The Carpe Diem — CSM V1 Question Bank

Style B · answer after every question

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CSM183

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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

Answer 1: Microsoft Word — Check the cited source for the full explanation.

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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

Answer 2: A word processor — Check the cited source for the full explanation.

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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

Answer 3: Budget preparation — Check the cited source for the full explanation.

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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

Answer 4: “Who” questions — Check the cited source for the full explanation.

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

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

Answer 5: Ctrl + ; — Check the cited source for the full explanation.

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

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

Answer 6: 2.4e4 — Check the cited source for the full explanation.

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

Answer 7: Spacebar — Check the cited source for the full explanation.

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

Answer 8: Ctrl + - — Check the cited source for the full explanation.

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

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

Answer 9: Text — Check the cited source for the full explanation.

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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

Answer 10: Copy and Paste — Check the cited source for the full explanation.

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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

Answer 11: Alt — Check the cited source for the full explanation.

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12. A formula in Excel must begin with:

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

Answer 12: + — Check the cited source for the full explanation.

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

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

Answer 13: Relative — Check the cited source for the full explanation.

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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

Answer 14: Sales!A10 — Check the cited source for the full explanation.

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

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

Answer 15: + — Check the cited source for the full explanation.

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

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

Answer 16: FV() — Check the cited source for the full explanation.

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17. The function =NOW() returns:

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

Answer 17: Current date only — Check the cited source for the full explanation.

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

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

Answer 18: MIN() — Check the cited source for the full explanation.

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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)

Answer 19: IF(condition, value_if_true, value_if_false) — Check the cited source for the full explanation.

20. Which shortcut makes text bold?

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

Answer 20: Ctrl + B — Check the cited source for the full explanation.

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

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

Answer 21: Merge & Center — Check the cited source for the full explanation.

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

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

Answer 22: Currency — Check the cited source for the full explanation.

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 + ~

Answer 23: Ctrl + Shift + % — Check the cited source for the full explanation.

24. Which function concatenates text strings?

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

Answer 24: CONCAT() — Check the cited source for the full explanation.

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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

Answer 25: Is always an error — Check the cited source for the full explanation.

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26. What is PowerPoint primarily used for?

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

Answer 26: Word processing — Check the cited source for the full explanation.

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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

Answer 27: Slide Sorter — Check the cited source for the full explanation.

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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

Answer 28: Animation — Check the cited source for the full explanation.

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29. What does the Slide Master control in PowerPoint?

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

Answer 29: Font styles — Check the cited source for the full explanation.

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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

Answer 30: .pptx — Check the cited source for the full explanation.

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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

Answer 31: Design — Check the cited source for the full explanation.

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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

Answer 32: Use the Design tab and choose a new theme — Check the cited source for the full explanation.

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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

Answer 33: Slide Master — Check the cited source for the full explanation.

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

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

Answer 34: Speaker Notes — Check the cited source for the full explanation.

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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

Answer 35: Right-click the slide and select Duplicate Slide — Check the cited source for the full explanation.

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

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

Answer 36: Slide Sorter — Check the cited source for the full explanation.

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

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

Answer 37: F5 — Check the cited source for the full explanation.

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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

Answer 38: Speaker Notes — Check the cited source for the full explanation.

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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

Answer 39: To apply a consistent design to all slides — Check the cited source for the full explanation.

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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

Answer 40: Press Ctrl + N — Check the cited source for the full explanation.

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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

Answer 41: Slide Show — Check the cited source for the full explanation.

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

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

Answer 42: Slide Master — Check the cited source for the full explanation.

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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

Answer 43: Use the Align tool in the Home tab — Check the cited source for the full explanation.

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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

Answer 44: To edit slide content — Check the cited source for the full explanation.

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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

Answer 45: Export — Check the cited source for the full explanation.

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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

Answer 46: Word Art — Check the cited source for the full explanation.

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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

Answer 47: To edit slide content — Check the cited source for the full explanation.

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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

Answer 48: Slide Show — Check the cited source for the full explanation.

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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

Answer 49: Using the Slide Sorter view — Check the cited source for the full explanation.

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

Answer 50: Slide Sorter — Check the cited source for the full explanation.

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

Answer 51: Slide Master — Check the cited source for the full explanation.

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

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

Answer 52: F5 — Check the cited source for the full explanation.

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

Answer 53: Use the Distribute Horizontally option — Check the cited source for the full explanation.

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

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

Answer 54: Slide Sorter — Check the cited source for the full explanation.

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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

Answer 55: Creates custom slide layouts — Check the cited source for the full explanation.

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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

Answer 56: Use the Design tab and choose a new theme — Check the cited source for the full explanation.

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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

Answer 57: Slide Show tab — Check the cited source for the full explanation.

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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

Answer 58: Slide Master — Check the cited source for the full explanation.

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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

Answer 59: Using the Animation pane — Check the cited source for the full explanation.

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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

Answer 60: Copy and paste slides from another presentation — Check the cited source for the full explanation.

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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

Answer 61: Slide Master — Check the cited source for the full explanation.

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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

Answer 62: Right-click on the object and choose Animation — Check the cited source for the full explanation.

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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

Answer 63: Preview of upcoming slides — Check the cited source for the full explanation.

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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

Answer 64: Save As PDF — Check the cited source for the full explanation.

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

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

Answer 65: Esc key — Check the cited source for the full explanation.

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

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

Answer 66: =MAX() — Check the cited source for the full explanation.

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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

Answer 67: Click on the Freeze Panes option under the View tab — Check the cited source for the full explanation.

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

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

Answer 68: Alt + = — Check the cited source for the full explanation.

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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

Answer 69: Calculates the variance of a range of values — Check the cited source for the full explanation.

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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

Answer 70: AutoFill — Check the cited source for the full explanation.

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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

Answer 71: Use the Insert tab and select a chart type — Check the cited source for the full explanation.

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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

Answer 72: Rounds the value in cell A1 to the nearest hundred — Check the cited source for the full explanation.

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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

Answer 73: Right-click and select Insert — Check the cited source for the full explanation.

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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()

Answer 74: =COUNTA() — Check the cited source for the full explanation.

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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

Answer 75: Adds the values in cell A1 and compares it to 10 — Check the cited source for the full explanation.

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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

Answer 76: Use the Sort button under the Home tab — Check the cited source for the full explanation.

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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()

Answer 77: =AVERAGE() — Check the cited source for the full explanation.

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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)

Answer 78: =A1 * B1 — Check the cited source for the full explanation.

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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

Answer 79: Returns the current date and time — Check the cited source for the full explanation.

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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

Answer 80: Worksheet Split — Check the cited source for the full explanation.

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

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

Answer 81: =UPPER() — Check the cited source for the full explanation.

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

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

Answer 82: =SUM() — Check the cited source for the full explanation.

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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

Answer 83: Right-click and select Delete — Check the cited source for the full explanation.

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

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

Answer 84: 4 — Check the cited source for the full explanation.

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

Answer 85: Use the Protect Sheet option under the Review tab — Check the cited source for the full explanation.

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

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

Answer 86: =SUM() — Check the cited source for the full explanation.

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

Answer 87: Adds the values in cell A1 and compares it to 10 — Check the cited source for the full explanation.

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()

Answer 88: =SUM() — Check the cited source for the full explanation.

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

Answer 89: Adds the values in column B and C — Check the cited source for the full explanation.

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

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

Answer 90: =AVERAGE() — Check the cited source for the full explanation.

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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

Answer 91: Adds the values in cells A1 and B1 — Check the cited source for the full explanation.

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

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

Answer 92: =UPPER() — Check the cited source for the full explanation.

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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

Answer 93: Multiplies the values in cells A1 to A10 — Check the cited source for the full explanation.

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

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

Answer 94: =LEN() — Check the cited source for the full explanation.

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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

Answer 95: Current date only — Check the cited source for the full explanation.

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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()

Answer 96: =ROUND() — Check the cited source for the full explanation.

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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

Answer 97: Counts the number of empty cells in the range A1:A10 — Check the cited source for the full explanation.

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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()

Answer 98: =AVERAGE() — Check the cited source for the full explanation.

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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

Answer 99: Converts the value in cell A1 to uppercase text — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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()

Answer 100: =SUMIF() — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 101: Converts the text in cell A1 to lowercase — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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()

Answer 102: =LEFT() — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 103: Rounds the value in cell A1 to the nearest integer — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

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

Answer 104: =JOIN() — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 105: Value in the third cell of the range A1:A10 — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

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

Answer 106: .ppt — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

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

Answer 107: Slide Sorter — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 108: Design — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

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

Answer 109: Animation — Check the cited source for the full explanation.

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

Answer 110: Use the Slide Master — Check the cited source for the full explanation.

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

Answer 111: Slide Master — Check the cited source for the full explanation.

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

Answer 112: Delete the slide from the presentation — Check the cited source for the full explanation.

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

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

Answer 113: F5 — Check the cited source for the full explanation.

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

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

Answer 114: Animation — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

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

Answer 115: Save As PDF — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 116: Press Ctrl + N — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 117: Normal — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 118: Apply animation effects to text and objects — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 119: Copy and paste — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 120: Use the Align tool in the Home tab — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 121: Allows you to edit slides during a presentation — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 122: Animation — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 123: To view all slides in the presentation — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 124: Use the Slide Master — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

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

Answer 125: F5 — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 126: View a grid of all slides in the presentation — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 127: Share button — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

Answer 128: Use the Font dialog box for each text box — Check the cited source for the full explanation.

CSM 1.docx · CSM183

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

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

Answer 129: Esc key — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 130: Shift + Ctrl + ! — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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 + %

Answer 131: Shift + Ctrl + ! — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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 + %

Answer 132: Shift + Ctrl + ! — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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 + ~

Answer 133: Shift + Ctrl + ! — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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 + $

Answer 134: Shift + Ctrl + ! — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 135: Ctrl+2 — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 136: Ctrl+2 — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 137: Ctrl+2 — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 138: Ctrl+2 — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 139: Ctrl+B, Ctrl+I — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 140: Date — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 141: Abs — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 142: Ceiling — Check the cited source for the full explanation.

CSM 2.docx · CSM183

143. What does the COS function in Excel calculate?

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

Answer 143: Sine — Check the cited source for the full explanation.

CSM 2.docx · CSM183

144. Which function in Excel converts radians to degrees?

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

Answer 144: Degrees — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 145: Fact — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 146: Down — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 147: Returns the remainder of a division operation — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 148: The value of pi (π) — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 149: Sum — Check the cited source for the full explanation.

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

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

Answer 150: Max — Check the cited source for the full explanation.

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

Answer 151: The average of a range of numbers — Check the cited source for the full explanation.

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

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

Answer 152: Sqrt — Check the cited source for the full explanation.

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

Answer 153: It counts the number of cells that meet a specific condition — Check the cited source for the full explanation.

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

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

Answer 154: Join — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 155: The number of characters in a text string — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 156: Round — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 157: It calculates the average of a range of numbers — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 158: Mean — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 159: Removes leading and trailing spaces from a text string — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 160: Max — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 161: It calculates the standard deviation based on a sample — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 162: LEN — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 163: Returns the sum of a range of numbers — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 164: SIGN — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 165: It returns the current date and time — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 166: COUNTIF — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 167: It returns the maximum value in a set of values — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

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

Answer 168: RADIANS — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 169: Rounds a number to the nearest even integer — Check the cited source for the full explanation.

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

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

Answer 170: Remainder — Check the cited source for the full explanation.

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

Answer 171: Converts text to lowercase — Check the cited source for the full explanation.

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

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

Answer 172: Quotient — Check the cited source for the full explanation.

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

Answer 173: Joins together two or more text strings — Check the cited source for the full explanation.

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

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

Answer 174: LOG — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 175: Formats a number as text — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 176: MIN — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 177: Converts text to lowercase — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 178: SMALLEST — Check the cited source for the full explanation.

CSM 2.docx · CSM183

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

Answer 179: Returns the value of a cell in a specified row and column — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 180: Pressing an arrow key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 181: Pressing Ctrl + C — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 182: Pressing enter — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 183: Pressing the Tab key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 184: Replace cell references — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 185: Right-click the row heading where you want to insert the new row and select Insert from the shortcut — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 186: Save workbook — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 187: Select Edit > Select > Column from the menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 188: Select File>Properties form the menu and type 3 in the Copies to print text box. — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 189: Select the cell you want to place the formula into — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 190: Select the cells containing the title text plus the range over which the title text is to be centered — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 191: Select the column heading you want to delete and select the Delete Row button on the standard — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 192: Select Tools > Finder from the menu — Check the cited source for the full explanation.

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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

Answer 193: Server — Check the cited source for the full explanation.

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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

Answer 194: Shorten the label — Check the cited source for the full explanation.

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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

Answer 195: Shows the location of the previously active cell — Check the cited source for the full explanation.

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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

Answer 196: Smart tip — Check the cited source for the full explanation.

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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

Answer 197: Solver — Check the cited source for the full explanation.

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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

Answer 198: Split a worksheet into two panes — Check the cited source for the full explanation.

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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

Answer 199: standard formulas — Check the cited source for the full explanation.

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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

Answer 200: Text — Check the cited source for the full explanation.

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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

Answer 201: The Alt key — Check the cited source for the full explanation.

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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

Answer 202: The autosum button — Check the cited source for the full explanation.

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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

Answer 203: The edit formula button — Check the cited source for the full explanation.

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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

Answer 204: The Edit>Copy Format and Edit>Paste Format commands form the menu. — Check the cited source for the full explanation.

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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

Answer 205: The entire worksheet — Check the cited source for the full explanation.

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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

Answer 206: The word document cannot be edit — Check the cited source for the full explanation.

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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

Answer 207: Title bar — Check the cited source for the full explanation.

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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

Answer 208: Unfreeze panes command on the window menu — Check the cited source for the full explanation.

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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

Answer 209: Use the excel menu bar and toolbars inside the word application — Check the cited source for the full explanation.

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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

Answer 210: Values but not cell references — Check the cited source for the full explanation.

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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

Answer 211: Vertical scroll bar — Check the cited source for the full explanation.

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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

Answer 212: VisiCalc — Check the cited source for the full explanation.

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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

Answer 213: When you use multiplication, division, or exponentiation in a formula — Check the cited source for the full explanation.

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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

Answer 214: With the copy, paste and cut commands on the edit menu — Check the cited source for the full explanation.

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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.

Answer 215: With the right drag method — Check the cited source for the full explanation.

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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

Answer 216: Word — Check the cited source for the full explanation.

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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

Answer 217: Workbooks — Check the cited source for the full explanation.

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

Answer 218: Xls — Check the cited source for the full explanation.

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

Answer 219: You can use the format painter button on ly one time when you click it — Check the cited source for the full explanation.

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

Answer 220: Format cells containing numbers — Check the cited source for the full explanation.

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

Answer 221: FTP wizard — Check the cited source for the full explanation.

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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

Answer 222: Geometric modeling tool — Check the cited source for the full explanation.

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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

Answer 223: Goal seek — Check the cited source for the full explanation.

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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

Answer 224: Hyperlinked placed in a word table — Check the cited source for the full explanation.

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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

Answer 225: Input cells — Check the cited source for the full explanation.

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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

Answer 226: It can contain text and data — Check the cited source for the full explanation.

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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

Answer 227: Label — Check the cited source for the full explanation.

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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

Answer 228: Labels, values, and formulas — Check the cited source for the full explanation.

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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

Answer 229: Manipulate values — Check the cited source for the full explanation.

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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

Answer 230: Exponentiation, Multiplication and division, positive and negative values — Check the cited source for the full explanation.

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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

Answer 231: Multiply the selection by a copied value — Check the cited source for the full explanation.

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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.

Answer 232: None of these — Check the cited source for the full explanation.

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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

Answer 233: Number — Check the cited source for the full explanation.

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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

Answer 234: Option buttons — Check the cited source for the full explanation.

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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

Answer 235: Page Break Preview. — Check the cited source for the full explanation.

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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

Answer 236: Pie chart — Check the cited source for the full explanation.

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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

Answer 237: Press Ctrl +Home — Check the cited source for the full explanation.

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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

Answer 238: Press the Alt key — Check the cited source for the full explanation.

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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

Answer 239: Press the Erase key — Check the cited source for the full explanation.

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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

Answer 240: click the edit comment command on the insert menu — Check the cited source for the full explanation.

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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

Answer 241: Click the object command on the insert menu — Check the cited source for the full explanation.

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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

Answer 242: Click the save button on the standard toolbar from the menu — Check the cited source for the full explanation.

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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

Answer 243: Clicking the formula button — Check the cited source for the full explanation.

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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

Answer 244: Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower — Check the cited source for the full explanation.

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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

Answer 245: Contents — Check the cited source for the full explanation.

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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

Answer 246: Copy cell contents — Check the cited source for the full explanation.

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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

Answer 247: Data will be entered in the adjacent cells — Check the cited source for the full explanation.

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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

Answer 248: Delete the column from the worksheet — Check the cited source for the full explanation.

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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

Answer 249: Deletes the object — Check the cited source for the full explanation.

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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

Answer 250: Destination and users of the output data — Check the cited source for the full explanation.

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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

Answer 251: DOC — Check the cited source for the full explanation.

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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

Answer 252: Double click the object — Check the cited source for the full explanation.

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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

Answer 253: Edit > Comments — Check the cited source for the full explanation.

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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

Answer 254: Efficiency — Check the cited source for the full explanation.

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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

Answer 255: End key — Check the cited source for the full explanation.

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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

Answer 256: Excel 2000 — Check the cited source for the full explanation.

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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

Answer 257: Excel erases the original copy of the formula — Check the cited source for the full explanation.

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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

Answer 258: extends a sequential series of data — Check the cited source for the full explanation.

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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

Answer 259: Format > window — Check the cited source for the full explanation.

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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

Answer 260: !A!1 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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)

Answer 261: ” (quote) — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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. @

Answer 262: = — Check the cited source for the full explanation.

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

Answer 263: =10+50 — Check the cited source for the full explanation.

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

Answer 264: =SUM(Sales)-A3 — Check the cited source for the full explanation.

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

Answer 265: 128 — Check the cited source for the full explanation.

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

Answer 266: 256 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 267: 256 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 268: 350 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 269: A chart legend — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 270: A chart plot area — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 271: A command used for data modeling — Check the cited source for the full explanation.

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

Answer 272: Accessing — Check the cited source for the full explanation.

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

Answer 273: Allow you to view a different worksheet — Check the cited source for the full explanation.

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 (&

Answer 274: Apostrophe (&lsquo — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

275. Concatenation of text can be done using

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

Answer 275: Apostrophe (&lsquo — Check the cited source for the full explanation.

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

Answer 276: auto formatting — Check the cited source for the full explanation.

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

Answer 277: By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 278: Can only add values in a range of cells — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 279: Cell names — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 280: !A!1 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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)

Answer 281: “ (quote) — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

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

Answer 282: = — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 283: =10+50 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 284: =SUM(Sales)-A3 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 285: 128 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 286: 256 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 287: 256 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 288: 350 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 289: A chart legend — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 290: A chart plot area — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 291: A command used for data modeling — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 292: Accessing — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 293: Allow you to view a different worksheet — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 294: Apostrophe (&lsquoWink — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 295: Apostrophe (&lsquoWink — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 296: auto formatting — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 297: By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 298: Can only add values in a range of cells — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 299: Cell names — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 300: click the edit comment command on the insert menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 301: Click the object command on the insert menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 302: Click the save button on the standard toolbar from the menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 303: Clicking the formula button — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 304: Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 305: Contents — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 306: Copy cell contents — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 307: Data will be entered in the adjacent cells — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 308: Delete the column from the worksheet — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 309: Deletes the object — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 310: Destination and users of the output data — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 311: DOC — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 312: Double click the object — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 313: Edit > Comments — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 314: Efficiency — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 315: End key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 316: Excel 2000 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 317: Excel erases the original copy of the formula — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 318: extends a sequential series of data — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 319: Format > window — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 320: Format cells containing numbers — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 321: Geometric modeling tool — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 322: Manipulate values — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 323: Pressing an arrow key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 324: Pressing Ctrl + C — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 325: Pressing enter — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 326: Pressing the Tab key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 327: Replace cell references — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 328: Right-click the row heading where you want to insert the new row and select Insert from the shortcut — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 329: Save workbook — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 330: Select Edit > Select > Column from the menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 331: Select File>Properties form the menu and type 3 in the Copies to print text box. — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 332: Select the cell you want to place the formula into — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 333: Select the cells containing the title text plus the range over which the title text is to be centered — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 334: Select the column heading you want to delete and select the Delete Row button on the standard — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 335: Select Tools > Finder from the menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 336: Server — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 337: Shorten the label — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 338: Shows the location of the previously active cell — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 339: Smart tip — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 340: Solver — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 341: Split a worksheet into two panes — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 342: standard formulas — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 343: Text — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 344: The Alt key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 345: The autosum button — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 346: The edit formula button — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 347: The Edit>Copy Format and Edit>Paste Format commands form the menu. — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 348: The entire worksheet — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 349: The word document can not be edit — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 350: Title bar — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 351: Unfreeze panes command on the window menu — Check the cited source for the full explanation.

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

Answer 352: Use the excel menu bar and toolbars inside the word application — Check the cited source for the full explanation.

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

Answer 353: Values but not cell references — Check the cited source for the full explanation.

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

Answer 354: Vertical scroll bar — Check the cited source for the full explanation.

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

Answer 355: VisiCalc — Check the cited source for the full explanation.

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

Answer 356: When you use multiplication, division, or exponentiation in a formula — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 357: With the copy, paste and cut commands on the edit menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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.

Answer 358: With the right drag method — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 359: Word — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 360: Workbooks — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 361: Xls — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 362: You can use the format painter button on ly one time when you click it — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 363: Hyperlink — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 364: Hyperlinked — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 365: IF — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

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

Answer 366: Insert — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 367: Insert — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 368: It can contain text and data — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 369: Line graphs and pie charts only — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 370: Lines and spaces — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 371: Looks up text that contain 'v' — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 372: May be turned off for display but turned on for printing — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 373: Moving the chart to a chart sheet before you print. — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 374: Multiplication and division, exponential positive and negative value — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

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

Answer 375: Nested — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 376: On the file menu, point to print area, and then click set print area. — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 377: On the Insert menu, click Symbol and from the currency symbols subset, select the Euro sign. — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 378: PMT (payments) — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 379: Point to speech on the tools menu, and then click show text to speech toolbar. — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 380: Pressing an arrow key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 381: Pressing Ctrl + I on the keyboard — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 382: Pressing the Alt key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 383: Pressing the Tab key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 384: Printer selection — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 385: Range — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 386: Right click on column and select Pick from list — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 387: rotate text on the chart — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 388: Rows and columns — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 389: Save the workbook — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 390: Select both cells, and then drag the fill handle over the range you want, for instance 18 more rows — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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.

Answer 391: Select column D — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 392: Select the cells containing the title text and use the fill handle to center the text across a range of — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

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

Answer 393: Server — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 394: Show the formatting of a data label — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 395: Shows the location of the previously active cell — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 396: Single-click the boundary to the left to the column heading — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 397: size the worksheet to fit on the specific number of pages — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 398: Special shapes like stars and banners — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 399: Split a worksheet into two panes — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 400: Spreadsheet program — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 401: Standard — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 402: Tab key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 403: The active cell must be A1 — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 404: the Alt key — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 405: The Edit Formula button — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

406. In a worksheet you can select Correct Answer: d

A. The entire worksheet
B. Rows
C. Columns
D. a, b, and c

Answer 406: The entire worksheet — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 407: the entire worksheet is displayed — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 408: The group button on the standard toolbar — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 409: The print density of characters — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 410: The Word document cannot be edited — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 411: There is an error in the cell — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 412: Unfreeze panes command on the window menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 413: Use Ctrl to select all three cells, then click the paste button on the standard toolbar — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 414: Use the Excel menu bar and toolbars inside the word application — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

415. Status indicators are located on the Correct Answer: c

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

Answer 415: Vertical scroll bar — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 416: View — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 417: View — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 418: view exactly where each page break occurs — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 419: When you have too much data to chart — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 420: When you use multiplication, division or exponentiation in a formula — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 421: With the copy, paste and cut commands on the edit menu — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 422: With the mouse pointer in Print Preview — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 423: With the right drag method — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

424. This type of software is similar to an accountant's worksheet Correct Answer: c

A. Word processing
B. Database
C. Spreadsheets
D. Graphics

Answer 424: Word processing — Check the cited source for the full explanation.

CSM 3.pdf · CSM183

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

Answer 425: Workday — Check the cited source for the full explanation.

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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

Answer 426: You can automatically apply formatting to a data series — Check the cited source for the full explanation.

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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

Answer 427: You can enter variable data on multiple worksheets at one time — Check the cited source for the full explanation.

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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

Answer 428: You can use the format painter button only one time when you click it — Check the cited source for the full explanation.

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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

Answer 429: Your name — Check the cited source for the full explanation.

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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...

Answer 430: current — From the supplied fill-in-the-gap bank. Blank 1.

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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...

Answer 431: in terms of — From the supplied fill-in-the-gap bank. Blank 2.

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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 _____...

Answer 432: B2 — From the supplied fill-in-the-gap bank. Blank 3.

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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' -...

Answer 433: avoided — From the supplied fill-in-the-gap bank. Blank 4.

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)....

Answer 434: Sheet5!A10 — From the supplied fill-in-the-gap bank. Blank 5.

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 _____....

Answer 435: single quotation marks — From the supplied fill-in-the-gap bank. Blank 6.

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...

Answer 436: two — From the supplied fill-in-the-gap bank. Blank 7.

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),...

Answer 437: Sheet4 — From the supplied fill-in-the-gap bank. Blank 8.

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...

Answer 438: comparison — From the supplied fill-in-the-gap bank. Blank 9.

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...

Answer 439: ampersand (&) — From the supplied fill-in-the-gap bank. Blank 10.

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...

Answer 440: range — From the supplied fill-in-the-gap bank. Blank 11.

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....

Answer 441: space — From the supplied fill-in-the-gap bank. Blank 12.

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...

Answer 442: algebra — From the supplied fill-in-the-gap bank. Blank 13.

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...

Answer 443: negation (-) — From the supplied fill-in-the-gap bank. Blank 14.

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...

Answer 444: exponentiation (^) — From the supplied fill-in-the-gap bank. Blank 15.

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 _____...

Answer 445: subtraction — From the supplied fill-in-the-gap bank. Blank 16.

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...

Answer 446: same — From the supplied fill-in-the-gap bank. Blank 17.

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...

Answer 447: parentheses — From the supplied fill-in-the-gap bank. Blank 18.

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....

Answer 448: 8 (2^3) — From the supplied fill-in-the-gap bank. Blank 19.

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...

Answer 449: range — From the supplied fill-in-the-gap bank. Blank 20.

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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...

Answer 450: letter — From the supplied fill-in-the-gap bank. Blank 21.

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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...

Answer 451: space — From the supplied fill-in-the-gap bank. Blank 22.

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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...

Answer 452: 255 — From the supplied fill-in-the-gap bank. Blank 23.

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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 _...

Answer 453: Enter — From the supplied fill-in-the-gap bank. Blank 24.

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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....

Answer 454: Define Name — From the supplied fill-in-the-gap bank. Blank 25.

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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....

Answer 455: Name Manager — From the supplied fill-in-the-gap bank. Blank 26.

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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...

Answer 456: built-in — From the supplied fill-in-the-gap bank. Blank 27.

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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...

Answer 457: arguments — From the supplied fill-in-the-gap bank. Blank 28.

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...

Answer 458: brackets / parentheses — From the supplied fill-in-the-gap bank. Blank 29.

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...

Answer 459: nested — From the supplied fill-in-the-gap bank. Blank 30.

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 _____...

Answer 460: rate — From the supplied fill-in-the-gap bank. Blank 31.

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...

Answer 461: function name — From the supplied fill-in-the-gap bank. Blank 32.

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....

Answer 462: 30 — From the supplied fill-in-the-gap bank. Blank 33.

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 _____ (...

Answer 463: no — From the supplied fill-in-the-gap bank. Blank 34.

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 _____...

Answer 464: NOW() — From the supplied fill-in-the-gap bank. Blank 35.

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...

Answer 465: fixed — From the supplied fill-in-the-gap bank. Blank 36.

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...

Answer 466: variable — From the supplied fill-in-the-gap bank. Blank 37.

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)....

Answer 467: commas — From the supplied fill-in-the-gap bank. Blank 38.

468. ...later arguments are used, (blank 38) must be inserted as placeholders to maintain argument position. Text arguments in functions must be enclosed in _____....

Answer 468: quotation marks ("") — From the supplied fill-in-the-gap bank. Blank 39.

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...

Answer 469: Insert Function — From the supplied fill-in-the-gap bank. Blank 40.

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...

Answer 470: argument — From the supplied fill-in-the-gap bank. Blank 41.

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...

Answer 471: Function Arguments — From the supplied fill-in-the-gap bank. Blank 42.

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...

Answer 472: result — From the supplied fill-in-the-gap bank. Blank 43.

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,...

Answer 473: SUM() — From the supplied fill-in-the-gap bank. Blank 44.

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....

Answer 474: drop-down arrow — From the supplied fill-in-the-gap bank. Blank 45.

475. ...Excel 2007 includes over _____ functions divided into (blank 47) alphabetical categories. The categories include Compatibility, Cube, Database, Date and Time, Engineering, _____...

Answer 475: 477 — From the supplied fill-in-the-gap bank. Blank 46.

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...

Answer 476: twelve — From the supplied fill-in-the-gap bank. Blank 47.

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 _____...

Answer 477: Financial — From the supplied fill-in-the-gap bank. Blank 48.

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....

Answer 478: Statistical — From the supplied fill-in-the-gap bank. Blank 49.

479. ...(blank 48), Information, Logical, Lookup and Reference, Math and Trigonometric, (blank 49), Text, User-defined functions stored with add-ins, and _____ functions....

Answer 479: Web — From the supplied fill-in-the-gap bank. Blank 50.

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...

Answer 480: serial — From the supplied fill-in-the-gap bank. Blank 51.

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...

Answer 481: 1 — From the supplied fill-in-the-gap bank. Blank 52.

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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...

Answer 482: opened — From the supplied fill-in-the-gap bank. Blank 53.

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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()...

Answer 483: 35431.77083 — From the supplied fill-in-the-gap bank. Blank 54.

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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...

Answer 484: decimal — From the supplied fill-in-the-gap bank. Blank 55.

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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....

Answer 485: time — From the supplied fill-in-the-gap bank. Blank 56.

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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....

Answer 486: year — From the supplied fill-in-the-gap bank. Blank 57.

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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 -...

Answer 487: DATEVALUE — From the supplied fill-in-the-gap bank. Blank 58.

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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...

Answer 488: 360 — From the supplied fill-in-the-gap bank. Blank 59.

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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...

Answer 489: NETWORKDAYS — From the supplied fill-in-the-gap bank. Blank 60.

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...

Answer 490: WEEKDAY — From the supplied fill-in-the-gap bank. Blank 61.

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...

Answer 491: YEARFRAC — From the supplied fill-in-the-gap bank. Blank 62.

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....

Answer 492: EOMONTH — From the supplied fill-in-the-gap bank. Blank 63.

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...

Answer 493: PI/180 (P/180) — From the supplied fill-in-the-gap bank. Blank 64.

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...

Answer 494: ABS — From the supplied fill-in-the-gap bank. Blank 65.

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 _____...

Answer 495: CEILING — From the supplied fill-in-the-gap bank. Blank 66.

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 _____...

Answer 496: FLOOR — From the supplied fill-in-the-gap bank. Blank 67.

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...

Answer 497: COMBIN — From the supplied fill-in-the-gap bank. Blank 68.

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....

Answer 498: EXP — From the supplied fill-in-the-gap bank. Blank 69.

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....

Answer 499: MOD — From the supplied fill-in-the-gap bank. Blank 70.

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 -...

Answer 500: GCD — From the supplied fill-in-the-gap bank. Blank 71.

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...

Answer 501: INT — From the supplied fill-in-the-gap bank. Blank 72.

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 _____...

Answer 502: LN — From the supplied fill-in-the-gap bank. Blank 73.

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...

Answer 503: LOG — From the supplied fill-in-the-gap bank. Blank 74.

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 _____...

Answer 504: QUOTIENT — From the supplied fill-in-the-gap bank. Blank 75.

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....

Answer 505: RADIANS — From the supplied fill-in-the-gap bank. Blank 76.

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....

Answer 506: DEGREES — From the supplied fill-in-the-gap bank. Blank 77.

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...

Answer 507: COUNT — From the supplied fill-in-the-gap bank. Blank 78.

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...

Answer 508: COUNTA — From the supplied fill-in-the-gap bank. Blank 79.

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 ____...

Answer 509: COUNTBLANK — From the supplied fill-in-the-gap bank. Blank 80.

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 _____...

Answer 510: COUNTIF — From the supplied fill-in-the-gap bank. Blank 81.

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)...

Answer 511: LARGE — From the supplied fill-in-the-gap bank. Blank 82.

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....

Answer 512: SMALL — From the supplied fill-in-the-gap bank. Blank 83.

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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....

Answer 513: RANK — From the supplied fill-in-the-gap bank. Blank 84.

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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 _____...

Answer 514: INTERCEPT — From the supplied fill-in-the-gap bank. Blank 85.

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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...

Answer 515: SLOPE — From the supplied fill-in-the-gap bank. Blank 86.

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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...

Answer 516: FORECAST — From the supplied fill-in-the-gap bank. Blank 87.

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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 _____...

Answer 517: CORREL — From the supplied fill-in-the-gap bank. Blank 88.

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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....

Answer 518: STDEV — From the supplied fill-in-the-gap bank. Blank 89.

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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....

Answer 519: STDEVP — From the supplied fill-in-the-gap bank. Blank 90.

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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...

Answer 520: CHAR — From the supplied fill-in-the-gap bank. Blank 91.

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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...

Answer 521: CODE — From the supplied fill-in-the-gap bank. Blank 92.

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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...

Answer 522: DOLLAR — From the supplied fill-in-the-gap bank. Blank 93.

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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...

Answer 523: EXACT — From the supplied fill-in-the-gap bank. Blank 94.

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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 _____...

Answer 524: FIXED — From the supplied fill-in-the-gap bank. Blank 95.

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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....

Answer 525: REPT — From the supplied fill-in-the-gap bank. Blank 96.

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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....

Answer 526: SUBSTITUTE — From the supplied fill-in-the-gap bank. Blank 97.

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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...

Answer 527: equal — From the supplied fill-in-the-gap bank. Blank 98.

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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...

Answer 528: pv (present value) — From the supplied fill-in-the-gap bank. Blank 99.

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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...

Answer 529: nper — From the supplied fill-in-the-gap bank. Blank 100.

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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...

Answer 530: rate — From the supplied fill-in-the-gap bank. Blank 101.

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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...

Answer 531: 0 — From the supplied fill-in-the-gap bank. Blank 102.

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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)....

Answer 532: 1 — From the supplied fill-in-the-gap bank. Blank 103.

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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 _____....

Answer 533: 0 — From the supplied fill-in-the-gap bank. Blank 104.

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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), -...

Answer 534: PMT — From the supplied fill-in-the-gap bank. Blank 105.

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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...

Answer 535: 60 — From the supplied fill-in-the-gap bank. Blank 106.

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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...

Answer 536: FV — From the supplied fill-in-the-gap bank. Blank 107.

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 __...

Answer 537: 15*12 (180) — From the supplied fill-in-the-gap bank. Blank 108.

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...

Answer 538: PV — From the supplied fill-in-the-gap bank. Blank 109.

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...

Answer 539: PPMT — From the supplied fill-in-the-gap bank. Blank 110.

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...

Answer 540: IRR — From the supplied fill-in-the-gap bank. Blank 111.

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....

Answer 541: SLN — From the supplied fill-in-the-gap bank. Blank 112.

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 _____...

Answer 542: True — From the supplied fill-in-the-gap bank. Blank 113.

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 _____...

Answer 543: 0 — From the supplied fill-in-the-gap bank. Blank 114.

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...

Answer 544: FALSE — From the supplied fill-in-the-gap bank. Blank 115.

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...

Answer 545: reverses — From the supplied fill-in-the-gap bank. Blank 116.

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...

Answer 546: all — From the supplied fill-in-the-gap bank. Blank 117.

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....

Answer 547: all — From the supplied fill-in-the-gap bank. Blank 118.

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...

Answer 548: logical — From the supplied fill-in-the-gap bank. Blank 119.

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...

Answer 549: logical_test — From the supplied fill-in-the-gap bank. Blank 120.

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...

Answer 550: compound — From the supplied fill-in-the-gap bank. Blank 121.

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...

Answer 551: true — From the supplied fill-in-the-gap bank. Blank 122.

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...

Answer 552: double quotation marks — From the supplied fill-in-the-gap bank. Blank 123.

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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...

Answer 553: nested — From the supplied fill-in-the-gap bank. Blank 124.

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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 _____....

Answer 554: 1.5 — From the supplied fill-in-the-gap bank. Blank 125.

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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....

Answer 555: Microsoft Word — From the supplied fill-in-the-gap bank. Blank 1.

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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...

Answer 556: Microsoft Access — From the supplied fill-in-the-gap bank. Blank 2.

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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 _____...

Answer 557: Microsoft PowerPoint — From the supplied fill-in-the-gap bank. Blank 3.

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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....

Answer 558: spreadsheet — From the supplied fill-in-the-gap bank. Blank 4.

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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....

Answer 559: Electronic — From the supplied fill-in-the-gap bank. Blank 5.

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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....

Answer 560: accounting — From the supplied fill-in-the-gap bank. Blank 6.

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...

Answer 561: rows — From the supplied fill-in-the-gap bank. Blank 7.

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...

Answer 562: columns — From the supplied fill-in-the-gap bank. Blank 8.

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....

Answer 563: automated — From the supplied fill-in-the-gap bank. Blank 9.

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 _____...

Answer 564: budgets — From the supplied fill-in-the-gap bank. Blank 10.

