content
C. graphic
D. blank

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**2303.** Which view allows you to apply formatting to multiple slides? e. full screen

A. zoom
B. normal
C. reading
D. slide Sorter

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**2304.** What is common to the Excel functions TODAY, NOW and PI? e. None of the above

A. They belong to the same category of functions
B. They all take the same number of arguments
C. They take different number of arguments
D. They require no arguments

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**2305.** The functions AND, OR and NOT belongs to what category of functions? e. Text

A. Relational
B. Logical
C. Information
D. Decision

**2306.** The serial numbering of date has the date ..... as the base 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. 1 January 1800
B. 1 January 1900
C. 1 January 2000
D. 1 January 2010



**2307.** Given that the years 1800 and 1900 are not leap years, what date has the serial number 777? e. None of the above

A. 17 February 1902
B. 16 January 1802
C. 14 February 1902
D. 15 January 1992



**2308.** Which of the following functions can be used to obtain the factorial of a given number? e. Fact()

A. Fa()
B. FT()
C. Factorial()
D. Facto()



**2309.** What value will be returned by the expression =even(0.0000001)? e. None of the above

A. 1
B. 2
C. 3
D. 4



**2310.** What is the results of the formula =28/2*7? e. Neither (a) nor (b) 0547363062/ 0501307910

A. 1036
B. 0
C. 2
D. Either (a) or (b)



**2311.** Which of the following cannot be said to be unnecessary space(s) such that the trim function will not remove? e. None of the above

A. Leading space(s)
B. Trailing space(s)
C. More than one space between words
D. A space between two word(s)

**2312.** Which of the following functions can be used to join two or more strings into one text item? e. together

A. Join
B. Concate
C. Append
D. Concatenate



**2313.** Which of the following functions can be used to find the cube root of a function? e. None of the above

A. Sqrt
B. Cqrt
C. Cuberoot
D. Cbrt



**2314.** Which of these function can be used to obtain the number of cells that contain numbers and dates? e. Snumbers

A. Countif
B. Count
C. Sumif
D. Sumnumbers



**2315.** What will the formula =mode(3,2,1,1,1,2,2,2,1,4) return? e. 5

A. 1
B. 2
C. 3
D. 4



**2316.** What will the formula =median(1,3,5,2,6) return? e. 6

A. 1
B. 2
C. 3
D. 5



**2317.** Which of the following defines the items that are usually placed within brackets after the function name and separated by commas? e. Agreements

A. Inputs
B. Values
C. Labels
D. Arguments

**2318.** A _____ may be defined as any data that does not place itself in a cell but rather the result that it generates. e. Number

A. Text
B. Series
C. Formula
D. Function



**2319.** Which of the following function Key can be used to view a formula in cell when the cell which contain the formula is the active cell e. F5

A. F1
B. F2
C. F3
D. F4



**2320.** Which of the following symbols can be used to introduce a formula into an Excel cell? I. =

A. I, II, III, IV and V
B. Neither I, II, III, IV and V
C. I and II only
D. I, II and III only



**2321.** If B3 and B4 contain -10 and -15 respectively and then formula -B2-B4 is will produce e. 10 0547363062/ 0501307910

A. 5
B. -5
C. -25
D. 25



**2322.** Which of the following about formulas are correct? I. Allows the use of mathematical operators such as + (addition), (subtraction) , * (multiplication) and ^ (exponentiation), etc

A. I , II, III, IV and V
B. I, II only
C. I, II and III only
D. I, II, III and V only



**2323.** One of the advantages of using formulas in a worksheet is that cell entries can be changed and the formula will automatically recalculate the values and insert the result in the cell containing the formula.

A. True
B. False

**2324.** Which of the following about cell references are correct? I. Cell references, also called addresses

A. I, II, III, IV and V
B. I, II and III only
C. I, II, III and IV only
D. I, II, III and V only



**2325.** Which of the following is Circular address if it entered in VII23? e. None of the above

A. =A1 / A1 +SUM(B1:BII23)
B. =VII22*1000/C24+ V23
C. +R44+V2311*SQRT(B3)
D. -R45/16+SQRT(VII23)



**2326.** Which of the following are incorrect? I. Relative cell references refer to cells relative to a position in a formula

A. I and II only
B. I, II and III only
C. II, III and IV only
D. III and V only



**2327.** If -2, 4 and 10 are entered into the cells D2, D3 and D4 respectively and the fomular =ABS(D2)+D4/D2*D3+2 entered into D5, then D5 will display e. None of the above

A. 16
B. -16
C. 24
D. -24



**2328.** Which of the following can be found under I? I. Normal

A. I and II only
B. I, II and IV only
C. I, II, and V only
D. I, II, III and IV



**2329.** The part labelled b is known as _____ e. Quick Access menu

A. Quick Title menu
B. Title Easy menu
C. Quick Easy menu
D. Access Title menu

**2330.** Which of the following displays the slide you are currently working on? e. C

A. F
B. K
C. G
D. E

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**2331.** Which of the following contains the basic file management commands? e. E

A. A
B. B
C. C
D. D

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**2332.** Which of the following focuses on the content of your presentation rather than its appearance? 0547363062/ 0501307910

A. F
B. G
C. J
D. K

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**2333.** Rearrange the following to create a presentation from a template. I. Select a template from the options displayed. II. Click the File tab on the Ribbon and select New.

A. II, III, I and IV
B. I, II, III and IV
C. II, I, III and IV
D. II, I, IV, and III

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**2334.** Slides contain_____, or areas on a slide that are enclosed by dotted borders where information is entered. e. Dialogue box

A. Text box
B. Placeholders
C. Icons
D. Images

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**2335.** Which of the following statements about slide layout are true I. A slide layout arranges your slide content.

A. None of the above
B. I and II only
C. II and III only
D. I, II, III and IV

**2336.** Which of the following file names DOES NOT marche with its file extension e. Window Media Video(.wmv) Use the diagram below to answer the questions that follows

A. PowerPoint Presentation (.pptx)
B. PowerPoint Macro-Enabled Presentation(.pptm)
C. PowerPoint 97 - 2003 Presentation (.ptx)
D. PowerPoint Show(.pps, .ppsx)

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**2337.** Which of these can be used to increase the font size of a selected text to the next standard font size. e. F

A. A
B. B
C. D
D. E

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**2338.** Which of the labelled commands adds a drop shadow to text? e. F

A. B
B. C
C. D
D. E

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**2339.** _____ can be used to change case of a selected text. A B

A. A
B. B
C. C
D. D

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**2340.** Mr Dumsor entered something in an Excel cell but realized that Excel has displayed ####. This means that what Mr Dumsor entered is a cell

A. Wrong formula
B. Characters which length is more than the width of the column which contain the
C. Character which highs is more than the height of the row.
D. Circular reference

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**2341.** _____ is used to refer to a cell or a range that includes two or more sheets in a workbook. e. Circular reference

A. Absolute
B. Relative
C. Mixed reference
D. 3-d reference

**2342.** Re-arrange the following in order of precedence I. :

A. I, II, III, IV, V
B. II, I, III, V, IV
C. V, I, II, III, IV
D. I, II, V, III, IV



**2343.** The formula =6+27/3+2^3/2*2 entered in an Excel cell will produce e. None of the above

A. 29
B. 23
C. 11
D. 20



**2344.** Which of the following is/are INCORRECT about naming cell/range? I. Names must start with a letter or an underscore but any character may be used after the initial letter except a space or a hyphen

A. None of the above
B. II and III only
C. II only
D. III only



**2345.** A file in excel may also be referred to as a ..... 0547363062/ 0501307910 EMAIL: dr.k.aca.helpdesk@gmail.com

A. Folder
B. Workbook
C. Spreadsheet
D. Work sheet



**2346.** There are ..... types of protection for excel files. e. Ten

A. One
B. Four
C. Two
D. Three



**2347.** The ..... modifier key is used to select multiple files to open. e. Backspace

A. Shift
B. Ctrl
C. Arrow
D. Alt

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**2348.** What is the default file extension for excel files is? e. pdf

A. xlsx
B. xlm
C. wk
D. doc

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**2349.** What does Shift +Space bar do e. Select a cell

