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MOS**

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Total No of Questions:-84

QUESTION NO: 1

To view a worksheet as a Web page, _____

- A. Select View, Web Page on the Menu bar.
- B. Select File, Web Page Preview on the Menu bar.
- C. Right-click and select View Web Page on the Shortcut menu.
- D. Click the Print Preview button on the Standard toolbar and click the View Web Page button on the Print Preview toolbar

Answer: B

Explanation: When you're saving an entire workbook as a noninteractive Web page, you can preview the page without publishing it by clicking Web Page Preview on the File menu.

QUESTION NO: 2

To allow users to format, calculate, analyze, sort and filter data in an interactive Web page, the first step to saving the worksheet would be to _____

- A. Right-click and select Save As Interactive Web Page on the Shortcut menu.
- B. Select Tools, Interactive Web Page on the Menu bar.
- C. Select File, Save as Interactive Web Page on the Menu bar
- D. Select File, Save as Web Page on the Menu bar

Answer: D

Explanation: The first step in saving a worksheet as an interactive Web page is to select File, Save as Web Page on the Menu bar. You would then click the Publish button, select the items you wish to publish, and be sure that the Add interactivity with: check box is selected. Make the rest of your selections, and then click the Publish button again.

QUESTION NO: 3

To insert or edit a hyperlink in a worksheet, you would NOT _____

- A. Right-click and select Hyperlink from the Shortcut menu.

- B. Select Insert, Hyperlink from the Menu bar.
- C. Press the Ctrl + F9 keys on the keyboard.
- D. Press the Ctrl + K keys on the keyboard.

Answer: C

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Explanation: To insert or edit a hyperlink in a worksheet, you would activate the Hyperlink dialog box by right-clicking and selecting Hyperlink on the Shortcut menu; selecting Insert, Hyperlink on the Menu bar, or pressing the Ctrl + K keys on the keyboard. You would then select whether you want the link to point to an existing file or Web page, to a certain place in the worksheet, to a new document, or to an e-mail address. Pressing Ctrl + F9 does not activate the Hyperlink dialog box.

QUESTION NO: 4

To add or edit comments attached to worksheet cells, select the cell and _____

- A. Right-click and select Insert, Comment from the Shortcut menu.
- B. Click the Insert Comment button on the Standard toolbar.
- C. Select Tools, Insert Comment on the Menu bar.
- D. Select Insert, Comment on the Menu bar.

Answer: D

Explanation: To add or edit comments in a worksheet cell, select Insert, Comment on the Menu bar, type or edit the comment, then click outside the cell.

QUESTION NO: 5

The first step in creating and responding to discussion comments is to _____

- A. Select a Discussion Server in the Add or Edit Discussion Servers dialog box.
- B. Select Tools, Online Collaboration, Web Discussions on the Menu bar.
- C. On the Web Discussion toolbar, click Insert Discussion about the Document.
- D. Key the Discussion subject and comments and click OK.

Answer: B

Explanation: The first step in creating and responding to discussion comments would be to select Tools, Online Collaboration, Web Discussion on the Menu bar.

QUESTION NO: 6

All of the following are methods of moving selected cells in a worksheet EXCEPT _____

A. Selecting the cell, clicking the cell border, and dragging and dropping the cell in the new location.

B. Selecting the cell, right-clicking and selecting Cut from the Shortcut menu, selecting the destination cell, right-clicking again, and selecting Paste from the Shortcut menu.

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C. Selecting the cell, clicking the Cut button on the Standard toolbar, selecting the destination cell, and clicking the Paste button on the Standard toolbar.

D. Selecting the cell and clicking Edit, Move Cell on the Menu bar.

Answer: D

Explanation: All of the methods will move the cell, except clicking Edit, Move Cell, as there is no Move Cell option on the Edit menu.

QUESTION NO: 7

Numbers entered into a cell are automatically _____

A. Left-aligned.

B. Right-aligned.

C. Center-aligned.

D. Justified.

Answer: B

Explanation: Numbers entered into a cell are automatically right-aligned.

QUESTION NO: 8

Text entered into a cell is automatically _____

A. Left-aligned.

B. Right-aligned.

C. Center-aligned.

D. Justified.

Answer: A

Explanation: Text in a cell is automatically left aligned and is used to organize and identify the numerical information.

QUESTION NO: 9

The three ways of entering data that you type into a cell are _____ (Choose three answers..)

A. Pressing the Enter key on the keyboard.

B. Clicking the Enter button on the Formula bar.

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- C. Pressing the Insert key on the keyboard.
- D. Move to another cell.