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....

Answer 565: variance (ANOVA) / regression — From the supplied fill-in-the-gap bank. Blank 11.

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....

Answer 566: 'what if...?' — From the supplied fill-in-the-gap bank. Blank 12.

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...

Answer 567: LOTUS 1-2-3 — From the supplied fill-in-the-gap bank. Blank 13.

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...

Answer 568: computer program — From the supplied fill-in-the-gap bank. Blank 14.

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...

Answer 569: worksheet — From the supplied fill-in-the-gap bank. Blank 15.

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 _____...

Answer 570: update / recalculate — From the supplied fill-in-the-gap bank. Blank 16.

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....

Answer 571: planning — From the supplied fill-in-the-gap bank. Blank 17.

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...

Answer 572: 255 — From the supplied fill-in-the-gap bank. Blank 18.

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,...

Answer 573: ### (hash/pound) — From the supplied fill-in-the-gap bank. Blank 19.

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...

Answer 574: scientific — From the supplied fill-in-the-gap bank. Blank 20.

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...

Answer 575: serial — From the supplied fill-in-the-gap bank. Blank 21.

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...

Answer 576: 1 — From the supplied fill-in-the-gap bank. Blank 22.

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)....

Answer 577: Ctrl + ; (semicolon) — From the supplied fill-in-the-gap bank. Blank 23.

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 _____....

Answer 578: Ctrl + Shift + : (colon) — From the supplied fill-in-the-gap bank. Blank 24.

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...

Answer 579: General — From the supplied fill-in-the-gap bank. Blank 25.

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...

Answer 580: contents — From the supplied fill-in-the-gap bank. Blank 26.

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...

Answer 581: comments — From the supplied fill-in-the-gap bank. Blank 27.

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 _____...

Answer 582: slides in — From the supplied fill-in-the-gap bank. Blank 28.

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)....

Answer 583: Ctrl + - (minus) — From the supplied fill-in-the-gap bank. Blank 29.

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 _____....

Answer 584: Ctrl + Shift + + (plus) — From the supplied fill-in-the-gap bank. Blank 30.

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...

Answer 585: text — From the supplied fill-in-the-gap bank. Blank 31.

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...

Answer 586: numbers — From the supplied fill-in-the-gap bank. Blank 32.

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)....

Answer 587: Enter — From the supplied fill-in-the-gap bank. Blank 33.

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 > _____...

Answer 588: typing — From the supplied fill-in-the-gap bank. Blank 34.

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....

Answer 589: Backspace — From the supplied fill-in-the-gap bank. Blank 35.

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....

Answer 590: Advanced — From the supplied fill-in-the-gap bank. Blank 36.

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...

Answer 591: numbers — From the supplied fill-in-the-gap bank. Blank 37.

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...

Answer 592: Enable Fill handle and cell — From the supplied fill-in-the-gap bank. Blank 38.

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...

Answer 593: Alert before overwriting cells — From the supplied fill-in-the-gap bank. Blank 39.

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...

Answer 594: Auto Fill Options — From the supplied fill-in-the-gap bank. Blank 40.

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)....

Answer 595: Ctrl + D — From the supplied fill-in-the-gap bank. Blank 41.

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 _____....

Answer 596: Ctrl + R — From the supplied fill-in-the-gap bank. Blank 42.

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 _____...

Answer 597: two — From the supplied fill-in-the-gap bank. Blank 43.

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, _____...

Answer 598: down — From the supplied fill-in-the-gap bank. Blank 44.

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...

Answer 599: up — From the supplied fill-in-the-gap bank. Blank 45.

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...

Answer 600: Growth — From the supplied fill-in-the-gap bank. Blank 46.

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...

Answer 601: Ctrl — From the supplied fill-in-the-gap bank. Blank 47.

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...

Answer 602: text — From the supplied fill-in-the-gap bank. Blank 48.

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 _____....

Answer 603: Edit Custom Lists — From the supplied fill-in-the-gap bank. Blank 49.

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...

Answer 604: core — From the supplied fill-in-the-gap bank. Blank 50.

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 _____...

Answer 605: result — From the supplied fill-in-the-gap bank. Blank 51.

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...

Answer 606: = (equal sign) — From the supplied fill-in-the-gap bank. Blank 52.

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...

Answer 607: result — From the supplied fill-in-the-gap bank. Blank 53.

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...

Answer 608: formula bar — From the supplied fill-in-the-gap bank. Blank 54.

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....

Answer 609: F2 — From the supplied fill-in-the-gap bank. Blank 55.

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....

Answer 610: recalculate — From the supplied fill-in-the-gap bank. Blank 56.

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 _____...

Answer 611: addresses — From the supplied fill-in-the-gap bank. Blank 57.

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...

Answer 612: column — From the supplied fill-in-the-gap bank. Blank 58.

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 ____...

Answer 613: row — From the supplied fill-in-the-gap bank. Blank 59.

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...

Answer 614: Name Box — From the supplied fill-in-the-gap bank. Blank 60.

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...

Answer 615: pointing — From the supplied fill-in-the-gap bank. Blank 61.

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....

Answer 616: border (dashed marquee) — From the supplied fill-in-the-gap bank. Blank 62.

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...

Answer 617: Relative — From the supplied fill-in-the-gap bank. Blank 63.

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 _____...

Answer 618: Circular — From the supplied fill-in-the-gap bank. Blank 64.

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...

Answer 619: adjusts / changes — From the supplied fill-in-the-gap bank. Blank 65.

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,...

Answer 620: constant — From the supplied fill-in-the-gap bank. Blank 66.

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)...

Answer 621: dollar ($) — From the supplied fill-in-the-gap bank. Blank 67.

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...

Answer 622: $A$5 — From the supplied fill-in-the-gap bank. Blank 68.

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....

Answer 623: F4 — From the supplied fill-in-the-gap bank. Blank 69.

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...

Answer 624: relative — From the supplied fill-in-the-gap bank. Blank 70.

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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...

Answer 625: $G5 — From the supplied fill-in-the-gap bank. Blank 71.

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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...

Answer 626: G$5 — From the supplied fill-in-the-gap bank. Blank 72.

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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...

Answer 627: absolute — From the supplied fill-in-the-gap bank. Blank 73.

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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 _____...

Answer 628: relative — From the supplied fill-in-the-gap bank. Blank 74.

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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....

Answer 629: relative — From the supplied fill-in-the-gap bank. Blank 75.

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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....

Answer 630: one — From the supplied fill-in-the-gap bank. Blank 76.

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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...

Answer 631: SheetName!CellRef — From the supplied fill-in-the-gap bank. Blank 77.

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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...

Answer 632: single quotes — From the supplied fill-in-the-gap bank. Blank 78.

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...

Answer 633: Sheet4 — From the supplied fill-in-the-gap bank. Blank 79.

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 _____ (...

Answer 634: range (:) — From the supplied fill-in-the-gap bank. Blank 80.

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...

Answer 635: union (,) — From the supplied fill-in-the-gap bank. Blank 81.

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....

Answer 636: #NULL! — From the supplied fill-in-the-gap bank. Blank 82.

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...

Answer 637: letter — From the supplied fill-in-the-gap bank. Blank 83.

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...

Answer 638: spaces — From the supplied fill-in-the-gap bank. Blank 84.

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...

Answer 639: 255 — From the supplied fill-in-the-gap bank. Blank 85.

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,...

Answer 640: case-insensitive — From the supplied fill-in-the-gap bank. Blank 86.

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....

Answer 641: Name — From the supplied fill-in-the-gap bank. Blank 87.

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....

Answer 642: Formulas — From the supplied fill-in-the-gap bank. Blank 88.

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...

Answer 643: predefined — From the supplied fill-in-the-gap bank. Blank 89.

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...

Answer 644: 30 — From the supplied fill-in-the-gap bank. Blank 90.

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...

Answer 645: FALSE() — From the supplied fill-in-the-gap bank. Blank 91.

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...

Answer 646: TRUE() — From the supplied fill-in-the-gap bank. Blank 92.

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 ____...

Answer 647: commas — From the supplied fill-in-the-gap bank. Blank 93.

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....

Answer 648: SUM — From the supplied fill-in-the-gap bank. Blank 94.

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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....

Answer 649: 477 — From the supplied fill-in-the-gap bank. Blank 95.

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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...

Answer 650: serial — From the supplied fill-in-the-gap bank. Blank 96.

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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 _____ (...

Answer 651: January 1, 1900 — From the supplied fill-in-the-gap bank. Blank 97.

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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...

Answer 652: NOW() — From the supplied fill-in-the-gap bank. Blank 98.

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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...

Answer 653: TODAY() — From the supplied fill-in-the-gap bank. Blank 99.

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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...

Answer 654: NETWORKDAYS — From the supplied fill-in-the-gap bank. Blank 100.

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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....

Answer 655: 360 — From the supplied fill-in-the-gap bank. Blank 101.

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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....

Answer 656: WEEKDAY — From the supplied fill-in-the-gap bank. Blank 102.

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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...

Answer 657: PI()/180 — From the supplied fill-in-the-gap bank. Blank 103.

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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...

Answer 658: CEILING — From the supplied fill-in-the-gap bank. Blank 104.

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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 _____...

Answer 659: FLOOR — From the supplied fill-in-the-gap bank. Blank 105.

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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)...

Answer 660: SUMIF — From the supplied fill-in-the-gap bank. Blank 106.

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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....

Answer 661: MEDIAN — From the supplied fill-in-the-gap bank. Blank 107.

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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....

Answer 662: MODE — From the supplied fill-in-the-gap bank. Blank 108.

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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...

Answer 663: FIND — From the supplied fill-in-the-gap bank. Blank 109.

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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 _____...

Answer 664: SEARCH — From the supplied fill-in-the-gap bank. Blank 110.

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...

Answer 665: TRIM — From the supplied fill-in-the-gap bank. Blank 111.

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...

Answer 666: PROPER — From the supplied fill-in-the-gap bank. Blank 112.

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 _____...

Answer 667: CONCATENATE — From the supplied fill-in-the-gap bank. Blank 113.

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...

Answer 668: LEN — From the supplied fill-in-the-gap bank. Blank 114.

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....

Answer 669: VALUE — From the supplied fill-in-the-gap bank. Blank 115.

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...

Answer 670: annuity — From the supplied fill-in-the-gap bank. Blank 116.

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 _____...

Answer 671: 0 — From the supplied fill-in-the-gap bank. Blank 117.

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 _____...

Answer 672: 1 — From the supplied fill-in-the-gap bank. Blank 118.

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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...

Answer 673: PMT — From the supplied fill-in-the-gap bank. Blank 119.

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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....

Answer 674: FV — From the supplied fill-in-the-gap bank. Blank 120.

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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...

Answer 675: HLOOKUP — From the supplied fill-in-the-gap bank. Blank 1.

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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...

Answer 676: VLOOKUP — From the supplied fill-in-the-gap bank. Blank 2.

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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...

Answer 677: INDEX — From the supplied fill-in-the-gap bank. Blank 3.

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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...

Answer 678: LOOKUP — From the supplied fill-in-the-gap bank. Blank 4.

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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...

Answer 679: MATCH — From the supplied fill-in-the-gap bank. Blank 5.

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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....

Answer 680: OFFSET — From the supplied fill-in-the-gap bank. Blank 6.

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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...

Answer 681: left — From the supplied fill-in-the-gap bank. Blank 7.

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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...

Answer 682: top — From the supplied fill-in-the-gap bank. Blank 8.

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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...

Answer 683: alignment — From the supplied fill-in-the-gap bank. Blank 9.

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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...

Answer 684: Format as Tables — From the supplied fill-in-the-gap bank. Blank 10.

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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)....

Answer 685: My table has headers — From the supplied fill-in-the-gap bank. Blank 11.

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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, _____....

Answer 686: Undo — From the supplied fill-in-the-gap bank. Blank 12.

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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...

Answer 687: Format Painter — From the supplied fill-in-the-gap bank. Blank 13.

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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...

Answer 688: border — From the supplied fill-in-the-gap bank. Blank 14.

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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...

Answer 689: single — From the supplied fill-in-the-gap bank. Blank 15.

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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)....

Answer 690: double — From the supplied fill-in-the-gap bank. Blank 16.

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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 _____....

Answer 691: Esc — From the supplied fill-in-the-gap bank. Blank 17.

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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...

Answer 692: points — From the supplied fill-in-the-gap bank. Blank 18.

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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...

Answer 693: 72 — From the supplied fill-in-the-gap bank. Blank 19.

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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 _____...

Answer 694: 256 — From the supplied fill-in-the-gap bank. Blank 20.

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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...

Answer 695: Ctrl+2 or Ctrl+B — From the supplied fill-in-the-gap bank. Blank 21.

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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...

Answer 696: Ctrl+4 or Ctrl+U — From the supplied fill-in-the-gap bank. Blank 22.

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...

Answer 697: Ctrl+5 — From the supplied fill-in-the-gap bank. Blank 23.

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)....

Answer 698: formula bar — From the supplied fill-in-the-gap bank. Blank 24.

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 _____....

Answer 699: strikethrough — From the supplied fill-in-the-gap bank. Blank 25.

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...

Answer 700: left — From the supplied fill-in-the-gap bank. Blank 26.

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...

Answer 701: Merge and Center — From the supplied fill-in-the-gap bank. Blank 27.

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...

Answer 702: Merge Across Selection — From the supplied fill-in-the-gap bank. Blank 28.

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...

Answer 703: Wrap Text — From the supplied fill-in-the-gap bank. Blank 29.

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 ____...

Answer 704: Wrap Text — From the supplied fill-in-the-gap bank. Blank 30.

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....

Answer 705: height — From the supplied fill-in-the-gap bank. Blank 31.

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....

Answer 706: Merge Cells — From the supplied fill-in-the-gap bank. Blank 32.

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...

Answer 707: & (ampersand) — From the supplied fill-in-the-gap bank. Blank 33.

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,...

Answer 708: Final Sales for 1999 — From the supplied fill-in-the-gap bank. Blank 34.

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...

Answer 709: default — From the supplied fill-in-the-gap bank. Blank 35.

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...

Answer 710: .15 — From the supplied fill-in-the-gap bank. Blank 36.

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)....

Answer 711: calculations — From the supplied fill-in-the-gap bank. Blank 37.

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 _____....

Answer 712: Shift + Ctrl + $ — From the supplied fill-in-the-gap bank. Blank 38.

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...

Answer 713: General — From the supplied fill-in-the-gap bank. Blank 39.

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...

Answer 714: scientific (exponential) — From the supplied fill-in-the-gap bank. Blank 40.

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...

Answer 715: Number — From the supplied fill-in-the-gap bank. Blank 41.

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...

Answer 716: Currency — From the supplied fill-in-the-gap bank. Blank 42.

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....

Answer 717: Accounting — From the supplied fill-in-the-gap bank. Blank 43.

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....

Answer 718: currency — From the supplied fill-in-the-gap bank. Blank 44.

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...

Answer 719: Date — From the supplied fill-in-the-gap bank. Blank 45.

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...

Answer 720: asterisk (*) — From the supplied fill-in-the-gap bank. Blank 46.

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 _____...

Answer 721: Percentage — From the supplied fill-in-the-gap bank. Blank 47.

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...

Answer 722: Scientific — From the supplied fill-in-the-gap bank. Blank 48.

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 -...

Answer 723: Text — From the supplied fill-in-the-gap bank. Blank 49.

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....

Answer 724: Custom — From the supplied fill-in-the-gap bank. Blank 50.

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...

Answer 725: ### (hash) — From the supplied fill-in-the-gap bank. Blank 51.

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, _____...

Answer 726: separator — From the supplied fill-in-the-gap bank. Blank 52.

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...

Answer 727: double-click — From the supplied fill-in-the-gap bank. Blank 53.

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...

Answer 728: AutoFit Column Width — From the supplied fill-in-the-gap bank. Blank 54.

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 > _____...

Answer 729: left — From the supplied fill-in-the-gap bank. Blank 55.

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 > _____....

Answer 730: Unhide Columns — From the supplied fill-in-the-gap bank. Blank 56.

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,...

Answer 731: same — From the supplied fill-in-the-gap bank. Blank 57.

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...

Answer 732: adjacent — From the supplied fill-in-the-gap bank. Blank 58.

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...

Answer 733: not adjacent — From the supplied fill-in-the-gap bank. Blank 59.

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'...

Answer 734: [Group] — From the supplied fill-in-the-gap bank. Blank 60.

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....

Answer 735: group — From the supplied fill-in-the-gap bank. Blank 61.

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....

Answer 736: one — From the supplied fill-in-the-gap bank. Blank 62.

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...

Answer 737: preview — From the supplied fill-in-the-gap bank. Blank 63.

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...

Answer 738: Margins — From the supplied fill-in-the-gap bank. Blank 64.

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...

Answer 739: Page — From the supplied fill-in-the-gap bank. Blank 65.

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...

Answer 740: Sheet — From the supplied fill-in-the-gap bank. Blank 66.

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....

Answer 741: 0.75 — From the supplied fill-in-the-gap bank. Blank 67.

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....

Answer 742: 1.0 — From the supplied fill-in-the-gap bank. Blank 68.

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...

Answer 743: landscape — From the supplied fill-in-the-gap bank. Blank 69.

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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)...

Answer 744: portrait — From the supplied fill-in-the-gap bank. Blank 70.

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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...

Answer 745: Page — From the supplied fill-in-the-gap bank. Blank 71.

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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...

Answer 746: Fit To — From the supplied fill-in-the-gap bank. Blank 72.

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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 _____...

Answer 747: reduced — From the supplied fill-in-the-gap bank. Blank 73.

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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 '__...

Answer 748: Sheet — From the supplied fill-in-the-gap bank. Blank 74.

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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....

Answer 749: Gridlines — From the supplied fill-in-the-gap bank. Blank 75.

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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....

Answer 750: Over, Then Down — From the supplied fill-in-the-gap bank. Blank 76.

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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,...

Answer 751: no — From the supplied fill-in-the-gap bank. Blank 77.

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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...

Answer 752: three — From the supplied fill-in-the-gap bank. Blank 78.

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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 _____ (...

Answer 753: Custom Header — From the supplied fill-in-the-gap bank. Blank 79.

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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...

Answer 754: ALT + Enter — From the supplied fill-in-the-gap bank. Blank 80.

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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 _____...

Answer 755: entire — From the supplied fill-in-the-gap bank. Blank 81.

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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....

Answer 756: dashed — From the supplied fill-in-the-gap bank. Blank 82.

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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....

Answer 757: Print Area — From the supplied fill-in-the-gap bank. Blank 83.

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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 _____...

Answer 758: override — From the supplied fill-in-the-gap bank. Blank 84.

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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...

Answer 759: row 1 — From the supplied fill-in-the-gap bank. Blank 85.

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...

Answer 760: column A — From the supplied fill-in-the-gap bank. Blank 86.

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...

Answer 761: Remove Page Break — From the supplied fill-in-the-gap bank. Blank 87.

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)....

Answer 762: magnifying glass — From the supplied fill-in-the-gap bank. Blank 88.

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 _____....

Answer 763: Esc — From the supplied fill-in-the-gap bank. Blank 89.

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...

Answer 764: Book1 — From the supplied fill-in-the-gap bank. Blank 90.

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...

Answer 765: three — From the supplied fill-in-the-gap bank. Blank 91.

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 _____...

Answer 766: Ctrl + O — From the supplied fill-in-the-gap bank. Blank 92.

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...

Answer 767: Shift — From the supplied fill-in-the-gap bank. Blank 93.

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....

Answer 768: Ctrl — From the supplied fill-in-the-gap bank. Blank 94.

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....

Answer 769: importing — From the supplied fill-in-the-gap bank. Blank 95.

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...

Answer 770: XLS — From the supplied fill-in-the-gap bank. Blank 96.

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...

Answer 771: XLC — From the supplied fill-in-the-gap bank. Blank 97.

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...

Answer 772: XLM — From the supplied fill-in-the-gap bank. Blank 98.

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...

Answer 773: TXT — From the supplied fill-in-the-gap bank. Blank 99.

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...

Answer 774: 10 — From the supplied fill-in-the-gap bank. Blank 100.

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....

Answer 775: Save As — From the supplied fill-in-the-gap bank. Blank 101.

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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....

Answer 776: Ctrl + S — From the supplied fill-in-the-gap bank. Blank 102.

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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...

Answer 777: 255 — From the supplied fill-in-the-gap bank. Blank 103.

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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...

Answer 778: ! (exclamation mark) — From the supplied fill-in-the-gap bank. Blank 104.

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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...

Answer 779: Protect Workbook — From the supplied fill-in-the-gap bank. Blank 105.

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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...

Answer 780: Always Open Read-Only — From the supplied fill-in-the-gap bank. Blank 106.

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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)....

Answer 781: Encrypt with Password — From the supplied fill-in-the-gap bank. Blank 107.

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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 _____....

Answer 782: adding sheets — From the supplied fill-in-the-gap bank. Blank 108.

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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...

Answer 783: Ctrl + F4 — From the supplied fill-in-the-gap bank. Blank 109.

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...

Answer 784: Copy — From the supplied fill-in-the-gap bank. Blank 110.

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...

Answer 785: Recycle Bin — From the supplied fill-in-the-gap bank. Blank 111.

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)...

Answer 786: three — From the supplied fill-in-the-gap bank. Blank 112.

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...

Answer 787: Insert Sheet (+ button) — From the supplied fill-in-the-gap bank. Blank 113.

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 > _____....

Answer 788: Insert Sheet — From the supplied fill-in-the-gap bank. Blank 114.

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...

Answer 789: double-click — From the supplied fill-in-the-gap bank. Blank 115.

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)...

Answer 790: Rename — From the supplied fill-in-the-gap bank. Blank 116.

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...

Answer 791: 31 — From the supplied fill-in-the-gap bank. Blank 117.

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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...

Answer 792: triangle / arrow — From the supplied fill-in-the-gap bank. Blank 118.

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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...

Answer 793: Ctrl — From the supplied fill-in-the-gap bank. Blank 119.

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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....

Answer 794: Move or Copy — From the supplied fill-in-the-gap bank. Blank 120.

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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....

Answer 795: Create a copy — From the supplied fill-in-the-gap bank. Blank 121.

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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 ___...

Answer 796: Shift — From the supplied fill-in-the-gap bank. Blank 1.

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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...

Answer 797: Rename — From the supplied fill-in-the-gap bank. Blank 2.

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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...

Answer 798: double-click — From the supplied fill-in-the-gap bank. Blank 3.

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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...

Answer 799: Delete — From the supplied fill-in-the-gap bank. Blank 4.

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...

Answer 800: master — From the supplied fill-in-the-gap bank. Blank 5.

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 _____ (...

Answer 801: consolidation — From the supplied fill-in-the-gap bank. Blank 6.

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....

Answer 802: position — From the supplied fill-in-the-gap bank. Blank 7.

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....

Answer 803: headings — From the supplied fill-in-the-gap bank. Blank 8.

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 _____...

Answer 804: graph — From the supplied fill-in-the-gap bank. Blank 9.

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...

Answer 805: embedded — From the supplied fill-in-the-gap bank. Blank 10.

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...

Answer 806: linked — From the supplied fill-in-the-gap bank. Blank 11.

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 _____...

Answer 807: Data Series — From the supplied fill-in-the-gap bank. Blank 12.

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...

Answer 808: Legend — From the supplied fill-in-the-gap bank. Blank 13.

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...

Answer 809: Marker — From the supplied fill-in-the-gap bank. Blank 14.

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....

Answer 810: Plot Area — From the supplied fill-in-the-gap bank. Blank 15.

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....

Answer 811: Axis — From the supplied fill-in-the-gap bank. Blank 16.

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 _____...

Answer 812: Data Point — From the supplied fill-in-the-gap bank. Blank 17.

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...

Answer 813: Tick mark — From the supplied fill-in-the-gap bank. Blank 18.

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,...

Answer 814: Series formula — From the supplied fill-in-the-gap bank. Blank 19.

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....

Answer 815: tip — From the supplied fill-in-the-gap bank. Blank 20.

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....

Answer 816: 14 — From the supplied fill-in-the-gap bank. Blank 21.

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...

Answer 817: changes — From the supplied fill-in-the-gap bank. Blank 22.

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...

Answer 818: horizontal — From the supplied fill-in-the-gap bank. Blank 23.

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...

Answer 819: vertical — From the supplied fill-in-the-gap bank. Blank 24.

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...

Answer 820: Clustered — From the supplied fill-in-the-gap bank. Blank 25.

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...

Answer 821: Stacked — From the supplied fill-in-the-gap bank. Blank 26.

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...

Answer 822: percentage — From the supplied fill-in-the-gap bank. Blank 27.

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....

Answer 823: cylinder, cone, and pyramid — From the supplied fill-in-the-gap bank. Blank 28.

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...

Answer 824: trends — From the supplied fill-in-the-gap bank. Blank 29.

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...

Answer 825: horizontal — From the supplied fill-in-the-gap bank. Blank 30.

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...

Answer 826: vertical — From the supplied fill-in-the-gap bank. Blank 31.

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...

Answer 827: quarters — From the supplied fill-in-the-gap bank. Blank 32.

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...

Answer 828: markers — From the supplied fill-in-the-gap bank. Blank 33.

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)....

Answer 829: line — From the supplied fill-in-the-gap bank. Blank 34.

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 _____....

Answer 830: ribbon — From the supplied fill-in-the-gap bank. Blank 35.

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...

Answer 831: one — From the supplied fill-in-the-gap bank. Blank 36.

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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...

Answer 832: percentage — From the supplied fill-in-the-gap bank. Blank 37.

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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...

Answer 833: Pie — From the supplied fill-in-the-gap bank. Blank 38.

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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...

Answer 834: once — From the supplied fill-in-the-gap bank. Blank 39.

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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...

Answer 835: second — From the supplied fill-in-the-gap bank. Blank 40.

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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....

Answer 836: 3-D — From the supplied fill-in-the-gap bank. Blank 41.

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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...

Answer 837: comparisons — From the supplied fill-in-the-gap bank. Blank 42.

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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...

Answer 838: magnitude — From the supplied fill-in-the-gap bank. Blank 43.

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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...

Answer 839: two — From the supplied fill-in-the-gap bank. Blank 44.

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...

Answer 840: not evenly — From the supplied fill-in-the-gap bank. Blank 45.

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...

Answer 841: Doughnut — From the supplied fill-in-the-gap bank. Blank 46.

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....

Answer 842: Bubble — From the supplied fill-in-the-gap bank. Blank 47.

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...

Answer 843: row — From the supplied fill-in-the-gap bank. Blank 48.

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...

Answer 844: Insert — From the supplied fill-in-the-gap bank. Blank 49.

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...

Answer 845: Layout — From the supplied fill-in-the-gap bank. Blank 50.

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...

Answer 846: F11 — From the supplied fill-in-the-gap bank. Blank 51.

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....

Answer 847: column — From the supplied fill-in-the-gap bank. Blank 52.

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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....

Answer 848: longest — From the supplied fill-in-the-gap bank. Blank 53.

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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...

Answer 849: wider — From the supplied fill-in-the-gap bank. Blank 54.

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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...

Answer 850: top — From the supplied fill-in-the-gap bank. Blank 55.

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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...

Answer 851: left — From the supplied fill-in-the-gap bank. Blank 56.

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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...

Answer 852: numbers — From the supplied fill-in-the-gap bank. Blank 57.

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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...

Answer 853: updated — From the supplied fill-in-the-gap bank. Blank 58.

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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)....

Answer 854: added — From the supplied fill-in-the-gap bank. Blank 59.

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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 _____....

Answer 855: columns or rows — From the supplied fill-in-the-gap bank. Blank 60.

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...

Answer 856: workbook — From the supplied fill-in-the-gap bank. Blank 61.

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...

Answer 857: related workbook — From the supplied fill-in-the-gap bank. Blank 62.

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...

Answer 858: Margin — From the supplied fill-in-the-gap bank. Blank 63.

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...

Answer 859: Use Full Page — From the supplied fill-in-the-gap bank. Blank 64.

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)....

Answer 860: Ctrl + P — From the supplied fill-in-the-gap bank. Blank 65.

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 _____....

Answer 861: margin lines / black handles — From the supplied fill-in-the-gap bank. Blank 66.

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.)...

Answer 862: alphabetical — From the supplied fill-in-the-gap bank. Blank 67.

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...

Answer 863: descending — From the supplied fill-in-the-gap bank. Blank 68.

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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...

Answer 864: row — From the supplied fill-in-the-gap bank. Blank 69.

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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...

Answer 865: column — From the supplied fill-in-the-gap bank. Blank 70.

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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 _____...

Answer 866: Sort & Filter — From the supplied fill-in-the-gap bank. Blank 71.

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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 _____...

Answer 867: Sort A to Z — From the supplied fill-in-the-gap bank. Blank 72.

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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....

Answer 868: Sort Z to A — From the supplied fill-in-the-gap bank. Blank 73.

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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....

Answer 869: Custom Sort — From the supplied fill-in-the-gap bank. Blank 74.

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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 _____ (...

Answer 870: two — From the supplied fill-in-the-gap bank. Blank 75.

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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...

Answer 871: multi-column / multi-level — From the supplied fill-in-the-gap bank. Blank 76.

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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...

Answer 872: Then By — From the supplied fill-in-the-gap bank. Blank 77.

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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...

Answer 873: Add Level — From the supplied fill-in-the-gap bank. Blank 78.

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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...

Answer 874: Sort By — From the supplied fill-in-the-gap bank. Blank 79.

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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....

Answer 875: same — From the supplied fill-in-the-gap bank. Blank 80.

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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...

Answer 876: rows — From the supplied fill-in-the-gap bank. Blank 81.

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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 _____...

Answer 877: filtered — From the supplied fill-in-the-gap bank. Blank 82.

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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...

Answer 878: values — From the supplied fill-in-the-gap bank. Blank 83.

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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...

Answer 879: criteria — From the supplied fill-in-the-gap bank. Blank 84.

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...

Answer 880: not — From the supplied fill-in-the-gap bank. Blank 85.

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)....

Answer 881: Filter — From the supplied fill-in-the-gap bank. Blank 86.

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 _____....

Answer 882: Less Than — From the supplied fill-in-the-gap bank. Blank 87.

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...

Answer 883: presentation — From the supplied fill-in-the-gap bank. Blank 88.

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...

Answer 884: presentation — From the supplied fill-in-the-gap bank. Blank 89.

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...

Answer 885: slides — From the supplied fill-in-the-gap bank. Blank 90.

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...

Answer 886: New — From the supplied fill-in-the-gap bank. Blank 91.

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...

Answer 887: templates — From the supplied fill-in-the-gap bank. Blank 92.

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...

Answer 888: Normal — From the supplied fill-in-the-gap bank. Blank 93.

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....

Answer 889: Slides — From the supplied fill-in-the-gap bank. Blank 94.

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...

Answer 890: layout — From the supplied fill-in-the-gap bank. Blank 95.

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...

Answer 891: Sorter — From the supplied fill-in-the-gap bank. Blank 96.

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 _____...

Answer 892: Show — From the supplied fill-in-the-gap bank. Blank 97.

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...

Answer 893: arrow — From the supplied fill-in-the-gap bank. Blank 98.

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....

Answer 894: Esc — From the supplied fill-in-the-gap bank. Blank 99.

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....

Answer 895: Reading — From the supplied fill-in-the-gap bank. Blank 100.

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 _____...

Answer 896: .pptx — From the supplied fill-in-the-gap bank. Blank 101.

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...

Answer 897: .pptm — From the supplied fill-in-the-gap bank. Blank 102.

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...

Answer 898: .ppt — From the supplied fill-in-the-gap bank. Blank 103.

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...

Answer 899: PDF — From the supplied fill-in-the-gap bank. Blank 104.

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)....

Answer 900: .ppsx — From the supplied fill-in-the-gap bank. Blank 105.

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 _____....

Answer 901: .wmv — From the supplied fill-in-the-gap bank. Blank 106.

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 _____...

Answer 902: text placeholder — From the supplied fill-in-the-gap bank. Blank 107.

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...

Answer 903: Home — From the supplied fill-in-the-gap bank. Blank 108.

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),...

Answer 904: justified — From the supplied fill-in-the-gap bank. Blank 109.

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...

Answer 905: text box — From the supplied fill-in-the-gap bank. Blank 110.

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...

Answer 906: colours — From the supplied fill-in-the-gap bank. Blank 111.

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....

Answer 907: Design — From the supplied fill-in-the-gap bank. Blank 112.

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...

Answer 908: Bullets — From the supplied fill-in-the-gap bank. Blank 113.

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...

Answer 909: Bullets — From the supplied fill-in-the-gap bank. Blank 114.

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...

Answer 910: Insert — From the supplied fill-in-the-gap bank. Blank 115.

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...

Answer 911: Tab — From the supplied fill-in-the-gap bank. Blank 116.

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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)....

Answer 912: Format — From the supplied fill-in-the-gap bank. Blank 117.

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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 _____....

Answer 913: Group — From the supplied fill-in-the-gap bank. Blank 118.

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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...

Answer 914: Bring to Front — From the supplied fill-in-the-gap bank. Blank 119.

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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...

Answer 915: Bring Forward — From the supplied fill-in-the-gap bank. Blank 120.

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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...

Answer 916: Send to Back — From the supplied fill-in-the-gap bank. Blank 121.

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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...

Answer 917: Send Backward — From the supplied fill-in-the-gap bank. Blank 122.

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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 > _____...

Answer 918: rotation — From the supplied fill-in-the-gap bank. Blank 123.

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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 > _____....

Answer 919: Rotate — From the supplied fill-in-the-gap bank. Blank 124.

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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...

Answer 920: presentation — From the supplied fill-in-the-gap bank. Blank 1.

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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...

Answer 921: Backstage — From the supplied fill-in-the-gap bank. Blank 2.

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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,...

Answer 922: Blank Presentation — From the supplied fill-in-the-gap bank. Blank 3.

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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...

Answer 923: Title Slide — From the supplied fill-in-the-gap bank. Blank 4.

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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....

Answer 924: Create — From the supplied fill-in-the-gap bank. Blank 5.

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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....

Answer 925: File — From the supplied fill-in-the-gap bank. Blank 6.

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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...

Answer 926: placeholders — From the supplied fill-in-the-gap bank. Blank 7.

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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...

Answer 927: placeholder — From the supplied fill-in-the-gap bank. Blank 8.

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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 _____...

Answer 928: layout — From the supplied fill-in-the-gap bank. Blank 9.

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...

Answer 929: name — From the supplied fill-in-the-gap bank. Blank 10.

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...

Answer 930: inside — From the supplied fill-in-the-gap bank. Blank 11.

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....

Answer 931: disappear — From the supplied fill-in-the-gap bank. Blank 12.

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...

Answer 932: New Slide — From the supplied fill-in-the-gap bank. Blank 13.

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 _____...

Answer 933: Copy — From the supplied fill-in-the-gap bank. Blank 14.

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 _____...

Answer 934: Paste — From the supplied fill-in-the-gap bank. Blank 15.

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...

Answer 935: Ctrl + C — From the supplied fill-in-the-gap bank. Blank 16.

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 _____...

Answer 936: Ctrl + V — From the supplied fill-in-the-gap bank. Blank 17.

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...

Answer 937: Delete — From the supplied fill-in-the-gap bank. Blank 18.

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....

Answer 938: drag — From the supplied fill-in-the-gap bank. Blank 19.

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...

Answer 939: right — From the supplied fill-in-the-gap bank. Blank 20.

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...

Answer 940: Normal — From the supplied fill-in-the-gap bank. Blank 21.

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...

Answer 941: Slide Sorter — From the supplied fill-in-the-gap bank. Blank 22.

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...

Answer 942: Slide Show — From the supplied fill-in-the-gap bank. Blank 23.

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....

Answer 943: click — From the supplied fill-in-the-gap bank. Blank 24.

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...

Answer 944: Save As — From the supplied fill-in-the-gap bank. Blank 25.

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...

Answer 945: Save — From the supplied fill-in-the-gap bank. Blank 26.

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 _____...

Answer 946: .pptx (PowerPoint Presentation) — From the supplied fill-in-the-gap bank. Blank 27.

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...

Answer 947: .pptm (PowerPoint Macro-Enabled — From the supplied fill-in-the-gap bank. Blank 28.

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 _____...

Answer 948: .ppt (PowerPoint 97-2003) — From the supplied fill-in-the-gap bank. Blank 29.

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....

Answer 949: PowerPoint Show (.pps / .ppsx) — From the supplied fill-in-the-gap bank. Blank 30.

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....

Answer 950: Windows Media Video (.wmv) — From the supplied fill-in-the-gap bank. Blank 31.

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...

Answer 951: placeholders — From the supplied fill-in-the-gap bank. Blank 32.

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...

Answer 952: insertion point — From the supplied fill-in-the-gap bank. Blank 33.

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...

Answer 953: Backspace — From the supplied fill-in-the-gap bank. Blank 34.

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...

Answer 954: Delete — From the supplied fill-in-the-gap bank. Blank 35.

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....

Answer 955: click and drag — From the supplied fill-in-the-gap bank. Blank 36.

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....

Answer 956: hover — From the supplied fill-in-the-gap bank. Blank 37.

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...

Answer 957: font size — From the supplied fill-in-the-gap bank. Blank 38.

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...

Answer 958: font color — From the supplied fill-in-the-gap bank. Blank 39.

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...

Answer 959: More Colors — From the supplied fill-in-the-gap bank. Blank 40.

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...

Answer 960: Text Shadow — From the supplied fill-in-the-gap bank. Blank 41.

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...

Answer 961: Strikethrough — From the supplied fill-in-the-gap bank. Blank 42.

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...

Answer 962: Change Case — From the supplied fill-in-the-gap bank. Blank 43.

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....

Answer 963: Clear All Formatting — From the supplied fill-in-the-gap bank. Blank 44.

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...

Answer 964: Align Text Left — From the supplied fill-in-the-gap bank. Blank 45.