A. Activate previous sheet
B. Activate next sheet
C. Selects a row
D. Selects a column

## Answers

**2252.** Text

**2253.** Click the format painter button on the Home tab.

**2254.** I & II only

**2255.** I & II only

**2256.** Wrap text

**2257.** I & II only

**2258.** Border

**2259.** 25,450,00.05

**2260.** 1/04/2015 PM

**2261.** Number

**2262.** Number (2 d.p.)

**2263.** Select the cell to the left of the column you want to unhide.

**2264.** Column Width

**2265.** Rename Sheet

**2266.** I, II and III only

**2267.** Click the copy button

**2268.** Microsoft Word

**2269.** 256

**2270.** SUPERCALC

**2271.** CTRL + ;

**2272.** Shift cells left

**2273.** F2

**2274.** CTRL + ;

**2275.** ESC

**2276.** Preparation of budgets

**2277.** IV,I,III,II

**2278.** '

**2279.** E

**2280.** CTRL + X , CUT

**2281.** Dialog box

**2282.** Word processing package

**2283.** Press the Alt key

**2284.** MM/DD/YYYY

**2285.** Left

**2286.** 2,4,6

**2287.** FALSE

**2288.** FALSE

**2289.** TRUE

**2290.** TRUE

**2291.** FALSE

**2292.** font color

**2293.** category

**2294.** caption

**2295.** axis

**2296.** data point

**2297.** filtering

**2298.** Scroll boxes

**2299.** [Alt]

**2300.** points

**2301.** layout

**2302.** two Content

**2303.** zoom

**2304.** They belong to the same category of functions

**2305.** Relational

**2306.** 1 January 1800

**2307.** 17 February 1902

**2308.** Fa()

**2309.** 1

**2310.** 1036

**2311.** Leading space(s)

**2312.** Join

**2313.** Sqrt

**2314.** Countif

**2315.** 1

**2316.** 1

**2317.** Inputs

**2318.** Text

**2319.** F1

**2320.** I, II, III, IV and V

**2321.** 5

**2322.** I , II, III, IV and V

**2323.** True

**2324.** I, II, III, IV and V

**2325.** =A1 / A1 +SUM(B1:BII23)

**2326.** I and II only

**2327.** 16

**2328.** I and II only

**2329.** Quick Title menu

**2330.** F

**2331.** A

**2332.** F

**2333.** II, III, I and IV

**2334.** Text box

**2335.** None of the above

**2336.** PowerPoint Presentation (.pptx)

**2337.** A

**2338.** B

**2339.** A

**2340.** Wrong formula

**2341.** Absolute

**2342.** I, II, III, IV, V

**2343.** 29

**2344.** None of the above

**2345.** Folder

**2346.** One

**2347.** Shift

**2348.** xlsx

**2349.** Activate previous sheet

## By a concerned member

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**2350.** Which one of the following devices can be connected to the VGA port e. Keyboard

A. Mouse
B. Hard disk drive
C. Monitor
D. Printer

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**2351.** The following are all connected to ports except e. Network cards

A. Memory cards
B. Audio cards
C. Video cards
D. Sound cards

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**2352.** I am a wireless, data transfer port attached to some state-of-the-art computers and hardware peripherals such as printers. Who am I ? e. Infrared port

A. Serial port
B. FireWire port
C. Ethernet port
D. SCSI port

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**2353.** The computer's main circuit board is called ..... board. I. Main

A. I & II only
B. II & III only
C. III & IV only
D. I & III only

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**2354.** Which generation of computers used Very Large Integrated Circuits? e. Fifth

A. First
B. Second
C. Third
D. Fourth

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**2355.** Computers may be classified by the following I. Purpose

A. I only
B. II only
C. III only
D. I & II only

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**2356.** Pick the odd one among the following e. Processor

A. Coaxial cable
B. Fiber optics cable
C. Modem
D. Network card

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**2357.** LCD monitors are found in the following equipment expect e. None of the above

A. PDA's
B. Notebook computers
C. Laptops
D. Smart phones

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**2358.** The central processing unit is housed in the e. CPU

A. Central unit
B. System unit
C. Processor unit
D. Housing unit

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**2359.** Which of these classification of computers are multi-task and multi-user computers and usually connected to about 100 or more PCs in a Local Area Network? e. Micro chips

A. Micro computers
B. Super computers
C. Minicomputers
D. Mainframe computers

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**2360.** ..... can be described as an electronic highway by which bits of data are transferred within the processor and also between the processor and other peripheral devices in the system unit.

A. Modem
B. Cable
C. Port
D. Bus

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**2361.** SCSI is an acronym for ..... e. Small Computer Systems Interface

A. Serial Computer System Interface
B. Several Computer System Interconnections
C. Scientific Computer Systems Interconnections
D. Special Computer Serial Interface

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**2362.** Which of these ports may be connected to a network or to the Internet? e. USB

A. Serial
B. Parallel
C. Ethernet
D. FireWire

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**2363.** With optical disk technology, a ..._____scans the disk surface to read data. e. Thermal sensor

A. Low power laser light
B. High power laser light
C. Sound detector
D. Magnetic field sensor

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**2364.** Which of these statements is/are true of ASCII files? I. They hold digitized video images

A. I & II only
B. II & III only
C. III & IV only
D. III only

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**2365.** Source Program files are translated into machine language instructions called..... e. Source files

A. Data files
B. Executable files
C. Text files
D. Document files

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**2366.** _____ for storage devices implies the order in which information is written to and read from the storage medium. e. Track density

A. Method of access
B. Storage technology
C. Method of storage
D. Storage density

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**2367.** Which of these is/are true of magnetic tapes? I. Information is written on tracks in the form of concentric circles

A. I & II only
B. III & IV only
C. II & III only
D. II only

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**2368.** When you format a new diskette that you have just bought, I. You include formatting such as boldface and italics in your documents

A. I & III only
B. III &IV only
C. II & III only
D. II only

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**2369.** Optical disks have the following characteristics: I. They use laser technology to read and write data to/or from a disk

A. I & III only
B. III & IV only
C. II & III only
D. II only

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**2370.** A USB flash drive I. May also be referred to as a memory card

A. I & II only
B. I & III only
C. II & III only
D. I, II & III

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**2371.** For a Hard disk, Access time is the sum of ..... and ..... I. Spin time

A. II only
B. III only
C. I & III only
D. III & IV only

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**2372.** A ....._____ is a single unit that contains both the disk drive and the storage medium of multiple platters. e. None of the above

A. A hard disk cartridge
B. A floppy diskette
C. A compact disk
D. An internal hard disk

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**2373.** Which of these are secondary storage devices? I. Flash drive

A. I & II only
B. III & IV only
C. I, II & III only
D. I, II & IV only

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**2374.** Which of these is/are best used for archiving and for backups? e. Internal Hard disks

A. DVDs
B. Tapes
C. Pen drives
D. Floppy diskettes

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**2375.** Which of these is/are major advantages of secondary storage? I. Speed

A. I & II only
B. II & III
C. I, II & III only
D. I, II & IV only

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**2376.** The memory occupied by your file, say a letter on your computer, might be expressed in ..... e. Bytes

A. Kilobytes
B. Megabytes
C. Terabytes
D. Gigabyte

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**2377.** These are valid measurement units of storage I. Terabyte

A. I & II only
B. II & III only
C. I, II & III only
D. I, II & IV only

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**2378.** The process of transferring items from memory to storage media is known as ..... e. Recording

A. Reading
B. Memorizing
C. Printing
D. Writing

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**2379.** Which of these storage devices use the direct method of access? I. Tape

A. I & II only
B. II & III only
C. I, II & III only
D. I, II & IV only

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**2380.** Optical disk use _____ storage method to write information onto the disk. I. Optical

A. I & II only
B. I & III only
C. II & II only
D. I & II & III

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**2381.** Electromagnetic charges can be re-oriented by the disk-drive read-write head when ..... to/from it. e. Typing

A. Loading
B. Reading
C. Writing
D. Copying

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**2382.** This is an erasable optical disk you can write on multiple times. e. CD-ROM

A. CD-R
B. DVD
C. CD-RW
D. Floppy disk

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**2383.** Data or information is stored on a magnetic disk as e. Concentric white and dark spots

A. Laser spot
B. Pits and lands
C. Holes and no holes
D. Magnetized spots

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**2384.** Which of these ports lets you attach a variety of devices such as mice, printers, keyboards, web cameras, to your computer quickly without requiring you to reboot your computer before you can use the new device?

A. SCSI port
B. Serial port
C. USB port
D. Ethernet port

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**2385.** Data or information is stored on optical disks as e. Magnetized spots

A. Laser spots
B. Pits and lands
C. Holes and no holes
D. Concentric whit and dark spots

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**2386.** Basically, we have two main types of _____which are sequential and direct. e. Storage density

A. Track density
B. Access methods
C. Storage technology
D. Method of storage

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**2387.** ASCII-16 coding scheme can represent ..... characters e. 1024

A. 16
B. 32
C. 256
D. 65536

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**2388.** If the character F is represented in ASCII as 01000110, how will the character D be represented?

A. 0100 1000
B. 0101 0100
C. 0101 0101
D. 0100 0100

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**2389.** The bus that connects the processor, RAM, and registers to peripherals of the computer is known as ..... bus e. Outside

A. Internal
B. Expansion
C. RAM
D. Wordsize

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**2390.** Which of these is/are major factors in determining the power of a computer? I. CPU speed

A. I & II only
B. I & III only
C. II & IV only
D. I, II & III only

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**2391.** The motherboard holds ....._____ I. RAM chips

A. I & II only
B. I & III only
C. I, II & IV only
D. I, II & III only

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**2392.** ..... is/are volatile I. Microprocessor

A. I & II only
B. I & III only
C. II & IV only
D. I, II & III only

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**2393.** A video adapter card is a hardware. True or False?