Answer: A, B, D

Explanation: You must finalize an entry of data into a cell by pressing the Enter key on the keyboard, clicking the Enter button on the Formula bar, or moving to another cell.

QUESTION NO: 10

To edit or delete text or numbers in a cell, you would NOT _____

- A. Press the F2 key to edit the cell contents.
- B. Press the Esc key on the keyboard before pressing the Enter key to delete the data just entered.
- C. Press Edit, Edit Cell Contents on the Menu bar.
- D. Double-click the cell and use the backspace or delete keys to erase the old data.
- E. Click the cell and retype the data.

Answer: C

Explanation: All of the methods will allow you to edit or delete a cell's contents except choosing Edit, Edit Cell Contents on the Menu bar. There is no such option on the Edit menu.

QUESTION NO: 11

Which cell formatting option is NOT available on the Formatting toolbar?

- A. Currency Style
- B. Percent Style
- C. Comma Style
- D. Date Style
- E. Increase Decimal
- F. Decrease Decimal

Answer: D

Explanation: All of the options are available on the Formatting toolbar, except the Date Style option.

QUESTION NO: 12

To clear the contents AND cell formats in a cell or range of cells, _____

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- A. Select the cell or range of cells, and click Edit, Clear, All on the Menu bar.

- B. Select the cell or range of cells, right-click and select Clear Contents from the Shortcut menu.
- C. Select the cell or range of cells, and press the Delete key on the keyboard.
- D. Select the cell or range of cells, and click Edit, Clear, Contents on the Menu bar.

Answer: A

Explanation: In order to clear both the contents of the cell as well as any cell formatting, you must select Edit, Clear, All on the Menu bar.

QUESTION NO: 13

To check the spelling on a worksheet, you would NOT _____

- A. Press the F7 key on the keyboard.
- B. Select Format, Spelling from the Menu bar.
- C. Select Tools, Spelling from the Menu bar.
- D. Click the Spell Check button on the Standard toolbar.

Answer: B

Explanation: To spell check a worksheet, you would press the F7 key, select Tools, Spelling on the Menu bar, or click the Spelling button on the Standard toolbar. There is no Format, Spelling option on the Menu

QUESTION NO: 14

To use the Find and Replace option to change the contents of a cell or cells, _____

- A. Click the Find and Replace button on the Standard toolbar.
- B. Select Tools, Find and Replace on the Menu bar, and select the Replace tab.
- C. Select Edit, Find on the Menu bar, and select the Replace tab.
- D. Right-click the cell you wish to replace and select Find and Replace on the Shortcut menu.

Answer: C

Explanation: To find and replace cell contents, select Edit, Find on the Menu bar, and click the Replace tab in the dialog box. Key in the data you wish to find, and the data you wish to replace it with and click one of the choice at the bottom of the dialog box.

QUESTION NO: 15

To go to a specific cell in a worksheet, _____ (Choose all that apply..)
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- A. Select Edit, Find on the Menu bar, and key in the data you wish to find.

- B. Select Edit, Go To on the Menu bar, and key in the cell address or range that you wish to go to.
- C. Type the cell address or range name in the Name box on the Formula bar.
- D. Right click any cell in the worksheet, select Go To from the Shortcut menu, and key in the cell address or range name that you wish to go to.

Answer: A, B, C

Explanation: To go to a specific cell or range of cells in a worksheet, you could use the Find option, the Go To option, or type the cell address or range in the Name box on the Formula bar.

QUESTION NO: 16

To use Find and Replace to change cell formats, _____

- A. Select Edit, Find on the Menu bar, click the Replace tab in the dialog box, click the Options button on the bottom of the Replace dialog box, and then click the Format button and set the format you wish to Find, and then the format you wish to replace it with.
- B. Click Edit, Find, Formats on the Menu bar, then set the formats you wish to Find and change.
- C. Right click on the data you wish to change, click Replace from the Shortcut menu, and set the formats you wish to change.
- D. Click Format, Replace on the Menu bar, then set the formats you wish to find and change.

Answer: A

Explanation: To find and change cell formats in a worksheet, you open the Find dialog box, click the Replace tab, then click the Options button. Click the Format button next to Find what and set the format criteria you are searching for, then click the Format button next to Replace with and set the format criteria you wish replace the old format with.