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...

Answer 965: Center — From the supplied fill-in-the-gap bank. Blank 46.

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...

Answer 966: Align Text Right — From the supplied fill-in-the-gap bank. Blank 47.

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...

Answer 967: Justify — From the supplied fill-in-the-gap bank. Blank 48.

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....

Answer 968: placeholder — From the supplied fill-in-the-gap bank. Blank 49.

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...

Answer 969: colours — From the supplied fill-in-the-gap bank. Blank 50.

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...

Answer 970: Office — From the supplied fill-in-the-gap bank. Blank 51.

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...

Answer 971: background — From the supplied fill-in-the-gap bank. Blank 52.

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...

Answer 972: location — From the supplied fill-in-the-gap bank. Blank 53.

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...

Answer 973: live preview — From the supplied fill-in-the-gap bank. Blank 54.

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....

Answer 974: not change — From the supplied fill-in-the-gap bank. Blank 55.

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...

Answer 975: theme — From the supplied fill-in-the-gap bank. Blank 56.

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...

Answer 976: updated — From the supplied fill-in-the-gap bank. Blank 57.

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...

Answer 977: Background Styles — From the supplied fill-in-the-gap bank. Blank 58.

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....

Answer 978: Format Background — From the supplied fill-in-the-gap bank. Blank 59.

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...

Answer 979: any — From the supplied fill-in-the-gap bank. Blank 60.

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....

Answer 980: Text Box — From the supplied fill-in-the-gap bank. Blank 61.

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 ___...

Answer 981: emphasis / attention — From the supplied fill-in-the-gap bank. Blank 62.

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...

Answer 982: list — From the supplied fill-in-the-gap bank. Blank 63.

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...

Answer 983: Enter — From the supplied fill-in-the-gap bank. Blank 64.

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...

Answer 984: Bullets — From the supplied fill-in-the-gap bank. Blank 65.

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)....

Answer 985: Picture — From the supplied fill-in-the-gap bank. Blank 66.

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 _____....

Answer 986: Customize — From the supplied fill-in-the-gap bank. Blank 67.

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...

Answer 987: Numbering — From the supplied fill-in-the-gap bank. Blank 68.

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...

Answer 988: live preview — From the supplied fill-in-the-gap bank. Blank 69.

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...

Answer 989: Numbered — From the supplied fill-in-the-gap bank. Blank 70.

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 _____...

Answer 990: Start at: — From the supplied fill-in-the-gap bank. Blank 71.

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....

Answer 991: Bullets — From the supplied fill-in-the-gap bank. Blank 72.

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....

Answer 992: toggle — From the supplied fill-in-the-gap bank. Blank 73.

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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...

Answer 993: grid — From the supplied fill-in-the-gap bank. Blank 74.

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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...

Answer 994: Insert Table — From the supplied fill-in-the-gap bank. Blank 75.

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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....

Answer 995: Design — From the supplied fill-in-the-gap bank. Blank 76.

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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...

Answer 996: Tab — From the supplied fill-in-the-gap bank. Blank 77.

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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 _____...

Answer 997: Insert Above — From the supplied fill-in-the-gap bank. Blank 78.

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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....

Answer 998: Table — From the supplied fill-in-the-gap bank. Blank 79.

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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...

Answer 999: commands / icons — From the supplied fill-in-the-gap bank. Blank 80.

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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...

Answer 1000: placeholders — From the supplied fill-in-the-gap bank. Blank 81.

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...

Answer 1001: Insert Picture — From the supplied fill-in-the-gap bank. Blank 82.

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...

Answer 1002: corner — From the supplied fill-in-the-gap bank. Blank 83.

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...

Answer 1003: side — From the supplied fill-in-the-gap bank. Blank 84.

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....

Answer 1004: Free Rotate — From the supplied fill-in-the-gap bank. Blank 85.

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...

Answer 1005: Picture Tools Format — From the supplied fill-in-the-gap bank. Blank 86.

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...

Answer 1006: More — From the supplied fill-in-the-gap bank. Blank 87.

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, ____...

Answer 1007: Picture Border — From the supplied fill-in-the-gap bank. Blank 88.

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...

Answer 1008: compressing — From the supplied fill-in-the-gap bank. Blank 89.

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...

Answer 1009: SmartArt — From the supplied fill-in-the-gap bank. Blank 90.

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....

Answer 1010: SmartArt — From the supplied fill-in-the-gap bank. Blank 91.

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...

Answer 1011: Format — From the supplied fill-in-the-gap bank. Blank 92.

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...

Answer 1012: Align — From the supplied fill-in-the-gap bank. Blank 93.

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 _____...

Answer 1013: six — From the supplied fill-in-the-gap bank. Blank 94.

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 _____...

Answer 1014: Align to Slide — From the supplied fill-in-the-gap bank. Blank 95.

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...

Answer 1015: Align Selected Objects — From the supplied fill-in-the-gap bank. Blank 96.

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....

Answer 1016: top — From the supplied fill-in-the-gap bank. Blank 97.

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....

Answer 1017: horizontally — From the supplied fill-in-the-gap bank. Blank 98.

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...

Answer 1018: Group — From the supplied fill-in-the-gap bank. Blank 99.

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...

Answer 1019: Group — From the supplied fill-in-the-gap bank. Blank 100.

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...

Answer 1020: box — From the supplied fill-in-the-gap bank. Blank 101.

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 > _____...

Answer 1021: four-arrow cross — From the supplied fill-in-the-gap bank. Blank 102.

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....

Answer 1022: Ungroup — From the supplied fill-in-the-gap bank. Blank 103.

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....

Answer 1023: Rotate — From the supplied fill-in-the-gap bank. Blank 104.

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...

Answer 1024: inserted — From the supplied fill-in-the-gap bank. Blank 105.

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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...

Answer 1025: Send to Back — From the supplied fill-in-the-gap bank. Blank 106.

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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...

Answer 1026: Send Backward — From the supplied fill-in-the-gap bank. Blank 107.

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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 _____...

Answer 1027: Bring to Front — From the supplied fill-in-the-gap bank. Blank 108.

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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....

Answer 1028: Bring Forward — From the supplied fill-in-the-gap bank. Blank 109.

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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....

Answer 1029: Format — From the supplied fill-in-the-gap bank. Blank 110.

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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...

Answer 1030: clip organizer — From the supplied fill-in-the-gap bank. Blank 1.

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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...

Answer 1031: Movie — From the supplied fill-in-the-gap bank. Blank 2.

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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...

Answer 1032: Movie Tools Options — From the supplied fill-in-the-gap bank. Blank 3.

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...

Answer 1033: Automatically — From the supplied fill-in-the-gap bank. Blank 4.

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....

Answer 1034: shapes — From the supplied fill-in-the-gap bank. Blank 5.

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....

Answer 1035: Insert Media Clip — From the supplied fill-in-the-gap bank. Blank 6.

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 _____...

Answer 1036: select — From the supplied fill-in-the-gap bank. Blank 7.

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...

Answer 1037: Delete — From the supplied fill-in-the-gap bank. Blank 8.

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....

Answer 1038: click — From the supplied fill-in-the-gap bank. Blank 9.

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....

Answer 1039: release — From the supplied fill-in-the-gap bank. Blank 10.

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...

Answer 1040: clip organizer — From the supplied fill-in-the-gap bank. Blank 11.

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...

Answer 1041: CD — From the supplied fill-in-the-gap bank. Blank 12.

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 _____...

Answer 1042: Audio — From the supplied fill-in-the-gap bank. Blank 13.

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...

Answer 1043: sound icon — From the supplied fill-in-the-gap bank. Blank 14.

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...

Answer 1044: Automatically — From the supplied fill-in-the-gap bank. Blank 15.

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 _____...

Answer 1045: When Clicked — From the supplied fill-in-the-gap bank. Blank 16.

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....

Answer 1046: entire — From the supplied fill-in-the-gap bank. Blank 17.

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...

Answer 1047: CD Audio Tools Options — From the supplied fill-in-the-gap bank. Blank 18.

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...

Answer 1048: Preview — From the supplied fill-in-the-gap bank. Blank 19.

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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...

Answer 1049: Volume — From the supplied fill-in-the-gap bank. Blank 20.

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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...

Answer 1050: Track and Time — From the supplied fill-in-the-gap bank. Blank 21.

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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...

Answer 1051: Hide During Show — From the supplied fill-in-the-gap bank. Blank 22.

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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....

Answer 1052: Loop Until Stopped — From the supplied fill-in-the-gap bank. Blank 23.

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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, _____...

Answer 1053: four — From the supplied fill-in-the-gap bank. Blank 24.

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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...

Answer 1054: Normal — From the supplied fill-in-the-gap bank. Blank 25.

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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....

Answer 1055: right — From the supplied fill-in-the-gap bank. Blank 26.

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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...

Answer 1056: Normal — From the supplied fill-in-the-gap bank. Blank 27.

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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. _____...

Answer 1057: Slide Sorter — From the supplied fill-in-the-gap bank. Blank 28.

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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....

Answer 1058: Slide Show — From the supplied fill-in-the-gap bank. Blank 29.

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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...

Answer 1059: arrow — From the supplied fill-in-the-gap bank. Blank 30.

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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...

Answer 1060: space bar — From the supplied fill-in-the-gap bank. Blank 31.

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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....

Answer 1061: Esc — From the supplied fill-in-the-gap bank. Blank 32.

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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...

Answer 1062: menu — From the supplied fill-in-the-gap bank. Blank 33.

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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 _____....

Answer 1063: deleted — From the supplied fill-in-the-gap bank. Blank 34.

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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...

Answer 1064: File — From the supplied fill-in-the-gap bank. Blank 35.

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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...

Answer 1065: Print — From the supplied fill-in-the-gap bank. Blank 36.

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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...

Answer 1066: Selection — From the supplied fill-in-the-gap bank. Blank 37.

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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 ____...

Answer 1067: Custom Range — From the supplied fill-in-the-gap bank. Blank 38.

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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...

Answer 1068: 6 — From the supplied fill-in-the-gap bank. Blank 39.

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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....

Answer 1069: notes — From the supplied fill-in-the-gap bank. Blank 40.

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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....

Answer 1070: Notes — From the supplied fill-in-the-gap bank. Blank 41.

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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....

Answer 1071: grayscale — From the supplied fill-in-the-gap bank. Blank 42.

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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...

Answer 1072: animation — From the supplied fill-in-the-gap bank. Blank 43.

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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...

Answer 1073: attention — From the supplied fill-in-the-gap bank. Blank 44.

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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 ____...

Answer 1074: Animations — From the supplied fill-in-the-gap bank. Blank 45.

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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 _____...

Answer 1075: live preview — From the supplied fill-in-the-gap bank. Blank 46.

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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....

Answer 1076: drop-down — From the supplied fill-in-the-gap bank. Blank 47.

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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....

Answer 1077: None — From the supplied fill-in-the-gap bank. Blank 48.

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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....

Answer 1078: animation label — From the supplied fill-in-the-gap bank. Blank 49.

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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...

Answer 1079: Entrance — From the supplied fill-in-the-gap bank. Blank 50.

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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...

Answer 1080: Exit — From the supplied fill-in-the-gap bank. Blank 51.

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...

Answer 1081: Add Animation — From the supplied fill-in-the-gap bank. Blank 52.

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...

Answer 1082: Preview — From the supplied fill-in-the-gap bank. Blank 53.

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...

Answer 1083: Slide Show — From the supplied fill-in-the-gap bank. Blank 54.

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...

Answer 1084: Esc — From the supplied fill-in-the-gap bank. Blank 55.

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....

Answer 1085: Custom Animation — From the supplied fill-in-the-gap bank. Blank 56.

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....

Answer 1086: arrows — From the supplied fill-in-the-gap bank. Blank 57.

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 ____...

Answer 1087: changes — From the supplied fill-in-the-gap bank. Blank 58.

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, _____...

Answer 1088: animation — From the supplied fill-in-the-gap bank. Blank 59.

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...

Answer 1089: transition — From the supplied fill-in-the-gap bank. Blank 60.

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....

Answer 1090: no — From the supplied fill-in-the-gap bank. Blank 61.

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....

Answer 1091: hover — From the supplied fill-in-the-gap bank. Blank 62.

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...

Answer 1092: Transitions — From the supplied fill-in-the-gap bank. Blank 63.

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...

Answer 1093: More — From the supplied fill-in-the-gap bank. Blank 64.

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...

Answer 1094: Apply To All — From the supplied fill-in-the-gap bank. Blank 65.

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...

Answer 1095: Play Animations — From the supplied fill-in-the-gap bank. Blank 66.

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)....

Answer 1096: None — From the supplied fill-in-the-gap bank. Blank 67.

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 _____....

Answer 1097: Apply To All — From the supplied fill-in-the-gap bank. Blank 68.

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 _____...

Answer 1098: click — From the supplied fill-in-the-gap bank. Blank 69.

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...

Answer 1099: Enter — From the supplied fill-in-the-gap bank. Blank 70.

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...

Answer 1100: Transition to This Slide — From the supplied fill-in-the-gap bank. Blank 71.

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...

Answer 1101: automatically — From the supplied fill-in-the-gap bank. Blank 72.

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...

Answer 1102: unattended — From the supplied fill-in-the-gap bank. Blank 73.

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...

Answer 1103: Slide Sorter — From the supplied fill-in-the-gap bank. Blank 74.

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)....

Answer 1104: Automatically After — From the supplied fill-in-the-gap bank. Blank 75.

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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 _____....

Answer 1105: Apply to All — From the supplied fill-in-the-gap bank. Blank 76.

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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...

Answer 1106: worksheet — From the supplied fill-in-the-gap bank. Blank 77.

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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...

Answer 1107: columns — From the supplied fill-in-the-gap bank. Blank 78.

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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...

Answer 1108: = (equal sign) — From the supplied fill-in-the-gap bank. Blank 79.

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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...

Answer 1109: functions — From the supplied fill-in-the-gap bank. Blank 80.

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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...

Answer 1110: adjusts — From the supplied fill-in-the-gap bank. Blank 81.

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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 _____...

Answer 1111: constant — From the supplied fill-in-the-gap bank. Blank 82.

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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...

Answer 1112: F4 — From the supplied fill-in-the-gap bank. Blank 83.

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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...

Answer 1113: negation (-) — From the supplied fill-in-the-gap bank. Blank 84.

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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....

Answer 1114: left — From the supplied fill-in-the-gap bank. Blank 85.

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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...

Answer 1115: built-in / predefined — From the supplied fill-in-the-gap bank. Blank 86.

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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...

Answer 1116: parentheses / brackets — From the supplied fill-in-the-gap bank. Blank 87.

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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...

Answer 1117: 477 — From the supplied fill-in-the-gap bank. Blank 88.

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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...

Answer 1118: General — From the supplied fill-in-the-gap bank. Blank 89.

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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...

Answer 1119: Currency — From the supplied fill-in-the-gap bank. Blank 90.

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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...

Answer 1120: Ctrl+B / Ctrl+2 — From the supplied fill-in-the-gap bank. Blank 91.

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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....

Answer 1121: Format Painter — From the supplied fill-in-the-gap bank. Blank 92.

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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....

Answer 1122: double-click — From the supplied fill-in-the-gap bank. Blank 93.

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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...

Answer 1123: updated — From the supplied fill-in-the-gap bank. Blank 94.

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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,...

Answer 1124: F11 — From the supplied fill-in-the-gap bank. Blank 95.

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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 _____...

Answer 1125: Custom Sort — From the supplied fill-in-the-gap bank. Blank 96.

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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...

Answer 1126: rows — From the supplied fill-in-the-gap bank. Blank 97.

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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...

Answer 1127: criteria — From the supplied fill-in-the-gap bank. Blank 98.

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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)....

Answer 1128: consolidation — From the supplied fill-in-the-gap bank. Blank 99.

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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 _____....

Answer 1129: workbook — From the supplied fill-in-the-gap bank. Blank 100.

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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 _____...

Answer 1130: Backstage — From the supplied fill-in-the-gap bank. Blank 101.

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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...

Answer 1131: placeholders — From the supplied fill-in-the-gap bank. Blank 102.

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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...

Answer 1132: theme — From the supplied fill-in-the-gap bank. Blank 103.

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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...

Answer 1133: Office — From the supplied fill-in-the-gap bank. Blank 104.

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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...

Answer 1134: Justify — From the supplied fill-in-the-gap bank. Blank 105.

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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)....

Answer 1135: anywhere — From the supplied fill-in-the-gap bank. Blank 106.

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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 _____....

Answer 1136: .pptx — From the supplied fill-in-the-gap bank. Blank 107.

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 _____...

Answer 1137: Bring to Front — From the supplied fill-in-the-gap bank. Blank 108.

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...

Answer 1138: Bring Forward — From the supplied fill-in-the-gap bank. Blank 109.

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 > _____...

Answer 1139: Send to Back — From the supplied fill-in-the-gap bank. Blank 110.

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 _____...

Answer 1140: Send Backward — From the supplied fill-in-the-gap bank. Blank 111.

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...

Answer 1141: Group — From the supplied fill-in-the-gap bank. Blank 112.

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 _____...

Answer 1142: text and objects — From the supplied fill-in-the-gap bank. Blank 113.

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...

Answer 1143: slide — From the supplied fill-in-the-gap bank. Blank 114.

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....

Answer 1144: automatically — From the supplied fill-in-the-gap bank. Blank 115.

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....

Answer 1145: when clicked — From the supplied fill-in-the-gap bank. Blank 116.

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...

Answer 1146: Play Animations — From the supplied fill-in-the-gap bank. Blank 117.

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 _...

Answer 1147: Automatically After — From the supplied fill-in-the-gap bank. Blank 118.

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;...

Answer 1148: Apply to All — From the supplied fill-in-the-gap bank. Blank 119.

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...

Answer 1149: handouts — From the supplied fill-in-the-gap bank. Blank 120.

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...

Answer 1150: 6 — From the supplied fill-in-the-gap bank. Blank 121.

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....

Answer 1151: Excel — From the supplied fill-in-the-gap bank. Blank 122.

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....

Answer 1152: PowerPoint — From the supplied fill-in-the-gap bank. Blank 123.

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...

Answer 1153: clip organizer — From the supplied fill-in-the-gap bank. Blank 1.

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...

Answer 1154: Movie — From the supplied fill-in-the-gap bank. Blank 2.

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...

Answer 1155: Movie Tools Options — From the supplied fill-in-the-gap bank. Blank 3.

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...

Answer 1156: Automatically — From the supplied fill-in-the-gap bank. Blank 4.

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....

Answer 1157: shapes — From the supplied fill-in-the-gap bank. Blank 5.

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....

Answer 1158: Insert Media Clip — From the supplied fill-in-the-gap bank. Blank 6.

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 _____...

Answer 1159: select — From the supplied fill-in-the-gap bank. Blank 7.

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...

Answer 1160: Delete — From the supplied fill-in-the-gap bank. Blank 8.

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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....

Answer 1161: click — From the supplied fill-in-the-gap bank. Blank 9.

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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....

Answer 1162: release — From the supplied fill-in-the-gap bank. Blank 10.

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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...

Answer 1163: clip organizer — From the supplied fill-in-the-gap bank. Blank 11.

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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...

Answer 1164: CD — From the supplied fill-in-the-gap bank. Blank 12.

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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 _____...

Answer 1165: Audio — From the supplied fill-in-the-gap bank. Blank 13.

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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...

Answer 1166: sound icon — From the supplied fill-in-the-gap bank. Blank 14.

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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...

Answer 1167: Automatically — From the supplied fill-in-the-gap bank. Blank 15.

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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 _____...

Answer 1168: When Clicked — From the supplied fill-in-the-gap bank. Blank 16.

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....

Answer 1169: entire — From the supplied fill-in-the-gap bank. Blank 17.

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...

Answer 1170: CD Audio Tools Options — From the supplied fill-in-the-gap bank. Blank 18.

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...

Answer 1171: Preview — From the supplied fill-in-the-gap bank. Blank 19.

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...

Answer 1172: Volume — From the supplied fill-in-the-gap bank. Blank 20.

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...

Answer 1173: Track and Time — From the supplied fill-in-the-gap bank. Blank 21.

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...

Answer 1174: Hide During Show — From the supplied fill-in-the-gap bank. Blank 22.

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....

Answer 1175: Loop Until Stopped — From the supplied fill-in-the-gap bank. Blank 23.

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, _____...

Answer 1176: four — From the supplied fill-in-the-gap bank. Blank 24.

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...

Answer 1177: Normal — From the supplied fill-in-the-gap bank. Blank 25.

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....

Answer 1178: right — From the supplied fill-in-the-gap bank. Blank 26.

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...

Answer 1179: Normal — From the supplied fill-in-the-gap bank. Blank 27.

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. _____...

Answer 1180: Slide Sorter — From the supplied fill-in-the-gap bank. Blank 28.

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....

Answer 1181: Slide Show — From the supplied fill-in-the-gap bank. Blank 29.

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...

Answer 1182: arrow — From the supplied fill-in-the-gap bank. Blank 30.

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...

Answer 1183: space bar — From the supplied fill-in-the-gap bank. Blank 31.

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....

Answer 1184: Esc — From the supplied fill-in-the-gap bank. Blank 32.

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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...

Answer 1185: menu — From the supplied fill-in-the-gap bank. Blank 33.

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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 _____....

Answer 1186: deleted — From the supplied fill-in-the-gap bank. Blank 34.

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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...

Answer 1187: File — From the supplied fill-in-the-gap bank. Blank 35.

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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...

Answer 1188: Print — From the supplied fill-in-the-gap bank. Blank 36.

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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...

Answer 1189: Selection — From the supplied fill-in-the-gap bank. Blank 37.

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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 ____...

Answer 1190: Custom Range — From the supplied fill-in-the-gap bank. Blank 38.

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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...

Answer 1191: 6 — From the supplied fill-in-the-gap bank. Blank 39.

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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....

Answer 1192: notes — From the supplied fill-in-the-gap bank. Blank 40.

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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....

Answer 1193: Notes — From the supplied fill-in-the-gap bank. Blank 41.

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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....

Answer 1194: grayscale — From the supplied fill-in-the-gap bank. Blank 42.

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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...

Answer 1195: animation — From the supplied fill-in-the-gap bank. Blank 43.

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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...

Answer 1196: attention — From the supplied fill-in-the-gap bank. Blank 44.

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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 ____...

Answer 1197: Animations — From the supplied fill-in-the-gap bank. Blank 45.

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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 _____...

Answer 1198: live preview — From the supplied fill-in-the-gap bank. Blank 46.

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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....

Answer 1199: drop-down — From the supplied fill-in-the-gap bank. Blank 47.

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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....

Answer 1200: None — From the supplied fill-in-the-gap bank. Blank 48.

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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....

Answer 1201: animation label — From the supplied fill-in-the-gap bank. Blank 49.

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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...

Answer 1202: Entrance — From the supplied fill-in-the-gap bank. Blank 50.

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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...

Answer 1203: Exit — From the supplied fill-in-the-gap bank. Blank 51.

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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...

Answer 1204: Add Animation — From the supplied fill-in-the-gap bank. Blank 52.

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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...

Answer 1205: Preview — From the supplied fill-in-the-gap bank. Blank 53.

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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...

Answer 1206: Slide Show — From the supplied fill-in-the-gap bank. Blank 54.

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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...

Answer 1207: Esc — From the supplied fill-in-the-gap bank. Blank 55.

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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....

Answer 1208: Custom Animation — From the supplied fill-in-the-gap bank. Blank 56.

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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....

Answer 1209: arrows — From the supplied fill-in-the-gap bank. Blank 57.

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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 ____...

Answer 1210: changes — From the supplied fill-in-the-gap bank. Blank 58.

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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, _____...

Answer 1211: animation — From the supplied fill-in-the-gap bank. Blank 59.

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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...

Answer 1212: transition — From the supplied fill-in-the-gap bank. Blank 60.

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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....

Answer 1213: no — From the supplied fill-in-the-gap bank. Blank 61.

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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....

Answer 1214: hover — From the supplied fill-in-the-gap bank. Blank 62.

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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...

Answer 1215: Transitions — From the supplied fill-in-the-gap bank. Blank 63.

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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...

Answer 1216: More — From the supplied fill-in-the-gap bank. Blank 64.

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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...

Answer 1217: Apply To All — From the supplied fill-in-the-gap bank. Blank 65.

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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...

Answer 1218: Play Animations — From the supplied fill-in-the-gap bank. Blank 66.

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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)....

Answer 1219: None — From the supplied fill-in-the-gap bank. Blank 67.

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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 _____....

Answer 1220: Apply To All — From the supplied fill-in-the-gap bank. Blank 68.

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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 _____...

Answer 1221: click — From the supplied fill-in-the-gap bank. Blank 69.

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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...

Answer 1222: Enter — From the supplied fill-in-the-gap bank. Blank 70.

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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...

Answer 1223: Transition to This Slide — From the supplied fill-in-the-gap bank. Blank 71.

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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...

Answer 1224: automatically — From the supplied fill-in-the-gap bank. Blank 72.

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...

Answer 1225: unattended — From the supplied fill-in-the-gap bank. Blank 73.

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...

Answer 1226: Slide Sorter — From the supplied fill-in-the-gap bank. Blank 74.

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)....

Answer 1227: Automatically After — From the supplied fill-in-the-gap bank. Blank 75.

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 _____....

Answer 1228: Apply to All — From the supplied fill-in-the-gap bank. Blank 76.

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...

Answer 1229: worksheet — From the supplied fill-in-the-gap bank. Blank 77.

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...

Answer 1230: columns — From the supplied fill-in-the-gap bank. Blank 78.

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...

Answer 1231: = (equal sign) — From the supplied fill-in-the-gap bank. Blank 79.

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...

Answer 1232: functions — From the supplied fill-in-the-gap bank. Blank 80.

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...

Answer 1233: adjusts — From the supplied fill-in-the-gap bank. Blank 81.

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 _____...

Answer 1234: constant — From the supplied fill-in-the-gap bank. Blank 82.

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...

Answer 1235: F4 — From the supplied fill-in-the-gap bank. Blank 83.

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...

Answer 1236: negation (-) — From the supplied fill-in-the-gap bank. Blank 84.

1237. ...ent, then exponentiation, then multiplication/division, and finally addition and subtraction. When two operators have the same precedence, Excel evaluates from _____ to right....

Answer 1237: left — From the supplied fill-in-the-gap bank. Blank 85.

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...

Answer 1238: built-in / predefined — From the supplied fill-in-the-gap bank. Blank 86.

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...

Answer 1239: parentheses / brackets — From the supplied fill-in-the-gap bank. Blank 87.

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...

Answer 1240: 477 — From the supplied fill-in-the-gap bank. Blank 88.

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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...

Answer 1241: General — From the supplied fill-in-the-gap bank. Blank 89.

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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...

Answer 1242: Currency — From the supplied fill-in-the-gap bank. Blank 90.

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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...

Answer 1243: Ctrl+B / Ctrl+2 — From the supplied fill-in-the-gap bank. Blank 91.

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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....

Answer 1244: Format Painter — From the supplied fill-in-the-gap bank. Blank 92.

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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....

Answer 1245: double-click — From the supplied fill-in-the-gap bank. Blank 93.

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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...

Answer 1246: updated — From the supplied fill-in-the-gap bank. Blank 94.

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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,...

Answer 1247: F11 — From the supplied fill-in-the-gap bank. Blank 95.

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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 _____...

Answer 1248: Custom Sort — From the supplied fill-in-the-gap bank. Blank 96.

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...

Answer 1249: rows — From the supplied fill-in-the-gap bank. Blank 97.

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...

Answer 1250: criteria — From the supplied fill-in-the-gap bank. Blank 98.

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)....

Answer 1251: consolidation — From the supplied fill-in-the-gap bank. Blank 99.

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 _____....

Answer 1252: workbook — From the supplied fill-in-the-gap bank. Blank 100.

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 _____...

Answer 1253: Backstage — From the supplied fill-in-the-gap bank. Blank 101.

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...

Answer 1254: placeholders — From the supplied fill-in-the-gap bank. Blank 102.

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...

Answer 1255: theme — From the supplied fill-in-the-gap bank. Blank 103.

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...

Answer 1256: Office — From the supplied fill-in-the-gap bank. Blank 104.

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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...

Answer 1257: Justify — From the supplied fill-in-the-gap bank. Blank 105.

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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)....

Answer 1258: anywhere — From the supplied fill-in-the-gap bank. Blank 106.

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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 _____....

Answer 1259: .pptx — From the supplied fill-in-the-gap bank. Blank 107.

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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 _____...

Answer 1260: Bring to Front — From the supplied fill-in-the-gap bank. Blank 108.

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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...

Answer 1261: Bring Forward — From the supplied fill-in-the-gap bank. Blank 109.

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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 > _____...

Answer 1262: Send to Back — From the supplied fill-in-the-gap bank. Blank 110.

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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 _____...

Answer 1263: Send Backward — From the supplied fill-in-the-gap bank. Blank 111.

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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...

Answer 1264: Group — From the supplied fill-in-the-gap bank. Blank 112.

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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 _____...

Answer 1265: text and objects — From the supplied fill-in-the-gap bank. Blank 113.

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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...

Answer 1266: slide — From the supplied fill-in-the-gap bank. Blank 114.

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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....

Answer 1267: automatically — From the supplied fill-in-the-gap bank. Blank 115.

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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....

Answer 1268: when clicked — From the supplied fill-in-the-gap bank. Blank 116.

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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...

Answer 1269: Play Animations — From the supplied fill-in-the-gap bank. Blank 117.

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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 _...

Answer 1270: Automatically After — From the supplied fill-in-the-gap bank. Blank 118.

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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;...

Answer 1271: Apply to All — From the supplied fill-in-the-gap bank. Blank 119.

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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...

Answer 1272: handouts — From the supplied fill-in-the-gap bank. Blank 120.

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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...

Answer 1273: 6 — From the supplied fill-in-the-gap bank. Blank 121.

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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....

Answer 1274: Excel — From the supplied fill-in-the-gap bank. Blank 122.

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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....

Answer 1275: PowerPoint — From the supplied fill-in-the-gap bank. Blank 123.

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1276. To move to the next cell to the right, press the _____ key.

Answer 1276: Tab key — From the supplied quiz Q&A sheet.

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1277. The shortcut key Ctrl + _____ is used to paste copied content.

Answer 1277: V — From the supplied quiz Q&A sheet.

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1278. To quickly remove all formatting from a cell, use the Clear _____ option.

Answer 1278: Formats (or 'All') — From the supplied quiz Q&A sheet.

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1279. The tool used to create visual representations of data, such as bar charts and pie charts, is called _____.

Answer 1279: Chart (Chart Wizard / Insert Chart) — From the supplied quiz Q&A sheet.

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1280. The feature that allows users to filter and sort data based on specific conditions is called _____.

Answer 1280: AutoFilter — From the supplied quiz Q&A sheet.

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1281. Excel allows users to protect a worksheet by using a _____.

Answer 1281: Password — From the supplied quiz Q&A sheet.

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1282. The default number of worksheets in a new Excel workbook (before any changes) is _____.

Answer 1282: 3 (three) — From the supplied quiz Q&A sheet.

1283. To apply the same formula to multiple cells at once, you can use the _____ handle to drag the formula down or across.

Answer 1283: Fill — From the supplied quiz Q&A sheet.

1284. In Excel, a chart's horizontal axis is also known as the _____.

Answer 1284: X-axis (Category axis) — From the supplied quiz Q&A sheet.

1285. The function of the _____ is to copy formatting from one part of the worksheet to another.

Answer 1285: Format Painter — From the supplied quiz Q&A sheet.

1286. To change the font size of a cell's content, use the _____ drop-down menu in the Home tab.

Answer 1286: Font Size — From the supplied quiz Q&A sheet.

1287. To insert a new worksheet in an Excel workbook, click the _____ button next to the existing sheet tabs.

Answer 1287: (New Sheet / Insert Sheet) — From the supplied quiz Q&A sheet.

1288. The _____ feature allows you to quickly search for specific text and replace it in a worksheet.

Answer 1288: Find & Replace — From the supplied quiz Q&A sheet.

1289. In Excel, a cell reference that changes when copied to another cell is called a/an _____ reference.

Answer 1289: Relative — From the supplied quiz Q&A sheet.

1290. A cell reference that remains fixed when copied is called a/an _____ reference.

Answer 1290: Absolute — From the supplied quiz Q&A sheet.

1291. To make a cell reference absolute, add a/an _____ sign (actual symbol) before the column letter and row number.

Answer 1291: Dollar ($) — From the supplied quiz Q&A sheet.

1292. The reference $A$1 is an example of a/an _____ reference.

Answer 1292: Absolute — From the supplied quiz Q&A sheet.

1293. The reference A$1 is an example of a/an _____ reference.

Answer 1293: Mixed — From the supplied quiz Q&A sheet.

1294. The reference $A1 is also an example of a/an _____ reference.

Answer 1294: Mixed — From the supplied quiz Q&A sheet.

1295. If you copy the formula =B1+C1 from cell D1 to D2, the new formula in D2 will be = _____.

Answer 1295: B2+C2 — From the supplied quiz Q&A sheet.

1296. To switch between absolute, relative, and mixed references while editing a formula, press the key _____.

Answer 1296: F4 — From the supplied quiz Q&A sheet.

1297. When copying the formula =$A$1+B1 from C1 to C2, the new formula in C2 will be =($A$1+B2).

Answer 1297: =$A$1+B2 — From the supplied quiz Q&A sheet.

1298. If a formula refers to a cell on another worksheet, the reference must include the _____ name.

Answer 1298: Sheet — From the supplied quiz Q&A sheet.

1299. The formula ='Sheet2'!A1 refers to cell A1 in _____.

Answer 1299: Sheet2 — From the supplied quiz Q&A sheet.

1300. A 3D reference in Excel refers to the _____ cell or range across multiple worksheets.

Answer 1300: Same — From the supplied quiz Q&A sheet.

1301. To quickly format numbers as currency, you can use the _____ format from the Home tab.

Answer 1301: Currency (Accounting) — From the supplied quiz Q&A sheet.

1302. To hide a column in Excel, right-click the column header and select _____.

Answer 1302: Hide — From the supplied quiz Q&A sheet.

1303. Which function calculates the average of a given range? a. SUM b. COUNT c. MODE d. AVERAGE e. MEAN

Answer 1303: ☐ d. AVERAGE — From the supplied quiz Q&A sheet.

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

Answer 1304: ☐ c. Double-click the Excel shortcut icon — From the supplied quiz Q&A sheet.

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

Answer 1305: ☐ c. Arithmetic operations cannot be performed on text values — From the supplied quiz Q&A sheet.

1306. With the General format, how does text align in a cell by default? a. Justified b. Center c. Left d. Right

Answer 1306: ☐ c. Left — From the supplied quiz Q&A sheet.

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

Answer 1307: ☐ b. Ctrl + R — From the supplied quiz Q&A sheet.

1308. Which of the following formulas uses a mixed reference? a. A$1 b. A1 c. A1$ d. $A1 e. $A$1

Answer 1308: ☐ a or d. A$1 or $A1 (both are mixed references) — From the supplied quiz Q&A sheet.

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

Answer 1309: ☐ b. Cell A5 in Sheet2 of the same workbook — From the supplied quiz Q&A 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

Answer 1310: ☐ d. Using the Clear command from the Editing group — From the supplied quiz Q&A sheet.

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)

Answer 1311: ☐ b. =SUM(A1:A10) — From the supplied quiz Q&A sheet.

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

Answer 1312: ☐ a. The sum of A1 to A5 and A8 — From the supplied quiz Q&A sheet.

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

Answer 1313: ☐ d. Manually type the dollar signs ($) or press F4 — From the supplied quiz Q&A sheet.

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'

Answer 1314: ☐ d. Go to File > Options > Advanced and uncheck 'Enable Fill handle and cell drag-and-drop' — From the supplied quiz Q&A sheet.

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

Answer 1315: ☐ c. More arguments can be added — From the supplied quiz Q&A sheet.

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

Answer 1316: ☐ b. As a decimal fraction of a 24-hour day — From the supplied quiz Q&A sheet.

1317. Which Excel feature helps to enter repeated text items in a column efficiently? a. AutoFill b. AutoCorrect c. AutoSum d. AutoComplete

Answer 1317: ☐ d. AutoComplete — From the supplied quiz Q&A sheet.

1318. How is the date 1/1/1902 represented in Excel? a. 365 b. 102 c. 1902 d. 732

Answer 1318: ☐ d. 732 (days from 1/1/1900: 1900=1, 1901=366, so 1/1/1902 = 732) — From the supplied quiz Q&A sheet.

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

Answer 1319: ☐ b. Arrow keys — From the supplied quiz Q&A sheet.

1320. Which of the following is the NOT EQUAL TO operator in Excel? a.) b. <> c. Not = d. ≠ e. !

Answer 1320: ☐ b. <> (diamond brackets) — From the supplied quiz Q&A sheet.

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

Answer 1321: ☐ c. Arithmetic operations cannot be performed on text values — From the supplied quiz Q&A sheet.

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

Answer 1322: ☐ b. m/d/yyyy — From the supplied quiz Q&A sheet.

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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

Answer 1323: ☐ c. Double-click the Excel shortcut icon — From the supplied quiz Q&A sheet.

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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

Answer 1324: ☐ d. B3 will show B1's value (empty cell = 0, so result = B1 + 0 = B1's value) — From the supplied quiz Q&A sheet.

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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

Answer 1325: ☐ b. Ctrl + R — From the supplied quiz Q&A sheet.

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1326. Which of the following is NOT a valid mathematical operator in Excel? a. ^ (caret) b. * (asterisk) c. - (minus) d. > (greater than) e. / (slash)

Answer 1326: ☐ d. > - this is a comparison operator, NOT an arithmetic operator — From the supplied quiz Q&A sheet.

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1327. Which symbol is used to start a formula in Excel? a. # b. $ c. % d. = (equals sign) e. @

Answer 1327: ☐ d. = (equals sign) — From the supplied quiz Q&A sheet.