A. True
B. False

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**2394.** The _____ converts AC current to DC current to run the computer. e. Power port

A. Transformer
B. UPS
C. Power Supply Unit
D. Battery

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**2395.** This generation of computers began the use of high-level languages and came with utilities such as disk storage and operating systems. Which generation of computers is this? e. Fifth generation

A. First generation
B. Second generation
C. Third generation
D. Fourth generation

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**2396.** When the computer is switched off, the operating system resides in the _____ e. Cache

A. Hard drive
B. RAM
C. ROM
D. DOS

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**2397.** The CPU is responsible for performing all the calculations done on a computer system. The main component(s) of the CPU are_____ e. The ALU, the Registers and the Control Unit

A. The ALU and the Control Unit
B. The Control Unit and Registers
C. The ALU and the Registers
D. The Processor and the Registers

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**2398.** Binary programming codes that the computer can process directly is termed_____ e. Machine language

A. Compilers
B. Assembler language
C. High- level language
D. Java language

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**2399.** Which of these is the odd one out? e. Trackball

A. Joystick
B. Touchpad
C. Mouse
D. Digital camera

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**2400.** The picture on the right is an example of _____ e. RAM Chip

A. CD-ROM
B. Digital Camera
C. Power Supply Unit
D. CPU

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**2401.** The picture on the right is an example of _____ e. RAM Chip

A. CRT Monitor
B. CPU
C. Expansion Board
D. ROM Chip

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**2402.** The picture on the right is an example of _____ e. ROM Chip The diagram below shows the back view of a computer system unit.

A. Network communication card
B. CPU
C. Expansion Board
D. RAM Chip

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**2403.** Which port is labeled “A” e. PS/2 Keyboard Connector

A. Ethernet LAN Port
B. VGA Port
C. USB Port
D. Parallel Port

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**2404.** Which port is labeled “B” e. PS/2 Keyboard Connector

A. Ethernet LAN Port
B. USB Port
C. Serial Communication port
D. Parallel Port

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**2405.** Which port is labeled “C” e. PS/2 Keyboard Connector

A. Serial Communication Port
B. VGA Port
C. USB Port
D. Parallel Port

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**2406.** Which port is labeled “D” e. PS/2 Keyboard Connector

A. Ethernet LAN Port
B. VGA Port
C. USB Port
D. Parallel Port

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**2407.** Which port is labeled “E” e. PS/2 Keyboard Connector

A. Ethernet LAN Port
B. VGA Port
C. Serial Communication Port
D. Parallel Port

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**2408.** Which port is labeled “F” e. PS/2 Keyboard Connector

A. Ethernet LAN Port
B. VGA Port
C. USB Port
D. Parallel Port

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**2409.** Which port is labeled “G” e. PS/2 Keyboard Connector

A. Ethernet LAN Port
B. Microphone Jack
C. Serial Communication Port
D. Parallel Port

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**2410.** A port is a socket on the outside of the system unit that is connected by a bus directly to _____ on the inside of the system unit. e. An expansion board

A. The power supply unit
B. An expansion slot
C. The mother board
D. The infrared port

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**2411.** Wired connection between computers in a network can be achieved by using _____ I. Coaxial cable

A. I & II only
B. I & III only
C. II & IV only
D. I I, III & IV only

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**2412.** Which of these can make it possible for computers to communicate? I. Satellite communication systems

A. I & III only
B. III & IV only
C. III only
D. I, II & III only

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**2413.** Which of these are normally NOT found on the motherboard? e. ROM chips

A. Microprocessor
B. Ports
C. Expansion slots
D. Buses

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**2414.** Which of these is NOT an input device? e. Keyboard

A. Microphone
B. Magnetic disk drive
C. Mouse
D. Digital camera

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**2415.** Which keys on the keyboard are used to enter some software specific commands to the CPU? e. PageUp, PageDn

A. Numeric keys
B. Functions key
C. Directional keys
D. Software keys

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**2416.** EBCDIC is an acronym for _____ e. Extended broad character digital interchange code

A. Extended binary character decimal interchange code
B. Extended binary coded decimal interchange code
C. Extended binary character decimal interchange coded
D. External binary code decimal interchange character

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**2417.** _____ is a type of cable that consists of hundreds of thousands of thin strands of glass that transmits pulsating beams of light? e. Mesh cable

A. Fiber optic
B. Coaxial
C. Serial
D. Modem

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**2418.** Which of these units of measure of computer processing speeds is the highest measure? e. Gigabytes

A. MIPS
B. BIPS
C. Megaflops
D. Gigaflops

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**2419.** The number of bits a register can hold and process at one time and can be transferred to and from memory through its internal bus is its _____ e. Register width

A. Processing speed
B. RAM Capacity
C. Bus size
D. Wordsize

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**2420.** ..... is the continuous representation of data.

A. Hybrid
B. Analogue
C. Digital
D. Purpose

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**2421.** The term desktop actually refers to the ..... or the ..... . e. System unit, Monitor

A. Mouse, monitor
B. Keyboard, Joystick
C. Casing, Tower
D. Desk, Top

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**2422.** UPS means

A. Uninterruptible Power Supply
B. Uninterrupted Power Supply
C. United Power Socket
D. Universal Power Source

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**2423.** Given EBCDIC value of 5 to be 11110101, find the EBCDIC value of 8 e. 10001000

A. 11111000
B. 11111100
C. 10101010
D. 11001100

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**2424.** ASCII is an acronym that stands for

A. America's Standardized Code for Interchange Information
B. American Standard Code for Information Interchange
C. American Standard Code for Interchange Information
D. America Stand Coded for international information

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**2425.** Pick the odd one out

A. Power supply
B. Motherboard
C. Mouse
D. Microprocessor

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**2426.** The processor has two main components namely

A. ALU and CU
B. ALI and CO
C. ALU and CO
D. ALI and CU

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**2427.** The clock speed of a processor is measured in

A. Kilo Hertz(KHz)
B. Giga Hertz (GHz).
C. Mega Hertz(MHz)
D. Tera Hertz(THz)

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**2428.** .....are like PROM chips except that the contents can be erased, using special equipment and new data or instructions can be written. A special device that uses ultraviolet light is used to erase its contents.

A. PROM
B. EEPROM
C. EPROM
D. ERPROM

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**2429.** A Gigabyte (GB) is about .....

A. 2 billion bytes
B. 1 billion bytes
C. 1 million bytes
D. 1 thousand bytes

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**2430.** ..... is a movable ball, on top of a stationary device, that is rotated with the fingers or palm of the hand.

A. Mouse
B. Touch pad
C. Trackball
D. Touch pen

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**2431.** Data-entry devices that do not require keyboard for inputting data include the following except

A. Scanners
B. Voice-recognition devices
C. Monitor
D. Digital Camera

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**2432.** ..... refers to the alphabets in the top left row on the standard typewriter keyboard. e. QWETTY

A. QEWTY
B. QERTY
C. QWERTY
D. QWERRTY

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**2433.** The toggle key is also another name for the

A. Enter key
B. Caps Lock key
C. TAB key
D. Function key

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**2434.** The format in which a file is saved must be compatible with the particular software for the software to be able to use or process the file.

A. True
B. False

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**2435.** Pick out the odd one

A. .DLL
B. .DRV
C. .DOCX
D. .EXE

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**2436.** ..... is the platform on which applications software are run.

A. Application
B. System software
C. Device Driver
D. Operating System

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**2437.** Pick the odd one out e. All of the above

A. Mac OS
B. Unix
C. Windows
D. None of the above

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**2438.** In computer systems..... are generally used to support or enhance existing programs built in for common purposes.

A. Device Drivers
B. Utility Programs
C. Operating System
D. Output Devices

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**2439.** Given ASCII code for C to be 01000011, find the EBCDIC value for H e. 10010010

A. 01001000
B. 11001000
C. 110000100
D. 01101100

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**2440.** After several save and delete operations, there remain many scattered areas of stored data that are too small to be used productively. This is referred to as:

A. Defragmentation
B. Fragmentation
C. Defragger
D. Fragmenter

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**2441.** A computer package capable of translating a source program written in a high level language into a machine language is called:

A. Interpreter
B. Program Translator
C. Compiler translator
D. Program Interpreter

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**2442.** An interpreter allows errors to be corrected more quickly than a compiler.

A. False
B. True

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**2443.** Special computer programs that are specifically designed and written to perform specific tasks are referred to as:

A. Software
B. Operating System
C. Application Software
D. Microsoft Office suite

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**2444.** A ..... is an arrow of on-screen tool buttons, displayed below the menu bar, and used to activate a variety of functions of the applications program.

A. Tool buttons
B. Tool bar
C. Scroll bar
D. Space bar

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**2445.** A ..... is a window through which the user provides some needed information that the computer or the application program require to perform some task.

