Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**Excel Practice Test Questions**

True/False Questions

1. Names are absolute cell references.

T

F

1. Excel allows you to format cells before or after you enter data.

T

F

1. If you enter the number 25 in a percent formatted cell, Excel interprets the number as 2500%.

T

F

1. A cell name can begin with any character.

T

F

1. The PMT function has five arguments: rate, periods, interest, recursion, and loan amount.
T
F
2. You can double-tap or double-click a cell with a formula and Excel will use Range Finder to highlight the cells that provide data for the formula.
T
F
3. You can create a series of integers by dragging the Series Maker Filler.
T
F
4. You can add up to five conditional formats to a range.
T
F
5. Specifying print options allows you to conserve paper and toner and to customize the layout of your worksheet on the printed page.
T
F
6. When a workbook is made available to users, they will be able to enter data in only the unprotected cells.
T
F
7. You can hide worksheets, but you cannot hide an entire workbook.
T
F
8. The easiest way to create a table is to format a range as a table.
T
F
9. The Center Across Selection format centers text across multiple cells but does not merge the selected cell range into one cell.
T
F
10. A computational field uses some combination of the table name, the column heading, and any named or special rows, rather than the usual column letter and row number references.
T
F
11. The lookup value is the answer you want to appear as a result of the VLOOKUP function.
T
F
12. Data is in descending order if it is sorted from lowest to highest, earliest to most recent, or alphabetically from A to Z.
T
F
13. Excel allows you to sort on an unlimited number of fields in a single sort operation.
T
F
14. When using AutoFilter, filter commands let you choose to display data that meets specified criteria, such as color, number, or text.
T
F
15. In the AutoFilter Search box, the ? and \* are called open search characters.
T
F
16. The Advanced Filter dialog box allows you to use the complex criteria from a criteria range on the worksheet and send the results to a third location, leaving the table undisturbed.
T
F
17. When you select a second filter criterion in a table, Excel turns off all previously selected filter criteria.

T

F

1. The DAVERAGE function requires a text field from the table range.

T

F

1. The DCOUNT function will count the number of numeric entries or text entries in a table field that pass a test.
T
F
2. The PMT function has three arguments: rate, payment, and present value.

T
F

1. Each row of an Excel worksheet stores a field, and each column can store a record.

T

F

1. Total rows can be inserted at the bottom of a table.

T

F

1. You can tap or click the arrow to the right side of a cell in the total row to display a list of available statistical functions.

T

F

1. The process of filtering activity based on one or more filter criteria is called searching.

T

F

1. If one of your arguments is a field name and the field name is text, rather than a cell reference, number, or range, the argument must be enclosed in brackets.

T

F

1. The formula checker examines the formulas in a workbook in a manner similar to the way the spell checker examines a workbook for misspelled words.

T

F

1. In a process called background formula checking, Excel continually reviews the workbook for errors in formulas as you create or manipulate it.

T

F

Multiple Choice Questions

1. You use a(n) \_\_\_\_\_ to automate data analyses and organize the answers returned by Excel.
2. Cell
3. Data table
4. Formula
5. Annuity
6. \_\_\_\_\_ formatting is when you assign a format to all the cells in all the worksheets in a workbook.
7. Class inheritance
8. Absolute
9. Global
10. Frontline
11. The \_\_\_\_\_ can help add clarity to your formulas by allowing you to assign names to cells.
12. Office Clipboard
13. Formula Documenter
14. Assignment Wizard
15. Name Manager
16. Which of the following will display when you enter .5 in a cell that is formatted as percent?
17. 5%
18. 5%
19. 50%
20. 500%
21. The \_\_\_\_\_ function returns the present value of an investment.
22. FV
23. PMT
24. PV
25. INV
26. A(n) \_\_\_\_\_ data table allows you to vary the values in two cells.
27. Absolute
28. Relative
29. Mixed
30. two-input
31. \_\_\_\_\_ cell references are cells with a dollar sign.
32. Absolute
33. Relative
34. Function
35. Hidden
36. The \_\_\_\_\_ print option indicates how errors in cells should be displayed on a printout.
37. Trace error
38. Error indicator
39. ‘Cell errors as’ box
40. Display
41. \_\_\_\_\_ cells are cells whose values you can change at any time.
42. Non-hidden
43. Open
44. Unprotected
45. Trace
46. You can create a(n) \_\_\_\_\_ when you want to keep others from changing your worksheet.
47. global format
48. password
49. assumption table
50. sheet button
51. A \_\_\_\_\_ is an organized collection of data.
52. formula
53. database
54. key
55. cell
56. Row \_\_\_\_\_ causes adjacent rows to have different formatting; each row in the table is distinguishable from surrounding rows.
57. merging
58. sorting
59. banding
60. nesting
61. The \_\_\_\_\_ function is used when the table direction is across (horizontal) the worksheet.
62. HLOOKUP
63. VLOOKUP
64. LLOOKUP
65. ALOOKUP
66. The general form of the VLOOKUP function is \_\_\_\_.
67. =VLOOKUP(lookup\_table, col\_index\_num)
68. =VLOOKUP(lookup\_value, row\_index\_num)
69. =VLOOKUP(lookup\_value, lookup\_table, col\_index\_num)
70. =VLOOKUP(lookup\_value)
71. The Conditional Formatting \_\_\_\_\_ dialog box allows you to view all of the rules for the current selection or an entire worksheet.
72. Filter
73. Gallery
74. Wizard
75. Rules Manager
76. Data is in \_\_\_\_\_ sequence if it is in order from highest to lowest.
77. ascending
78. nested
79. descending
80. looping
81. The query technique that uses the column heading arrows is called \_\_\_\_\_. It is automatically enabled when you first create a table.
82. AutoFilter
83. QueryMaster
84. ColumnFilter
85. HeadingQuery
86. The \_\_\_\_\_ operator indicates that both parts of the criteria must be true.
87. OR
88. AND
89. NOR
90. BOTH
91. You can create a(n) \_\_\_\_\_ in which Excel copies the records that meet the comparison criteria in the criteria range to another part of the worksheet.
92. Clipboard
93. source range
94. extract range
95. destination table
96. The \_\_\_\_\_ function is useful when you want to sum values in a range only if they meet specified criteria.
97. DAVERAGE
98. DSUM
99. DCOUNT
100. SUMIF
101. A \_\_\_\_\_ is the sum of a subset of data.
102. grand total
103. subtotal
104. pretotal
105. calculate total
106. \_\_\_\_ formatting allows you to create rules that change the formatting of a cell or range of cells based on the value of a particular cell.
107. Quick
108. Styles
109. Conditional
110. Cell
111. The \_\_\_\_ function returns the value or reference of the cell at the intersection of a particular row and column in a table or range.
112. INDEX
113. NEXUS
114. MATCH
115. VLOOKUP
116. The \_\_\_\_ function tells you the relative position of an item in a range or table, which is the same as a specified value in a specified order.
117. ALIGN
118. COMPARE
119. MATCH
120. LINK
121. A(n) \_\_\_\_ shows the beginning and ending balances and the amount of payment that is applied to the principal and interest during each payment period.
122. Dialog box
123. Amortization schedule
124. Formula checker
125. Data table
126. \_\_\_\_ ensures that users do not change values inadvertently that are critical to the worksheet.
127. Cell protection
128. Range finder
129. The formula checker
130. A data table