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1328. To refer to cell A10 on Sheet5, which formula is correct? a. Sheet5(A10) b. Sheet5_A10 c. Sheet5!A10 d. Sheet5.A10

Answer 1328: ☐ c. Sheet5!A10 — From the supplied quiz Q&A sheet.

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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

Answer 1329: ☐ a. The number of days since 1/1/1900 — From the supplied quiz Q&A sheet.

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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

Answer 1330: ☐ b. A wide range of manipulations from arithmetic to complex analysis — From the supplied quiz Q&A sheet.

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1331. Which of the following formulas uses a mixed reference? a. A$1 b. A1 c. A1$ d. $A1 e. $A$1

Answer 1331: ☐ a or d. A$1 or $A1 - either has one absolute part and one relative part — From the supplied quiz Q&A sheet.

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

Answer 1332: ☐ d. CTRL + D (fills DOWN from the cell above) — From the supplied quiz Q&A sheet.

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

Answer 1333: ☐ c. The column that contains the active cell — From the supplied quiz Q&A sheet.

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

Answer 1334: ☐ b. Cell A5 in Sheet2 of the same workbook — From the supplied quiz Q&A 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

Answer 1335: ☐ c. A1 - no dollar signs means both column and row are relative — From the supplied quiz Q&A sheet.

1336. With the General format, how does text align in a cell by default? a. Justified b. Center c. Left d. Right

Answer 1336: ☐ c. Left - text aligns to the LEFT by default in Excel — From the supplied quiz Q&A sheet.

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)

Answer 1337: ☐ d. > is a comparison operator, NOT a mathematical/arithmetic operator — From the supplied quiz Q&A sheet.

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

Answer 1338: ☐ a. Photoshop - it is a graphics/image editing software, not a spreadsheet — From the supplied quiz Q&A sheet.

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

Answer 1339: ☐ c. It continues the series as 'Feb, Mar, Apr...' (AutoFill recognises months) — From the supplied quiz Q&A sheet.

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

Answer 1340: ☐ d. Using the Clear command from the Editing group — From the supplied quiz Q&A sheet.

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

Answer 1341: ☐ b. The numbers increase in a sequence (AutoFill creates a series) — From the supplied quiz Q&A sheet.

1342. Which function returns the current date and time? a. TODAY() b. TIME() c. DATE() d. NOW() e. CURRENTTIME()

Answer 1342: ☐ d. NOW() - returns both the current date AND time — From the supplied quiz Q&A sheet.

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

Answer 1343: ☐ b. The numbers increase in a sequence — From the supplied quiz Q&A sheet.

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

Answer 1344: ☐ b. Select the cell, position the pointer in the text, and click, then edit the formula — From the supplied quiz Q&A sheet.

1345. Which function determines whether a logical statement is FALSE? a. NOT b. AND c. OR d. XOR e. FALSE

Answer 1345: ☐ e. FALSE() - this function always returns the logical value FALSE — From the supplied quiz Q&A sheet.

1346. Which operator is used for relational comparisons in Excel? a. % b. + c. ^ d. <, >, <=, >=

Answer 1346: ☐ d. <, >, <=, >= - these are comparison/relational operators — From the supplied quiz Q&A sheet.

1347. Which shortcut pastes copied or cut content into a selected cell? a. Ctrl + X b. Ctrl + P c. Ctrl + V d. Ctrl + C

Answer 1347: ☐ c. Ctrl + V — From the supplied quiz Q&A sheet.

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

Answer 1348: ☐ d. Excel gives a #VALUE! error when arithmetic is applied to text — From the supplied quiz Q&A sheet.

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

Answer 1349: ☐ c. Alert before overwriting cells — From the supplied quiz Q&A sheet.

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

Answer 1350: ☐ d. To allow partial flexibility while copying the formula — From the supplied quiz Q&A sheet.

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

Answer 1351: ☐ d. Entire worksheet - the Delete Sheet command removes a sheet, but the Delete option in the — From the supplied quiz Q&A sheet.

1352. What feature allows automatic filling of a series in Excel? a. SmartFill b. AutoComplete c. AutoFormat d. AutoCorrect e. AutoFill

Answer 1352: ☐ e. AutoFill — From the supplied quiz Q&A sheet.

1353. Which function finds the lowest number in a range? a. MIN b. ROUND c. COUNT d. AVERAGE e. MAX

Answer 1353: ☐ a. MIN() — From the supplied quiz Q&A sheet.

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

Answer 1354: ☐ d. It updates automatically - Excel recalculates formulas whenever a dependent cell changes — From the supplied quiz Q&A sheet.

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

Answer 1355: ☐ a. The number of days since 1/1/1900 — From the supplied quiz Q&A sheet.

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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

Answer 1356: ☐ b. Ctrl + Z — From the supplied quiz Q&A sheet.

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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

Answer 1357: Microsoft Word — Microsoft Word is described as a word processor for creating professional documents in the Microsoft Office suite.

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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

Answer 1358: Database management application — Microsoft Access is a database management application used for creating and maintaining databases.

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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

Answer 1359: Spreadsheet application — Microsoft Excel is a spreadsheet application, designed for storing, organizing, and analyzing data in rows and columns.

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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

Answer 1360: Presentation software — Microsoft PowerPoint is presentation software, used for creating slideshows and visual presentations.

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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

Answer 1361: Microsoft Paint — Microsoft Paint is not part of the Microsoft Office suite. The suite includes Word, Access, PowerPoint, Outlook, Publisher, and Excel. Section 2: Spreadsheets - Definition & Uses

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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

Answer 1362: The accounting worksheet — A spreadsheet (Electronic Spreadsheet) is a piece of software that is simply the electronic equivalent of the accounting worksheet.

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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

Answer 1363: Cell — The intersection of rows and columns in a spreadsheet is called a cell, which is used to store numbers and text.

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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

Answer 1364: Programming custom database applications — Programming custom database applications is not listed as an accounting use of spreadsheets. Accounting uses include budgets, balance sheets, payroll, and loan 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

Answer 1365: Perform statistical computations such as averages, standard deviations, and ANOVA — Scientists use spreadsheets to perform statistical computations such as averages, standard deviations, variance, R-Squared, ANOVA, regression coefficients, and to build frequency distribution tables.

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

Answer 1366: Pie chart — Pie charts, histograms, and line graphs are listed as graphical representations that can be created using spreadsheets.

1367. Forex bureaus and multinational companies use spreadsheets primarily for:

A. Email marketing campaigns
B. Currency conversions
C. Video conferencing
D. Network management

Answer 1367: Currency conversions — Forex bureaus and multinational companies use spreadsheets for currency conversions, allowing conversion from one currency to another without a separate calculating device.

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

Answer 1368: It automatically updates all dependent values when one value changes — When one value changes, Excel automatically recalculates and updates all dependent values, making it ideal for 'what if?' scenario planning.

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?

Answer 1369: What if we change the diameter of a storm drain - how will that affect water flow? — The lecture gives the example of architects or builders using a spreadsheet to answer 'what if we change the diameter of the storm drain, how will that affect the rate of flow of water?'

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

Answer 1370: Sorting data and extracting records from a database — Spreadsheets can be used for database management tasks such as sorting data and extracting information/records from a database.

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

Answer 1371: Lotus 1-2-3 — Lotus 1-2-3 is listed as one of the spreadsheet packages alongside AS-EASY-AS, SUPERCALC, SYMPHONY, QUATROPRO, FRAMEWORK IV, and EXCEL. Section 3: Starting & Navigating Excel

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

Answer 1372: Click the Start button on the taskbar at the bottom left of the screen — To start Excel from the taskbar, the first step is to click the Start button at the bottom left of the screen, then scroll through programs to find and click Excel.

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

Answer 1373: Double-click the Excel shortcut icon on the desktop — An alternative way to start Excel is to double-click the Excel shortcut icon on the desktop.

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

Answer 1374: Make sure your work is saved before clicking the close button on the title bar — To close Excel, you should make sure your work is saved first, then click the close button on the title bar to free memory for other applications. Section 4: Editing in Excel

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

Answer 1375: Select the cell — To edit in the formula bar, the first step is to select the cell, then position the pointer in the text and click, then edit the formula.

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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

Answer 1376: Double-click the cell — To edit directly in a cell, you double-click the cell, then use arrow keys to move the insertion point and make the necessary changes.

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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

Answer 1377: Enter — Press Enter to confirm and append changes made directly in a cell. Pressing Esc leaves the contents unchanged.

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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

Answer 1378: Leave the contents unchanged — Pressing Esc while editing a cell leaves the cell contents unchanged, cancelling the edit without saving any modifications. Section 5: Entering Text & Numbers

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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

Answer 1379: 255 — You can type as many as 255 characters in an Excel cell. If the cell is not wide enough and the adjacent cell contains data, not all characters may be displayed.

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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

Answer 1380: Left — With the General format, text automatically aligns on the left side of the cell.

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 (%)

Answer 1381: An apostrophe (') — You can make Excel accept a number as text by typing an apostrophe (') followed by the number, e.g. '25,000.

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

Answer 1382: Place an equal sign in front and enclose the number in quotation marks, e.g. ="25,000" — A number can be entered as text by placing an equal sign in front and enclosing the number in quotation marks, e.g. ="25,000".

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

Answer 1383: ### signs — When a number exceeds the cell width, the cell will be filled with # signs, or in some cases the number may be displayed in scientific notation.

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

Answer 1384: A number displayed in scientific notation because it exceeds cell width — 2.17E+09 is a number displayed in scientific notation because it exceeds the cell width and cannot be fully shown as a regular number.

1385. Which of the following is a valid Excel number entry?

A. 2.4e4e2
B. 2.3.3
C. 2.4e4
D. 2..5

Answer 1385: 2.4e4 — 2.4e4 is valid scientific notation. 2.4e4e2 and 2.3.3 are invalid because none of the special characters (except digits 0-9) can appear more than once in a given number.

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

Answer 1386: Type 7, a space, then 1/2 — To enter 7½, type the integer 7, a space, and then 1/2. Typing just 1/2 without the leading zero or integer would cause Excel to interpret the entry as a date.

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

Answer 1387: 0 1/2 — To type ½ as a fraction (not a date), type a zero, a space, and then the fraction: 0 1/2. Otherwise Excel will interpret it as a date.

1388. Excel cannot perform arithmetic operations on which type of cell value?

A. Whole numbers
B. Decimal numbers
C. Text values
D. Percentages

Answer 1388: Text values — Text values (including numbers stored as text using an apostrophe or quotation marks) cannot be used in arithmetic operations in Excel. Section 6: Dates & Times in Excel

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

Answer 1389: Serial number — When you type a date or time, Excel converts your entry to a serial number, which enables date and time calculations.

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

Answer 1390: 1/1/1900 — For a date, Excel's serial number represents the number of days from 1/1/1900 (the beginning of the 20th century) until the date typed.

1391. According to the lecture, what is the serial number for the date 1/1/1902?

A. 365
B. 500
C. 732
D. 1000

Answer 1391: 732 — The date 1/1/1902 is represented as 732, which is the number of days since 1/1/1900.

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

Answer 1392: As a decimal fraction of a 24-hour day — Time is displayed and stored as a decimal fraction of a 24-hour day. For example, 12:00 noon is stored as 0.5.

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

Answer 1393: m/d/yyyy — Correctly entered dates appear in the formula bar with the format m/d/yyyy, regardless of how the cell is formatted.

1394. Which keyboard shortcut formats a date cell into the default date format?

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

Answer 1394: Ctrl + # — Pressing Ctrl + # formats a selected cell containing a date into the default date format.

1395. Which keyboard shortcut quickly enters the current date into a cell?

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

Answer 1395: Ctrl + ; — Pressing Ctrl + ; quickly enters the current date into a cell.

1396. Which keyboard shortcut quickly enters the current time into a cell?

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

Answer 1396: Ctrl + : — Pressing Ctrl + : quickly enters the current time into a cell.

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

Answer 1397: Right (like a number) — A valid date entry in an unformatted cell is aligned to the right, just like a number, because dates are stored as serial numbers internally.

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

Answer 1398: A space and A, AM, P, or PM — When using a 12-hour clock, you must follow the time with a space and A, AM, P, or PM (in upper or lower case).

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

Answer 1399: 8-July-97 — The format d-mmm-yy corresponds to an entry like 8-July-97 (day-month abbreviation-year). Section 7: AutoComplete & Data Entry Efficiency

1400. What Excel feature automatically completes repeated text items in a column as you type?

A. AutoFill
B. AutoComplete
C. AutoCorrect
D. AutoFormat

Answer 1400: AutoComplete — AutoComplete is the feature that automatically completes repeated text items in a column - when you type the first few letters of an entry, Excel completes the rest.

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

Answer 1401: Text or a combination of text and numbers — AutoComplete works only for entries that contain text or a combination of text and numbers. Entries containing only numbers, dates, or times are not automatically completed.

1402. To accept an AutoComplete suggestion in Excel, the user should press:

A. Tab
B. Esc
C. Enter
D. Spacebar

Answer 1402: Enter — To accept a proposed AutoComplete entry, press ENTER. The completed entry exactly matches the pattern of uppercase and lowercase letters of the existing entry.

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

Answer 1403: Simply continue typing the required text — To replace the automatically entered characters, simply continue typing the required text - Excel will replace the suggestion with what you type.

1404. To delete the characters automatically entered by AutoComplete, press:

A. Delete
B. Esc
C. Backspace
D. Ctrl + Z

Answer 1404: Backspace — To delete the automatically entered characters from AutoComplete, press Backspace.

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

Answer 1405: File Tab → Options → Advanced → Editing options → uncheck Enable AutoComplete for cell — To turn off AutoComplete, click File Tab → Options → Advanced, then under Editing options, clear the 'Enable AutoComplete for cell values' check box.

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

Answer 1406: The end of the current cell contents — Excel completes an AutoComplete entry only when the insertion point is at the Section 8: Clearing, Deleting & Inserting in Excel

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

Answer 1407: Ctrl + X — Ctrl + X cuts the selection so it can be pasted elsewhere - same as the Edit, Cut command.

1408. Which keyboard shortcut pastes content at the selected cell?

A. Ctrl + X
B. Ctrl + C
C. Ctrl + V
D. Ctrl + P

Answer 1408: Ctrl + V — Ctrl + V pastes at the selected cell - same as the Edit, Paste command.

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

Answer 1409: Undo the last command — Ctrl + Z undoes the last command in Excel.

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

Answer 1410: A space looks empty but is actually a text value that can cause problems later — Typing a space to replace contents makes the cell appear empty but it actually contains a space (text value), which can cause problems in calculations and sorting later.

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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

Answer 1411: The Delete key, which removes only contents — Pressing the Del key deletes only the contents of the cell - it does not remove attached notes or cell formats.

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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

Answer 1412: Clear all contents and notes and return to General format, or clear only contents, or clear only — The Clear command gives options to: (1) clear all cell contents, notes and return to General format, (2) clear contents only, or (3) clear comments only, without changing content or formats.

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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

Answer 1413: Surrounding cells slide in to fill the gap — The Delete command completely removes the selected cells and slides in other cells to fill the gap. You can choose the direction in which remaining cells move.

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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

Answer 1414: Ctrl + - (minus) — Pressing Ctrl + - (minus) opens the Delete dialog box in Excel, where you can choose to shift cells left, shift cells up, or delete entire rows or columns.

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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

Answer 1415: Delete entire workbook — The Delete dialog box offers options to shift cells left, shift cells up, delete entire row, or delete entire column - not delete the 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

Answer 1416: Ctrl + Shift + + (plus) — Pressing Ctrl + Shift + + (plus) opens the Insert dialog box, where you can insert cells, rows, or columns. Section 9: Fill Handle & Data Entry Efficiency

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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

Answer 1417: Automatically filling data into cells based on a detected pattern — The Fill Handle is used to automatically fill data into worksheet cells. Excel can continue a series of numbers, number-text combinations, dates, or time periods based on a detected pattern.

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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

Answer 1418: Numbers, number-text combinations, dates, and time periods — The Fill Handle can continue series of numbers, number and text combinations, dates, and time periods based on a detected pattern.

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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

Answer 1419: File Tab → Options → Advanced → Editing options → uncheck Enable Fill Handle and cell — To hide the Fill Handle: File Tab → Options → Advanced → under Editing options, clear 'Enable Fill handle and cell drag-and-drop'.

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

Answer 1420: Completes text entries based on existing entries in the same column — AutoComplete completes text (or text-number combination) entries based on existing entries already typed in the same column. The Fill Handle extends series by dragging. Section 10: Shortcut Keys & Miscellaneous Excel Knowledge

1421. Which key, when pressed after selecting a cell, clears the formula bar and activates it?

A. Delete
B. Backspace
C. Esc
D. F2

Answer 1421: Backspace — The Backspace key clears the formula bar and activates it - same as the Edit, Clear, Contents command when in the formula bar.

1422. Which shortcut key formats a time in the default time format?

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

Answer 1422: Ctrl + @ — Ctrl + @ formats a time in the default time format in Excel.

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

Answer 1423: The sheet on which work is done — Some spreadsheet programs use the term 'worksheet' to refer to the individual sheet on which work is done, as distinct from the entire workbook file.

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

Answer 1424: The column that contains the active cell — Excel bases the list of potential AutoComplete entries on the column that contains the active cell. If entries are repeated within a row, they are not automatically completed.

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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

Answer 1425: A serial number — If a cell has been previously formatted with a numeric format, a valid date entered will appear as a serial number rather than in date format.

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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

Answer 1426: A planning tool for forecasting and 'what if?' analysis — Spreadsheets are described as useful not only for creating financial statements or budgets but also as a planning tool, particularly for 'what if?' scenario analysis and forecasting.

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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

Answer 1427: Logical functions — Logical functions is one of the twelve categories. The full list includes Compatibility, Cube, Database, Date and Time, Engineering, Financial, Information, Logical, Lookup and Reference, Math and Trig, Statistical, Text, User-defined, and Web functions.

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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

Answer 1428: Add-ins — User-defined functions are stored with add-ins. They are custom functions created by users that extend Excel's built-in capabilities.

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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

Answer 1429: Search for and retrieve data from lists or tables — Lookup and reference functions (such as VLOOKUP, HLOOKUP, INDEX, MATCH) are used to search for and retrieve data from lists or tables in a worksheet. Section 2: Date and Time Functions

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

Answer 1430: Serial numbers — Excel represents dates as serial numbers starting from January 1, 1900 (serial number 1), which allows arithmetic calculations on dates.

1431. What serial number does January 1, 1900 have in Excel's date system?

A. 0
B. 1
C. 100
D. 365

Answer 1431: 1 — January 1, 1900 has serial number 1 in Excel's date system. Each subsequent day increments the serial number by 1.

1432. According to the lecture, what serial number does February 1, 1900 have?

A. 28
B. 30
C. 32
D. 31

Answer 1432: 32 — February 1, 1900 has the serial number 32. January has 31 days (serial 1-31), so February 1 is serial number 32.

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

Answer 1433: Takes no arguments and returns the serial number of the current date and time — The NOW() function takes no arguments and calculates the serial number of the current date and time from the computer's clock. Excel updates it when the worksheet is opened or recalculated.

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

Answer 1434: The fraction of the 24-hour day represented by 6:30 PM (18.5/24) — The decimal 0.77083 represents 6:30 PM as a fraction of a 24-hour day: 18.5 hours / 24 = 0.77083. The integer part (35431) is the number of days from January 1, 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

Answer 1435: Returns only the date serial number without the time portion — TODAY() returns only the date serial number for the current date, without the time portion. If entered on January 1, 1997, it returns 35431 (no decimal), while NOW() would return 35431.77083.

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)

Answer 1436: =DATE(year, month, day) — The DATE function syntax is =DATE(year, month, day). Year is from 1900 to 9999, month from 1 to 12, and day from 1 to 31 depending on the month.

1437. According to the lecture, the serial number returned by =DATE(2010, 9, 28) is:

A. 40000
B. 40184
C. 40450
D. 41000

Answer 1437: 40450 — The formula =DATE(2010, 9, 28) returns 40450, which is the date serial number for September 28, 2010.

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

Answer 1438: A date in the form of text to a serial number — DATEVALUE converts a date in the form of text to a serial number. For example, DATEVALUE("1/1/2000") returns 36526.

1439. Which function returns the number of whole workdays between two dates?

A. DAYS360
B. WORKDAY
C. NETWORKDAYS
D. EDATE

Answer 1439: NETWORKDAYS — NETWORKDAYS returns the number of whole workdays between two dates, excluding weekends and optionally specified holidays.

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

Answer 1440: 360 days — DAYS360 calculates the number of days between two dates based on a 360-day year, assuming each of the twelve months has exactly 30 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

Answer 1441: A day of the week — WEEKDAY converts a serial number to a day of the week (e.g. 1 = Sunday, 2 = Monday, etc., depending on the return type argument).

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

Answer 1442: The year fraction representing the number of whole days between start_date and end_date — YEARFRAC returns the year fraction representing the number of whole days between start_date and end_date, useful for financial calculations involving partial years. Section 3: Math and Trigonometric Functions

1443. Trigonometric functions in Excel use angles measured in:

A. Degrees
B. Gradians
C. Radians
D. Turns

Answer 1443: Radians — Trigonometric functions in Excel use angles measured in radians, not degrees. To convert between them: Radians = Degrees * PI/180 and Degrees = Radians * 180/PI.

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

Answer 1444: Radians = Degrees * PI / 180 — The conversion formula is Radians = Degrees * PI/180, where PI = 22/7 (approximately 3.14159).

1445. Which Excel function returns the absolute value of a number?

A. SIGN()
B. ABS()
C. INT()
D. TRUNC()

Answer 1445: ABS() — ABS() returns the absolute value of a number. For example, ABS(-4.50) returns 4.50.

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

Answer 1446: To the nearest integer or to the nearest multiple of significance — CEILING rounds a number up to the nearest integer or to the nearest multiple of significance. For example, CEILING(3.02, 1) returns 4.

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

Answer 1447: Down toward zero — FLOOR rounds a number down toward zero. For example, FLOOR(12.1234, 2) rounds down toward zero to the nearest multiple of 2.

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

Answer 1448: The number of combinations for a given number of objects — COMBIN returns the number of combinations for a given number of objects. For example, COMBIN(5, 2) returns 10, the number of groups of 2 that can be formed from 5 objects.

1449. Which function returns e raised to the power of a given number?

A. POWER()
B. LN()
C. EXP()
D. LOG()

Answer 1449: EXP() — EXP() returns e (approximately 2.71828) raised to the power of a given number. For example, EXP(4) returns e^4.

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)

Answer 1450: The remainder after division — MOD returns the remainder after division. For example, MOD(7, 3) returns 1 because 7 divided by 3 gives remainder 1.

1451. Which function returns the greatest common divisor of a set of numbers?

A. LCM()
B. GCD()
C. QUOTIENT()
D. MOD()

Answer 1451: GCD() — GCD returns the greatest common divisor. For example, GCD(12, 15, 24, 36) returns 3.

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

Answer 1452: The integer portion of a division — QUOTIENT returns only the integer (whole number) portion of a division, discarding the remainder. For example, QUOTIENT(47, 9) returns 5.

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

Answer 1453: A specified number of digits — ROUND rounds a number to a specified number of digits. For example, ROUND(1.2345, 2) returns 1.23.

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

Answer 1454: ROUNDDOWN rounds toward zero; ROUNDUP rounds away from zero — ROUNDDOWN rounds a number down toward zero, while ROUNDUP rounds a number up away from zero, both to a specified number of digits.

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

Answer 1455: Meet a given single criteria — SUMIF adds the cells specified by a given single criteria. For multiple criteria, SUMIFS is used instead.

1456. Which function converts degrees to radians in Excel?

A. DEGREES()
B. RADIANS()
C. PI()
D. ANGLE()

Answer 1456: RADIANS() — RADIANS() converts an angle from degrees to radians. For example, RADIANS(60) converts 60 degrees to radians (approximately 1.047). Section 4: Statistical Functions

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

Answer 1457: The arithmetic mean of its arguments — AVERAGE returns the arithmetic mean (average) of its arguments - the sum of all values divided by the count of 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

Answer 1458: COUNT counts how many numbers are in a list; COUNTA counts how many values (including text) — COUNT counts how many numbers are in the list of arguments. COUNTA counts how many values (including text and logical values, not just numbers) are in the list.

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

Answer 1459: The number of blank cells within a range — COUNTBLANK counts the number of blank (empty) cells within a specified range.

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

Answer 1460: Cells within a range that meet a given single criteria — COUNTIF counts the number of cells within a range that meet a given single criteria. COUNTIFS is used when multiple criteria must be met.

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

Answer 1461: The maximum value in a list of arguments — MAX returns the maximum (largest) value in a list of arguments.

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

Answer 1462: The middle value of the given numbers — MEDIAN returns the middle value (median) of the given numbers when arranged in order.

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

Answer 1463: The most common (most frequently occurring) value in a data set — MODE returns the most common (most frequently occurring) 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

Answer 1464: A sample — STDEV estimates standard deviation based on a sample. STDEVP calculates standard deviation based on the entire population.

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

Answer 1465: The correlation coefficient between two data sets — CORREL returns the correlation coefficient between two data sets, measuring the strength and direction of their linear relationship.

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

Answer 1466: The k-th largest value in a data set — LARGE returns the k-th largest value in a data set. For example, LARGE(A1:A10, 2) returns the second largest value. Section 5: Text Functions

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

Answer 1467: Manipulate text, extract portions, and convert numbers/dates to text for concatenation — Text functions enable manipulation of text - extracting portions from long strings, changing numbers and dates to text (so they can exceed cell width without showing #####), and concatenating them to form titles and labels.

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

Answer 1468: The leftmost characters from a text value — LEFT (or LEFTB) returns the leftmost characters from a text value, based on the number of characters you specify.

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

Answer 1469: A specific number of characters from a text string starting at a position you specify — MID returns a specific number of characters from a text string, starting at the position you specify.

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

Answer 1470: The number of characters in a text string — LEN (or LENB) returns the number of characters in 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

Answer 1471: Removes spaces from text — TRIM removes extra spaces from text - specifically leading, trailing, and multiple internal spaces, leaving only single spaces between words.

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

Answer 1472: Capitalizes the first letter of each word in a text value — PROPER capitalizes the first letter of each word in a text value and converts all other letters to lowercase.

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

Answer 1473: Joins several text items into one text item — CONCATENATE joins several text items into one text item. It is equivalent to using the & operator.

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

Answer 1474: Case-sensitive — FIND is case-sensitive when searching for one text value within another. SEARCH performs the same task but is NOT case-sensitive.

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

Answer 1475: A text argument to a number — VALUE converts a text argument that looks like a number into an actual number, enabling arithmetic operations on text-formatted numbers.

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

Answer 1476: Substitutes new text for old text in a text string — SUBSTITUTE substitutes new text for old text in a text string - finding a specified occurrence of a text value and replacing it. Section 6: Financial Functions

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

Answer 1477: A periodic series of equal payments — An annuity is a periodic series of equal payments. Examples include mortgage payments, car loan payments, and retirement fund contributions.

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

Answer 1478: The number of payments that will be made to an investment or loan — nper stands for the number of periods (payments). For example, a five-year loan with monthly payments would have nper = 60.

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

Answer 1479: The current value of future amounts discounted at some interest rate — pv (present value) is the current value of amounts to be received or paid in future, discounted at some interest rate - also the amount that must be invested today to accumulate to a specific future value.

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

Answer 1480: Whether payments are made in arrears (end of period, type=0) or in advance (beginning of period, — The 'type' argument determines whether payments are made in arrears (at the

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)

Answer 1481: =PMT(12%/12, 60, -1000000) — Because payments are monthly, the annual rate must be divided by 12 to get the monthly rate. With 60 monthly periods: =PMT(12%/12, 60, -1000000). The pv is negative because it represents cash paid out.

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

Answer 1482: Cash you pay out — In Excel financial functions, negative numbers represent cash you pay out, while positive numbers represent cash you receive.

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

Answer 1483: The future value of an investment — FV returns the future value of an investment based on periodic constant payments and a constant interest rate.

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)

Answer 1484: =FV(10%/12, 15*12, -200000) — FV is used for future value. With monthly deposits at an annual rate: =FV(10%/12, 15*12, -200000) - dividing the rate by 12 for monthly and multiplying years by 12 for total periods.

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

Answer 1485: The present value of an investment — PV returns the present value of an investment - the total amount that a series of future payments is worth today.

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

Answer 1486: A series of periodic cash flows and a discount rate — NPV returns the net present value of an investment based on a series of periodic cash flows and a discount rate. Section 7: Logical Functions

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

Answer 1487: False — In Excel's logical system, a value of 0 means False and a value of 1 means True.

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

Answer 1488: Always returns a logical FALSE and takes no arguments — FALSE() always returns a logical FALSE and takes no arguments. It is used to avoid ambiguity in formulas and is self-documenting.

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

Answer 1489: TRUE — C1 > D1 is FALSE (5 is not greater than 10). NOT reverses FALSE to TRUE. Therefore NOT(C1 > D1) returns TRUE.

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

Answer 1490: All logical arguments are TRUE — AND returns TRUE only if ALL logical arguments are TRUE. If any single argument is FALSE, AND returns FALSE.

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

Answer 1491: FALSE — C1>D1 is FALSE (10 is not greater than 16). Since the first argument is FALSE, AND returns FALSE - both conditions must be TRUE for AND to return TRUE.

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

Answer 1492: All logical arguments are FALSE — OR returns FALSE only when ALL logical arguments are FALSE. It returns TRUE if one or more arguments is TRUE.

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

Answer 1493: TRUE — C1>D1 is FALSE, but E1>10 is TRUE (20>10). Since at least one argument is TRUE, OR returns TRUE.

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)

Answer 1494: IF(logical-test, value-if-true, value-if-false) — The IF function format is: IF(logical_test, value_if_true, value_if_false). The logical test comes first, followed by what to return if true, then what to return if false.

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

Answer 1495: 0 — Since F1=35 which is NOT greater than 40, the condition is FALSE and the value-if-false (0) is returned. No overtime is due.

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

Answer 1496: An IF function is used as the value-if-true or value-if-false argument of another IF function — A nested IF contains another IF function as the value-if-true or value-if-false argument, allowing multiple conditions to be tested in sequence - for example, testing multiple discount tiers based on sales type and amount.

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

Answer 1497: The first column of an array and moves across the row to return a value — VLOOKUP looks in the first column of an array and moves across the row to return the value of a specified cell - V stands for Vertical.

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

Answer 1498: The top row of an array and returns the value of the indicated cell — HLOOKUP looks in the top row of an array and returns the value of the indicated cell - H stands for Horizontal.

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

Answer 1499: Look up values in a reference or array — MATCH looks up values in a reference or array and returns the relative position of the item that matches a specified value.

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

Answer 1500: Choose a value from a reference or array — INDEX uses an index (row and column numbers) to choose and return a value from a reference or array.

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

Answer 1501: The transpose of an array (rows become columns and vice versa) — TRANSPOSE returns the transpose of an array - converting rows to columns and columns to rows.

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

Answer 1502: A reference offset from a given reference by a specified number of rows and columns — OFFSET returns a reference that is offset from a given reference by a specified number of rows and columns, useful for dynamic range references.

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

Answer 1503: Chooses a value from a list of values based on an index number — CHOOSE selects and returns a value from a list of values based on a specified index number. Section 2: AutoFormat and Format Painter

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

Answer 1504: Down the left column and across the top row — AutoFormatting is designed for tables where labels run down the left column and across the top row, with SUM functions or totals expected in the bottom row or right column.

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

Answer 1505: Numbers, borders, font, pattern, alignment, column width, and row height — AutoFormat preset formats include formatting for numbers, borders, font, pattern, alignment, column width, and row height - you can choose which of these elements to apply.

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

Answer 1506: Home tab → Format as Tables from the Style group — To apply AutoFormat: select the range, click the Home tab, then select 'Format as Tables' from the Style group.

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

Answer 1507: Copy formats (number, text, background, border) from one cell to another — The Format Painter copies ALL formats from selected cells to another range, including number, text, background, and border formats.

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

Answer 1508: Double-click the Format Painter button — Double-clicking the Format Painter button allows you to apply the copied format to multiple destination cells or ranges consecutively. Click it again or press Esc when finished.

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

Answer 1509: Click the Format Painter button again or press Esc — After applying the format to multiple ranges, you stop Format Painter by clicking the Format Painter button again or pressing Esc. Section 3: Formatting Cells and Characters

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

Answer 1510: Select the cell containing the text you want to change — To format selected characters within a cell: first select the cell, then select the specific text in the formula bar by dragging or pressing Shift+Arrow, then apply the formatting.

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

Answer 1511: Ctrl + 2 or Ctrl + B — Ctrl+2 or Ctrl+B applies Bold formatting. The shortcut keys are: Bold = Ctrl+2/Ctrl+B, Italic = Ctrl+3/Ctrl+I, Underline = Ctrl+4/Ctrl+U.

1512. Which keyboard shortcut applies Italic formatting?

A. Ctrl + B
B. Ctrl + 4
C. Ctrl + 3 or Ctrl + I
D. Ctrl + 5

Answer 1512: Ctrl + 3 or Ctrl + I — Ctrl+3 or Ctrl+I applies Italic formatting to selected cells or characters.

1513. Which keyboard shortcut applies Strikethrough formatting?

A. Ctrl + 2
B. Ctrl + 3
C. Ctrl + 4
D. Ctrl + 5

Answer 1513: Ctrl + 5 — Ctrl+5 applies Strikethrough formatting to selected cells or characters.

1514. Font heights in Excel are measured in:

A. Pixels
B. Centimetres
C. Points (where 1 inch = 72 points)
D. Millimetres

Answer 1514: Points (where 1 inch = 72 points) — Font heights are measured in points. One inch equals 72 points. Excel can use up to 256 different fonts in a worksheet.

1515. In Excel, which of the following is NOT listed as a font style?

A. Bold
B. Italic
C. Underline
D. Superscript

Answer 1515: Superscript — The lecture lists font styles as plain, bold, italic, underline, and strikethrough. Superscript is a character effect, not one of the main listed styles. Section 4: Centering, Wrapping Text and Merging Cells

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

Answer 1516: The Alignment group under the Home tab — The Merge and Center button is found in the Alignment group under the Home 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

Answer 1517: Alignment tab — To use Merge Across Selection, navigate to Home → Format → Format Cells, then select the Alignment tab and choose 'Merge Across Selection' from the Horizontal drop-down list.

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

Answer 1518: The cell height increases to contain multiple lines — When Wrap Text is applied, Excel wraps the text so it forms a paragraph within the cell, and the cell's height increases to contain the multiple lines of text.

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

Answer 1519: Merge Cells — To merge selected cells into one cell, select the 'Merge Cells' check box in the Alignment tab of the Format Cells dialog and click OK. Section 5: Concatenation and Automatic Number Formatting

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

Answer 1520: Final Sales for 1999 — The & operator concatenates B12 ('Final sales for') with the TEXT conversion of C12 (1999), producing 'Final Sales for 1999'.

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

Answer 1521: Screen: 15%, Formula bar: 0.15 — Excel's automatic number formatting displays 15% on screen (percentage format), but the formula bar shows the actual stored value of 0.15.

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

Answer 1522: Currency format — Excel examines the format of the number entered to automatically format the cell. Entering $12.95 causes Excel to automatically apply currency format and display $12.95.

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

Answer 1523: The displayed format may show fewer decimal places due to rounding, while the actual value is — The formatted value displayed on screen may have fewer decimal places (rounded), but the actual stored value - shown in the formula bar - is what Excel uses for calculations. Section 6: Available Number Formats

1524. What is the default number format applied by Excel when a number is entered?

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

Answer 1524: General — General is the default number format that Excel applies when numbers are entered. Numbers are displayed just as they are typed.

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

Answer 1525: 12 digits — The General number format uses scientific (exponential) notation for very large numbers with at least 12 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

Answer 1526: Currency aligns the decimal point only; Accounting aligns both the currency symbol and decimal — Both are for monetary values, but Accounting aligns the currency symbols AND decimal points in a column (e.g. '£ 234.50'), while Currency aligns only the decimal point (e.g. '£234.50').

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

Answer 1527: Will respond to changes in regional date and time settings in Windows Control Panel — Date (and Time) formats beginning with an asterisk (*) respond to changes in regional date and time settings specified in Windows Control Panel. Formats without an asterisk are unaffected.

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%

Answer 1528: 2320.00% — Percentage format multiplies by 100, so 23.2 × 100 = 2320, displayed as 2320.00% with 2 decimal places.

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

Answer 1529: 1.23E+08 — Scientific format replaces part of the number with E+n. 123456789 ≈ 1.23 × 10^8, so it displays as 1.23E+08.

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

Answer 1530: Displays the content exactly as typed, regardless of whether it is a number, date, or time — The Text format treats cell content as text and displays it exactly as typed - this applies even to numbers, dates, and times entered in the cell.

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

Answer 1531: 200-250 — You can add between 200 and 250 custom number formats, depending on the version of Excel installed.

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

Answer 1532: Postal codes, phone numbers, or Social Security numbers — The Special format displays a number as a postal code (ZIP Code), phone number, or Social Security number.

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 + %

Answer 1533: Shift + Ctrl + $ — Shift+Ctrl+$ applies the Currency format. Other shortcuts: General = Shift+Ctrl+~, Number (2dp) = Shift+Ctrl+!, Percent = Shift+Ctrl+%, Scientific = 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 + !

Answer 1534: Shift + Ctrl + % — Shift+Ctrl+% applies the Percent (no decimal places) format to selected cells.

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

Answer 1535: The actual cell value used in calculations — Applying a number format changes only the appearance of a number, NOT the actual cell value used in calculations. The actual value is always displayed in the formula bar. Section 7: Formatting Rows and Columns

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

Answer 1536: ### characters — When a column is not wide enough to display a number, date, or time, Excel fills the cell with ### characters. You must widen the column to see the value.