A. Pop-up Menu
B. Dialog Box
C. Answer space
D. Menu bar

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**2446.** Given ASCII code of L to be 01001100, find the ASCII value for I. e. 01000100

A. 11001010
B. 01001010
C. 01001001
D. 01001000

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**2447.** A computer Network must meet three criteria and these include:

A. Performance, security and reliability
B. Reliability, Safety and Speed
C. Fastness, Safeness and speediness
D. None of the above

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**2448.** Identify the odd one

A. Mesh
B. Star
C. Wireless
D. Bus

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**2449.** In a ..... network there is no direct link between any two devices. QUESTIONS 3

A. Ring
B. Star
C. Mesh
D. Bus

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**2450.** The under listed devices are all output devices except

A. Speaker
B. Monitors
C. Printers
D. Scanners

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**2451.** ..... consist of devices that translate data into the form to be processed by the computer.

A. Processing devices
B. Input devices
C. Output devices
D. Translating devices

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**2452.** Which of the following is not a pointing device

A. Touch pad
B. Light pen
C. Touch pen
D. Joystick

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**2453.** The function keys on a standard desktop computer keyboard is labeled

A. F0 - F12
B. F1 - F10
C. FO - F12
D. F1 - F12

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**2454.** The cursor-movement keys of the keyboard are sometimes called .....

A. Movement keys
B. Cursor keys
C. Arrow keys
D. Standard keys

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**2455.** An audio input devices records and plays ..... Sounds.

A. Analog
B. Hybrid
C. Digital
D. Record

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**2456.** Information processed by the computer is translated into human readable form by.....

A. Processing devices
B. Output medium
C. Output devices
D. Input medium

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**2457.** A collection of related data or information that is identified by a unique name and treated as unit by the computer is called a e. Document

A. Record
B. Data
C. Information
D. File

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**2458.** Which of the following pairs of files are program files? e. Kofi.dll and yaa.mpg

A. Kofi.com and yaa.txt
B. Kofi.dll and yaa.avi
C. Kofi.bat and yaa.gif
D. Kofi.exe and yaa.exe

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**2459.** Files containing digitized images are known as e. ASCII files

A. Audio files
B. Video files
C. Program files
D. Data files

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**2460.** Which of the following statements is not correct e. Terabyte (TB): 240 or 1 trillion bytes (round off)

A. Bytes (BT): 210 or 16 bits
B. Kilobyte (KB): 210 or 1024 bytes
C. Megabyte (MB): 220 or 1 million bytes (round off)
D. Gigabyte (GB): 230 or 1 billion bytes (round off)

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**2461.** Given that the EBCDIC code for P is 1101 0111. Determine that of Q e. 1101 1011

A. 1111 1101
B. 1111 1001
C. 1101 1000
D. 1101 1101

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**2462.** Which of the following is part of Main Memory? e. CACHE

A. ROM
B. VROM
C. VRAM
D. PROM

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**2463.** ..... management involves simultaneous running of more than one program and servicing the needs of such programs. e. Input/output

A. Task
B. Job
C. File
D. Program

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**2464.** If the different types of computers are said to be hybrid, digital and analog then the classification is based on what? e. Deeds

A. Purpose
B. Storage data
C. Speed
D. Data representation

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**2465.** The first electronic computer to be manufactured is the ENIAC. This computer is known to weigh about..... e. 40 feet

A. 40 kilos
B. 40 tons
C. 30 kilos
D. 30 tons

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**2466.** Fifth generation of computers are expected to be ..... e. Fastest known computers

A. Just like humans
B. Just like robots
C. Intelligent machines
D. Decision makers machine

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**2467.** Any device that can be connected to the system unit using any of the ports is known as ..... e. Keyboard

A. device driver
B. PS2 port
C. Peripheral
D. Software

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**2468.** Which of the following is also known as the printer port? e. Series port

A. Plotter port
B. Print port
C. Serial port
D. Parallel port

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**2469.** The wireless data-transfer ports on modern computers are also known as what? e. Infrared port

A. Wireless port
B. Fire Wire port
C. Microwave port
D. Radio port

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**2470.** To send data over a telephone line from one computer to another which of the following device must a computer have? e. Text and data card

A. Modem
B. Telephone line
C. Communication card
D. Data card

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**2471.** Which of the following is usually defined as the electronic highway by which bits of data are transferred within the processor and also between the processor and other devices? e. Motorway

A. Electronic path
B. Data path
C. Bus
D. Super highway

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**2472.** Which of the following are the main or some of the components of the processor? I. Register

A. I, II, III
B. II and III
C. II, III, IV
D. I, II, IV

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**2473.** This is the name usually given to the primary circuit board for a personal microcomputer e. None of the above

A. Integrated circuit
B. Processor
C. Motherboard
D. System unit

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**2474.** The word “bit” refers to:

A. 0 or 1 value
B. Computer language
C. Digital representation of an alphabetical character
D. CPU instruction

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**2475.** Expansion cards plug into slots on the

A. Drive bay
B. Motherboard
C. System unit
D. CPU

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**2476.** Which of the following ports is most likely to be used for connecting a printer to your computer?

A. Parallel
B. FireWire
C. Ethernet
D. Serial

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**2477.** The device that allows computers to send data along telephone lines is called a(n):

A. Processor
B. Modem
C. Telephone
D. Ethernet card

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**2478.** The ACSII value of the character C is 67. Which character has its internal representation as 01011001 e. H

A. Q
B. B
C. Y
D. Z

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**2479.** The main material used in the third generation of computers was:

A. Vacuum tubes
B. Transistors
C. Magnetic core
D. Integrated circuits

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**2480.** The material used in the first generation of computers was:

A. Transistors
B. Vacuum tubes
C. Magnetic cores
D. Integrated circuits

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**2481.** The main material used in the second generation of computers was:

A. Transistors
B. Vacuum tubes
C. Magnetic cores
D. Integrated circuits

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**2482.** The box that contains the central electronic components of a computer as well as its power source and main storage devices is called the:

A. CPU
B. Motherboard
C. System unit
D. Module

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**2483.** Which of the following is not one of the ways of classifying computers?

A. Data representation
B. Character recognition
C. Processing speed and storage capacity
D. Purpose

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**2484.** What does POST stand for?

A. Powered-on-self-test
B. Power-on-self-text
C. Powered-on-self-text
D. Power-on-self-test

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**2485.** Machine language consists entirely of e. Hexadecimals only

A. Alphabets only
B. Binary digits only
C. A combination of alphabets and numbers only
D. Numbers only

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**2486.** What is the full meaning of the acronym COBOL? e. Common Business Oriented Language

A. Close Output Business Output Logic
B. Combined Organization Business Oriented Language
C. Common Business Oriented Logic
D. Combined Business Oriented Language

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**2487.** The port that can be used to link devices that may include external hard disk drives, magnetic tapes, back-up units, scanners, or CD ROM drives is:

A. Serial port
B. Ethernet port
C. Parallel port
D. SCSI port

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**2488.** 1024 bytes is equivalent to 1 .....

A. KB
B. MB
C. GB
D. TB

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**2489.** Given mytext.jpg we will assume it is a

A. Video file
B. Image file
C. ASCII file
D. Data file

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**2490.** ASCII -16 coding scheme can represent ..... characters e. 1024

A. 16
B. 32
C. 256
D. 65536

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**2491.** The bus that connects the processor, RAM and registers to peripherals of the computer is known as..... Bus. e. Outside

A. Internal
B. Expansion
C. RAM
D. Wordsize

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**2492.** What is the name of the computer which uses both continuous data and discrete data?

A. Super computer
B. Digital computer
C. Hybrid computer
D. Analogue computer

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**2493.** What is the full meaning of LCD?

A. Liquid Crystal-like Display
B. Liquid Clear Display
C. Liquid Central Display
D. Liquid Crystal Display

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**2494.** Pick the odd one out.

A. Pen drive
B. Hard-disk
C. Diskette
D. Scanner

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**2495.** What determines a processor's speed?

A. Machine cycle
B. Megahertz (MHz)
C. Quartz crystal
D. Transistors

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**2496.** Computers may come in ..... varieties of processing capability.

A. 4
B. 6
C. 3
D. 5

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**2497.** Pick the odd one out.

A. Flash
B. Serial
C. Parallel
D. USB

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**2498.** ..... transmit(s) data through light pulses.

A. Satellite systems
B. Coaxial cables
C. Fiber optic cables
D. Microwave systems

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**2499.** Which keys on the keyboard are used to enter some software specific commands on the CPU?

A. Numeric keys
B. Function keys
C. Directional keys
D. Software keys

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**2500.** Which of these are normally not found on the motherboard?

A. Microprocessor
B. Ports
C. Expansion slots
D. Buses

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**2501.** ASCII is an acronym for

A. American Software Code for Integer Information
B. American Standard Characters for Information Interchange
C. American Standard Code for Information Interchange
D. American Software Code for Information Interchange

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**2502.** Which of these coding schemes is the wildly used scheme in mainframe computers?

A. Unicode
B. ASCII-16
C. ASCII
D. EBCDIC

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**2503.** Which device holds data currently being processed, the instruction currently to process the data, as well as the processed data waiting to be transferred to the output, storage or communication devices.

A. ROM
B. Register
C. RAM
D. CD ROM

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**2504.** Which of these units of measure of computer processing speeds is the highest measure?

A. MIPS
B. BIPS
C. Megaflops
D. Gigaflops

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**2505.** The bus that connects the processor, RAM and registers to the computers' peripheral is known as ..... bus.

A. Expansion
B. RAM
C. Internal
D. register

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**2506.** The number of bits a register can hold and process at one time and can be transferred to and from memory through its internal bus is its

A. Processing speed
B. RAM capability
C. Bus size
D. Wordsize

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**2507.** Which of these ROMS need not to be removed from the computer memory in order to be reprogrammed?

A. EPROM
B. EEPROM
C. PROM
D. None of the above

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**2508.** Which ports are used for connecting computer systems and equipment that are not close by?

A. SCSI ports
B. Infra-red ports
C. Parallel ports
D. Serial ports

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**2509.** Circuit boards that provide more memory or control peripheral devices are known as .....

A. System boards
B. Motherboards
C. Microprocessor circuit boards
D. Expansion boards

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**2510.** Which of these keys can be used in conjunction with other keys to issue commands that are specific to the software been used?

A. Ctrl, PgUp, Shift
B. Ctrl, Alt, Shift
C. Shift, F1, Home
D. Alt, Del, End

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**2511.** How many keys are on a standard (i.e AT-Style) keyboard?

A. 100
B. 101
C. 105
D. 109

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**2512.** ..... are flat-top rectangular devices that let you control the cursor/ pointer by rubbing your finger on its surface.

A. Touchpad
B. Mouse
C. Digitizing tablets
D. Trackball

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**2513.** Devices that are used by the computer but located outside the system unit are referred to as

A. External bus
B. Input/ output device
C. Peripheral
D. Gadgets

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**2514.** Which type of file contains no formatting?

A. Image files
B. Audio files
C. ASCII files
D. Video files

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**2515.** EBCDIC is an acronym for

A. Extended binary character decimal interchange code
B. Extended binary coded decimal interchange code
C. Extended binary character decimal interchange coded
D. Extended binary code decimal interchange character

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**2516.** Software is to monitor as hardcopy is to .....

A. Microchip
B. Plotter
C. Micro computer
D. Scanner

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**2517.** Components that provide more memory or control peripheral devices are known as

A. System boards
B. Motherboards
C. Microprocessor circuit boards
D. Expansion boards

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**2518.** Which of the following is NOT an input device?

A. Microphone
B. Audio speaker
C. Digital camera
D. Scanner

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**2519.** The Unicode is a ..... bit encoding system. e. 1

A. 7
B. 8
C. 16
D. 32

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**2520.** The ASCII code is a 7-bit encoding system developed to represent up to ..... characters. e. 512

A. 64
B. 70
C. 128
D. 140

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**2521.** Supercomputer speeds are typically measured in Mega ..... Hertz

A. Flops
B. Ips
C. Bps
D. MIPS

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**2522.** One megabit is the same as ..... e. 10,000 bytes

A. 1000 bytes
B. 1 K kilobits
C. 1 K M bytes
D. 1 million bits

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**2523.** The electronic signals processed into information by a computer are ..... signals. e. Magnetic

A. Data
B. Analog
C. Information
D. Digital

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**2524.** The processor, RAM and a variety of other electronic components are housed in the ..... unit. e. CPU

A. Secondary storage
B. Primary storage
C. System
D. Peripheral

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**2525.** The fundamental sections of a processor are..... e. ALU and RAM

A. Control unit and the CPU
B. Control unit and the ALU
C. Control unit and the registers
D. Control unit and primary storage

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**2526.** The number of bits processed by the CPU at one time is called a (the)..... e. External bus capacity

A. Byte
B. Wordsize
C. Address
D. Frequency

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**2527.** Random Access Memory is also known as ..... storage e. Fixed disk

A. Non volatile
B. Temporary
C. Backing
D. Disk

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**2528.** The dual state like nature of a modern computer makes it a/an e. Digital machine

A. Hybrid computer
B. Super computer
C. Analog computer
D. Microprocessor computer

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**2529.** As technology advances, lines of divisions among computers becomes thinner and thinner, however, computers can be classified into ..... Groups. e. 7

A. 4
B. 5
C. 6
D. 3

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**2530.** ..... Are improvements on minis. Very fast medium to large-size, large capacity computers introduced in the late 1960s. e. Mainframes

A. Microcomputers
B. Super computers
C. Workstations
D. Mini computers

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**2531.** The generic term that refers to all the touchable components of a computer is e. Processors

A. Peripherals
B. Physical components
C. I/O devices
D. Hardware

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**2532.** The primary memory is also referred to as I. Main memory

A. I and II only
B. II and III only
C. I and III only
D. I, II and III

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**2533.** A piece of hardware needed for conversion of signals from digital form into analog form and vice versa is known as e. Communication device

A. Modulation device
B. Demodulation device
C. Modem
D. Network card

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**2534.** Which of the following keys on the keyboard are toggle keys? I. Tab

A. I and II only
B. I and IV only
C. II and III only
D. III and IV only

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**2535.** Which of these keys can function as arrow keys e. Ctrl and Esc keys

A. Numeric keys
B. Function keys
C. Page Up and Page Down keys
D. Backspace and Enter keys

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**2536.** Files containing a video clip could run into ..... of memory e. Terabytes

A. Bits
B. Bytes
C. Kilobytes
D. Gigabytes

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**2537.** Files that contain digitized graphics may have the following file extension. I. GIF

A. I and II only
B. I and III only
C. II and III only
D. I, II and III only

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**2538.** What is the full meaning of the acronym ENIAC? e. None of the above.

A. Element Numeric Internal Access Computer
B. Electronic Numerical Integrated and Calculator
C. External Numerical Integrated Automatic Computer
D. Electronic Numerical Integrated Automatic Calculator

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**2539.** The term FORTRAN was derived from which two words? I. FORWARD

A. I and II
B. I and IV
C. III and IV
D. V and III

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**2540.** The pointing device that uses a rolling ball to detect movement is the e. Trackball

A. Optical mouse
B. Mechanical mouse
C. Wireless mouse
D. Wired mouse

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**2541.** The second generation of computers used integrated circuits.

A. True
B. False

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**2542.** Mini computers are more powerful and faster than micro-computers.

A. True
B. False

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**2543.** The two common binary coding schemes normally used in data representation are..... e. ASCII and EBCDIC

A. ASCII and UNICODE
B. ASCII-8 and ASCII-16
C. ASCII-16 and UNICODE
D. EBCDIC and ASCII-16

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**2544.** PROM, EPROM and EEPROM are variations of the..... e. Motherboard

A. Pentium processor
B. Video memory chips
C. Main RAM chips
D. ROM chips

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**2545.** The three main parameters used to measure the POWER of a computer are.....

A. RAM size, motherboard and ROM size
B. Expansion slots, processor speed and RAM size
C. Processor speed, RAM size and wordsize
D. Wordsize, ROM size and processor speed

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**2546.** The mouse is represented on the screen by different symbols, depending on what the mouse is pointing to

A. True
B. False

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**2547.** Which of the following enables digital data to be transmitted over telephone lines?