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

Answer 1537: A two-headed horizontal arrow — When you move the pointer to a column separator (directly to the right of the column heading), it changes to a two-headed horizontal arrow, allowing you to drag to resize.

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

Answer 1538: Double-click the column-heading separator — Double-clicking the column-heading separator automatically fits the column width to its widest cell entry - equivalent to AutoFit Column Width.

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

Answer 1539: The widest cell contents in the selection — AutoFit Column Width automatically adjusts the column width to fit the widest 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

Answer 1540: Drag the column separator left until it passes the separator on its left — To hide a column with the mouse, drag the column separator left until it is past the separator on its left, effectively reducing the column width to zero.

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

Answer 1541: Touches the column separator on the right of the hidden column (showing a two-headed pointer — To unhide a column with the mouse, position the pointer so its left tip touches the column separator on the right of the hidden column - the pointer shows as a two-headed arrow with space between the two heads.

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

Answer 1542: Home → Format → Hide and Unhide — To hide columns using the keyboard/menu: select cells in the column, then choose Home → Format → Hide and Unhide → 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

Answer 1543: Home → Format → Hide and Unhide → Unhide Columns — To unhide columns, select cells or columns that span the hidden column, then choose Home → Format → Hide and Unhide → Unhide Columns. Section 8: Group Formatting of Sheets

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

Answer 1544: Formatting the active sheet automatically passes through to the same cells in all other sheets in — When you format a group of sheets, any formatting applied to the active sheet automatically passes through to the same cells in all other sheets in the group, saving time.

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

Answer 1545: Click the first sheet tab, then Shift-click the last sheet tab — To group adjacent sheets, click the first sheet tab, scroll to display the last sheet tab, then Shift-click the last sheet tab. All sheets between them will be selected as a group.

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

Answer 1546: Click the first sheet tab, then Ctrl-click all other sheet tabs you want selected — To group non-adjacent sheets, click the first sheet tab and then Ctrl-click all other sheet tabs you want to include in the group.

1547. When sheets are grouped, what appears in the Excel title bar to indicate the grouping?

A. [Shared]
B. [Protected]
C. [Group]
D. [Linked]

Answer 1547: [Group] — When sheets are grouped, the title bar displays [Group] to indicate that group formatting mode is active.

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

Answer 1548: The same name is applied to all sheets in the group — When working in group mode, if you name a range in the active sheet, the same name is automatically applied to all sheets in the group.

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

Answer 1549: Click just one sheet's tab — To separate the group back into individual sheets, simply click just one sheet's tab. This removes the grouping. Section 9: Printing Worksheets

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

Answer 1550: Preview the document for a quick visual check on how it will look when printed — Before printing, you should preview the document to get a quick visual check on how the worksheet might look when printed on paper.

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

Answer 1551: Select area → Preview page breaks → File Menu → Print — The correct sequence is: (I) Select the area to print, (II) Preview page breaks with View → Page Break Preview and set manual page breaks if needed, (III) Choose File Menu → Print.

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

Answer 1552: Page Layout → Page Setup → Breaks command — Manual page breaks are set using the Page Layout → Page Setup → Breaks command, after previewing page breaks with View → Page Break Preview. Section 10: Mixed Formatting Review

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

Answer 1553: Used for general display of numbers with options for decimal places, thousands separator, and — The Number format is used for the general display of numbers. You can specify decimal places, whether to use a thousands separator (,), and how negative numbers are displayed.

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

Answer 1554: As a fraction according to the type of fraction you specify — The Fraction format displays a number as a fraction according to the type of fraction you specify (e.g. halves, quarters, eighths, etc.).

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

Answer 1555: At the bottom-right corner of the Number group on the Home tab — All available number formats can be seen by clicking the Dialog Box Launcher at the bottom-right corner next to the Number group on the Home 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

Answer 1556: £ 234.50 (symbol left-aligned, number right-aligned with decimal aligned) — In Accounting format, the currency symbol is aligned to the left of the column and the decimal points are aligned. So £234.50 appears as '£ 234.50' (with space) to align with £12,345.67.

1557. Which shortcut key applies the Number format with 2 decimal places?

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

Answer 1557: Shift + Ctrl + ! — Shift+Ctrl+! applies the Number format with 2 decimal places. Shift+Ctrl+~ applies General format.

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

Answer 1558: The cell is not wide enough to show the entire number — The General format rounds numbers with decimals when the cell is not wide enough to show the entire number - the display is truncated, but the actual value is unchanged.

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

Answer 1559: Wrap Text button from the Alignment group of the Home tab — The Wrap Text button is found in the Alignment group of the Home tab. Clicking it wraps the text within the cell and increases the row height as needed.

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

Answer 1560: Text, numbers, and dates — The & symbol is a concatenation operator that joins text, numbers, and dates into one long text string.

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

Answer 1561: Home → Format (from cell group) → Format Cells — The Format Cells dialog box is accessed via Home → Format (from the Cells group) → Format Cells. It provides access to Number, Alignment, Font, Border, Fill, and Protection tabs.

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)

Answer 1562: The default standard column width for the selected column — Choosing 'Default Width' and clicking OK resets the column to the default standard column width for the selected column.

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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

Answer 1563: A specified index number from a list of values — CHOOSE selects and returns a value from a list of values based on a specified index number - e.g., CHOOSE(2, 'Red', 'Blue', 'Green') returns 'Blue'.

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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

Answer 1564: A reference as text to a single cell in a worksheet — ADDRESS returns a reference as text to a single cell in a worksheet, based on specified row and column numbers.

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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

Answer 1565: Ctrl + 4 or Ctrl + U — Ctrl+4 or Ctrl+U applies Underline formatting to selected cells or characters.

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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

Answer 1566: Returns a reference indicated by a text value — INDIRECT returns a reference indicated by a text value. This allows you to build cell references dynamically from text strings.

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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

Answer 1567: The first column of an array and moves across the row to return a value — VLOOKUP looks in the first column of an array and moves across the row to return the value of a specified cell - V stands for Vertical.

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

Answer 1568: The top row of an array and returns the value of the indicated cell — HLOOKUP looks in the top row of an array and returns the value of the indicated cell - H stands for Horizontal.

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

Answer 1569: Look up values in a reference or array — MATCH looks up values in a reference or array and returns the relative position of the item that matches a specified value.

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

Answer 1570: Choose a value from a reference or array — INDEX uses an index (row and column numbers) to choose and return a value from a reference or array.

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

Answer 1571: The transpose of an array (rows become columns and vice versa) — TRANSPOSE returns the transpose of an array - converting rows to columns and columns to rows.

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

Answer 1572: A reference offset from a given reference by a specified number of rows and columns — OFFSET returns a reference that is offset from a given reference by a specified number of rows and columns, useful for dynamic range references.

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

Answer 1573: Chooses a value from a list of values based on an index number — CHOOSE selects and returns a value from a list of values based on a specified index number. Section 2: AutoFormat and Format Painter

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

Answer 1574: Down the left column and across the top row — AutoFormatting is designed for tables where labels run down the left column and across the top row, with SUM functions or totals expected in the bottom row or right column.

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

Answer 1575: Numbers, borders, font, pattern, alignment, column width, and row height — AutoFormat preset formats include formatting for numbers, borders, font, pattern, alignment, column width, and row height - you can choose which of these elements to apply.

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

Answer 1576: Home tab → Format as Tables from the Style group — To apply AutoFormat: select the range, click the Home tab, then select 'Format as Tables' from the Style group.

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

Answer 1577: Copy formats (number, text, background, border) from one cell to another — The Format Painter copies ALL formats from selected cells to another range, including number, text, background, and border formats.

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

Answer 1578: Double-click the Format Painter button — Double-clicking the Format Painter button allows you to apply the copied format to multiple destination cells or ranges consecutively. Click it again or press Esc when finished.

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

Answer 1579: Click the Format Painter button again or press Esc — After applying the format to multiple ranges, you stop Format Painter by clicking the Format Painter button again or pressing Esc. Section 3: Formatting Cells and Characters

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

Answer 1580: Select the cell containing the text you want to change — To format selected characters within a cell: first select the cell, then select the specific text in the formula bar by dragging or pressing Shift+Arrow, then apply the formatting.

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

Answer 1581: Ctrl + 2 or Ctrl + B — Ctrl+2 or Ctrl+B applies Bold formatting. The shortcut keys are: Bold = Ctrl+2/Ctrl+B, Italic = Ctrl+3/Ctrl+I, Underline = Ctrl+4/Ctrl+U.

1582. Which keyboard shortcut applies Italic formatting?

A. Ctrl + B
B. Ctrl + 4
C. Ctrl + 3 or Ctrl + I
D. Ctrl + 5

Answer 1582: Ctrl + 3 or Ctrl + I — Ctrl+3 or Ctrl+I applies Italic formatting to selected cells or characters.

1583. Which keyboard shortcut applies Strikethrough formatting?

A. Ctrl + 2
B. Ctrl + 3
C. Ctrl + 4
D. Ctrl + 5

Answer 1583: Ctrl + 5 — Ctrl+5 applies Strikethrough formatting to selected cells or characters.

1584. Font heights in Excel are measured in:

A. Pixels
B. Centimetres
C. Points (where 1 inch = 72 points)
D. Millimetres

Answer 1584: Points (where 1 inch = 72 points) — Font heights are measured in points. One inch equals 72 points. Excel can use up to 256 different fonts in a worksheet.

1585. In Excel, which of the following is NOT listed as a font style?

A. Bold
B. Italic
C. Underline
D. Superscript

Answer 1585: Superscript — The lecture lists font styles as plain, bold, italic, underline, and strikethrough. Superscript is a character effect, not one of the main listed styles. Section 4: Centering, Wrapping Text and Merging Cells

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

Answer 1586: The Alignment group under the Home tab — The Merge and Center button is found in the Alignment group under the Home 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

Answer 1587: Alignment tab — To use Merge Across Selection, navigate to Home → Format → Format Cells, then select the Alignment tab and choose 'Merge Across Selection' from the Horizontal drop-down list.

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

Answer 1588: The cell height increases to contain multiple lines — When Wrap Text is applied, Excel wraps the text so it forms a paragraph within the cell, and the cell's height increases to contain the multiple lines of text.

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

Answer 1589: Merge Cells — To merge selected cells into one cell, select the 'Merge Cells' check box in the Alignment tab of the Format Cells dialog and click OK. Section 5: Concatenation and Automatic Number Formatting

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

Answer 1590: Final Sales for 1999 — The & operator concatenates B12 ('Final sales for') with the TEXT conversion of C12 (1999), producing 'Final Sales for 1999'.

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

Answer 1591: Screen: 15%, Formula bar: 0.15 — Excel's automatic number formatting displays 15% on screen (percentage format), but the formula bar shows the actual stored value of 0.15.

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

Answer 1592: Currency format — Excel examines the format of the number entered to automatically format the cell. Entering $12.95 causes Excel to automatically apply currency format and display $12.95.

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

Answer 1593: The displayed format may show fewer decimal places due to rounding, while the actual value is — The formatted value displayed on screen may have fewer decimal places (rounded), but the actual stored value - shown in the formula bar - is what Excel uses for calculations. Section 6: Available Number Formats

1594. What is the default number format applied by Excel when a number is entered?

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

Answer 1594: General — General is the default number format that Excel applies when numbers are entered. Numbers are displayed just as they are typed.

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

Answer 1595: 12 digits — The General number format uses scientific (exponential) notation for very large numbers with at least 12 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

Answer 1596: Currency aligns the decimal point only; Accounting aligns both the currency symbol and decimal — Both are for monetary values, but Accounting aligns the currency symbols AND decimal points in a column (e.g. '£ 234.50'), while Currency aligns only the decimal point (e.g. '£234.50').

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

Answer 1597: Will respond to changes in regional date and time settings in Windows Control Panel — Date (and Time) formats beginning with an asterisk (*) respond to changes in regional date and time settings specified in Windows Control Panel. Formats without an asterisk are unaffected.

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%

Answer 1598: 2320.00% — Percentage format multiplies by 100, so 23.2 × 100 = 2320, displayed as 2320.00% with 2 decimal places.

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

Answer 1599: 1.23E+08 — Scientific format replaces part of the number with E+n. 123456789 ≈ 1.23 × 10^8, so it displays as 1.23E+08.

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

Answer 1600: Displays the content exactly as typed, regardless of whether it is a number, date, or time — The Text format treats cell content as text and displays it exactly as typed - this applies even to numbers, dates, and times entered in the cell.

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

Answer 1601: 200-250 — You can add between 200 and 250 custom number formats, depending on the version of Excel installed.

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

Answer 1602: Postal codes, phone numbers, or Social Security numbers — The Special format displays a number as a postal code (ZIP Code), phone number, or Social Security number.

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 + %

Answer 1603: Shift + Ctrl + $ — Shift+Ctrl+$ applies the Currency format. Other shortcuts: General = Shift+Ctrl+~, Number (2dp) = Shift+Ctrl+!, Percent = Shift+Ctrl+%, Scientific = 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 + !

Answer 1604: Shift + Ctrl + % — Shift+Ctrl+% applies the Percent (no decimal places) format to selected cells.

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

Answer 1605: The actual cell value used in calculations — Applying a number format changes only the appearance of a number, NOT the actual cell value used in calculations. The actual value is always displayed in the formula bar. Section 7: Formatting Rows and Columns

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

Answer 1606: ### characters — When a column is not wide enough to display a number, date, or time, Excel fills the cell with ### characters. You must widen the column to see the value.

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

Answer 1607: A two-headed horizontal arrow — When you move the pointer to a column separator (directly to the right of the column heading), it changes to a two-headed horizontal arrow, allowing you to drag to resize.

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

Answer 1608: Double-click the column-heading separator — Double-clicking the column-heading separator automatically fits the column width to its widest cell entry - equivalent to AutoFit Column Width.

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

Answer 1609: The widest cell contents in the selection — AutoFit Column Width automatically adjusts the column width to fit the widest 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

Answer 1610: Drag the column separator left until it passes the separator on its left — To hide a column with the mouse, drag the column separator left until it is past the separator on its left, effectively reducing the column width to zero.

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

Answer 1611: Touches the column separator on the right of the hidden column (showing a two-headed pointer — To unhide a column with the mouse, position the pointer so its left tip touches the column separator on the right of the hidden column - the pointer shows as a two-headed arrow with space between the two heads.

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

Answer 1612: Home → Format → Hide and Unhide — To hide columns using the keyboard/menu: select cells in the column, then choose Home → Format → Hide and Unhide → 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

Answer 1613: Home → Format → Hide and Unhide → Unhide Columns — To unhide columns, select cells or columns that span the hidden column, then choose Home → Format → Hide and Unhide → Unhide Columns. Section 8: Group Formatting of Sheets

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

Answer 1614: Formatting the active sheet automatically passes through to the same cells in all other sheets in — When you format a group of sheets, any formatting applied to the active sheet automatically passes through to the same cells in all other sheets in the group, saving time.

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

Answer 1615: Click the first sheet tab, then Shift-click the last sheet tab — To group adjacent sheets, click the first sheet tab, scroll to display the last sheet tab, then Shift-click the last sheet tab. All sheets between them will be selected as a group.

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

Answer 1616: Click the first sheet tab, then Ctrl-click all other sheet tabs you want selected — To group non-adjacent sheets, click the first sheet tab and then Ctrl-click all other sheet tabs you want to include in the group.

1617. When sheets are grouped, what appears in the Excel title bar to indicate the grouping?

A. [Shared]
B. [Protected]
C. [Group]
D. [Linked]

Answer 1617: [Group] — When sheets are grouped, the title bar displays [Group] to indicate that group formatting mode is active.

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

Answer 1618: The same name is applied to all sheets in the group — When working in group mode, if you name a range in the active sheet, the same name is automatically applied to all sheets in the group.

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

Answer 1619: Click just one sheet's tab — To separate the group back into individual sheets, simply click just one sheet's tab. This removes the grouping. Section 9: Printing Worksheets

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

Answer 1620: Preview the document for a quick visual check on how it will look when printed — Before printing, you should preview the document to get a quick visual check on how the worksheet might look when printed on paper.

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

Answer 1621: Select area → Preview page breaks → File Menu → Print — The correct sequence is: (I) Select the area to print, (II) Preview page breaks with View → Page Break Preview and set manual page breaks if needed, (III) Choose File Menu → Print.

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

Answer 1622: Page Layout → Page Setup → Breaks command — Manual page breaks are set using the Page Layout → Page Setup → Breaks command, after previewing page breaks with View → Page Break Preview. Section 10: Mixed Formatting Review

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

Answer 1623: Used for general display of numbers with options for decimal places, thousands separator, and — The Number format is used for the general display of numbers. You can specify decimal places, whether to use a thousands separator (,), and how negative numbers are displayed.

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

Answer 1624: As a fraction according to the type of fraction you specify — The Fraction format displays a number as a fraction according to the type of fraction you specify (e.g. halves, quarters, eighths, etc.).

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

Answer 1625: At the bottom-right corner of the Number group on the Home tab — All available number formats can be seen by clicking the Dialog Box Launcher at the bottom-right corner next to the Number group on the Home tab.

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

Answer 1626: £ 234.50 (symbol left-aligned, number right-aligned with decimal aligned) — In Accounting format, the currency symbol is aligned to the left of the column and the decimal points are aligned. So £234.50 appears as '£ 234.50' (with space) to align with £12,345.67.

1627. Which shortcut key applies the Number format with 2 decimal places?

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

Answer 1627: Shift + Ctrl + ! — Shift+Ctrl+! applies the Number format with 2 decimal places. Shift+Ctrl+~ applies General format.

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

Answer 1628: The cell is not wide enough to show the entire number — The General format rounds numbers with decimals when the cell is not wide enough to show the entire number - the display is truncated, but the actual value is unchanged.

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

Answer 1629: Wrap Text button from the Alignment group of the Home tab — The Wrap Text button is found in the Alignment group of the Home tab. Clicking it wraps the text within the cell and increases the row height as needed.

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

Answer 1630: Text, numbers, and dates — The & symbol is a concatenation operator that joins text, numbers, and dates into one long text string.

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

Answer 1631: Home → Format (from cell group) → Format Cells — The Format Cells dialog box is accessed via Home → Format (from the Cells group) → Format Cells. It provides access to Number, Alignment, Font, Border, Fill, and Protection tabs.

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)

Answer 1632: The default standard column width for the selected column — Choosing 'Default Width' and clicking OK resets the column to the default standard column width for the selected column.

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

Answer 1633: A specified index number from a list of values — CHOOSE selects and returns a value from a list of values based on a specified index number - e.g., CHOOSE(2, 'Red', 'Blue', 'Green') returns 'Blue'.

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

Answer 1634: A reference as text to a single cell in a worksheet — ADDRESS returns a reference as text to a single cell in a worksheet, based on specified row and column numbers.

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

Answer 1635: Ctrl + 4 or Ctrl + U — Ctrl+4 or Ctrl+U applies Underline formatting to selected cells or characters.

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

Answer 1636: Returns a reference indicated by a text value — INDIRECT returns a reference indicated by a text value. This allows you to build cell references dynamically from text strings.

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

Answer 1637: Hold down SHIFT and select the same number of existing sheet tabs as worksheets you want to — To insert multiple worksheets at once, hold down SHIFT and select the same number of existing sheet tabs as the number of new worksheets you want to insert, then use Insert 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

Answer 1638: Three sheet tabs of existing worksheets — To insert three new worksheets at once, first select three sheet tabs of existing worksheets while holding SHIFT, then choose Insert Sheet.

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

Answer 1639: Right-click the sheet tab and click Rename, OR double-click the current sheet name — To rename a worksheet: right-click the sheet tab and click Rename, OR double-click the current sheet name on the tab to enable renaming. Then type the new name.

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

Answer 1640: Home tab → Cells group → arrow next to Delete → Delete Sheet — To delete a worksheet: on the Home tab, in the Cells group, click the arrow next to Delete, then click Delete Sheet. You can also right-click the sheet tab and click Delete.

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

Answer 1641: Assembling data from multiple worksheets onto a separate master worksheet for easy updating — Consolidating worksheets means assembling data from multiple worksheets (or workbooks) onto a separate master worksheet so that it can easily be updated on a regular basis.

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

Answer 1642: Data → Consolidate from the Data Tools — To consolidate data, choose Data → Consolidate from the Data Tools group. The Consolidate dialog box appears where you set source areas, function, and options.

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

Answer 1643: Clear the Top Row and Left Column options (consolidate by position) — When source worksheets have identical layouts, Excel can consolidate by position - clear the Top Row and Left Column options. If layouts differ, select those options so Excel uses headings to match data. Section 2: Introduction to Charts

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

Answer 1644: To summarize the essence of data and focus on general patterns and trends — Charts summarize the essence of data to focus on general patterns and trends, displaying workbook information in a format that is easy to interpret.

1645. A chart is sometimes referred to as a:

A. Diagram
B. Table
C. Graph
D. Matrix

Answer 1645: Graph — A chart is sometimes referred to as a graph and is a picture of numeric data.

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

Answer 1646: Either embedded in a worksheet or in its own chart sheet — Charts may be embedded in a worksheet or placed on their own chart sheet. In either case, the chart is linked to the source data and automatically updates when data changes.

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

Answer 1647: The chart is automatically updated — The chart is linked to the data from which it was created and is automatically updated if there are any changes to the data.

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

Answer 1648: A collection of data points — A Data Series is a collection of data points. Each series is typically represented by a distinct colour or pattern in 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

Answer 1649: A guide that explains the symbols, patterns, or colours used to differentiate data series — A Legend is a guide that explains the symbols, patterns, or colours used to differentiate data series. The name of each data series is used as a legend title.

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

Answer 1650: An object (such as a bar, symbol, or colour) that represents a data point in a chart — A Marker is an object that represents a data point in a chart. Bars, symbols, and colours are all examples of markers.

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

Answer 1651: The scale against which data is plotted — The Axis forms the boundaries of the chart and contains the scale against which data is plotted.

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

Answer 1652: The rectangular area bounded by the two axes — The Plot Area is the rectangular area bounded by the two axes - it is where the actual data is plotted.

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

Answer 1653: Where to look on a specific worksheet to find the data for the chart — A Series Formula is an external formula that tells Excel where to find data for the chart on a specific worksheet. A chart can be linked to multiple worksheets via series formulas.

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

Answer 1654: A division mark along the category (x) and value (Y and Z) axes — A Tick Mark is a division mark along the category (x) and value (Y and Z) axes, used to indicate scale intervals.

1655. How many standard chart types does Excel have?

A. 8
B. 10
C. 12
D. 14

Answer 1655: 14 — Excel has 14 standard chart types. Each chart type has several subtypes, and many have 3-D subtypes for added visual depth. Section 3: Column Charts

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

Answer 1656: Showing data changes over time and comparing items — Column charts are useful for showing data changes over a period of time and for illustrating comparisons among items.

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

Answer 1657: The horizontal axis (X) — In column charts, categories are typically organized along the horizontal (X) axis, and values are plotted along the vertical (Y) axis.

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

Answer 1658: 2-D vertical rectangles, comparing values across categories — A Clustered Column chart compares values across categories and displays them in 2-D vertical rectangles grouped (clustered) side by side.

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

Answer 1659: Displays the vertical rectangles in 3-D format but does NOT display the data in 3-D — A Clustered Column 3-D chart displays the vertical rectangles in 3-D format for visual effect but does not actually display the data in true 3-D format.

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

Answer 1660: The relationship of individual items to the whole by comparing each value's contribution to a total — Stacked Column charts show the relationship of individual items to the whole by comparing the contribution of each value to a total across categories.

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

Answer 1661: The percentage each value contributes to a total across categories — A 100% Stacked Column chart compares the PERCENTAGE each value contributes to a total across categories, making each column equal to 100%.

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

Answer 1662: When you have three or more data series and want to emphasize contributions to the whole — A 100% Stacked Column chart is best used when you have three or more data series and want to emphasize how each contributes to the whole.

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

Answer 1663: Display cylinder, cone, and pyramid shapes instead of rectangles — Cylinder, Cone, and Pyramid charts show and compare data the same way as standard column charts, with the difference being the shape used - cylinders, cones, or pyramids instead of rectangles. Section 4: Line Charts

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

Answer 1664: Continuous data over time and trends at equal intervals — Line charts can display continuous data over time and are best for showing trends in data at equal intervals.

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

Answer 1665: Category data evenly along the horizontal axis; value data evenly along the vertical axis — In a line chart, category data is distributed evenly along the horizontal axis and value data is distributed evenly along the vertical axis.

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

Answer 1666: Days, months, quarters, or years — Line charts are best used when category labels are texts representing evenly spaced values such as days, months, quarters, or years.

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

Answer 1667: When there are many categories or the values are approximate — Markers should not be used on a line chart when there are many categories or the values are approximate - the line itself sufficiently conveys the trend.

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

Answer 1668: The trend of the contribution of each value over time — Stacked Line charts are useful to show the trend of the contribution of each value 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

Answer 1669: The trend of the PERCENTAGE each value contributes over time — 100% Stacked Line charts show the trend of the percentage each value contributes over time, making all lines add up to 100% at each data point.

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

Answer 1670: A 3-D ribbon — 3-D Line charts show each row or column of data as a 3-D ribbon, giving the chart a three-dimensional appearance. Section 5: Pie Charts

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

Answer 1671: Only one column or one row on a worksheet — Pie charts can only be plotted from data arranged in ONE column or ONE row on a worksheet - they show one data series only.

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

Answer 1672: A percentage of the whole pie — Data points in a pie chart are displayed as a percentage of the whole pie, showing each item's proportional contribution to the total.

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

Answer 1673: To make small slices in the main pie easier to see by extracting them into a second chart — 'Pie of Pie' and 'Bar of Pie' charts display user-defined values extracted from the main pie into a second pie or stacked bar, making small slices in the main pie easier to see.

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

Answer 1674: Click the slice once to select the whole chart, then click a second time to select the individual slice, — To explode a slice: click the pie once to select the whole chart, then click a second time to select only the individual slice. Then drag the slice away from the pie and release.

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

Answer 1675: Emphasize specific data points by pulling wedges out from the pie — An Exploded Pie chart has wedges pulled out or 'exploded' from the pie to emphasize the data point they represent. Section 6: Bar Charts

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

Answer 1676: Comparisons among individual items — Bar charts show comparisons among individual items. They are similar to column charts but with horizontal bars instead of vertical ones.

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

Answer 1677: 100% stacked bar and 100% stacked bar in 3-D — Bar chart subtypes include: Clustered bar and clustered bar 3-D, Stacked bar and stacked bar 3-D, 100% stacked bar and 100% stacked bar 3-D, and Horizontal cylinder, cone, and pyramid.

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

Answer 1678: Column charts use vertical bars; bar charts use horizontal bars — The main visual difference is orientation: Column charts use vertical bars while Bar charts use horizontal bars. Both are used for comparisons. Section 7: Area Charts

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

Answer 1679: Highlight the magnitude of change over time to draw attention to the total value across a trend — Area charts highlight the magnitude of change over time to draw attention to the total value across a trend - the area below the line is filled to emphasise cumulative values.

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

Answer 1680: 100% stacked area and 100% stacked area in 3-D — Area chart subtypes include: Area and Area in 3-D, Stacked Area and Stacked Area in 3-D, 100% Stacked Area and 100% Stacked Area in 3-D, and 3-D 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

Answer 1681: Fill the area below the plotted line, emphasising volume and total value — Area charts are similar to Line charts but fill the area below the line, which emphasises the magnitude and total value of the data over time. Section 8: Chart Creation and Terms Review

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

Answer 1682: Guide the user through the process of creating a chart step-by-step — The Chart Wizard guides you through the process of creating a chart step-by-step. The Chart Wizard button starts this process.

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

Answer 1683: The category axis (x-axis labels) and the legend labels — The orientation of the data determines which cells are used for the category axis (the labels along the bottom/x-axis) and which cells are used for the legend labels.

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

Answer 1684: A tip that identifies the chart object or displays the series and value if it is a data point — When you move the mouse over a chart object, a tip (tooltip) appears identifying the chart object or displaying the series and value if the object is a data point.

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

Answer 1685: A single piece of data, such as sales for one year — A Data Point is a single piece of data, such as sales for one year. Multiple data points form a data series.

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

Answer 1686: Add visual depth and impact to the presentation of data — 3-D subtypes are used to add visual depth and impact to the presentation of data. Many standard chart types have 3-D subtypes available. Section 9: Choosing the Right Chart

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

Answer 1687: Pie chart — Pie charts show the size of items in one data series as a percentage of the whole pie - they are ideal for showing proportional contributions.

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

Answer 1688: Line chart — Line charts display continuous data over time and are best for showing trends at equal intervals (days, months, quarters, years).

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

Answer 1689: Bar chart — Bar charts use horizontal bars to show comparisons among individual items - similar to column charts but oriented horizontally.

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

Answer 1690: Have multiple data series and emphasize the total — The Stacked Column chart is more useful when you have multiple data series and when you want to emphasize the total - individual values are stacked, making the total immediately visible.

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

Answer 1691: A few evenly spaced numerical labels, especially years — A Line chart is also best used when you have a few evenly spaced numerical labels, especially years.

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

Answer 1692: Row and column headings to consolidate the data — When source worksheets have different physical layouts, select the Top Row and Left Column options so Excel can use row and column headings to consolidate the data correctly. Section 10: Chart and Worksheet Management Review

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

Answer 1693: Line with markers — A 'Line with Markers' chart displays a line chart with markers (symbols) added at each individual data value to make them easier to identify.

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

Answer 1694: Bottom of the screen next to the sheet tabs — The Add Sheet button ('+' icon) is located at the bottom of the screen next to the existing sheet tabs, for quickly inserting a new worksheet at the end.

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

Answer 1695: Add — After selecting a source area in the Reference text box of the Consolidate dialog, you click the Add button to add it to the All References list.

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

Answer 1696: Stacked area — Stacked Area (and Stacked Area in 3-D) is a listed subtype of Area charts. Other subtypes include Area in 3-D, 100% Stacked Area, and 3-D 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

Answer 1697: The horizontal axis showing labels (x-axis) — The Category Axis is the horizontal x-axis that shows labels (categories) such as product names, months, or years.

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

Answer 1698: Pie chart — Pie charts can only be plotted from data in one column or one row, as they represent a single data series.

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

Answer 1699: On the Home tab → Cells group → click Insert → Insert Sheet — After holding SHIFT and selecting the required number of sheet tabs, go to Home tab → Cells group → Insert → Insert Sheet to insert that number of worksheets at once.

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

Answer 1700: Cell A1 in your destination worksheet — To start consolidation, select a destination range - you may click cell A1 in your destination worksheet as the starting point.

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)

Answer 1701: Select the mathematical function to apply to the consolidated data (e.g. Sum, Average) — The Function drop-down menu in the Consolidate dialog box lets you pick the function (e.g. Sum, Average, Count) to perform on the consolidated data from the source areas.

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

Answer 1702: Both 2-D and 3-D — Pie charts can be displayed in both 2-D and 3-D formats. The 'Pie and Pie in 3-D' subtype shows the contribution of each value to a total in either format.

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

Answer 1703: A horizontal bar chart where each bar is divided to show each category's percentage contribution — A 100% Stacked Bar chart has horizontal bars divided into segments where each segment's percentage contribution to the total is shown, and all bars extend to 100%.

1704. Which of the following chart types shows 'continuous data over time'?

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

Answer 1704: Line chart — Line charts are specifically described as being able to display continuous data over time, making them best for trends at equal intervals.

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

Answer 1705: The object's name or the series and value if it is a data point — When the mouse pointer hovers over a chart object, a Tip appears that either identifies the chart object by name OR displays the series and value if the object is a data point.

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

Answer 1706: The worksheet's sheet tab name — To rename a worksheet by double-clicking, double-click the current sheet name on the sheet tab at the bottom of the screen. The name becomes editable and you can type the new name.

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

Answer 1707: Relationships among numeric values in several data series, or two groups of numbers as xy — Scatter charts show the relationships among numeric values in several data series, or plot two groups of numbers as one series of xy coordinates.

1708. A scatter chart generally has how many value axes?

A. One
B. Two
C. Three
D. Four

Answer 1708: Two — A scatter chart generally has two value axes: one showing numerical data along the horizontal axis (x-axis) and the other along the vertical axis (y-axis).

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

Answer 1709: Scientific, statistical, and engineering data — Scatter charts are commonly used for displaying and comparing numeric values such as scientific, statistical, and engineering data.

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

Answer 1710: Not evenly spaced — A scatter chart is appropriate when values for the horizontal axis are NOT evenly spaced - unlike a line chart which requires evenly spaced categories.

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

Answer 1711: Without regard to time — One reason to use a scatter chart is to compare large numbers of data points without regard to time.

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

Answer 1712: In the adjacent rows or columns — For a scatter chart, place x values in one row or column, then enter the corresponding y values in the adjacent rows or columns.

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

Answer 1713: A smooth curve connecting data points, with or without markers — 'Scatter with Smooth Lines' displays a smooth curve connecting data points and can be shown with or without markers.

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

Answer 1714: When there are many data points — Use the scatter chart without markers when there are many data points - markers would clutter the chart and obscure the trend.

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

Answer 1715: You want to compare pairs of values and data is in a specific order — 'Scatter with Only Markers' compares pairs of values and should be used only when data is in a specific order. Section 2: Other Chart Types

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

Answer 1716: Enables you to show more than one data series — A Doughnut chart is similar to a Pie chart but enables you to show more than one data series, unlike a Pie chart which is limited to one.

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

Answer 1717: Radar chart — The lecture lists Radar charts, Surface charts, Bubble charts, and Stock charts as other chart types in Excel.

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

Answer 1718: Add visual impact to your charts — Cylinder, Cone, and Pyramid sub-types (as well as Bubble and Stock) can be used to add visual impact to your charts. Section 3: Creating Charts

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

Answer 1719: Select the data you want to chart, including row and column headings — The first step is to select the data you want to chart. Include the row and column headings if you want them to appear as category and legend labels in the chart.

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

Answer 1720: From the Chart group, decide on the chart type and pull that chart type down — After choosing Insert, go to the Chart group, decide on the chart type you want, and pull that chart type dropdown to see the available formats.

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

Answer 1721: Click to select the chart, then click the Layout button to access the various label options — To add labels: click to select the chart you just created, then click the Layout button to access the various labels that can be added or changed (title, axes, etc.).

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

Answer 1722: Select the type of label from the Labels group of Layout, then select appropriate options — From the Layout button, select the type of label from the Labels group, then select the appropriate options and add the required labels.

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

Answer 1723: F11 (or Alt + F1) — Press F11 (or Alt+F1 if F11 is unavailable) to automatically create a chart from selected data. Excel plots the data in the default 2-D column chart.

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

Answer 1724: 2-D column chart — When creating a chart automatically with F11 or Alt+F1, Excel uses the default 2-D column chart. Section 4: Automatic Chart Rules

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

Answer 1725: The longest side of the selection — Excel assumes that the category (X) axis runs along the LONGEST side of the selection.

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

Answer 1726: Across the top row — If the selection is square or wider than tall, Excel assumes the category (X) labels run across the TOP ROW of the selection.

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

Answer 1727: Down the left column — If the selection is taller than wide, Excel assumes the category (X) labels run down the LEFT COLUMN of the selection.

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

Answer 1728: Titles in the legend for each data series — Excel assumes labels in cells along the short side of the selection should be used as titles in the legend for each data series.

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

Answer 1729: Title the chart itself — If only one data series exists, Excel uses the short-side label to TITLE THE CHART. If more than one series is selected, the labels become legend titles.

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

Answer 1730: Treats them as another data series and plots without category labels, numbering each category — If category label cells contain numbers (not text or dates), Excel assumes they are a data series and plots the graph without category (X) labels, numbering each category instead. Section 5: Charts, Worksheet Changes and Saving

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

Answer 1731: The chart is automatically updated — When a worksheet value changes, the corresponding chart is automatically updated - you do not need to worry about manually refreshing it.

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

Answer 1732: The X and/or Y axis data range is increased or decreased (data added or removed) — You may need to redefine the chart's axis range settings when the X and/or Y data range is increased or decreased - i.e., when data values are added to or removed from a range.

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

Answer 1733: Columns are inserted or deleted such that some data ranges change column or row positions — Redefining a chart may be necessary when columns or rows are inserted or deleted, causing some data ranges to change their column or row positions.

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

Answer 1734: It is saved automatically when you save the workbook containing the worksheet — A chart embedded in a worksheet is saved when you save the workbook that contains the worksheet - no separate save step is needed.

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

Answer 1735: When you save the related workbook — A chart in its own chart sheet is also saved when you save the related workbook - there is no separate save procedure for charts. Section 6: Printing Charts

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

Answer 1736: File > Page Setup or the Setup button in Print Preview, then the Margin tab — Size charts before printing by using File > Page Setup or the Setup button on the File > Print Preview dialog, then select the Margin 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

Answer 1737: Dragging the margin lines to a new setting — You can change margins in Print Preview by dragging the margin lines to a new setting - a visual way to adjust margins.

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

Answer 1738: Use Full Page option — In the Page Setup dialog (from Print Preview > Setup button), select the Chart tab and then select 'Use Full Page' to expand the chart by height and width.

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

Answer 1739: Choose File > Print (or Ctrl + P) and follow the same procedure as printing worksheets — To print a chart from the worksheet, choose File > Print (or press Ctrl + P) and complete the dialog box - the same procedure as printing worksheets. Section 7: Sorting

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

Answer 1740: The process of arranging data in numerical or alphabetical order — Sorting is the process of arranging data in numerical or alphabetical order. The arrangement may be in ascending or descending order.

1741. In a worksheet used for sorting, each ROW forms a:

A. Field
B. Record
C. Column
D. Category

Answer 1741: Record — Each row of a worksheet forms a RECORD (information about a particular person, city, product, etc.) and each column forms a FIELD.

1742. In a worksheet used for sorting, each COLUMN forms a:

A. Record
B. Row
C. Field
D. Series

Answer 1742: Field — Each column forms a FIELD. A field is a single category of information (like a name, score, or date) that appears in every record.