A. Satellite disk
B. Communication software
C. Modem
D. All of the above

**2548.** ..... refers to raw facts that are processed into .....

A. Input, output
B. Data, information
C. Information, data
D. Primary storage, secondary storage

## Answers

**2350.** Mouse

**2351.** Memory cards

**2352.** Serial port

**2353.** I & II only

**2354.** First

**2355.** I only

**2356.** Coaxial cable

**2357.** PDA's

**2358.** Central unit

**2359.** Micro computers

**2360.** Modem

**2361.** Serial Computer System Interface

**2362.** Serial

**2363.** Low power laser light

**2364.** I & II only

**2365.** Data files

**2366.** Method of access

**2367.** I & II only

**2368.** I & III only

**2369.** I & III only

**2370.** I & II only

**2371.** II only

**2372.** A hard disk cartridge

**2373.** I & II only

**2374.** DVDs

**2375.** I & II only

**2376.** Kilobytes

**2377.** I & II only

**2378.** Reading

**2379.** I & II only

**2380.** I & II only

**2381.** Loading

**2382.** CD-R

**2383.** Laser spot

**2384.** SCSI port

**2385.** Laser spots

**2386.** Track density

**2387.** 16

**2388.** 0100 1000

**2389.** Internal

**2390.** I & II only

**2391.** I & II only

**2392.** I & II only

**2393.** True

**2394.** Transformer

**2395.** First generation

**2396.** Hard drive

**2397.** The ALU and the Control Unit

**2398.** Compilers

**2399.** Joystick

**2400.** CD-ROM

**2401.** CRT Monitor

**2402.** Network communication card

**2403.** Ethernet LAN Port

**2404.** Ethernet LAN Port

**2405.** Serial Communication Port

**2406.** Ethernet LAN Port

**2407.** Ethernet LAN Port

**2408.** Ethernet LAN Port

**2409.** Ethernet LAN Port

**2410.** The power supply unit

**2411.** I & II only

**2412.** I & III only

**2413.** Microprocessor

**2414.** Microphone

**2415.** Numeric keys

**2416.** Extended binary character decimal interchange code

**2417.** Fiber optic

**2418.** MIPS

**2419.** Processing speed

**2420.** Hybrid

**2421.** Mouse, monitor

**2422.** Uninterruptible Power Supply

**2423.** 11111000

**2424.** America's Standardized Code for Interchange Information

**2425.** Power supply

**2426.** ALU and CU

**2427.** Kilo Hertz(KHz)

**2428.** PROM

**2429.** 2 billion bytes

**2430.** Mouse

**2431.** Scanners

**2432.** QEWTY

**2433.** Enter key

**2434.** True

**2435.** .DLL

**2436.** Application

**2437.** Mac OS

**2438.** Device Drivers

**2439.** 01001000

**2440.** Defragmentation

**2441.** Interpreter

**2442.** False

**2443.** Software

**2444.** Tool buttons

**2445.** Pop-up Menu

**2446.** 11001010

**2447.** Performance, security and reliability

**2448.** Mesh

**2449.** Ring

**2450.** Speaker

**2451.** Processing devices

**2452.** Touch pad

**2453.** F0 - F12

**2454.** Movement keys

**2455.** Analog

**2456.** Processing devices

**2457.** Record

**2458.** Kofi.com and yaa.txt

**2459.** Audio files

**2460.** Bytes (BT): 210 or 16 bits

**2461.** 1111 1101

**2462.** ROM

**2463.** Task

**2464.** Purpose

**2465.** 40 kilos

**2466.** Just like humans

**2467.** device driver

**2468.** Plotter port

**2469.** Wireless port

**2470.** Modem

**2471.** Electronic path

**2472.** I, II, III

**2473.** Integrated circuit

**2474.** 0 or 1 value

**2475.** Drive bay

**2476.** Parallel

**2477.** Processor

**2478.** Q

**2479.** Vacuum tubes

**2480.** Transistors

**2481.** Transistors

**2482.** CPU

**2483.** Data representation

**2484.** Powered-on-self-test

**2485.** Alphabets only

**2486.** Close Output Business Output Logic

**2487.** Serial port

**2488.** KB

**2489.** Video file

**2490.** 16

**2491.** Internal

**2492.** Super computer

**2493.** Liquid Crystal-like Display

**2494.** Pen drive

**2495.** Machine cycle

**2496.** 4

**2497.** Flash

**2498.** Satellite systems

**2499.** Numeric keys

**2500.** Microprocessor

**2501.** American Software Code for Integer Information

**2502.** Unicode

**2503.** ROM

**2504.** MIPS

**2505.** Expansion

**2506.** Processing speed

**2507.** EPROM

**2508.** SCSI ports

**2509.** System boards

**2510.** Ctrl, PgUp, Shift

**2511.** 100

**2512.** Touchpad

**2513.** External bus

**2514.** Image files

**2515.** Extended binary character decimal interchange code

**2516.** Microchip

**2517.** System boards

**2518.** Microphone

**2519.** 7

**2520.** 64

**2521.** Flops

**2522.** 1000 bytes

**2523.** Data

**2524.** Secondary storage

**2525.** Control unit and the CPU

**2526.** Byte

**2527.** Non volatile

**2528.** Hybrid computer

**2529.** 4

**2530.** Microcomputers

**2531.** Peripherals

**2532.** I and II only

**2533.** Modulation device

**2534.** I and II only

**2535.** Numeric keys

**2536.** Bits

**2537.** I and II only

**2538.** Element Numeric Internal Access Computer

**2539.** I and II

**2540.** Optical mouse

**2541.** True

**2542.** True

**2543.** ASCII and UNICODE

**2544.** Pentium processor

**2545.** RAM size, motherboard and ROM size

**2546.** True

**2547.** Satellite disk

**2548.** Input, output

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**2549.** First generation computers were large because they were built with……. e. memory

A. Integrated circuit
B. microchips
C. vacuum tubes
D. transistors

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**2550.** First generation computers were established between the period of……. e. 1930- 1954

A. 1946-1954
B. 1909-1924
C. 1964-1945
D. 1926-1944

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**2551.** The devices used by the first generation computers to store data is….. e. None of the above

A. ROM
B. RAM
C. hard disk
D. punch cards

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**2552.** Which component material was used in the second generation computers? e. resistors

A. Vacuum tubes
B. transistors
C. capacitors
D. circuits of transistors

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**2553.** The analogue computer is a computer ..... e. none of the above

A. Uses high level language
B. represents data in a discrete form
C. represents data in a continuous form
D. both discrete and continuous form

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**2554.** Which of the following is a multipurpose computer? e. calculator

A. ATM machine
B. printers
C. scanners
D. ordinary computers

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**2555.** An example of a super computer is e. Toshiba

A. ENIAC
B. option black
C. option red
D. Pentium

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**2556.** The Apollo 11 had a storage capacity of e. 2001 characters

A. 2010 characters
B. 2050 characters
C. 2000 characters
D. 2100 characters

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**2557.** One of the following is the port that connects the printer to the computer. e. USB ports

A. SCSI ports
B. parallel ports
C. serial ports
D. VGA ports

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**2558.** .....is an electronic highway by which bits of data are transferred within the processor and between the processor and other peripheral devices. e. none of the above

A. Expansion cards
B. busses
C. network card
D. connecting cards

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**2559.** What is the full meaning of VGA? e. none of the above

A. Visual graphics array
B. vertical games arrangement
C. video graphic adaptor
D. video graphic array

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**2560.** In the late 1950s, the main types of computers that were available were the..... e. desktop computers

A. Microcomputers
B. minicomputers
C. mainframe computers
D. super computers

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**2561.** Super computers were developed in..... e. 1940s

A. 1980s
B. 1970s
C. 1960s
D. 1950s

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**2562.** All the following are SCSI devices that are connected to the computers via the SCSI ports except..... e. memory cards

A. External hard disks
B. magnetic tapes
C. scanners
D. Printers

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**2563.** Which of the following enables analogue data to be transmitted over telephone lines? e. None of the above

A. Communication software
B. modem
C. satellite disk
D. Communication line

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**2564.** Which of the following houses the CPU of a microcomputer? e. computer

A. Monitor
B. system unit
C. main memory
D. hard drive

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**2565.** All the following are types of a keyboard except.... e. none of the above

A. Ergonomic
B. wireless
C. multimedia
D. multiuser

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**2566.** High speed special purpose used primarily in a research environment are called... e. Desktop computers

A. Mainframe computers
B. minicomputers
C. supercomputers
D. Microcomputers

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**2567.** .....computers make use of both continuous and discrete data inputs for information. e. single

A. Hybrid
B. analogue
C. digital
D. Super

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**2568.** ENIAC is an acronym for e. none of the above

A. Electrical numerical integrator and computer
B. economic numerical integrator and computer
C. electronic numerical integrator and computer
D. Economic numeric integrator and communication

## Answers

**2549.** Integrated circuit

**2550.** 1946-1954

**2551.** ROM

**2552.** Vacuum tubes

**2553.** Uses high level language

**2554.** ATM machine

**2555.** ENIAC

**2556.** 2010 characters

**2557.** SCSI ports

**2558.** Expansion cards

**2559.** Visual graphics array

**2560.** Microcomputers

**2561.** 1980s

**2562.** External hard disks

**2563.** Communication software

**2564.** Monitor

**2565.** Ergonomic

**2566.** Mainframe computers

**2567.** Hybrid

**2568.** Electrical numerical integrator and computer

# CSM184

## By Eshun Paa Ramsey

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**2569.** When I formatted the cell containing the value 15389544, it changed to 1.54E+07. What formatting did I use? e. Scientific

A. Text
B. Special
C. Fraction
D. Numeric

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**2570.** To copy formatting from a range of cells to more than one cell or range, first select the source range, then _____, and select the first and subsequent destination cells or ranges.

A. Click the format painter button on the Home tab.
B. Click the copy button on the Home tab
C. Double click the Copy button on the Home tab
D. Double click the format Painter button on the Home tab

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**2571.** Which of these short-cut keys may be used to format text as italic? I. Ctrl + 3 II. Ctrl + 4

A. I & II only
B. I & IV only
C. I, II & III only
D. I, II & IV only

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**2572.** To center text across cells, one may use I. Center Across Selection Option in the Horizontal drop down list from the alignment tab of the Format Cells dialog box

A. I & II only
B. I & III only
C. II & III only
D. III only

**2573.** To make the cell height increase to contain multiple lines so that a lengthy text entry fits a cell select the _____ check box on the alignment tab of the format Cells dialog box.

A. Wrap text
B. Shrink to fit
C. Strikethrough
D. Merge cells

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**2574.** The vertical drop down list of the alignment option of the Format Cells dialog box has the following options: I.

A. I & II only
B. II & III only
C. III & IV only
D. III only

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**2575.** Under which tab of the Format Cells dialog box can you apply the Shrink To Fit option to a cell? e. Degrees

A. Border
B. Orientation
C. Protection
D. Alignment

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**2576.** When the number 254500.5 is entered into a cell that is formatted as numeric with 2d.p., and 1000 separator, what will be displayed in the cell when the Enter key is pressed? e. 254,500.05

A. 25,450,00.05
B. 254,500.50
C. 254500.50%
D. 254500.5

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**2577.** Which of these is likely to be displayed in a cell that is formatted as GENERAL when the formula =NOW() is entered in the cell? e. 9/04/15

A. 1/04/2015 PM
B. 9/04/2015 14:30
C. 3/09/15
D. 42103.65

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**2578.** Which number format rounds numbers with decimals if the cell is not wide enough to show the entire number and also uses scientific notation for large numbers with at least 12 digits?

A. Number
B. Scientific
C. Special
D. General

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**2579.** The shortcut key Shift+Ctrl+$ can be used for the _____ number format. e. General

A. Number (2 d.p.)
B. Currency
C. Scientific
D. Percent (no d.p.)

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**2580.** To reveal hidden columns, first _____, then choose Home, Format, Hide and Unhide, and then Unhide columns. e. Insert cells that span the hidden columns.

A. Select the cell to the left of the column you want to unhide.
B. Select cells that span the hidden columns.
C. Select the cells to the right of the column you want to unhide.
D. Delete columns that span the hidden columns.

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**2581.** To change one or more column width, one should select the cells in columns that need to be changed, choose Home, Format and select the _____ option from the list that appears to fit the column width to the widest cell contents in the selection.

A. Column Width
B. AutoFit Column Width
C. Default Width
D. AutoFit Height

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**2582.** To hide selected columns using the keyboard, select Home, Format, _____, and then Hide. e. Format cells

A. Rename Sheet
B. Hide & Unhide
C. Protect Sheets
D. Lock cells

**2583.** Which of these is/are valid vertical alignment option(s)? I. Right

A. I, II and III only
B. II, III and IV only
C. III, IV and V only
D. I, II and IV only



**2584.** To copy the format of a range of cells to more than one range _____. e. Double click the format painter button

A. Click the copy button
B. Click the format painter button
C. Click the paint button
D. Double click the paint button



**2585.** Which of the following is the spreadsheet application used in Windows Operating Systems e. Microsoft Framework

A. Microsoft Word
B. Microsoft PowerPoint
C. Microsoft Access
D. Microsoft Excel



**2586.** The number of characters that can be typed in a cell is limited to e. 265

A. 256
B. 255
C. 265
D. 257



**2587.** The following are examples of spreadsheet applications except e. Lotus 1-2-3 Page 6 of 38

A. SUPERCALC
B. SYMPHONY
C. MS OUTLOOK
D. FRAMEWORK IV



**2588.** The shortcut keys for formatting a time in the default format is e. Shift+^

A. CTRL + ;
B. CTRL + :
C. CTRL + @
D. CTRL + #

**2589.** In inserting a cell, which of the following options is not displayed in the insert dialog box? e. Shift cells right

A. Shift cells left
B. Shift cells down
C. Entire row
D. Entire column



**2590.** By pressing the _____ key, one can edit the contents of a cell. e. Shift

A. F2
B. ESC
C. F11
D. ENTER



**2591.** What are the shortcut keys for entering the current date in a cell? e. Shift +^

A. CTRL + ;
B. CTRL + :
C. CTRL + @
D. CTRL + #



**2592.** Which of the following keys can remove a selected character? e. ENTER 

A. ESC
B. TAB
C. CTRL
D. DELETE



**2593.** Which of the following is NOT a use of spreadsheet applications in the accounting field? e. Budgeting

A. Preparation of budgets
B. Calculation of discounts
C. Investment proposals
D. Calculating regression coefficients



**2594.** The steps in opening a new excel document are I. Microsoft excel

A. IV,I,III,II
B. III,II,IV,I
C. III,IV,II,I
D. II,III,IV,I

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**2595.** A number is accepted as a text if it is preceded by e. ^

A. '
B. "
C. &
D. #

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**2596.** Which of the following is NOT accepted in representing numbers ? e. -

A. E
B. .
C. +
D. *

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**2597.** Which of the following is NOT correctly matched? e. CRTL+R, READ Page 8 of 38

A. CTRL + X , CUT
B. CTRL + Z, UNDO
C. CTRL + C, COPY
D. CTRL + E, CENTRE

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**2598.** A _____ is a grid with labelled columns and rows. e. Workbook

A. Dialog box
B. Worksheet
C. Clipboard
D. Toolbar

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**2599.** Microsoft Excel is example of _____ e. Database

A. Word processing package
B. Spreadsheet package
C. Communication S/W Package
D. DBMS package

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**2600.** Which of the following is NOT the correct method of editing cell content? e. Esc

A. Press the Alt key
B. Press the F2 key
C. Click the formula bar
D. Double click the cell

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**2601.** What is the default display format of dates in excel e. M/D/YY

A. MM/DD/YYYY
B. DD/MMM/YYYY
C. YYYY/DD/MMM
D. D/M/YYYY

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**2602.** Valid date entries are aligned to the e. Bottom Page 9 of 38

A. Left
B. Right
C. Center
D. Top

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**2603.** If the value, 2, is entered in a cell A1 and the auto fill handle is dragged over cells A2 to A4, What values are displayed in cells A2 to A4? e. 2,3,4

A. 2,4,6
B. 2,2,2
C. 2,2,4
D. 2,4,8

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**2604.** Sorting cannot be done using more than one column.

A. FALSE
B. TRUE

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**2605.** When a table is filtered, the rows that do not match the filtered criteria are permanently removed from the table.

A. FALSE
B. TRUE

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**2606.** Filters can be applied to more than one column in a table.

A. TRUE
B. FALSE

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**2607.** When a large worksheet is to take up more than one printed page, Page Setup options can be set to make row and column headings appear on each printed page.

A. TRUE
B. FALSE

**2608.** Row and column headings that are set to print on each printed page, do NOT appear on each page in Print Preview.

A. FALSE
B. TRUE



**2609.** Each data series in a chart is represented by a unique _____. e. bar Page 10 of 38

A. font color
B. font
C. outline color
D. size



**2610.** The horizontal axis is also known as the _____ axis. e. axis

A. category
B. value
C. secondary
D. primary



**2611.** To provide additional information in a chart, you can insert a(n) _____. e. block

A. caption
B. text box
C. cell
D. range



**2612.** The _____ form the boundaries of a chart and contains the scale against which data plots. e. marker

A. axis
B. data series
C. data point
D. legend



**2613.** A single piece of data such as sales for one year is known as: e. marker A _____ is a collection of data points.

A. data point
B. axis
C. data series
D. legend

**2614.** _____ is the process of arranging data in numerical or alphabetical order (ascending or descending) e. charting

A. filtering
B. combining
C. query
D. sorting



**2615.** _____ are miniature images of the presentation slides. e. Pages

A. Scroll boxes
B. Thumbnails
C. ScreenTips
D. Templates



**2616.** Using _____ enables the user to select a group of non-continuous slides. e. [Shift]+[Tab]

A. [Alt]
B. [Ctrl]
C. [Ctrl] + [Shift]
D. [Shift]



**2617.** Bullet _____ are individual lines of bullet text on a slide. e. arguments

A. points
B. details
C. levels
D. records



**2618.** A slide's _____ is the arrangement of the text and graphic elements or placeholders on that slide. e. pane

A. layout
B. theme
C. style
D. outline



**2619.** _____ is NOT a slide layout. e. three content

A. two Content
B. title and Content
C. graphic
D. blank

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**2620.** Which view allows you to apply formatting to multiple slides? e. full screen

A. zoom
B. normal
C. reading
D. slide Sorter

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**2621.** What is common to the Excel functions TODAY, NOW and PI? e. None of the above

A. They belong to the same category of functions
B. They all take the same number of arguments
C. They take different number of arguments
D. They require no arguments

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**2622.** The functions AND, OR and NOT belongs to what category of functions? e. Text

A. Relational
B. Logical
C. Information
D. Decision

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**2623.** The serial numbering of date has the date ..... as the base e. None of the above

A. 1 January 1800
B. 1 January 1900
C. 1 January 2000
D. 1 January 2010

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**2624.** Given that the years 1800 and 1900 are not leap years, what date has the serial number 777? Page 13 of 38

A. 17 February 1902
B. 16 January 1802
C. 14 February 1902
D. 15 January 1992

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**2625.** Which of the following functions can be used to obtain the factorial of a given number? e. Fact()

A. Fa()
B. FT()
C. Factorial()
D. Facto()

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**2626.** What value will be returned by the expression =even(0.0000001)? e. None of the above

A. 1
B. 2
C. 3
D. 4

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**2627.** What is the results of the formula =28/2*7? e. Neither (a) nor (b)

A. 1036
B. 0
C. 2
D. Either (a) or (b)

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**2628.** Which of the following cannot be said to be unnecessary space(s) such that the trim function will not remove? e. None of the above

A. Leading space(s)
B. Trailing space(s)
C. More than one space between words
D. A space between two word(s)

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**2629.** Which of the following functions can be used to join two or more strings into one text item? e. together

A. Join
B. Concate
C. Append
D. Concatenate

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**2630.** Which of the following functions can be used to find the cube root of a function? e. None of the above