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

Answer 1743: Editing group — Sort & Filter is accessed from the Editing group on the Home menu/tab.

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

Answer 1744: Sort A to Z — Selecting 'Sort A to Z' sorts data into ascending order (smallest to largest, or A to Z).

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

Answer 1745: Sort Z to A — Selecting 'Sort Z to A' sorts data into descending order (largest to smallest, or Z to A).

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

Answer 1746: Custom Sort — When the sort column is not the first column in the selected range, you cannot use Sort A to Z or Sort Z to A - you must use Custom Sort and specify the sort column.

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

Answer 1747: Pull down the 'Sort by' list and select the column — In the Custom Sort dialog, pull down the 'Sort by' list and select the desired column (e.g. Column M for SWA).

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

Answer 1748: Z to A (or Largest to Smallest) — To sort in descending order, set the Order to 'Z to A' (or 'Largest to Smallest' for numeric data). Section 8: Sorting on Multiple Columns

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

Answer 1749: Data is sorted by a primary column, and ties are broken by a secondary column — Multi-column sorting means data is first sorted by the primary column, and when values in that column are equal (ties), they are sorted by the secondary column.

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

Answer 1750: Add Level — The 'Then By' line for a secondary sort level only appears when you click the 'Add Level' button in the Custom Sort dialog.

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

Answer 1751: CSM 201 ascending — The primary sort is CSM 201 ascending (Sort A to Z / Smallest to Largest). For records where CSM 201 marks are equal, the secondary sort by CSM 203 descending breaks the tie.

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

Answer 1752: Two or more records have the same value in the primary sort column — The secondary sort level only applies when two or more records have the SAME value in the primary sort column - it breaks ties.

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

Answer 1753: Select data > Home > Sort & Filter > Custom Sort > complete the Sort dialog with Add Level — For multi-column sorting: select the data > Home > Sort & Filter > Custom Sort > complete the Sort dialog box and click Add Level to add a second sort criterion. Section 9: Filtering

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

Answer 1754: Displaying only the rows of data that meet a specified criteria — Filtering is a process of displaying only the rows of data that meet a specified criteria - matching conditions that limit which records are included in the result.

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

Answer 1755: Copy, find, edit, format, chart, and print the filtered data without rearranging or moving it — After filtering, you can copy, find, edit, format, chart, and print only the filtered data without rearranging or moving it.

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

Answer 1756: By a list of values, by a format, or by criteria — Using AutoFilter, you can create three types of filters: by a list of values, by a format (e.g. cell colour), or by criteria (e.g. greater than, less than).

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

Answer 1757: Filter by cell colour and by a list of numbers — You can filter by cell colour OR by a list of numbers, but NOT BOTH at the same time. You can also filter by icon or by a custom filter, but not both simultaneously.

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

Answer 1758: Home > Sort & Filter > Filter (from the Editing group) — To apply a filter: from the Home menu, select Sort & Filter from the Editing group, then select Filter. This adds dropdown arrows to the header row.

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

Answer 1759: Selecting cells above the first record enables the filter to work correctly on all records — It is recommended to select cells just above the first record so the filter works correctly - selecting elsewhere may prevent proper filtering of all records.

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

Answer 1760: Pull down the arrow in the score column > Number Filter > Less Than > enter 40 — To filter marks below 40: pull down the arrow in the score column header > Number Filter > Less Than > enter 40 and click OK. This shows only rows where the mark is less than 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

Answer 1761: Strictly less than the specified value — The 'Less Than' filter shows only rows where the value is STRICTLY less than (not equal to) the specified value. Entering 40 shows marks of 0-39.

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

Answer 1762: Filtering hides rows that do not meet the criteria without rearranging the data — Filtering HIDES rows that do not meet the criteria - it does not delete or rearrange them. Sorting rearranges the data order. Section 10: Charts, Sorting and Filtering Review

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

Answer 1763: XY (Scatter) chart — XY (Scatter) charts have two value axes - one for numerical data along the x-axis and one along the y-axis.

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

Answer 1764: Can display more than one data series — A Doughnut chart is like a Pie chart but can display MORE THAN ONE data series, shown as concentric rings.

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

Answer 1765: Smallest to largest (ascending) — 'Sort A to Z' means ascending order - for numbers this is smallest to largest (1, 2, 3...); for text it is A to Z.

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

Answer 1766: The sort column is not the first column in the selected range — Custom Sort is required when the column you want to sort by is NOT the first column in the selected range. Sort A to Z / Z to A always sort by the leftmost column.

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

Answer 1767: Ctrl + P — Ctrl + P opens the Print dialog box to print the chart from the worksheet, following the same procedure as printing worksheets.

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

Answer 1768: Use a scatter chart (xy chart) — One reason to use a scatter chart is specifically when you want to show SIMILARITIES between large sets of data instead of differences between data points.

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

Answer 1769: Add a secondary (Then By) sort criterion — The 'Add Level' button adds a secondary 'Then By' sort criterion in the Custom Sort dialog, enabling multi-column sorting.

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

Answer 1770: Redefine the chart's X and/or Y axis data range settings to include the new data — When the data range is increased or decreased (rows/columns added or removed), you may need to manually redefine the chart's X and/or Y axis data range settings.

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

Answer 1771: It can filter by list values, by format (e.g. colour), or by criteria — AutoFilter can filter by a list of values, by a format (e.g. cell colour or icon), or by criteria (e.g. less than, greater than, equal to).

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

Answer 1772: F11 or Alt + F1 — If the data is in an interpretable layout, select it and press F11 (or Alt+F1) to automatically create a chart using the default 2-D column chart type.

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

Answer 1773: Straight connecting lines between data points, with or without markers — 'Scatter with Straight Lines' (and its 'with markers' variant) displays straight connecting lines between data points, which can be shown with or without markers.

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

Answer 1774: Use AutoFilter - you can also filter by more than one column using the dropdown arrows — You can also filter by more than one column using AutoFilter - each column header dropdown can have its own filter applied, combining criteria.

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

Answer 1775: Treats them as an additional data series and numbers each category (1, 2, 3…) instead — If cells Excel wants to use as category labels contain numbers (not text or dates), Excel assumes they are data and numbers each category sequentially instead of using them as labels.

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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

Answer 1776: Microsoft PowerPoint — Chapter Eight at page 400 introduces Microsoft PowerPoint - indicating the lecture notes transition from Excel topics to PowerPoint.

CSM183_70_Objectives_Pages401_450.pdf · CSM183

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

Answer 1777: A presentation program that helps transform ideas into professional, convincing presentations — Microsoft PowerPoint is a presentation program that helps you transform your ideas into professional, convincing presentations - from annual sales statistics to personal slide shows.

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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

Answer 1778: Click the Start button, search 'PowerPoint', then click the PowerPoint icon — To start PowerPoint 2013: click the Start button, search 'PowerPoint' from the Start menu, then click on the PowerPoint icon. The PowerPoint screen appears.

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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

Answer 1779: Backstage View — When PowerPoint opens, you are welcomed with the Backstage View, where you can create a new blank presentation or create one based on a template. Section 2: Creating New Presentations

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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

Answer 1780: Blank Presentation — In the Backstage View, Blank Presentation is selected by default. Simply click it to open a new blank presentation.

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

Answer 1781: New — Click the File tab on the Ribbon and select New. The New window of the Backstage View appears with blank presentation and template options.

1782. When creating a presentation from a template, after selecting the template and choosing a colour

A. Open
B. Apply
C. Create
D. Insert

Answer 1782: Create — After selecting a template and choosing a colour scheme, click Create and a new presentation will open in the PowerPoint window.

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

Answer 1783: Title Slide layout — The default slide that appears when you create a new presentation is a Title Slide layout. Section 3: Slide Basics and Layouts

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

Answer 1784: Areas on a slide enclosed by dotted borders that can contain text, pictures, charts, and more — Slides contain placeholders - areas enclosed by dotted borders that can contain many different items including text, pictures, and charts.

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

Answer 1785: Sample text already in the placeholder that you can replace with your own content — Placeholder text is text already present in the placeholder that you can replace. Some placeholders also have thumbnail icons representing commands like Insert Picture or Insert Chart.

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

Answer 1786: Arranges the slide content and contains different types of placeholders — A slide layout arranges your slide content and contains different types of placeholders depending on what information you want to include. Each layout has a descriptive name.

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

Answer 1787: Title and content placeholders — The 'Title and Content' layout includes a title placeholder and a content placeholder - one of the most commonly used layouts.

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

Answer 1788: Click inside the placeholder > type text > click outside when done — To insert text: click inside the placeholder (placeholder text disappears and insertion point appears), type your text, then click outside the placeholder when finished.

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

Answer 1789: They disappear as soon as you start typing — When you enter text or use the icons to insert items, the placeholder text and/or icons disappear as soon as you start typing.

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

Answer 1790: Click the New Slide command in the Slides group on the Home tab, then click the layout you want — To insert a new slide: click the New Slide command in the Slides group on the Home tab. A menu of slide layout options appears; click the layout you want.

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

Answer 1791: Select the slide, then click an option to select the new layout — To change the layout of an existing slide: select the slide you wish to change, then click a layout option to select it. The slide will change in the presentation. Section 4: Working with Slides

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

Answer 1792: Click inside the slides tab on the left task pane, move the insertion point to the desired location, — To copy and paste a slide: select it, click Copy, click inside the slides tab on the left task pane, move the insertion point to the desired location, then click Paste.

1793. The keyboard shortcut to copy a slide is:

A. Ctrl + X
B. Ctrl + C
C. Ctrl + D
D. Ctrl + V

Answer 1793: Ctrl + C — Ctrl + C copies the selected slide (or text). Ctrl + V pastes it. Ctrl + X cuts it.

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

Answer 1794: Select the slide then click Delete command in Slides group on Home tab, OR press the Delete — To delete a slide: select it and click the Delete command in the Slides group on the Home tab, OR simply press the Delete key on your keyboard.

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

Answer 1795: Select the slide in the left task pane, click and drag it to the new location, then release — To move a slide: select it in the slides tab on the left task pane, click and drag it to the new location (insertion point appears), then release the mouse button. Section 5: PowerPoint Views

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

Answer 1796: Normal, Slide Sorter, and Slide Show — The three view commands at the bottom-right corner of the PowerPoint window are: Normal, Slide Sorter, and Slide Show view.

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

Answer 1797: The default view where you create and edit slides; slides appear on the left task pane — Normal is the default view where you create and edit slides in the centre slide pane. All slides appear on the slides tab in the left task pane.

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

Answer 1798: Shows slides in thumbnail form, presented horizontally, allowing you to see more slides at once — Slide Sorter is a view of your slides in thumbnail form. Slides are presented horizontally, which allows you to see more slides at a time.

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

Answer 1799: Fills the computer screen with the presentation so you can see how it will appear to the audience — Slide Show view fills the computer screen with your presentation so you can see exactly how the presentation will appear to the audience. Section 6: Saving Presentations

1800. When saving a presentation for the FIRST TIME, which command must you use?

A. Save
B. Save As
C. Export
D. Publish

Answer 1800: Save As — When saving a document for the first time, you must use the Save As command to specify a filename, location, and file type.

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

Answer 1801: In its current location using the same file name — The Save command saves the document in its current location using the same file name - it does not prompt for a new name or location.

1802. What is the default file format for PowerPoint 2013 and newer presentations?

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

Answer 1802: .pptx — The default format for PowerPoint 2013 and newer versions is .pptx (PowerPoint Presentation).

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

Answer 1803: Macros in PowerPoint 2013 and newer — The .pptm (PowerPoint Macro-Enabled Presentation) format supports macros in PowerPoint 2013 and newer versions.

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

Answer 1804: Presentations in this format can be used by ALL versions of PowerPoint — Presentations saved in PowerPoint 97-2003 format (.ppt) can be used by all versions of PowerPoint, ensuring compatibility with older software.

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

Answer 1805: Share files that you do not want to be changed — PDF format is used for files you want to share but do not want to be changed - the content is locked and not easily editable.

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

Answer 1806: Slide Show view — Presentations saved in PowerPoint Show format (.pps or .ppsx) will always open directly in Slide Show view instead of Normal 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

Answer 1807: Saved as videos — The Windows Media Video (.wmv) format is used for presentations that are saved as videos. Section 7: Text Basics

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

Answer 1808: Both placeholders and text boxes — In PowerPoint, you can insert text into placeholders or text boxes. Text in both can be formatted using the same commands.

1809. To DELETE text to the LEFT of the cursor, you press:

A. Delete key
B. Backspace key
C. Ctrl + D
D. Shift + Delete

Answer 1809: Backspace key — Press the Backspace key to delete text to the LEFT of the cursor. Press the Delete key to delete text to the RIGHT of the cursor.

1810. To DELETE text to the RIGHT of the cursor, you press:

A. Backspace key
B. Delete key
C. Ctrl + Delete
D. Shift + Backspace

Answer 1810: Delete key — Press the Delete key to delete text to the RIGHT of the cursor. Press Backspace to delete text to the left.

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

Answer 1811: Place the insertion point next to the text, then click and drag the mouse over the text — To select text: place the insertion point next to the text you wish to select, click and drag your mouse over the text, then release. A highlighted box appears over the selected text.

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

Answer 1812: A hover toolbar with formatting options — When you select text or images in PowerPoint, a hover toolbar with formatting options appears, making formatting commands easily accessible and saving you time. Section 8: Text Formatting

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

Answer 1813: Click the drop-down arrow next to the font size box on the Home tab — To change font size: select the text, click the drop-down arrow next to the font size box on the Home tab. Moving the cursor over sizes shows a live preview before you click.

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

Answer 1814: Click the drop-down arrow next to the font colour box on the Home tab — To change font colour: select the text, click the drop-down arrow next to the font colour box on the Home tab. A live preview shows the colour on the slide before you click.

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

Answer 1815: The next standard font size — The Increase Font Size command increases the font size of selected text to the next standard font size (e.g. from 20pt to 24pt).

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

Answer 1816: Makes a line through the text — The Strikethrough command makes a line through the selected text (e.g. like this).

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

Answer 1817: Adds a drop shadow to text — The Text Shadow command adds a drop shadow to selected text, giving it a 3-D depth effect.

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

Answer 1818: Removes recent formatting changes from the selected text — The Clear All Formatting command removes recent formatting changes from selected text, restoring it to its default state.

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

Answer 1819: Try different capitalisation options without deleting and retyping text — The Change Case command lets you try different capitalisation options (e.g. UPPERCASE, lowercase, Title Case) without having to delete and retype letters or words. Section 9: Text Alignment and Text Boxes

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

Answer 1820: Align Left, Centre, Align Right, Justify — The four alignment options are: Align Text Left (to left margin), Centre (equal distance from left and right), Align Text Right (to right margin), and Justify (equal on both sides).

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

Answer 1821: Equal on both sides, lining up to both the right and left margins — Justified text is equal on both sides and lines up equally to both the right and left margins, creating straight edges on both sides.

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

Answer 1822: The placeholder or text box that contains the text — The alignment commands align text WITHIN the placeholder or text box it is in - not across the whole slide.

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

Answer 1823: Add text to any location on a slide beyond the predefined placeholder layouts — Text boxes allow you to add text to the predefined layouts by placing text wherever you want on a slide - beyond the fixed placeholder positions.

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

Answer 1824: Insert tab > Text group > Text Box command, then click and drag to desired width — To insert a text box: select the Insert tab, click the Text Box command in the Text group, then click and drag the cursor until the text box is the desired width, and release.

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

Answer 1825: Select the text box and drag one of the square sizing handles (sides) or circular handles (corners) — To resize a text box: select it, then click one of the square sizing handles on the left or right sides, or a circular handle on one of the four corners, and drag to the desired 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

Answer 1826: Click and drag the arrow (rotation) icon — To rotate a text box, click and drag the arrow (rotation) icon that appears above the selected text box. Section 10: Themes, Background Styles and Lists

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

Answer 1827: A predefined combination of colours, fonts, and effects that can be applied to a presentation — A theme is a predefined combination of colours, fonts, and effects that can be applied to your presentation, enabling professional-looking slides without extensive formatting.

1828. The default theme when creating a new presentation is:

A. Urban Theme
B. Apex Theme
C. Office Theme
D. Blank Theme

Answer 1828: Office Theme — The default theme when creating a new presentation is the Office 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

Answer 1829: Design tab — To apply a theme: select the Design tab, locate the Themes group, and click a theme to apply it. You can hover over themes to see a live preview.

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

Answer 1830: The location of the text will not move when the theme is applied — Applying a theme before adding text means the location of the text will not move. Applying it after text is entered uses the live preview to show how the theme affects your specific text.

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

Answer 1831: NOT change - manually changed fonts are preserved — Fonts changed with the font size and style menus will NOT change when you apply a new theme - only the default/unmodified text adopts the theme fonts.

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

Answer 1832: Fill variations based on theme colours, added after a theme is applied — Background styles are fill variations based on theme colours. They are added to slides AFTER a theme is applied and update when you switch to a different theme.

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

Answer 1833: Background group on the Design tab — Background Styles is accessed via the Background group on the Design tab. Click a style to apply it; select 'Format Background' from the menu for more options.

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

Answer 1834: A new custom theme that can be saved — Modifying the colours, fonts, and effects of a theme creates a new custom theme, which you can save and reuse.

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

Answer 1835: Arrange and format text to draw emphasis to specific information — Bulleted and numbered lists are used to arrange and format text on slides to draw emphasis to specific information, and are often easier for audiences to read than paragraphs.

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

Answer 1836: Automatically wrap to the following line — When entering text in a content placeholder, if the text requires more than one line it will automatically wrap to the following line.

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

Answer 1837: Enter — Press the Enter key to move to the next line - a new bullet will appear automatically on the following row.

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

Answer 1838: Click the drop-down arrow next to the Bullets command in the Paragraph group on the Home tab — To change bullet style: select the text, click the drop-down arrow next to the Bullets command in the Paragraph group on the Home tab, then click a bullet option to select it.

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

Answer 1839: Select the text, click and drag it to the new location, then release the mouse button — To drag and drop text: select it, click your mouse and drag the text to the desired location (a text box icon appears under the cursor), then release the mouse button.

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

Answer 1840: Click the text box (cursor becomes a cross with arrows), then drag to the desired location and — To move a text box: click it so the cursor becomes a cross with arrows on each end, then hold the mouse button and drag to the desired location, and release.

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

Answer 1841: Text, tables, charts, SmartArt, pictures, clip art, and media clips — A content placeholder can contain text, tables, charts, SmartArt graphics, pictures, clip art, and media clips - accessed via graphical commands or by typing.

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

Answer 1842: More Colors at the bottom of the font colour list — Select 'More Colors' at the bottom of the font colour list to access more colour choices beyond the standard theme and standard colour palette.

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

Answer 1843: The next smaller standard font size — The Decrease Font Size command decreases the font size of selected text to the next smaller standard font size (e.g. from 24pt to 20pt).

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

Answer 1844: Updated based on the new theme colours — When you switch to a different theme, the background styles are updated based on the new theme colours - different themes have different background style options.

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

Answer 1845: Format Background from the Background Styles menu — Select 'Format Background' from the Background Styles menu to open a dialog box where you can make custom changes to the background colour.

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

Answer 1846: Font group — Bold, Italic, and Underline commands are found in the Font group on the Home tab.

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

Answer 1847: Picture — On the Bulleted tab of the Bullets and Numbering dialog, click 'Picture' to open the Picture Bullet dialog box where you select a picture to use as a bullet.

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

Answer 1848: Import — Click 'Import' in the Picture Bullet dialog box to import your own picture and use it as a bullet.

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

Answer 1849: Customize — On the Bulleted tab, click 'Customize' to open the Symbol dialog box, where you can select any symbol from any font category to use as a bullet.

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

Answer 1850: Font: drop-down menu in the Symbol dialog box — In the Symbol dialog box, click the Font: drop-down menu to select a font category (e.g. Wingdings, Symbol), then click a symbol to select it. Section 2: Numbered Lists

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

Answer 1851: Paragraph group on the Home tab — Click the drop-down arrow next to the Numbering command in the Paragraph group on the Home tab to see numbering style options with live preview.

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

Answer 1852: Bullets drop-down > Bullets and Numbering > Numbered tab > Start at: field — To set the start number: click the Numbering drop-down > Bullets and Numbering > on the Numbered tab, enter the desired starting number in the 'Start at:' field, then click OK.

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

Answer 1853: Select the list and click the Bullets or Numbering command to toggle it off — To remove a bulleted or numbered list: select the list and click the Bullets command or Numbering command. These commands toggle the feature on and off. Section 3: Working with Tables

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

Answer 1854: A grid of cells arranged in rows and columns — A table is a grid of cells arranged in rows and columns - another way to organise information on a slide.

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

Answer 1855: Enter the number of columns and rows in the dialog box then click OK — After clicking the Insert Table command in the placeholder, enter the number of columns and rows in the Insert Table dialog box and click OK. The table appears on the slide.

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

Answer 1856: Design and Layout tabs (under Table Tools) — When a table is inserted and selected, the Design and Layout tabs appear on the Ribbon under Table Tools.

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

Answer 1857: The mouse, the Tab key, or the arrow keys — You can navigate between table cells using the mouse, by pressing the Tab key, or by using 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

Answer 1858: Table Tools > Layout > Rows & Columns group > Insert Above or Insert Below — To insert a row: select the table, click Layout from Table Tools, place the insertion point at the desired row, then from the Rows & Columns group click 'Insert Above' or 'Insert Below'.

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

Answer 1859: Insert Left or Insert Right from the Rows & Columns group in Table Tools Layout — From the Rows & Columns group in Table Tools > Layout, click 'Insert Left' to insert a column to the left, or 'Insert Right' to insert one to the right of the insertion point.

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

Answer 1860: Delete Rows — In Table Tools > Layout > Rows & Columns group, click Delete, then select 'Delete Rows' from the drop-down to delete the row at the insertion point.

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

Answer 1861: Delete Columns — In Table Tools > Layout > Rows & Columns group, click Delete, then select 'Delete Columns' from the drop-down to delete the column at the insertion point.

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

Answer 1862: Place the insertion point in the row/column, right-click the table, and select an Insert/Delete option — An alternate method: place the insertion point in the target row or column, right-click the table - a menu appears where you can select one of the Insert/Delete options.

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

Answer 1863: Click Table > drag over diagram squares to select columns and rows > click to insert — Via Ribbon: Insert tab > click the Table command > drag your mouse over the diagram squares to select the number of columns and rows > click to insert the table on the slide. Section 4: Inserting and Modifying Pictures

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

Answer 1864: Insert tab > Insert Picture command in the Illustrations group > locate and select the picture > — To insert a picture from the Ribbon: select the Insert tab, click the Insert Picture command in the Illustrations group, locate and select the picture, then click Insert.

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

Answer 1865: In the middle of any selected slide placeholders — Whether inserted from the Ribbon or via a placeholder command, the image is centered in the middle of any selected slide placeholders.

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

Answer 1866: Click a corner sizing handle and drag while holding the mouse button — To resize while maintaining proportions, click one of the CORNER sizing handles (the cursor turns into a cross) and drag. Side handles resize but do NOT keep the same proportions.

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

Answer 1867: Changes the picture's size but does NOT maintain the same proportions — The side sizing handles change the picture's size but DON'T keep the same proportions - they stretch or compress the image in one direction only.

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

Answer 1868: Free Rotate feature — The green circle is the Free Rotate feature. Click and hold it, then drag to rotate the picture in various directions.

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

Answer 1869: Click the picture (cursor becomes a cross with arrows), drag to the desired location, then release — To move a picture: click it so the cursor becomes a cross with arrows on each end, hold the mouse button and drag to the desired location, then release.

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

Answer 1870: Picture Tools Format tab — When you select a picture, the Picture Tools Format tab appears on the Ribbon, providing picture-specific commands like styles, borders, crop, compress, and recolour.

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

Answer 1871: Click the More drop-down arrow to display all picture styles, hover to preview, then click to apply — To apply a picture style: select the picture > Format tab > click the More drop-down arrow to display all styles > hover over each to see a live preview > click to apply.

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

Answer 1872: Click the Picture Shape icon, then click a shape from the menu — To change picture shape: select the picture > Format tab > click the Picture Shape icon > a menu appears > click a shape to change the picture's shape on the slide.

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

Answer 1873: Click the Picture Border command, select a colour, then use Weight to adjust border width — To add a border: select the picture > Format tab > click Picture Border > select a colour > then use 'Weight' from the menu to choose a line weight for the border width.

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

Answer 1874: Animating pictures — The Format tab tools include adding borders, cropping, compressing, resetting, changing contrast, and recolouring pictures. Animations are handled separately in the Animations tab. Section 5: SmartArt

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

Answer 1875: Create and customise designer-quality diagrams, and convert bulleted lists into diagrams — The SmartArt feature lets you create and customise designer-quality diagrams. You can even convert a bulleted list into a diagram using the SmartArt diagram tool.

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

Answer 1876: Insert tab > SmartArt command in the Illustrations group — To insert SmartArt from the Ribbon: select the Insert tab, click the SmartArt command in the Illustrations group. The SmartArt task pane appears; select a type and click OK. Section 6: Aligning Objects

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

Answer 1877: The Align command in the Arrange group on the Format tab — PowerPoint provides the Align command in the Arrange group on the Format tab to easily arrange and position objects - much more precise than manual dragging.

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

Answer 1878: Both A and B are correct — To select multiple objects, you can click and drag to form a selection box around them. (Shift-clicking individual objects also works.) Sizing handles appear around each selected object.

1879. How many BASIC alignment options are available in the Align menu?

A. Four
B. Five
C. Six
D. Eight

Answer 1879: Six — There are six basic alignment options: Align Left, Align Centre, Align Right, Align Top, Align Middle, and Align Bottom.

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

Answer 1880: The tops of the selected objects align with each other — With 'Align Selected Objects' active, 'Align Top' aligns the TOPS of the selected objects with each other. With 'Align to Slide', the objects align to the top of the slide itself.

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

Answer 1881: All selected objects align to the top of the slide — With 'Align to Slide' active, 'Align Top' moves all selected objects to align with the TOP of the slide - not just with each other.

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

Answer 1882: Distribute objects horizontally or vertically — The Align menu also has two options that affect whether objects are distributed horizontally or vertically across the slide, also affected by the Align to Slide/Align Selected Objects setting. Section 7: Grouping and Rotating 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

Answer 1883: Combine multiple objects into one so they can be moved and positioned as a single unit — Grouping combines multiple objects into one object, making it easier to position them together. Moving one grouped object is faster than moving each object individually.

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

Answer 1884: Click the Group command in the Arrange group, then select Group from the menu — To group: select the objects > Format tab > click the Group command in the Arrange group > select 'Group' from the menu. The objects become one grouped object with a single set of sizing handles.

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

Answer 1885: A single box with sizing handles that includes all the selected objects — Grouped objects are indicated by a single box with sizing handles that includes all the selected objects - showing they are now treated as one object.

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

Answer 1886: A four-arrow cross — When you click and drag a grouped object to move it, the cursor becomes a four-arrow cross, indicating the object can be moved in any direction.

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

Answer 1887: Click Group command > Ungroup from the menu — To ungroup: select the grouped object > Format tab > click the Group command in the Arrange group > select 'Ungroup'. The grouped object will separate into individual objects.

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

Answer 1888: Click the Rotate command in the Arrange group, hover over options for live preview, then select — To rotate using the Ribbon: select the object > Format tab > click the Rotate command in the Arrange group > hover over menu options to see a live preview > select an option. Section 8: Ordering Objects

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

Answer 1889: The object inserted last (most recently inserted) — Objects are stacked based on insertion order. The most recently inserted object (last inserted) appears on TOP of the stack by default.

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

Answer 1890: The very back (very bottom layer) of the stack — 'Send to Back' sends the selected object to the very back - the very bottom layer of the entire stack of objects on the 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

Answer 1891: Back one layer — 'Send Backward' sends the selected object back ONE layer - unlike 'Send to Back' which sends it all the way to the bottom.

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

Answer 1892: Click the Send to Back command, then select 'Send to Back' or 'Send Backward' — To order objects: select the object > Format tab > click the 'Send to Back' command > select either 'Send to Back' (all the way back) or 'Send Backward' (one layer 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

Answer 1893: The front of the stack - the top layer — 'Bring to Front' sends the selected object to the FRONT of the stack - the top layer - so it appears on top of all other objects.

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

Answer 1894: Forward one layer — 'Bring Forward' moves the selected object forward ONE layer - unlike 'Bring to Front' which moves it all the way to the top of the stack.

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

Answer 1895: Click the Bring Forward command, then select 'Bring to Front' or 'Bring Forward' — To bring an object forward: select it > Format tab > click 'Bring Forward' command > choose 'Bring to Front' (all the way forward) or 'Bring Forward' (one layer forward). Section 9: Comprehensive Review

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

Answer 1896: Insert tab > Table > drag over diagram squares > click to insert — To insert a table via Ribbon: Insert tab > click Table command > drag over the diagram squares to select columns and rows > click to insert the table on the slide.

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

Answer 1897: Format tab (Picture/Drawing Tools) — The Align, Group, and Rotate commands are found in the Arrange group on the Format tab, which appears when an object (picture, shape, or text box) is selected.

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

Answer 1898: Guesswork that will never give the best result and can take a great deal of time — The lecture notes state that manual drag-alignment is guesswork that will never give the best result and can take a great deal of time - hence the Align command is recommended.

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

Answer 1899: Bullets drop-down > Bullets and Numbering > Bulleted tab > Customize > select font and symbol — The path is: click Bullets drop-down > Bullets and Numbering > Bulleted tab > Customize > Symbol dialog appears > select Font category > click a symbol > OK > OK to apply.

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

Answer 1900: Corner handles maintain proportions — CORNER handles maintain the picture's proportions when resizing. SIDE handles change the size but do NOT keep the same 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

Answer 1901: Send Backward — 'Send Backward' moves the object back ONE layer. 'Send to Back' moves it all the way to the very bottom of the stack.

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

Answer 1902: Insert tab — The SmartArt task pane appears when you click the SmartArt command in the Illustrations group on the Insert 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

Answer 1903: SmartArt diagram tool (SmartArt feature) — The SmartArt feature allows you to create diagrams and also convert an existing bulleted list into a SmartArt diagram.

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

Answer 1904: From cell to cell across the table — Pressing the Tab key moves the insertion point from cell to cell across the table, in addition to using the mouse or arrow keys.

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

Answer 1905: Place the insertion point in the row, right-click the table, and select a Delete option from the menu — Alternative method: place the insertion point in the target row, right-click the table - a menu appears - then select one of the Insert/Delete menu options.

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

Answer 1906: Only when a picture is selected — The Picture Tools Format tab is contextual - it only appears when a picture is selected. This gives you the commands you need, when you need them.

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

Answer 1907: Separate individual objects — After ungrouping, the previously grouped object separates into its individual, independent objects again.

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

Answer 1908: Align Top, Align Middle, Align Bottom — The six basic alignment options are: Align Left, Align Centre, Align Right, Align Top, Align Middle, and 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

Answer 1909: 'Start at:' field on the Numbered tab of the Bullets and Numbering dialog — To start a numbered list at a custom number: Numbering drop-down > Bullets and Numbering > Numbered tab > enter the number in the 'Start at:' field > click OK.

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

Answer 1910: Enter text into the table cells — After the table appears on the slide, the next step is simply to enter text into the table cells.

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

Answer 1911: Compress Pictures — The 'Compress Pictures' command from the Format tab reduces the file size of pictures in the presentation, which helps keep the presentation file size manageable.

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

Answer 1912: Arrange group — The Rotate command is found in the Arrange group on the Format tab, alongside the Align and Group commands.

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

Answer 1913: The other selected objects — With 'Align Selected Objects', the alignment is relative to the OTHER SELECTED OBJECTS - they align to each other rather than to the slide.

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

Answer 1914: Objects inserted last appear on top by default — Objects are stacked in insertion order - the LAST inserted object appears on TOP. The same applies to pictures, shapes, and text boxes.

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

Answer 1915: Select Weight from the menu and choose a line weight — After clicking Picture Border and selecting a colour, select 'Weight' from the menu and choose a line weight to modify the width (thickness) of the border line.

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

Answer 1916: Create designer-quality diagrams and convert bulleted lists into diagrams — SmartArt lets you create and customise designer-quality diagrams and even convert an existing bulleted list into a SmartArt diagram.

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

Answer 1917: A file on your computer or from the Microsoft Office clip organizer — You can insert a movie from a file on your computer or from the Microsoft Office clip organizer. PowerPoint also provides many options to define how the movie will operate.

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

Answer 1918: Media group — Click the drop-down arrow on the Movie command in the Media group on the Insert tab, then select 'Insert a Movie from File' from the menu.

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

Answer 1919: Automatically or When Clicked — After inserting, a dialog box appears: 'Automatically' starts the movie as soon as the slide appears in Slide Show view; 'When Clicked' starts it when you click the movie.

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

Answer 1920: Movie Tools Options tab and Picture Tools Format tab — When a movie is inserted and selected, the Movie Tools Options tab and Picture Tools Format tab appear on the Ribbon.

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

Answer 1921: The same as with pictures, text boxes, and shapes — The sizing handles around the movie work the same as with pictures, text boxes, and shapes - click, drag, and release to resize.

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

Answer 1922: Select the movie or clip and click the Delete key — To delete a media clip: select the movie from your computer or the clip organizer, then click the Delete key.

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

Answer 1923: The Insert Media Clip command in the placeholder — If a slide layout has a content placeholder, click the 'Insert Media Clip' command within the placeholder to insert a movie from your computer. Section 2: Inserting Sound

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

Answer 1924: A sound file on your computer, the clip organizer, or tracks from an audio CD — PowerPoint allows you to add sound using a sound file on your computer, choose from hundreds of sounds via the clip organizer, or play tracks from an audio CD.

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

Answer 1925: Media Clips group — Click the drop-down arrow on the Audio command in the Media Clips group on the Insert tab, locate and select the sound file, then click OK.

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

Answer 1926: Start automatically as soon as the slide appears in Slide Show view — 'Automatically' starts the sound automatically as soon as the slide appears in Slide Show view. 'When Clicked' starts the sound only when you click.

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

Answer 1927: A sound icon — After inserting sound and clicking OK, a sound icon and a dialog box appear on the slide. Section 3: Audio Tools Options

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

Answer 1928: CD Audio Tools Options tab — Once tracks from a CD are inserted, a CD Audio Tools Options tab appears on the Ribbon with commands for controlling playback.

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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

Answer 1929: Listen to the sound that will play — The Preview option in the Play and Setup groups lets you listen to the sound that will play.

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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

Answer 1930: Low, medium, high, or mute — The Volume option lets you change the volume to low, medium, high, or mute.

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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

Answer 1931: Play continuously until you stop it by clicking or advancing to the next slide — 'Loop Until Stopped' means the sound will play continuously until you stop it by clicking or advancing to the next slide.

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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

Answer 1932: Hide or display the sound icon during the slide show — 'Hide During Show' hides or displays the sound icon during the slide show - useful when you don't want the icon visible to the audience.

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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

Answer 1933: 'Play Track' drop-down menu in the Audio Tools Options — Click the drop-down menu next to 'Play Track' in the Audio Tools Options to change whether the CD tracks play automatically or when clicked. Section 4: Viewing Slides

1934. PowerPoint gives you the ability to view your presentation in how many different ways?

A. Two
B. Three
C. Four
D. Five

Answer 1934: Four — PowerPoint gives you the ability to view the presentation in four different ways, depending on what task you are completing.

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

Answer 1935: Bottom, right side of the PowerPoint window — The slide view commands are located on the bottom, right side of the PowerPoint window in Normal view. Click a view command to switch to that view.

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

Answer 1936: Normal — Three of the four views are visible from the default view, Normal. The slide view commands are located on the bottom, right side of the PowerPoint window.

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

Answer 1937: Create and edit your slides, and move slides in the Slides tab on the left task pane — Normal View is where you create and edit your slides. You can also move slides using the Slides tab on the task pane on the left.

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

Answer 1938: Miniature slides are arranged on screen; you can drag and drop to reorder and confirm all slides — Slide Sorter View shows miniature slides arranged on screen. You can drag and drop to reorder them, see more slides at once, and confirm all needed slides are present.

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

Answer 1939: Fills the computer screen with a slide and is what the audience will see, with an additional — Slide Show View fills the computer screen with a slide - exactly what the audience sees. It includes an additional menu to navigate through slides and other presentation features.

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

Answer 1940: Arrow keys, Page Down, Space bar, and Enter key — Use the arrow keys, Page Up and Page Down keys, space bar, and Enter key to move through slides in Slide Show view.

1941. To END a slide show in Slide Show view, you press:

A. Enter
B. Space bar
C. Esc
D. F5

Answer 1941: Esc — Press the Esc key to end a slide show and return to Normal view. Section 5: Printing Slides

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

Answer 1942: Click Print - the Print Preview displays on the right and Print settings on the left — Click the File tab to access Backstage view, then click Print. The Print Preview displays on the right while Print settings appear on the left.

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

Answer 1943: Print All Slides, Print Selection, Print Current Slide, and Custom Range — The print range drop-down has four options: Print All Slides, Print Selection, Print Current Slide, and Custom Range.

1944. When printing HANDOUTS, how many slides per page is the default?

A. 2
B. 4
C. 6
D. 9

Answer 1944: 6 — Handouts print many slides per page. The default is 6 slides per page, but you can change that to 3 (to allow room for note-taking) or another amount.

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

Answer 1945: It provides room for the audience member to take notes — Changing to 3 slides per page provides room for the person viewing the handout to take notes next to each slide.

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

Answer 1946: You typed speaker notes for the slides — You can print Notes Pages if you typed speaker notes for the slides - these print each slide with the corresponding speaker notes below.

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

Answer 1947: Slides, handouts, notes pages, or an outline — In Print settings you can decide what to print: slides, handouts, notes pages, or an outline. You can also choose colour/grayscale, number of copies, and paper size. Section 6: Animating Text and Objects

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

Answer 1948: The movement of text and objects ON the slide — Animation refers to movements of TEXT AND OBJECTS on the slide. This is different from transitions, which refer to the movement of the slide itself as it changes to another.

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

Answer 1949: Draw the audience's attention to specific content or make the slide easier to read — Animation or movement on the slide can be used to draw the audience's attention to specific content or to make the slide easier to read.

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

Answer 1950: Select the Animations tab, move cursor over options for live preview, then click to select — To apply an animation: select the text or object, select the Animations tab, move your cursor over each option to see a live preview, then click to select the animation.

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

Answer 1951: Click the drop-down arrow by the animations group and click 'None' — To remove an animation: select the text/object, select the Animations tab, click the drop-down arrow by the animations group, and click 'None'. The animation label disappears.

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

Answer 1952: Entrance, Emphasis, Exit, and Motion Path — The four animation categories are: Entrance (how the object enters the slide), Emphasis (highlights the object), Exit (how it leaves), and Motion Path (a custom movement path).

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

Answer 1953: Preview, located in the Preview group of the Animations tab on the Ribbon — Click 'Preview' in the Preview group of the Animations tab to see a preview of the animation in Normal view without switching to Slide Show view.

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

Answer 1954: Click 'Slide Show' to enter Slide Show view, then press Esc to return to Normal view — Click 'Slide Show' to see the animation in Slide Show view. Press the Esc key to return to Normal view after previewing.

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

Answer 1955: Select the animation effect to move, then click the arrows at the bottom of the task pane — To reorder: select the Animations tab > Add Animation > select the animation effect to move in the Custom Animation task pane > click the arrows at the bottom to reorder it. Section 7: Using Transitions

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

Answer 1956: The movements you see when one slide changes to another in Slide Show view — Transition effects (transitions) are the movements you see when one slide CHANGES TO ANOTHER in Slide Show view - distinct from animation which is movement on the slide.

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

Answer 1957: Animation refers to movements of text/objects ON the slide; transitions refer to the movement of — Animation = movements of text and objects ON the slide. Transitions = the movement of the SLIDE ITSELF as it changes to the next slide. They are distinct concepts.

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

Answer 1958: Click the More drop-down arrow to display all transition effects, then click one to apply it — To apply a transition to one slide: select the slide, select the Transitions tab, click the More drop-down arrow to display all transition effects, then click one to apply it.

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

Answer 1959: No transition - None is applied by default — By default, No Transition is applied to each slide. The 'Transition to This Slide' group will show 'None' until you select and apply one.

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

Answer 1960: Apply To All — After selecting and applying the transition to one slide, click 'Apply To All' to apply the same transition to all slides in the presentation.

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

Answer 1961: The slide has a transition effect or animation effects applied to it — A star Play Animations icon appears beneath any slide that has a transition effect OR animation effects for text or objects. Clicking it previews the animation or transition.

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

Answer 1962: Click 'None' in the Transition to This Slide group — To remove a transition from a slide: select the slide, select the Transitions tab, then click 'None' in the Transition to This Slide group.

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

Answer 1963: Click None in the Transition to This Slide group, then click Apply To All — To remove transitions from all slides: select a slide, Transitions tab, click None in the Transition to This Slide group, then click 'Apply To All'.

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

Answer 1964: Hovering over a slide transition effect in the Transitions tab to see a live preview — Hover over a slide transition effect in the Transitions tab to see a live preview of the effect on the slide without applying it. Section 8: Advancing Slides and Timing

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

Answer 1965: Click your mouse — By default, in Slide Show view you CLICK YOUR MOUSE to advance to the next slide. You can also press the Enter key to advance.

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

Answer 1966: Transition to This Slide group — The slide advance setting (click mouse or automatic timing) is defined in the 'Transition to This Slide' group on the Transitions tab.

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

Answer 1967: Unattended presentations such as at a trade show booth — Automatic timing is useful for UNATTENDED PRESENTATIONS such as at a trade show booth, where no presenter is there to manually advance slides.

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

Answer 1968: 'Automatically After' field in the Advance Slide section — In the Advance Slide section of the Transition to This Slide group, enter the time in the 'Automatically After' field using the arrows or by typing the number.

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

Answer 1969: Set the timing on one slide then click 'Apply to All' — To apply the same transition effect and timing to all slides, set the timing for one slide and then click 'Apply to All'. Section 9: Comprehensive Review - Full Course

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

Answer 1970: Transitions are the slide-to-slide movement; animations are movements of text/objects on the — Transitions = movement as one slide changes to another. Animations = movement of text and objects ON the slide. They are separate, distinct PowerPoint features.

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

Answer 1971: As soon as the slide appears in Slide Show view — 'Automatically' starts the movie (or sound) as soon as the slide APPEARS in Slide Show view - no click is required.

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

Answer 1972: Custom Range — Select 'Custom Range' to specify and print only a specific range of slide numbers.

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

Answer 1973: Slide Sorter View — Slide Sorter View shows all slides as miniatures, making it a good view to confirm all needed slides are present and none have been accidentally deleted.

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

Answer 1974: Apply To All — To apply a transition to ONE slide only, you do NOT click 'Apply To All'. That button applies the transition to EVERY slide in the presentation.

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

Answer 1975: Entrance, Emphasis, Exit, Motion Path — The four animation categories are Entrance, Emphasis, Exit, and Motion Path - covering how objects enter, are highlighted, exit, and move across the slide.

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

Answer 1976: Through the entire presentation or only on one slide - PowerPoint allows full customisation — PowerPoint allows you to customise sound so it plays through the entire presentation OR only on one slide - giving you full control over how sounds are used.

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

Answer 1977: The Slides tab in the left task pane and in Slide Sorter view — The star Play Animations icon is visible beneath slides in the Slides tab in the left task pane AND in Slide Sorter view. Clicking it previews the transition or animation.

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

Answer 1978: The Print settings (choose to print in grayscale or colour) — In the Print settings, you can choose to print in grayscale or colour - giving you control over the output format regardless of how the slides are designed.

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

Answer 1979: Edit the Track and Time fields — Editing the Track and Time fields in Audio Tools Options lets you change which CD tracks play and the time in the track at which playback starts or stops.

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

Answer 1980: Advance to the next slide — You can advance to the next slide in Slide Show view by pressing the Enter key, in addition to clicking the mouse or pressing other navigation keys.

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

Answer 1981: When you click the movie or sound icon during the slide show — 'When Clicked' means the movie or sound will start playing when you click it during the slide show - giving the presenter control over when media plays.

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

Answer 1982: The 'What to print' section of Print settings — In Print settings, under 'Decide what you want to print', you can choose slides, handouts, notes pages, or an OUTLINE. The outline prints text only without slide graphics.

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

Answer 1983: The arrows or by typing in the 'Automatically After' field in the Advance Slide section — Enter the time in the 'Automatically After' field in the Advance Slide section of the Transitions tab, using the arrows or by typing the number directly.

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

Answer 1984: It controls how an object appears/enters onto the slide — Entrance animations control HOW AN OBJECT APPEARS OR ENTERS onto the slide (e.g. Fly In, Fade In, Bounce). Exit controls how it leaves; Emphasis highlights; Motion Path defines a path.

1985. You can print speaker notes in PowerPoint by selecting which print option?

A. Handouts
B. Outline
C. Notes Pages
D. Full Page Slides

Answer 1985: Notes Pages — Select 'Notes Pages' in the Print settings to print each slide with its corresponding speaker notes below, if speaker notes were typed for the slides.

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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

Answer 1986: Microsoft Excel (spreadsheets, formulas, functions, charts, sorting, filtering) and Microsoft — CSM 183 covers Microsoft Excel (data entry, formulas, functions, formatting, charts, sorting, filtering) AND Microsoft PowerPoint (creating presentations, slides, text formatting, themes, media, animations, and transitions).

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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

Answer 1987: Alert before overwriting cells — To avoid replacing existing data when dragging the fill handle, the 'Alert before overwriting cells' check box must be selected. Without it, Excel will overwrite nonblank cells without warning.

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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

Answer 1988: Fills only the cell formats without copying contents — Clicking 'Fill Formatting Only' fills just the cell formats (e.g. font, colour, border) without copying the actual cell contents.

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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

Answer 1989: Fills only the cell contents without applying the source format — 'Fill Without Formatting' fills just the contents of the cell, without applying the source cell's formats to the destination cells.

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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

Answer 1990: File Tab → Options → Advanced → Cut, Copy and Paste → uncheck Show Paste Options buttons — To turn off the Auto Fill Options button: File Tab → Options → Advanced → under Cut, Copy and Paste → clear the 'Show Paste Options buttons' check box.

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

Answer 1991: Ctrl + D — Ctrl + D fills a cell with the contents of the cell directly above it (fill Down).

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

Answer 1992: Ctrl + R — Ctrl + R fills a cell with the contents of the cell to its left (fill Right).

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

Answer 1993: Excel deletes all data within the selection — If you drag the fill handle up or to the left and stop within the selected area, Excel deletes all data within the selection. You must drag past the selected area before releasing.

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

Answer 1994: Double-click the fill handle of the cell containing the formula — Double-clicking the fill handle of the first cell that contains the formula automatically fills the formula downward into all adjacent cells that have data in adjacent columns. Section 2: Filling Series in Excel

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 =

Answer 1995: A value in the next cell to define a pattern — To define a fill series pattern, you type a starting value in the first cell and a second value in the next cell to define the pattern (e.g. type 2 and 4 to create a series of even numbers).

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...

Answer 1996: 2, 2, 2, 2... — If you enter 2 and leave the second cell blank, Excel creates the series 2, 2, 2, 2... - repeating the same value.

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...

Answer 1997: Tue, Wed, Thu... — If the initial selection is 'Mon', Excel extends the series as Tue, Wed, Thu, ... - continuing the days of the week.

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...

Answer 1998: May, Jul, Aug, Oct... — With 'Jan, Mar' as the initial selection (a two-month step), Excel continues the pattern as May, Jul, Aug, Oct... maintaining the alternating month pattern.

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...

Answer 1999: Product 2, Product 3... — With an initial selection of 'Product 1', Excel extends the series as Product 2, Product 3, ... - recognizing the pattern of text combined with a number.

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

Answer 2000: Up or to the left — To fill in decreasing order, drag the fill handle up or to the left. To fill in increasing order, drag down or to the right.

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

Answer 2001: A shortcut menu with commands to specify the type of series — Dragging with the right mouse button and releasing shows a shortcut menu with commands to specify the type of series, such as Fill Months or Fill Years.

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

Answer 2002: Adding the step value to each cell value in turn — The Linear option creates a series calculated by adding the value in the Step value box to each cell value in turn (arithmetic progression).

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

Answer 2003: Multiplying the step value by each cell value in turn — The Growth option creates a series calculated by multiplying the value in the Step value box by each cell value in turn (geometric progression).

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

Answer 2004: Hold down Ctrl while dragging the fill handle of a selection of two or more cells — Holding down Ctrl while dragging the fill handle of a selection of two or more cells suppresses AutoFill - the selected values are copied to adjacent cells instead of extended as a series. Section 3: Custom Fill Series

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

Answer 2005: Text or text mixed with numbers — A custom fill series can only contain text or text mixed with numbers. For a custom list containing only numbers (e.g. 0-100), you must first format the numbers as text.

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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

Answer 2006: Select the list of items on the worksheet — The first step is to select the list of items on the worksheet that you want to use in the fill series, then navigate to File Tab → Options → Advanced → Edit Custom Lists and import the selection.

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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

Answer 2007: The cell reference of the list of items selected — Before clicking Import, you must ensure that the cell reference of the selected list is displayed in the 'Import list from cells' box.

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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

Answer 2008: Click NEW LIST in the Custom lists box and type entries in the List entries box — To create a new custom list, click NEW LIST in the Custom lists box, then type the entries in the List entries box, pressing ENTER after each entry.

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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

Answer 2009: Make changes in the List entries box and click Add — To edit a custom fill series, select it in the Custom lists box, make changes in the List entries box, and then click Add. Section 4: Formulas - Introduction

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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

Answer 2010: Any data that does not place itself in a cell but generates a result (value or label) — A formula is defined as any data that does not place itself in a cell but rather generates a result - either a value or a label.

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

Answer 2011: There would be no point to using it — The lecture states that without formulas, there would be no point to using an electronic worksheet such as Excel, because formulas are the core that enable automated calculations.

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

Answer 2012: The result appears in the cell; the formula appears in the formula bar — When you exit a cell after entering a formula, the result of the formula displays in the active cell while the actual formula displays in the formula bar.

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

Answer 2013: Press F2 or double-click the cell — To view the formula in-cell, you can double-click the cell or select the cell and press F2.

2014. Which of the following symbols can a valid Excel formula begin with?

A. @ or #
B. = , + or -
C. * or /
D. & or %

Answer 2014: = , + or - — A valid Excel formula must start with either = (equals), + (plus) or - (minus). Starting with minus negates the value that the minus sign precedes.

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

Answer 2015: 5 — -B3+B4 = -10 + 15 = 5. The minus sign negates B3, so the formula calculates as -10 + 15 = 5.

2016. Which operator is used for exponentiation in an Excel formula?

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

Answer 2016: ^ — The caret (^) symbol is used for exponentiation in Excel formulas, e.g. =2^3 gives 8.

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

Answer 2017: Numeric and text constants, arithmetic operators, functions, parentheses, cell references and — Excel formulas generally begin with = and can include numeric and text values (constants), arithmetic operators, text operators, functions, parentheses, cell references, and names.

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

Answer 2018: When cell entries change, the formula automatically recalculates and updates the result — A key advantage of formulas is that when cell entries change, the formula automatically recalculates and inserts the updated result - eliminating the need for manual recalculation.

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

Answer 2019: An empty cell, to avoid losing existing information — The cell in which you insert a formula should be empty; if it already contains data, that data will be lost when the formula is entered.

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

Answer 2020: Multiply the contents of cell C4 by the contents of cell D8 — The formula =C4 * D8 multiplies the contents of cell C4 by the contents of cell D8. Section 5: Cell Referencing

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

Answer 2021: Refer to the contents of a cell or group of cells in a formula — Cell references (addresses) are used in formulas to refer to the contents of a cell or group of cells, allowing values from different parts of a worksheet to be used in calculations.

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

Answer 2022: B10 — A cell is always referred to using the column letter first and the row number second. The cell at column B and row 10 is therefore B10.

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

Answer 2023: In the Name Box at the left of the formula bar — The cell reference of the active cell is displayed in the Name Box, located at the left of the formula bar.

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

Answer 2024: Pointing to (clicking) the cell you want to include — The least error-prone method is to point to (click on) the cell you want to include in the formula, rather than typing the address manually.

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

Answer 2025: A moving dashed border (marquee) — Clicking a cell to point to it while entering a formula creates a moving dashed border (marquee) around that cell, and the mode changes from Enter to Point.

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

Answer 2026: Four: Absolute, Relative, Mixed and Circular — The lecture describes four types: Absolute, Relative, and Mixed (the three main types), plus Circular addressing - which is not permitted in Excel. Section 6: Relative Cell Referencing

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

Answer 2027: Adjusts automatically when the formula is copied to another cell — A relative cell reference adjusts automatically when a formula is copied to another cell - it maintains the same positional relationship relative to the new cell containing the formula.

2028. By default, when you enter a formula in Excel, cell addresses are treated as:

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

Answer 2028: Relative — Unless specified otherwise, Excel uses relative referencing for cell addresses when you enter a formula.

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

Answer 2029: =(+Z5-Z4)/Z3 — Relative referencing copies the positional relationship: B5 references cells 1 row above (B4), 2 rows above (B3) and 3 rows above (B2). Copying to Z6 gives (+Z5-Z4)/Z3.

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)

Answer 2030: =SUM(B5:D5) — With relative referencing, copying =SUM(B4:D4) from F4 to F5 adjusts the row numbers by 1, giving =SUM(B5: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)

Answer 2031: =SUM(B10:D10) — Copying from F5 to F10 shifts the row reference by 5, changing =SUM(B5:D5) to =SUM(B10:D10).

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

Answer 2032: =SUM(B5:D5)*A5 — All references in the formula are relative, so copying from F4 to F5 shifts all row numbers by 1: =SUM(B5:D5)*A5. Section 7: Absolute Cell Referencing

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)

Answer 2033: $ (dollar sign) — Absolute addresses are identified by having a dollar sign ($) preceding the column letter and/or row number, e.g. $A$5.

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

Answer 2034: A permanent (absolute) link to cell A5 — $A$5 indicates a permanent (absolute) link to cell A5 - the formula will always refer to column A and row 5, regardless of where it is copied.

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

Answer 2035: =SUM(B5:D5)*$D$4 — The SUM range uses relative references and shifts to B5:D5, but $D$4 is absolute and remains unchanged, giving =SUM(B5:D5)*$D$4.

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

Answer 2036: F4 — Pressing F4 when the cursor is placed at a cell reference in the formula bar cycles through reference types: A10 → $A$10 → A$10 → $A10 → A10.

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

Answer 2037: A10 → $A$10 → A$10 → $A10 → A10 — Each press of F4 cycles: A10 → $A$10 (fully absolute) → A$10 (row absolute) → $A10 (column absolute) → A10 (back to relative).

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

Answer 2038: Maintain a permanent link to specific columns and/or rows when copying formulas — Absolute addressing is used to express a permanent link to specific values in columns and/or rows - the address does not change when the formula is copied. Section 8: Mixed Cell Referencing

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

Answer 2039: Absolute and relative — A mixed cell reference combines relative and absolute addressing - either the column remains absolute and the row is relative, or the column is relative and the row is absolute.

2040. Which of the following is an example of a mixed cell reference?

A. A5
B. $A$5
C. $G5
D. A:5

Answer 2040: $G5 — $G5 is a mixed reference where the column (G) is absolute (fixed) and the row (5) is relative (will adjust when copied).

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

Answer 2041: Row 5 is fixed; column G adjusts — In G$5, the dollar sign is before the row number (5), so the row remains fixed at row 5 while the column (G) is relative and will adjust when copied.

2042. In the formula =$A4 * B$3, how many mixed references are there?

A. Zero
B. One
C. Two
D. Four

Answer 2042: Two — There are two mixed references: $A4 (column A is absolute, row 4 is relative) and B$3 (column B is relative, row 3 is absolute).

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

Answer 2043: Column A stays fixed at A; only the row number adjusts — $A4 has an absolute column (A) and a relative row (4). When copied across columns, column A stays fixed. When copied across rows, the row number adjusts.

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

Answer 2044: They allow you to fill both column and row data using only one formula — Mixed cell references allow you to fill in column and row data using only one formula - very useful for creating multiplication tables or similar two-dimensional calculations.

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

Answer 2045: Not permitted in Excel (though Lotus 1-2-3 may not signal an error for it) — Circular addressing (a formula that refers back to its own cell) is not permitted in Excel, although its use would not force Lotus 1-2-3 to signal an error. Section 9: Entering Cell References & Pointing Method

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

Answer 2046: Point mode — When you click a cell to include it in a formula, Excel changes the mode indicator from Enter to Point 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

Answer 2047: Both A and B are correct — You can enter ranges into a formula by dragging across the range, or by clicking the first cell, pressing Shift, and clicking the last cell - both methods work.

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

Answer 2048: Enter — After entering all cell references in the formula using the pointing method, press Enter to confirm the formula. Section 10: Formula & Reference Consolidation

2049. Which of the following is a valid Excel formula?

A. B3 + C3
B. =B3 + C3
C. B3 = C3
D. B3: C3

Answer 2049: =B3 + C3 — A valid Excel formula must begin with = (or + or -). =B3 + C3 is correct. B3 + C3 alone is just text and will not calculate.

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

Answer 2050: =SUM(B4:D4) — =SUM(B4:D4) is an example of a formula using the built-in SUM function, which adds all values in the range B4:D4.

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

Answer 2051: Ctrl + R — Ctrl + R fills the active cell (or selected range) with the formula from the cell to its left - filling to the 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

Answer 2052: Absolute: $B$1 — Absolute referencing ($B$1) should be used when a formula must always refer to a specific cell (like a tax rate) regardless of where the formula is copied.

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

Answer 2053: The cosine of 20 radians — =COS(20) is a valid Excel formula using the built-in trigonometric function COS, which returns the cosine of 20 radians.

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...

Answer 2054: 2nd Period, 3rd Period, 4th Period... — With '1st Period' as the initial selection, Excel recognises the numeric pattern and extends the series as 2nd Period, 3rd Period, 4th 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

Answer 2055: Valid - a formula may generate either a value or a label — A formula may generate either a value (number) or a label (text). Both are valid outcomes of an Excel formula.

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

Answer 2056: Excel treats all cell references as relative by default, unless a dollar sign is used — By default, Excel treats all cell references as relative unless either the column letter, row number, or both are preceded by a dollar sign to make them absolute or mixed.

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

Answer 2057: Text — Check the cited source for the full explanation.

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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

Answer 2058: Click the format painter button on the Home tab. — Check the cited source for the full explanation.

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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

Answer 2059: I & II only — Check the cited source for the full explanation.

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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

Answer 2060: I & II only — Check the cited source for the full explanation.

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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

Answer 2061: Wrap text — Check the cited source for the full explanation.

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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

Answer 2062: I & II only — Check the cited source for the full explanation.

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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

Answer 2063: Border — Check the cited source for the full explanation.

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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

Answer 2064: 25,450,00.05 — Check the cited source for the full explanation.

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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

Answer 2065: 1/04/2015 PM — Check the cited source for the full explanation.

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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

Answer 2066: Number — Check the cited source for the full explanation.

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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.)

Answer 2067: Number (2 d.p.) — Check the cited source for the full explanation.

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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.

Answer 2068: Select the cell to the left of the column you want to unhide. — Check the cited source for the full explanation.

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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

Answer 2069: Column Width — Check the cited source for the full explanation.

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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

Answer 2070: Rename Sheet — Check the cited source for the full explanation.

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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

Answer 2071: I, II and III only — Check the cited source for the full explanation.

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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

Answer 2072: Click the copy button — Check the cited source for the full explanation.

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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

Answer 2073: Microsoft Word — Check the cited source for the full explanation.

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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

Answer 2074: 256 — Check the cited source for the full explanation.

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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

Answer 2075: SUPERCALC — Check the cited source for the full explanation.

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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 + #

Answer 2076: CTRL + ; — Check the cited source for the full explanation.

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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

Answer 2077: Shift cells left — Check the cited source for the full explanation.

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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

Answer 2078: F2 — Check the cited source for the full explanation.

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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 + #

Answer 2079: CTRL + ; — Check the cited source for the full explanation.

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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

Answer 2080: ESC — Check the cited source for the full explanation.

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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

Answer 2081: Preparation of budgets — Check the cited source for the full explanation.

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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

Answer 2082: IV,I,III,II — Check the cited source for the full explanation.

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2083. A number is accepted as a text if it is preceded by e. ^

A. '
B. "
C. &
D. #

Answer 2083: ' — Check the cited source for the full explanation.

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2084. Which of the following is NOT accepted in representing numbers ? e. -

A. E
B. .
C. +
D. *

Answer 2084: E — Check the cited source for the full explanation.

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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

Answer 2085: CTRL + X , CUT — Check the cited source for the full explanation.

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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

Answer 2086: Dialog box — Check the cited source for the full explanation.

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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

Answer 2087: Word processing package — Check the cited source for the full explanation.

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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

Answer 2088: Press the Alt key — Check the cited source for the full explanation.

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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

Answer 2089: MM/DD/YYYY — Check the cited source for the full explanation.

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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

Answer 2090: Left — Check the cited source for the full explanation.

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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

Answer 2091: 2,4,6 — Check the cited source for the full explanation.

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2092. Sorting cannot be done using more than one column.

A. FALSE
B. TRUE

Answer 2092: FALSE — Check the cited source for the full explanation.

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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

Answer 2093: FALSE — Check the cited source for the full explanation.

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2094. Filters can be applied to more than one column in a table.

A. TRUE
B. FALSE

Answer 2094: TRUE — Check the cited source for the full explanation.

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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

Answer 2095: TRUE — Check the cited source for the full explanation.

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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

Answer 2096: FALSE — Check the cited source for the full explanation.

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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

Answer 2097: font color — Check the cited source for the full explanation.

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2098. The horizontal axis is also known as the axis. e. axis

A. category
B. value
C. secondary
D. primary

Answer 2098: category — Check the cited source for the full explanation.

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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

Answer 2099: caption — Check the cited source for the full explanation.

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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

Answer 2100: axis — Check the cited source for the full explanation.

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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

Answer 2101: data point — Check the cited source for the full explanation.

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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]

Answer 2102: [Alt] — Check the cited source for the full explanation.

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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

Answer 2103: points — Check the cited source for the full explanation.

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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

Answer 2104: layout — Check the cited source for the full explanation.

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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

Answer 2105: zoom — Check the cited source for the full explanation.

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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

Answer 2106: They belong to the same category of functions — Check the cited source for the full explanation.

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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

Answer 2107: Relational — Check the cited source for the full explanation.

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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

Answer 2108: 1 January 1800 — Check the cited source for the full explanation.

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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

Answer 2109: 17 February 1902 — Check the cited source for the full explanation.

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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()

Answer 2110: Fa() — Check the cited source for the full explanation.

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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

Answer 2111: 1 — Check the cited source for the full explanation.

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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)

Answer 2112: 1036 — Check the cited source for the full explanation.

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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)

Answer 2113: Leading space(s) — Check the cited source for the full explanation.

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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

Answer 2114: Join — Check the cited source for the full explanation.

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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

Answer 2115: Sqrt — Check the cited source for the full explanation.

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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

Answer 2116: Countif — Check the cited source for the full explanation.

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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

Answer 2117: 1 — Check the cited source for the full explanation.

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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

Answer 2118: 1 — Check the cited source for the full explanation.

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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

Answer 2119: Inputs — Check the cited source for the full explanation.

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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

Answer 2120: Text — Check the cited source for the full explanation.

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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

Answer 2121: F1 — Check the cited source for the full explanation.

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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

Answer 2122: I, II, III, IV and V — Check the cited source for the full explanation.

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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

Answer 2123: 5 — Check the cited source for the full explanation.

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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

Answer 2124: I , II, III, IV and V — Check the cited source for the full explanation.

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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

Answer 2125: True — Check the cited source for the full explanation.

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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

Answer 2126: I, II, III, IV and V — Check the cited source for the full explanation.

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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)

Answer 2127: =A1 / A1 +SUM(B1:BII23) — Check the cited source for the full explanation.

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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

Answer 2128: I and II only — Check the cited source for the full explanation.

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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

Answer 2129: 16 — Check the cited source for the full explanation.

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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

Answer 2130: I and II only — Check the cited source for the full explanation.

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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

Answer 2131: Quick Title menu — Check the cited source for the full explanation.

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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

Answer 2132: F — Check the cited source for the full explanation.

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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

Answer 2133: A — Check the cited source for the full explanation.

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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

Answer 2134: F — Check the cited source for the full explanation.

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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

Answer 2135: II, III, I and IV — Check the cited source for the full explanation.

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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

Answer 2136: Text box — Check the cited source for the full explanation.

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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

Answer 2137: None of the above — Check the cited source for the full explanation.

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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)

Answer 2138: PowerPoint Presentation (.pptx) — Check the cited source for the full explanation.

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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

Answer 2139: A — Check the cited source for the full explanation.

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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

Answer 2140: B — Check the cited source for the full explanation.

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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

Answer 2141: Wrong formula — Check the cited source for the full explanation.

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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

Answer 2142: I, II, III, IV, V — Check the cited source for the full explanation.

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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

Answer 2143: 29 — Check the cited source for the full explanation.

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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

Answer 2144: None of the above — Check the cited source for the full explanation.

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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

Answer 2145: Folder — Check the cited source for the full explanation.

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2146. There are ..... types of protection for excel files. e. Ten

A. One
B. Four
C. Two
D. Three

Answer 2146: One — Check the cited source for the full explanation.

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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

Answer 2147: Shift — Check the cited source for the full explanation.

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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

Answer 2148: xlsx — Check the cited source for the full explanation.

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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

Answer 2149: Activate previous sheet — Check the cited source for the full explanation.

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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

Answer 2150: Text — Check the cited source for the full explanation.

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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

Answer 2151: Click the format painter button on the — Check the cited source for the full explanation.

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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

Answer 2152: I & II only — Check the cited source for the full explanation.

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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

Answer 2153: I & II only — Check the cited source for the full explanation.

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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

Answer 2154: Wrap text — Check the cited source for the full explanation.

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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

Answer 2155: I & II only — Check the cited source for the full explanation.

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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

Answer 2156: Border — Check the cited source for the full explanation.

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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

Answer 2157: 25,450,00.05 — Check the cited source for the full explanation.

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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

Answer 2158: 1/04/2015 PM — Check the cited source for the full explanation.

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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

Answer 2159: Number — Check the cited source for the full explanation.

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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.)

Answer 2160: Number (2 d.p.) — Check the cited source for the full explanation.

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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

Answer 2161: Select the cell to the left of the — Check the cited source for the full explanation.

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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

Answer 2162: Column Width — Check the cited source for the full explanation.

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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

Answer 2163: Rename Sheet — Check the cited source for the full explanation.

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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

Answer 2164: I, II and III only — Check the cited source for the full explanation.

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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

Answer 2165: Click the copy button — Check the cited source for the full explanation.

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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

Answer 2166: Microsoft Word — Check the cited source for the full explanation.

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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

Answer 2167: 256 — Check the cited source for the full explanation.

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2168. The following are examples of spreadsheet applications except e. Lotus 1-2-3

A. SUPERCALC
B. SYMPHONY
C. MS OUTLOOK
D. FRAMEWORK IV

Answer 2168: SUPERCALC — Check the cited source for the full explanation.

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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 + #

Answer 2169: CTRL + ; — Check the cited source for the full explanation.

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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

Answer 2170: Shift cells left — Check the cited source for the full explanation.

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2171. By pressing the _____ key, one can edit the contents of a cell. e. Shift

A. F2
B. ESC
C. F11
D. ENTER

Answer 2171: F2 — Check the cited source for the full explanation.

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2172. What are the shortcut keys for entering the current date in a cell? e. Shift +^

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

Answer 2172: CTRL + ; — Check the cited source for the full explanation.

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2173. Which of the following keys can remove a selected character? e. ENTER

A. ESC
B. TAB
C. CTRL
D. DELETE

Answer 2173: ESC — Check the cited source for the full explanation.

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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

Answer 2174: Preparation of budgets — Check the cited source for the full explanation.

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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

Answer 2175: IV,I,III,II — Check the cited source for the full explanation.

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2176. A number is accepted as a text if it is preceded by e. ^

A. '
B. ǯ
C. &
D. #

Answer 2176: ' — Check the cited source for the full explanation.

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2177. Which of the following is NOT accepted in representing numbers? e. -

A. E
B. .
C. +
D. *

Answer 2177: E — Check the cited source for the full explanation.

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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

Answer 2178: CTRL + X , CUT — Check the cited source for the full explanation.

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2179. A _____ is a grid with labelled columns and rows. e. Workbook

A. Dialog box
B. Worksheet
C. Clipboard
D. Toolbar

Answer 2179: Dialog box — Check the cited source for the full explanation.

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2180. Microsoft Excel is example of _____ e. Database

A. Word processing package
B. Spreadsheet package
C. Communication S/W Package
D. DBMS package

Answer 2180: Word processing package — Check the cited source for the full explanation.

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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

Answer 2181: Press the Alt key — Check the cited source for the full explanation.

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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

Answer 2182: MM/DD/YYYY — Check the cited source for the full explanation.

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2183. Valid date entries are aligned to the e. Bottom

A. Left
B. Right
C. Center
D. Top

Answer 2183: Left — Check the cited source for the full explanation.

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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

Answer 2184: 2,4,6 — Check the cited source for the full explanation.

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2185. Sorting cannot be done using more than one column.

A. FALSE
B. TRUE

Answer 2185: FALSE — Check the cited source for the full explanation.

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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

Answer 2186: FALSE — Check the cited source for the full explanation.

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2187. Filters can be applied to more than one column in a table.

A. TRUE
B. FALSE

Answer 2187: TRUE — Check the cited source for the full explanation.

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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

Answer 2188: TRUE — Check the cited source for the full explanation.

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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

Answer 2189: FALSE — Check the cited source for the full explanation.

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2190. Each data series in a chart is represented by a unique _____. e. bar

A. font color
B. font
C. outline color
D. size

Answer 2190: font color — Check the cited source for the full explanation.

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2191. The horizontal axis is also known as the _____ axis. e. axis

A. category
B. value
C. secondary
D. primary

Answer 2191: category — Check the cited source for the full explanation.

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2192. To provide additional information in a chart, you can insert a (n) _____. e. block

A. caption
B. text box
C. cell
D. range

Answer 2192: caption — Check the cited source for the full explanation.

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

Answer 2193: axis — Check the cited source for the full explanation.

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

Answer 2194: data point — Check the cited source for the full explanation.

2195. A _____ is a collection of data points. e. Marker

A. Data series
B. Data point
C. Axis
D. Legend

Answer 2195: Data series — Check the cited source for the full explanation.

2196. _____ is the process of arranging data in numerical or alphabetical order (ascending or descending)

A. filtering
B. combining
C. query
D. sorting

Answer 2196: filtering — Check the cited source for the full explanation.

2197. _____ are miniature images of the presentation slides. e. Pages

A. Scroll boxes
B. Thumbnails
C. ScreenTips
D. Templates

Answer 2197: Scroll boxes — Check the cited source for the full explanation.

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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]

Answer 2198: [Alt] — Check the cited source for the full explanation.

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2199. Bullet _____ are individual lines of bullet text on a slide. e. arguments

A. points
B. details
C. levels
D. records

Answer 2199: points — Check the cited source for the full explanation.

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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

Answer 2200: layout — Check the cited source for the full explanation.

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2201. _____ is NOT a slide layout. e. three content

A. two Content
B. title and Content
C. graphic
D. blank

Answer 2201: two Content — Check the cited source for the full explanation.

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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

Answer 2202: zoom — Check the cited source for the full explanation.

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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

Answer 2203: They belong to the same category of — Check the cited source for the full explanation.

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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

Answer 2204: Relational — Check the cited source for the full explanation.

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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

Answer 2205: 1 January 1800 — Check the cited source for the full explanation.

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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

Answer 2206: 17 February 1902 — Check the cited source for the full explanation.

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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()

Answer 2207: Fa() — Check the cited source for the full explanation.

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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

Answer 2208: 1 — Check the cited source for the full explanation.

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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)

Answer 2209: 1036 — Check the cited source for the full explanation.

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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)

Answer 2210: Leading space(s) — Check the cited source for the full explanation.

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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

Answer 2211: Join — Check the cited source for the full explanation.

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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

Answer 2212: Sqrt — Check the cited source for the full explanation.

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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

Answer 2213: Countif — Check the cited source for the full explanation.

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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

Answer 2214: 1 — Check the cited source for the full explanation.

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2215. What will the formula =median (1,3,5,2,6) return? e. 6

A. 1
B. 2
C. 3
D. 5

Answer 2215: 1 — Check the cited source for the full explanation.

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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

Answer 2216: Inputs — Check the cited source for the full explanation.

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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

Answer 2217: Text — Check the cited source for the full explanation.

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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

Answer 2218: F1 — Check the cited source for the full explanation.

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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

Answer 2219: I, II, III, IV and V — Check the cited source for the full explanation.

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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

Answer 2220: 5 — Check the cited source for the full explanation.

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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

Answer 2221: I , II, III, IV and V — Check the cited source for the full explanation.

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2222. One of the advantages of using formulas in a worksheet is that cell entries can be changed and

A. True
B. False

Answer 2222: True — Check the cited source for the full explanation.

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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

Answer 2223: I, II, III, IV and V — Check the cited source for the full explanation.

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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)

Answer 2224: =A1 / A1 +SUM(B1:BII23) — Check the cited source for the full explanation.

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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

Answer 2225: I and II only — Check the cited source for the full explanation.

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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

Answer 2226: 16 — Check the cited source for the full explanation.

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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

Answer 2227: I and II only — Check the cited source for the full explanation.

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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

Answer 2228: Quick Title menu — Check the cited source for the full explanation.

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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

Answer 2229: F — Check the cited source for the full explanation.

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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

Answer 2230: A — Check the cited source for the full explanation.

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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

Answer 2231: F — Check the cited source for the full explanation.

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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

Answer 2232: II, III, I and IV — Check the cited source for the full explanation.

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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

Answer 2233: Text box — Check the cited source for the full explanation.

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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

Answer 2234: None of the above — Check the cited source for the full explanation.

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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)

Answer 2235: PowerPoint Presentation (.pptx) — Check the cited source for the full explanation.

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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

Answer 2236: A — Check the cited source for the full explanation.

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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

Answer 2237: B — Check the cited source for the full explanation.

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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

Answer 2238: A — Check the cited source for the full explanation.

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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

Answer 2239: Wrong formula — Check the cited source for the full explanation.

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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

Answer 2240: Absolute — Check the cited source for the full explanation.

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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

Answer 2241: I, II, III, IV, V — Check the cited source for the full explanation.

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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

Answer 2242: 29 — Check the cited source for the full explanation.

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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

Answer 2243: None of the above — Check the cited source for the full explanation.

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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

Answer 2244: Folder — Check the cited source for the full explanation.

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2245. There are ..... types of protection for excel files. e. Ten

A. One
B. Four
C. Two
D. Three

Answer 2245: One — Check the cited source for the full explanation.

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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

Answer 2246: Shift — Check the cited source for the full explanation.

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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

Answer 2247: xlsx — Check the cited source for the full explanation.

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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

Answer 2248: True — Check the cited source for the full explanation.

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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

Answer 2249: True — Check the cited source for the full explanation.

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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

Answer 2250: 4 — Check the cited source for the full explanation.