A. Sqrt
B. Cqrt
C. Cuberoot
D. Cbrt

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**2631.** Which of these function can be used to obtain the number of cells that contain numbers and dates? e. Snumbers

A. Countif
B. Count
C. Sumif
D. Sumnumbers

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**2632.** What will the formula =mode(3,2,1,1,1,2,2,2,1,4) return? e. 5

A. 1
B. 2
C. 3
D. 4

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**2633.** What will the formula =median(1,3,5,2,6) return? e. 6

A. 1
B. 2
C. 3
D. 5

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**2634.** Which of the following defines the items that are usually placed within brackets after the function name and separated by commas? e. Agreements

A. Inputs
B. Values
C. Labels
D. Arguments

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**2635.** A _____ may be defined as any data that does not place itself in a cell but rather the result that it generates. e. Number

A. Text
B. Series
C. Formula
D. Function

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**2636.** Which of the following function Key can be used to view a formula in cell when the cell which contain the formula is the active cell e. F5

A. F1
B. F2
C. F3
D. F4

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**2637.** Which of the following symbols can be used to introduce a formula into an Excel cell? I. =

A. I, II, III, IV and V
B. Neither I, II, III, IV and V
C. I and II only
D. I, II and III only

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**2638.** If B3 and B4 contain -10 and -15 respectively and then formula -B2-B4 is will produce e. 10 Page 16 of 38

A. 5
B. -5
C. -25
D. 25

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**2639.** Which of the following about formulas are correct? I. Allows the use of mathematical operators such as + (addition), (subtraction) , * (multiplication) and ^ (exponentiation), etc

A. I , II, III, IV and V
B. I, II only
C. I, II and III only
D. I, II, III and V only

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**2640.** One of the advantages of using formulas in a worksheet is that cell entries can be changed and the formula will automatically recalculate the values and insert the result in the cell containing the formula.

A. True
B. False

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**2641.** Which of the following about cell references are correct? I. Cell references, also called addresses

A. I, II, III, IV and V
B. I, II and III only
C. I, II, III and IV only
D. I, II, III and V only

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**2642.** Which of the following is Circular address if it entered in VII23? e. None of the above

A. =A1 / A1 +SUM(B1:BII23)
B. =VII22*1000/C24+ V23
C. +R44+V2311*SQRT(B3)
D. -R45/16+SQRT(VII23)

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**2643.** Which of the following are incorrect? I. Relative cell references refer to cells relative to a position in a formula

A. I and II only
B. I, II and III only
C. II, III and IV only
D. III and V only

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**2644.** If -2, 4 and 10 are entered into the cells D2, D3 and D4 respectively and the fomular =ABS(D2)+D4/D2*D3+2 entered into D5, then D5 will display e. None of the above

A. 16
B. -16
C. 24
D. -24

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**2645.** Which of the following can be found under I? I. Normal

A. I and II only
B. I, II and IV only
C. I, II, and V only
D. I, II, III and IV

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**2646.** The part labelled b is known as _____ e. Quick Access menu

A. Quick Title menu
B. Title Easy menu
C. Quick Easy menu
D. Access Title menu

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**2647.** Which of the following displays the slide you are currently working on? e. C

A. F
B. K
C. G
D. E

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**2648.** Which of the following contains the basic file management commands? e. E

A. A
B. B
C. C
D. D

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**2649.** Which of the following focuses on the content of your presentation rather than its appearance? e. A

A. F
B. G
C. J
D. K

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**2650.** Rearrange the following to create a presentation from a template. I. Select a template from the options displayed. II. Click the File tab on the Ribbon and select New.

A. II, III, I and IV
B. I, II, III and IV
C. II, I, III and IV
D. II, I, IV, and III

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**2651.** Slides contain_____, or areas on a slide that are enclosed by dotted borders where information is entered. e. Dialogue box

A. Text box
B. Placeholders
C. Icons
D. Images

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**2652.** Which of the following statements about slide layout are true I. A slide layout arranges your slide content.

A. None of the above
B. I and II only
C. II and III only
D. I, II, III and IV

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**2653.** Which of the following file names DOES NOT marche with its file extension e. Window Media Video(.wmv) Page 21 of 38

A. PowerPoint Presentation (.pptx)
B. PowerPoint Macro-Enabled Presentation(.pptm)
C. PowerPoint 97 - 2003 Presentation (.ptx)
D. PowerPoint Show(.pps, .ppsx)

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**2654.** Which of these can be used to increase the font size of a selected text to the next standard font size. e. F

A. A
B. B
C. D
D. E

**2655.** Which of the labelled commands adds a drop shadow to text? e. F

A. B
B. C
C. D
D. E



**2656.** _____ can be used to change case of a selected text. e. E A

A. A
B. B
C. C
D. D



**2657.** Mr Dumsor entered something in an Excel cell but realized that Excel has displayed ####. This means that what Mr Dumsor entered is a cell

A. Wrong formula
B. Characters which length is more than the width of the column which contain the
C. Character which highs is more than the height of the row.
D. Circular reference



**2658.** _____ is used to refer to a cell or a range that includes two or more sheets in a workbook. e. Circular reference

A. Absolute
B. Relative
C. Mixed reference
D. 3-d reference



**2659.** Re-arrange the following in order of precedence I. :

A. I, II, III, IV, V
B. II, I, III, V, IV
C. V, I, II, III, IV
D. I, II, V, III, IV



**2660.** The formula =6+27/3+2^3/2*2 entered in an Excel cell will produce e. None of the above 

A. 29
B. 23
C. 11
D. 20

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**2661.** Which of the following is/are INCORRECT about naming cell/range? I. Names must start with a letter or an underscore but any character may be used after the initial letter except a space or a hyphen

A. None of the above
B. II and III only
C. II only
D. III only

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**2662.** A file in excel may also be referred to as a ..... e. Table

A. Folder
B. Workbook
C. Spreadsheet
D. Work sheet

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**2663.** There are ..... types of protection for excel files. e. Ten

A. One
B. Four
C. Two
D. Three

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**2664.** The ..... modifier key is used to select multiple files to open. e. Backspace Page 24 of 38

A. Shift
B. Ctrl
C. Arrow
D. Alt

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**2665.** What is the default file extension for excel files is? e. pdf

A. xlsx
B. xlm
C. wk
D. doc

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**2666.** What does Shift +Space bar do e. Select a cell

A. Activate previous sheet
B. Activate next sheet
C. Selects a row
D. Selects a column

## Answers

**2569.** Text

**2570.** Click the format painter button on the Home tab.

**2571.** I & II only

**2572.** I & II only

**2573.** Wrap text

**2574.** I & II only

**2575.** Border

**2576.** 25,450,00.05

**2577.** 1/04/2015 PM

**2578.** Number

**2579.** Number (2 d.p.)

**2580.** Select the cell to the left of the column you want to unhide.

**2581.** Column Width

**2582.** Rename Sheet

**2583.** I, II and III only

**2584.** Click the copy button

**2585.** Microsoft Word

**2586.** 256

**2587.** SUPERCALC

**2588.** CTRL + ;

**2589.** Shift cells left

**2590.** F2

**2591.** CTRL + ;

**2592.** ESC

**2593.** Preparation of budgets

**2594.** IV,I,III,II

**2595.** '

**2596.** E

**2597.** CTRL + X , CUT

**2598.** Dialog box

**2599.** Word processing package

**2600.** Press the Alt key

**2601.** MM/DD/YYYY

**2602.** Left

**2603.** 2,4,6

**2604.** FALSE

**2605.** FALSE

**2606.** TRUE

**2607.** TRUE

**2608.** FALSE

**2609.** font color

**2610.** category

**2611.** caption

**2612.** axis

**2613.** data point

**2614.** filtering

**2615.** Scroll boxes

**2616.** [Alt]

**2617.** points

**2618.** layout

**2619.** two Content

**2620.** zoom

**2621.** They belong to the same category of functions

**2622.** Relational

**2623.** 1 January 1800

**2624.** 17 February 1902

**2625.** Fa()

**2626.** 1

**2627.** 1036

**2628.** Leading space(s)

**2629.** Join

**2630.** Sqrt

**2631.** Countif

**2632.** 1

**2633.** 1

**2634.** Inputs

**2635.** Text

**2636.** F1

**2637.** I, II, III, IV and V

**2638.** 5

**2639.** I , II, III, IV and V

**2640.** True

**2641.** I, II, III, IV and V

**2642.** =A1 / A1 +SUM(B1:BII23)

**2643.** I and II only

**2644.** 16

**2645.** I and II only

**2646.** Quick Title menu

**2647.** F

**2648.** A

**2649.** F

**2650.** II, III, I and IV

**2651.** Text box

**2652.** None of the above

**2653.** PowerPoint Presentation (.pptx)

**2654.** A

**2655.** B

**2656.** A

**2657.** Wrong formula

**2658.** Absolute

**2659.** I, II, III, IV, V

**2660.** 29

**2661.** None of the above

**2662.** Folder

**2663.** One

**2664.** Shift

**2665.** xlsx

**2666.** Activate previous sheet

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