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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

Answer 2251: Activate previous sheet — Check the cited source for the full explanation.

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

Answer 2252: Text — Check the cited source for the full explanation.

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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

Answer 2253: Click the format painter button on the Home tab. — Check the cited source for the full explanation.

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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

Answer 2254: I & II only — Check the cited source for the full explanation.

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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

Answer 2255: I & II only — Check the cited source for the full explanation.

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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

Answer 2256: Wrap text — Check the cited source for the full explanation.

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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

Answer 2257: I & II only — Check the cited source for the full explanation.

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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

Answer 2258: Border — Check the cited source for the full explanation.

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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

Answer 2259: 25,450,00.05 — Check the cited source for the full explanation.

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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

Answer 2260: 1/04/2015 PM — Check the cited source for the full explanation.

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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

Answer 2261: Number — Check the cited source for the full explanation.

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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.)

Answer 2262: Number (2 d.p.) — Check the cited source for the full explanation.

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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.

Answer 2263: Select the cell to the left of the column you want to unhide. — Check the cited source for the full explanation.

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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

Answer 2264: Column Width — Check the cited source for the full explanation.

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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

Answer 2265: Rename Sheet — Check the cited source for the full explanation.

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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

Answer 2266: I, II and III only — Check the cited source for the full explanation.

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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

Answer 2267: Click the copy button — Check the cited source for the full explanation.

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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

Answer 2268: Microsoft Word — Check the cited source for the full explanation.

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

Answer 2269: 256 — Check the cited source for the full explanation.

2270. The following are examples of spreadsheet applications except e. Lotus 1-2-3

A. SUPERCALC
B. SYMPHONY
C. MS OUTLOOK
D. FRAMEWORK IV

Answer 2270: SUPERCALC — Check the cited source for the full explanation.

2271. The shortcut keys for formatting a time in the default format is e. Shift+^

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

Answer 2271: CTRL + ; — Check the cited source for the full explanation.

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

Answer 2272: Shift cells left — Check the cited source for the full explanation.

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

Answer 2273: F2 — Check the cited source for the full explanation.

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2274. What are the shortcut keys for entering the current date in a cell? e. Shift +^

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

Answer 2274: CTRL + ; — Check the cited source for the full explanation.

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2275. Which of the following keys can remove a selected character? e. ENTER

A. ESC
B. TAB
C. CTRL
D. DELETE

Answer 2275: ESC — Check the cited source for the full explanation.

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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

Answer 2276: Preparation of budgets — Check the cited source for the full explanation.

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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

Answer 2277: IV,I,III,II — Check the cited source for the full explanation.

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2278. A number is accepted as a text if it is preceded by e. ^

A. '
B. "
C. &
D. #

Answer 2278: ' — Check the cited source for the full explanation.

2279. Which of the following is NOT accepted in representing numbers ? e. -

A. E
B. .
C. +
D. *

Answer 2279: E — Check the cited source for the full explanation.

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

Answer 2280: CTRL + X , CUT — Check the cited source for the full explanation.

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

Answer 2281: Dialog box — Check the cited source for the full explanation.

2282. Microsoft Excel is example of _____ e. Database

A. Word processing package
B. Spreadsheet package
C. Communication S/W Package
D. DBMS package

Answer 2282: Word processing package — Check the cited source for the full explanation.

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

Answer 2283: Press the Alt key — Check the cited source for the full explanation.

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

Answer 2284: MM/DD/YYYY — Check the cited source for the full explanation.

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

Answer 2285: Left — Check the cited source for the full explanation.

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

Answer 2286: 2,4,6 — Check the cited source for the full explanation.

2287. Sorting cannot be done using more than one column.

A. FALSE
B. TRUE

Answer 2287: FALSE — Check the cited source for the full explanation.

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

Answer 2288: FALSE — Check the cited source for the full explanation.

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2289. Filters can be applied to more than one column in a table.

A. TRUE
B. FALSE

Answer 2289: TRUE — Check the cited source for the full explanation.

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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

Answer 2290: TRUE — Check the cited source for the full explanation.

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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

Answer 2291: FALSE — Check the cited source for the full explanation.

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2292. Each data series in a chart is represented by a unique _____. e. bar

A. font color
B. font
C. outline color
D. size

Answer 2292: font color — Check the cited source for the full explanation.

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2293. The horizontal axis is also known as the _____ axis. e. axis

A. category
B. value
C. secondary
D. primary

Answer 2293: category — Check the cited source for the full explanation.

2294. To provide additional information in a chart, you can insert a(n) _____. e. block

A. caption
B. text box
C. cell
D. range

Answer 2294: caption — Check the cited source for the full explanation.

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

Answer 2295: axis — Check the cited source for the full explanation.

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

Answer 2296: data point — Check the cited source for the full explanation.

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

Answer 2297: filtering — Check the cited source for the full explanation.

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

Answer 2298: Scroll boxes — Check the cited source for the full explanation.

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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]

Answer 2299: [Alt] — Check the cited source for the full explanation.

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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

Answer 2300: points — Check the cited source for the full explanation.

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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

Answer 2301: layout — Check the cited source for the full explanation.

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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

Answer 2302: two Content — Check the cited source for the full explanation.

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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

Answer 2303: zoom — Check the cited source for the full explanation.

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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

Answer 2304: They belong to the same category of functions — Check the cited source for the full explanation.

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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

Answer 2305: Relational — Check the cited source for the full explanation.

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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

Answer 2306: 1 January 1800 — Check the cited source for the full explanation.

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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

Answer 2307: 17 February 1902 — Check the cited source for the full explanation.

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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()

Answer 2308: Fa() — Check the cited source for the full explanation.

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

Answer 2309: 1 — Check the cited source for the full explanation.

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)

Answer 2310: 1036 — Check the cited source for the full explanation.

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)

Answer 2311: Leading space(s) — Check the cited source for the full explanation.

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

Answer 2312: Join — Check the cited source for the full explanation.

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

Answer 2313: Sqrt — Check the cited source for the full explanation.

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

Answer 2314: Countif — Check the cited source for the full explanation.

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

Answer 2315: 1 — Check the cited source for the full explanation.

2316. What will the formula =median(1,3,5,2,6) return? e. 6

A. 1
B. 2
C. 3
D. 5

Answer 2316: 1 — Check the cited source for the full explanation.

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

Answer 2317: Inputs — Check the cited source for the full explanation.

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

Answer 2318: Text — Check the cited source for the full explanation.

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

Answer 2319: F1 — Check the cited source for the full explanation.

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

Answer 2320: I, II, III, IV and V — Check the cited source for the full explanation.

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

Answer 2321: 5 — Check the cited source for the full explanation.

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

Answer 2322: I , II, III, IV and V — Check the cited source for the full explanation.

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

Answer 2323: True — Check the cited source for the full explanation.

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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

Answer 2324: I, II, III, IV and V — Check the cited source for the full explanation.

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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)

Answer 2325: =A1 / A1 +SUM(B1:BII23) — Check the cited source for the full explanation.

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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

Answer 2326: I and II only — Check the cited source for the full explanation.

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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

Answer 2327: 16 — Check the cited source for the full explanation.

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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

Answer 2328: I and II only — Check the cited source for the full explanation.

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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

Answer 2329: Quick Title menu — Check the cited source for the full explanation.

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2330. Which of the following displays the slide you are currently working on? e. C

A. F
B. K
C. G
D. E

Answer 2330: F — Check the cited source for the full explanation.

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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

Answer 2331: A — Check the cited source for the full explanation.

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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

Answer 2332: F — Check the cited source for the full explanation.

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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

Answer 2333: II, III, I and IV — Check the cited source for the full explanation.

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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

Answer 2334: Text box — Check the cited source for the full explanation.

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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

Answer 2335: None of the above — Check the cited source for the full explanation.

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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)

Answer 2336: PowerPoint Presentation (.pptx) — Check the cited source for the full explanation.

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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

Answer 2337: A — Check the cited source for the full explanation.

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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

Answer 2338: B — Check the cited source for the full explanation.

2339. _____ can be used to change case of a selected text. A B

A. A
B. B
C. C
D. D

Answer 2339: A — Check the cited source for the full explanation.

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

Answer 2340: Wrong formula — Check the cited source for the full explanation.

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

Answer 2341: Absolute — Check the cited source for the full explanation.

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

Answer 2342: I, II, III, IV, V — Check the cited source for the full explanation.

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

Answer 2343: 29 — Check the cited source for the full explanation.

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

Answer 2344: None of the above — Check the cited source for the full explanation.

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

Answer 2345: Folder — Check the cited source for the full explanation.

2346. There are ..... types of protection for excel files. e. Ten

A. One
B. Four
C. Two
D. Three

Answer 2346: One — Check the cited source for the full explanation.

2347. The ..... modifier key is used to select multiple files to open. e. Backspace

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

Answer 2347: Shift — Check the cited source for the full explanation.

2348. What is the default file extension for excel files is? e. pdf

A. xlsx
B. xlm
C. wk
D. doc

Answer 2348: xlsx — Check the cited source for the full explanation.

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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

Answer 2349: Activate previous sheet — Check the cited source for the full explanation.

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

Answer 2350: Mouse — Check the cited source for the full explanation.

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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

Answer 2351: Memory cards — Check the cited source for the full explanation.

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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

Answer 2352: Serial port — Check the cited source for the full explanation.

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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

Answer 2353: I & II only — Check the cited source for the full explanation.

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2354. Which generation of computers used Very Large Integrated Circuits? e. Fifth

A. First
B. Second
C. Third
D. Fourth

Answer 2354: First — Check the cited source for the full explanation.

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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

Answer 2355: I only — Check the cited source for the full explanation.

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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

Answer 2356: Coaxial cable — Check the cited source for the full explanation.

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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

Answer 2357: PDA's — Check the cited source for the full explanation.

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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

Answer 2358: Central unit — Check the cited source for the full explanation.

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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

Answer 2359: Micro computers — Check the cited source for the full explanation.

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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

Answer 2360: Modem — Check the cited source for the full explanation.

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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

Answer 2361: Serial Computer System Interface — Check the cited source for the full explanation.

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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

Answer 2362: Serial — Check the cited source for the full explanation.

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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

Answer 2363: Low power laser light — Check the cited source for the full explanation.

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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

Answer 2364: I & II only — Check the cited source for the full explanation.

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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

Answer 2365: Data files — Check the cited source for the full explanation.

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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

Answer 2366: Method of access — Check the cited source for the full explanation.

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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

Answer 2367: I & II only — Check the cited source for the full explanation.

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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

Answer 2368: I & III only — Check the cited source for the full explanation.

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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

Answer 2369: I & III only — Check the cited source for the full explanation.

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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

Answer 2370: I & II only — Check the cited source for the full explanation.

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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

Answer 2371: II only — Check the cited source for the full explanation.

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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

Answer 2372: A hard disk cartridge — Check the cited source for the full explanation.

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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

Answer 2373: I & II only — Check the cited source for the full explanation.

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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

Answer 2374: DVDs — Check the cited source for the full explanation.

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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

Answer 2375: I & II only — Check the cited source for the full explanation.

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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

Answer 2376: Kilobytes — Check the cited source for the full explanation.

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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

Answer 2377: I & II only — Check the cited source for the full explanation.

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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

Answer 2378: Reading — Check the cited source for the full explanation.

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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

Answer 2379: I & II only — Check the cited source for the full explanation.

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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

Answer 2380: I & II only — Check the cited source for the full explanation.

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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

Answer 2381: Loading — Check the cited source for the full explanation.

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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

Answer 2382: CD-R — Check the cited source for the full explanation.

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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

Answer 2383: Laser spot — Check the cited source for the full explanation.

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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

Answer 2384: SCSI port — Check the cited source for the full explanation.

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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

Answer 2385: Laser spots — Check the cited source for the full explanation.

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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

Answer 2386: Track density — Check the cited source for the full explanation.

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2387. ASCII-16 coding scheme can represent ..... characters e. 1024

A. 16
B. 32
C. 256
D. 65536

Answer 2387: 16 — Check the cited source for the full explanation.

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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

Answer 2388: 0100 1000 — Check the cited source for the full explanation.

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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

Answer 2389: Internal — Check the cited source for the full explanation.

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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

Answer 2390: I & II only — Check the cited source for the full explanation.

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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

Answer 2391: I & II only — Check the cited source for the full explanation.

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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

Answer 2392: I & II only — Check the cited source for the full explanation.

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2393. A video adapter card is a hardware. True or False?

A. True
B. False

Answer 2393: True — Check the cited source for the full explanation.

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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

Answer 2394: Transformer — Check the cited source for the full explanation.

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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

Answer 2395: First generation — Check the cited source for the full explanation.

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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

Answer 2396: Hard drive — Check the cited source for the full explanation.

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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

Answer 2397: The ALU and the Control Unit — Check the cited source for the full explanation.

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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

Answer 2398: Compilers — Check the cited source for the full explanation.

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2399. Which of these is the odd one out? e. Trackball

A. Joystick
B. Touchpad
C. Mouse
D. Digital camera

Answer 2399: Joystick — Check the cited source for the full explanation.

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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

Answer 2400: CD-ROM — Check the cited source for the full explanation.

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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

Answer 2401: CRT Monitor — Check the cited source for the full explanation.

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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

Answer 2402: Network communication card — Check the cited source for the full explanation.

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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

Answer 2403: Ethernet LAN Port — Check the cited source for the full explanation.

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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

Answer 2404: Ethernet LAN Port — Check the cited source for the full explanation.

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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

Answer 2405: Serial Communication Port — Check the cited source for the full explanation.

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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

Answer 2406: Ethernet LAN Port — Check the cited source for the full explanation.

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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

Answer 2407: Ethernet LAN Port — Check the cited source for the full explanation.

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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

Answer 2408: Ethernet LAN Port — Check the cited source for the full explanation.

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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

Answer 2409: Ethernet LAN Port — Check the cited source for the full explanation.

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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

Answer 2410: The power supply unit — Check the cited source for the full explanation.

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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

Answer 2411: I & II only — Check the cited source for the full explanation.

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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

Answer 2412: I & III only — Check the cited source for the full explanation.

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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

Answer 2413: Microprocessor — Check the cited source for the full explanation.

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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

Answer 2414: Microphone — Check the cited source for the full explanation.

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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

Answer 2415: Numeric keys — Check the cited source for the full explanation.

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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

Answer 2416: Extended binary character decimal interchange code — Check the cited source for the full explanation.

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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

Answer 2417: Fiber optic — Check the cited source for the full explanation.

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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

Answer 2418: MIPS — Check the cited source for the full explanation.

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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

Answer 2419: Processing speed — Check the cited source for the full explanation.

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2420. ..... is the continuous representation of data.

A. Hybrid
B. Analogue
C. Digital
D. Purpose

Answer 2420: Hybrid — Check the cited source for the full explanation.

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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

Answer 2421: Mouse, monitor — Check the cited source for the full explanation.

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2422. UPS means

A. Uninterruptible Power Supply
B. Uninterrupted Power Supply
C. United Power Socket
D. Universal Power Source

Answer 2422: Uninterruptible Power Supply — Check the cited source for the full explanation.

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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

Answer 2423: 11111000 — Check the cited source for the full explanation.

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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

Answer 2424: America's Standardized Code for Interchange Information — Check the cited source for the full explanation.

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2425. Pick the odd one out

A. Power supply
B. Motherboard
C. Mouse
D. Microprocessor

Answer 2425: Power supply — Check the cited source for the full explanation.

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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

Answer 2426: ALU and CU — Check the cited source for the full explanation.

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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)

Answer 2427: Kilo Hertz(KHz) — Check the cited source for the full explanation.

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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

Answer 2428: PROM — Check the cited source for the full explanation.

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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

Answer 2429: 2 billion bytes — Check the cited source for the full explanation.

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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

Answer 2430: Mouse — Check the cited source for the full explanation.

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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

Answer 2431: Scanners — Check the cited source for the full explanation.

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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

Answer 2432: QEWTY — Check the cited source for the full explanation.

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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

Answer 2433: Enter key — Check the cited source for the full explanation.

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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

Answer 2434: True — Check the cited source for the full explanation.

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2435. Pick out the odd one

A. .DLL
B. .DRV
C. .DOCX
D. .EXE

Answer 2435: .DLL — Check the cited source for the full explanation.

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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

Answer 2436: Application — Check the cited source for the full explanation.

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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

Answer 2437: Mac OS — Check the cited source for the full explanation.

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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

Answer 2438: Device Drivers — Check the cited source for the full explanation.

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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

Answer 2439: 01001000 — Check the cited source for the full explanation.

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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

Answer 2440: Defragmentation — Check the cited source for the full explanation.

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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

Answer 2441: Interpreter — Check the cited source for the full explanation.

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2442. An interpreter allows errors to be corrected more quickly than a compiler.

A. False
B. True

Answer 2442: False — Check the cited source for the full explanation.

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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

Answer 2443: Software — Check the cited source for the full explanation.

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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

Answer 2444: Tool buttons — Check the cited source for the full explanation.

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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

Answer 2445: Pop-up Menu — Check the cited source for the full explanation.

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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

Answer 2446: 11001010 — Check the cited source for the full explanation.

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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

Answer 2447: Performance, security and reliability — Check the cited source for the full explanation.

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2448. Identify the odd one

A. Mesh
B. Star
C. Wireless
D. Bus

Answer 2448: Mesh — Check the cited source for the full explanation.

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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

Answer 2449: Ring — Check the cited source for the full explanation.

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2450. The under listed devices are all output devices except

A. Speaker
B. Monitors
C. Printers
D. Scanners

Answer 2450: Speaker — Check the cited source for the full explanation.

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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

Answer 2451: Processing devices — Check the cited source for the full explanation.

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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

Answer 2452: Touch pad — Check the cited source for the full explanation.

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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

Answer 2453: F0 - F12 — Check the cited source for the full explanation.

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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

Answer 2454: Movement keys — Check the cited source for the full explanation.

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2455. An audio input devices records and plays ..... Sounds.

A. Analog
B. Hybrid
C. Digital
D. Record

Answer 2455: Analog — Check the cited source for the full explanation.

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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

Answer 2456: Processing devices — Check the cited source for the full explanation.

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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

Answer 2457: Record — Check the cited source for the full explanation.

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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

Answer 2458: Kofi.com and yaa.txt — Check the cited source for the full explanation.

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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

Answer 2459: Audio files — Check the cited source for the full explanation.

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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)

Answer 2460: Bytes (BT): 210 or 16 bits — Check the cited source for the full explanation.

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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

Answer 2461: 1111 1101 — Check the cited source for the full explanation.

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2462. Which of the following is part of Main Memory? e. CACHE

A. ROM
B. VROM
C. VRAM
D. PROM

Answer 2462: ROM — Check the cited source for the full explanation.

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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

Answer 2463: Task — Check the cited source for the full explanation.

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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

Answer 2464: Purpose — Check the cited source for the full explanation.

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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

Answer 2465: 40 kilos — Check the cited source for the full explanation.

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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

Answer 2466: Just like humans — Check the cited source for the full explanation.

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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

Answer 2467: device driver — Check the cited source for the full explanation.

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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

Answer 2468: Plotter port — Check the cited source for the full explanation.

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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

Answer 2469: Wireless port — Check the cited source for the full explanation.

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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

Answer 2470: Modem — Check the cited source for the full explanation.

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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

Answer 2471: Electronic path — Check the cited source for the full explanation.

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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

Answer 2472: I, II, III — Check the cited source for the full explanation.

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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

Answer 2473: Integrated circuit — Check the cited source for the full explanation.

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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

Answer 2474: 0 or 1 value — Check the cited source for the full explanation.

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2475. Expansion cards plug into slots on the

A. Drive bay
B. Motherboard
C. System unit
D. CPU

Answer 2475: Drive bay — Check the cited source for the full explanation.

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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

Answer 2476: Parallel — Check the cited source for the full explanation.

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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

Answer 2477: Processor — Check the cited source for the full explanation.

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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

Answer 2478: Q — Check the cited source for the full explanation.

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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

Answer 2479: Vacuum tubes — Check the cited source for the full explanation.

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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

Answer 2480: Transistors — Check the cited source for the full explanation.

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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

Answer 2481: Transistors — Check the cited source for the full explanation.

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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

Answer 2482: CPU — Check the cited source for the full explanation.

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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

Answer 2483: Data representation — Check the cited source for the full explanation.

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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

Answer 2484: Powered-on-self-test — Check the cited source for the full explanation.

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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

Answer 2485: Alphabets only — Check the cited source for the full explanation.

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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

Answer 2486: Close Output Business Output Logic — Check the cited source for the full explanation.

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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

Answer 2487: Serial port — Check the cited source for the full explanation.

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2488. 1024 bytes is equivalent to 1 .....

A. KB
B. MB
C. GB
D. TB

Answer 2488: KB — Check the cited source for the full explanation.

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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

Answer 2489: Video file — Check the cited source for the full explanation.

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2490. ASCII -16 coding scheme can represent ..... characters e. 1024

A. 16
B. 32
C. 256
D. 65536

Answer 2490: 16 — Check the cited source for the full explanation.

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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

Answer 2491: Internal — Check the cited source for the full explanation.

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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

Answer 2492: Super computer — Check the cited source for the full explanation.

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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

Answer 2493: Liquid Crystal-like Display — Check the cited source for the full explanation.

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2494. Pick the odd one out.

A. Pen drive
B. Hard-disk
C. Diskette
D. Scanner

Answer 2494: Pen drive — Check the cited source for the full explanation.

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2495. What determines a processor's speed?

A. Machine cycle
B. Megahertz (MHz)
C. Quartz crystal
D. Transistors

Answer 2495: Machine cycle — Check the cited source for the full explanation.

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2496. Computers may come in ..... varieties of processing capability.

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

Answer 2496: 4 — Check the cited source for the full explanation.

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2497. Pick the odd one out.

A. Flash
B. Serial
C. Parallel
D. USB

Answer 2497: Flash — Check the cited source for the full explanation.

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2498. ..... transmit(s) data through light pulses.

A. Satellite systems
B. Coaxial cables
C. Fiber optic cables
D. Microwave systems

Answer 2498: Satellite systems — Check the cited source for the full explanation.

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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

Answer 2499: Numeric keys — Check the cited source for the full explanation.

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2500. Which of these are normally not found on the motherboard?

A. Microprocessor
B. Ports
C. Expansion slots
D. Buses

Answer 2500: Microprocessor — Check the cited source for the full explanation.

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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

Answer 2501: American Software Code for Integer Information — Check the cited source for the full explanation.

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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

Answer 2502: Unicode — Check the cited source for the full explanation.

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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

Answer 2503: ROM — Check the cited source for the full explanation.

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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

Answer 2504: MIPS — Check the cited source for the full explanation.

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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

Answer 2505: Expansion — Check the cited source for the full explanation.

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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

Answer 2506: Processing speed — Check the cited source for the full explanation.

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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

Answer 2507: EPROM — Check the cited source for the full explanation.

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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

Answer 2508: SCSI ports — Check the cited source for the full explanation.

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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

Answer 2509: System boards — Check the cited source for the full explanation.

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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

Answer 2510: Ctrl, PgUp, Shift — Check the cited source for the full explanation.

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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

Answer 2511: 100 — Check the cited source for the full explanation.

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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

Answer 2512: Touchpad — Check the cited source for the full explanation.

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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

Answer 2513: External bus — Check the cited source for the full explanation.

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2514. Which type of file contains no formatting?

A. Image files
B. Audio files
C. ASCII files
D. Video files

Answer 2514: Image files — Check the cited source for the full explanation.

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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

Answer 2515: Extended binary character decimal interchange code — Check the cited source for the full explanation.

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2516. Software is to monitor as hardcopy is to .....

A. Microchip
B. Plotter
C. Micro computer
D. Scanner

Answer 2516: Microchip — Check the cited source for the full explanation.

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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

Answer 2517: System boards — Check the cited source for the full explanation.

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2518. Which of the following is NOT an input device?

A. Microphone
B. Audio speaker
C. Digital camera
D. Scanner

Answer 2518: Microphone — Check the cited source for the full explanation.

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2519. The Unicode is a ..... bit encoding system. e. 1

A. 7
B. 8
C. 16
D. 32

Answer 2519: 7 — Check the cited source for the full explanation.

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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

Answer 2520: 64 — Check the cited source for the full explanation.

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2521. Supercomputer speeds are typically measured in Mega ..... Hertz

A. Flops
B. Ips
C. Bps
D. MIPS

Answer 2521: Flops — Check the cited source for the full explanation.

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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

Answer 2522: 1000 bytes — Check the cited source for the full explanation.

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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

Answer 2523: Data — Check the cited source for the full explanation.

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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

Answer 2524: Secondary storage — Check the cited source for the full explanation.

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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

Answer 2525: Control unit and the CPU — Check the cited source for the full explanation.

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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

Answer 2526: Byte — Check the cited source for the full explanation.

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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

Answer 2527: Non volatile — Check the cited source for the full explanation.

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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

Answer 2528: Hybrid computer — Check the cited source for the full explanation.

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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

Answer 2529: 4 — Check the cited source for the full explanation.

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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

Answer 2530: Microcomputers — Check the cited source for the full explanation.

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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

Answer 2531: Peripherals — Check the cited source for the full explanation.

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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

Answer 2532: I and II only — Check the cited source for the full explanation.

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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

Answer 2533: Modulation device — Check the cited source for the full explanation.

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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

Answer 2534: I and II only — Check the cited source for the full explanation.

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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

Answer 2535: Numeric keys — Check the cited source for the full explanation.

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by a concerned member

2536. Files containing a video clip could run into ..... of memory e. Terabytes

A. Bits
B. Bytes
C. Kilobytes
D. Gigabytes

Answer 2536: Bits — Check the cited source for the full explanation.

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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

Answer 2537: I and II only — Check the cited source for the full explanation.

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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

Answer 2538: Element Numeric Internal Access Computer — Check the cited source for the full explanation.

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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

Answer 2539: I and II — Check the cited source for the full explanation.

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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

Answer 2540: Optical mouse — Check the cited source for the full explanation.

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2541. The second generation of computers used integrated circuits.

A. True
B. False

Answer 2541: True — Check the cited source for the full explanation.

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2542. Mini computers are more powerful and faster than micro-computers.

A. True
B. False

Answer 2542: True — Check the cited source for the full explanation.

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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

Answer 2543: ASCII and UNICODE — Check the cited source for the full explanation.

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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

Answer 2544: Pentium processor — Check the cited source for the full explanation.

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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

Answer 2545: RAM size, motherboard and ROM size — Check the cited source for the full explanation.

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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

Answer 2546: True — Check the cited source for the full explanation.

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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

Answer 2547: Satellite disk — Check the cited source for the full explanation.

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by a concerned member

2548. ..... refers to raw facts that are processed into .....

A. Input, output
B. Data, information
C. Information, data
D. Primary storage, secondary storage

Answer 2548: Input, output — Check the cited source for the full explanation.

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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

Answer 2549: Integrated circuit — Check the cited source for the full explanation.

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by Ebensenu

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

Answer 2550: 1946-1954 — Check the cited source for the full explanation.

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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

Answer 2551: ROM — Check the cited source for the full explanation.

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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

Answer 2552: Vacuum tubes — Check the cited source for the full explanation.

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by Ebensenu

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

Answer 2553: Uses high level language — Check the cited source for the full explanation.

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by Ebensenu

2554. Which of the following is a multipurpose computer? e. calculator

A. ATM machine
B. printers
C. scanners
D. ordinary computers

Answer 2554: ATM machine — Check the cited source for the full explanation.

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2555. An example of a super computer is e. Toshiba

A. ENIAC
B. option black
C. option red
D. Pentium

Answer 2555: ENIAC — Check the cited source for the full explanation.

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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

Answer 2556: 2010 characters — Check the cited source for the full explanation.

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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

Answer 2557: SCSI ports — Check the cited source for the full explanation.

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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

Answer 2558: Expansion cards — Check the cited source for the full explanation.

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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

Answer 2559: Visual graphics array — Check the cited source for the full explanation.

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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

Answer 2560: Microcomputers — Check the cited source for the full explanation.

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2561. Super computers were developed in..... e. 1940s

A. 1980s
B. 1970s
C. 1960s
D. 1950s

Answer 2561: 1980s — Check the cited source for the full explanation.

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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

Answer 2562: External hard disks — Check the cited source for the full explanation.

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by Ebensenu

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

Answer 2563: Communication software — Check the cited source for the full explanation.

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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

Answer 2564: Monitor — Check the cited source for the full explanation.

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by Ebensenu

2565. All the following are types of a keyboard except.... e. none of the above

A. Ergonomic
B. wireless
C. multimedia
D. multiuser

Answer 2565: Ergonomic — Check the cited source for the full explanation.

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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

Answer 2566: Mainframe computers — Check the cited source for the full explanation.

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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

Answer 2567: Hybrid — Check the cited source for the full explanation.

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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

Answer 2568: Electrical numerical integrator and computer — Check the cited source for the full explanation.

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

Answer 2569: Text — Check the cited source for the full explanation.

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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

Answer 2570: Click the format painter button on the Home tab. — Check the cited source for the full explanation.

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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

Answer 2571: I & II only — Check the cited source for the full explanation.

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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

Answer 2572: I & II only — Check the cited source for the full explanation.

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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

Answer 2573: Wrap text — Check the cited source for the full explanation.

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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

Answer 2574: I & II only — Check the cited source for the full explanation.

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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

Answer 2575: Border — Check the cited source for the full explanation.

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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

Answer 2576: 25,450,00.05 — Check the cited source for the full explanation.

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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

Answer 2577: 1/04/2015 PM — Check the cited source for the full explanation.

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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

Answer 2578: Number — Check the cited source for the full explanation.

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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.)

Answer 2579: Number (2 d.p.) — Check the cited source for the full explanation.

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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.

Answer 2580: Select the cell to the left of the column you want to unhide. — Check the cited source for the full explanation.

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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

Answer 2581: Column Width — Check the cited source for the full explanation.

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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

Answer 2582: Rename Sheet — Check the cited source for the full explanation.

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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

Answer 2583: I, II and III only — Check the cited source for the full explanation.

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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

Answer 2584: Click the copy button — Check the cited source for the full explanation.

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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

Answer 2585: Microsoft Word — Check the cited source for the full explanation.

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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

Answer 2586: 256 — Check the cited source for the full explanation.

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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

Answer 2587: SUPERCALC — Check the cited source for the full explanation.

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2588. The shortcut keys for formatting a time in the default format is e. Shift+^

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

Answer 2588: CTRL + ; — Check the cited source for the full explanation.

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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

Answer 2589: Shift cells left — Check the cited source for the full explanation.

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2590. By pressing the _____ key, one can edit the contents of a cell. e. Shift

A. F2
B. ESC
C. F11
D. ENTER

Answer 2590: F2 — Check the cited source for the full explanation.

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2591. What are the shortcut keys for entering the current date in a cell? e. Shift +^

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

Answer 2591: CTRL + ; — Check the cited source for the full explanation.

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2592. Which of the following keys can remove a selected character? e. ENTER Page 7 of 38

A. ESC
B. TAB
C. CTRL
D. DELETE

Answer 2592: ESC — Check the cited source for the full explanation.

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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

Answer 2593: Preparation of budgets — Check the cited source for the full explanation.

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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

Answer 2594: IV,I,III,II — Check the cited source for the full explanation.

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2595. A number is accepted as a text if it is preceded by e. ^

A. '
B. "
C. &
D. #

Answer 2595: ' — Check the cited source for the full explanation.

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2596. Which of the following is NOT accepted in representing numbers ? e. -

A. E
B. .
C. +
D. *

Answer 2596: E — Check the cited source for the full explanation.

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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

Answer 2597: CTRL + X , CUT — Check the cited source for the full explanation.

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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

Answer 2598: Dialog box — Check the cited source for the full explanation.

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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

Answer 2599: Word processing package — Check the cited source for the full explanation.

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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

Answer 2600: Press the Alt key — Check the cited source for the full explanation.

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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

Answer 2601: MM/DD/YYYY — Check the cited source for the full explanation.

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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

Answer 2602: Left — Check the cited source for the full explanation.

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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

Answer 2603: 2,4,6 — Check the cited source for the full explanation.

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2604. Sorting cannot be done using more than one column.

A. FALSE
B. TRUE

Answer 2604: FALSE — Check the cited source for the full explanation.

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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

Answer 2605: FALSE — Check the cited source for the full explanation.

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2606. Filters can be applied to more than one column in a table.

A. TRUE
B. FALSE

Answer 2606: TRUE — Check the cited source for the full explanation.

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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

Answer 2607: TRUE — Check the cited source for the full explanation.

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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

Answer 2608: FALSE — Check the cited source for the full explanation.

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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

Answer 2609: font color — Check the cited source for the full explanation.

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2610. The horizontal axis is also known as the _____ axis. e. axis

A. category
B. value
C. secondary
D. primary

Answer 2610: category — Check the cited source for the full explanation.

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2611. To provide additional information in a chart, you can insert a(n) _____. e. block

A. caption
B. text box
C. cell
D. range

Answer 2611: caption — Check the cited source for the full explanation.

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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

Answer 2612: axis — Check the cited source for the full explanation.

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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

Answer 2613: data point — Check the cited source for the full explanation.

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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

Answer 2614: filtering — Check the cited source for the full explanation.

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2615. _____ are miniature images of the presentation slides. e. Pages

A. Scroll boxes
B. Thumbnails
C. ScreenTips
D. Templates

Answer 2615: Scroll boxes — Check the cited source for the full explanation.

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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]

Answer 2616: [Alt] — Check the cited source for the full explanation.

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2617. Bullet _____ are individual lines of bullet text on a slide. e. arguments

A. points
B. details
C. levels
D. records

Answer 2617: points — Check the cited source for the full explanation.

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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

Answer 2618: layout — Check the cited source for the full explanation.

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2619. _____ is NOT a slide layout. e. three content

A. two Content
B. title and Content
C. graphic
D. blank

Answer 2619: two Content — Check the cited source for the full explanation.

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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

Answer 2620: zoom — Check the cited source for the full explanation.

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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

Answer 2621: They belong to the same category of functions — Check the cited source for the full explanation.

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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

Answer 2622: Relational — Check the cited source for the full explanation.

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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

Answer 2623: 1 January 1800 — Check the cited source for the full explanation.

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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

Answer 2624: 17 February 1902 — Check the cited source for the full explanation.

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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()

Answer 2625: Fa() — Check the cited source for the full explanation.

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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

Answer 2626: 1 — Check the cited source for the full explanation.

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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)

Answer 2627: 1036 — Check the cited source for the full explanation.

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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)

Answer 2628: Leading space(s) — Check the cited source for the full explanation.

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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

Answer 2629: Join — Check the cited source for the full explanation.

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

Answer 2630: Sqrt — Check the cited source for the full explanation.

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

Answer 2631: Countif — Check the cited source for the full explanation.

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

Answer 2632: 1 — Check the cited source for the full explanation.

2633. What will the formula =median(1,3,5,2,6) return? e. 6

A. 1
B. 2
C. 3
D. 5

Answer 2633: 1 — Check the cited source for the full explanation.

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

Answer 2634: Inputs — Check the cited source for the full explanation.

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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

Answer 2635: Text — Check the cited source for the full explanation.

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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

Answer 2636: F1 — Check the cited source for the full explanation.

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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

Answer 2637: I, II, III, IV and V — Check the cited source for the full explanation.

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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

Answer 2638: 5 — Check the cited source for the full explanation.

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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

Answer 2639: I , II, III, IV and V — Check the cited source for the full explanation.

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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

Answer 2640: True — Check the cited source for the full explanation.

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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

Answer 2641: I, II, III, IV and V — Check the cited source for the full explanation.

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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)

Answer 2642: =A1 / A1 +SUM(B1:BII23) — Check the cited source for the full explanation.

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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

Answer 2643: I and II only — Check the cited source for the full explanation.

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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

Answer 2644: 16 — Check the cited source for the full explanation.

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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

Answer 2645: I and II only — Check the cited source for the full explanation.

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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

Answer 2646: Quick Title menu — Check the cited source for the full explanation.

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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

Answer 2647: F — Check the cited source for the full explanation.

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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

Answer 2648: A — Check the cited source for the full explanation.

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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

Answer 2649: F — Check the cited source for the full explanation.

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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

Answer 2650: II, III, I and IV — Check the cited source for the full explanation.

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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

Answer 2651: Text box — Check the cited source for the full explanation.

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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

Answer 2652: None of the above — Check the cited source for the full explanation.

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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)

Answer 2653: PowerPoint Presentation (.pptx) — Check the cited source for the full explanation.

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

Answer 2654: A — Check the cited source for the full explanation.

2655. Which of the labelled commands adds a drop shadow to text? e. F

A. B
B. C
C. D
D. E

Answer 2655: B — Check the cited source for the full explanation.

2656. _____ can be used to change case of a selected text. e. E A

A. A
B. B
C. C
D. D

Answer 2656: A — Check the cited source for the full explanation.

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

Answer 2657: Wrong formula — Check the cited source for the full explanation.

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

Answer 2658: Absolute — Check the cited source for the full explanation.

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

Answer 2659: I, II, III, IV, V — Check the cited source for the full explanation.

2660. The formula =6+27/3+2^3/2*2 entered in an Excel cell will produce e. None of the above Page 23 of 38

A. 29
B. 23
C. 11
D. 20

Answer 2660: 29 — Check the cited source for the full explanation.

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

Answer 2661: None of the above — Check the cited source for the full explanation.

2662. A file in excel may also be referred to as a ..... e. Table

A. Folder
B. Workbook
C. Spreadsheet
D. Work sheet

Answer 2662: Folder — Check the cited source for the full explanation.

2663. There are ..... types of protection for excel files. e. Ten

A. One
B. Four
C. Two
D. Three

Answer 2663: One — Check the cited source for the full explanation.

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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

Answer 2664: Shift — Check the cited source for the full explanation.

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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

Answer 2665: xlsx — Check the cited source for the full explanation.

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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

Answer 2666: Activate previous sheet — Check the cited source for the full explanation.