QUESTION NO: 17

To filter a list using AutoFilter, _____

- A. Select Tools, AutoFilter from the Menu bar.
- B. Right-click on the criteria you wish to filter by, and select AutoFilter from the Shortcut menu.
- C. Click the AutoFilter button on the Standard toolbar.
- D. Select Data, Filter, AutoFilter on the Menu bar.

Answer: D

Explanation: To filter a list using AutoFilter, select Data, Filter, AutoFilter on the Menu bar.

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QUESTION NO: 18

To open an existing workbook, you would NOT _____

- A. Click the Start button on the Task bar, select RUN from the menu, and type in the name of the workbook you wish to open.
- B. Select File, Open on the Menu bar, navigate to the directory where the workbook is located, click on the file name and click Open.
- C. Select the workbook name from the task pane.
- D. Click the Open button on the Standard toolbar, navigate to the directory where the workbook is located, click on the file name and click Open.

Answer: A

Explanation: You cannot open a workbook file just by typing the file name into the RUN dialog box. You would need to type in the full file path.

QUESTION NO: 19

To create folders to in which to save workbooks, one method would be to _____

- A. Select File, Create, Folder on the Menu bar and type in the name of the new folder in the New Folder dialog box.
- B. Select File, New on the Menu bar and type in the name of the new folder in the New Folder dialog box.
- C. Select File, Save As on the Menu bar, and click the Create New Folder on the Save As dialog box toolbar, and type in the name of the new folder.
- D. Right-click on the worksheet, select New Folder from the Shortcut menu, and type in the name of the new folder in the New Folder dialog box.

Answer: C

Explanation: One method of creating folders is to select File, Save As on the Menu bar, click the Create New Folder on the Save As dialog box toolbar, type in the name of the new folder in the New Folder dialog box and click OK.

QUESTION NO: 20

To create a new workbook from a template, _____

- A. Select File, New, Template from the Menu bar, and then click General Templates on the New Workbook task pane.

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- B. Select File, New from the Menu bar, and then click General Templates on the New Workbook task pane.
- C. Right-click anywhere on the worksheet, and select New Worksheet from Template on the Shortcut menu.

D. Click the New Template button on the Standard toolbar, and then click General Templates on the New Workbook task pane.

Answer: B

Explanation: To create a new workbook from a template, select File, New from the Menu bar, and then click General Templates on the New Workbook task pane. Click the Spreadsheet Solutions tab or the tab listing your custom templates, and then double-click the template for the type of workbook you want to create.

QUESTION NO: 21

To first step to opening a workbook from a folder created for workbook storage is to _____ (Choose two answers..

- A. Press the Alt + F4 keys.
- B. Select File, Open from the Menu bar.
- C. Click the Open button on the Standard toolbar.
- D. Right-click on the worksheet and select Open New Worksheet from the Shortcut menu.

Answer: B, C

Explanation: To open a workbook from a folder, either select File, Open from the Menu bar, or click the Open button on the Standard toolbar, then click the drop-down arrow next to Look In on the Save As dialog box toolbar, and double-click to open the folder where the workbook file is located. Then double-click the workbook file to open it, or click once and click the Open button or press the Enter key.

QUESTION NO: 22

To save an existing workbook under a different name or file format, _____

- A. Select File, Save on the Menu bar, then enter the new name or select the file format from the drop-down list and click the Save button.
- B. Select File, Save As on the Menu bar, then enter the new name or select the file format from the drop-down list and click the Save button.
- C. Click the Save button on the Standard toolbar, then enter the new name or select the file format from the drop-down list and click the Save button.
- D. Click the Save As button on the Standard toolbar, then enter the new name or select the file format from the drop-down list and click the Save button.

Answer: B

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Explanation: To save an existing workbook under a different name or file format, select File, Save As on the Menu bar, then enter the new name or select the file format from the drop-down list and click the Save button.

QUESTION NO: 23

The Format, Cells option on the Menu bar allows you to apply all of the following cell formats, EXCEPT _____

- A. Number formats
- B. Alignment formats
- C. Font formats
- D. Formula formats
- E. Border formats
- F. Pattern formats
- G. Protection formats

Answer: D

Explanation: All of the format options are available in the Format Cells dialog box except for Formula formats.

QUESTION NO: 24

To insert new rows in a worksheet, _____. (Choose two answers..

- A. Select the row immediately below where you wish to insert the new rows and click Insert, Rows on the Menu bar. Key in the number of rows you wish to insert in the dialog box and click OK.
- B. Select the number of rows you wish to insert immediately below where you wish to insert the new rows and click Insert, Rows on the Menu bar.
- C. Select the number of rows you wish to insert immediately above where you wish to insert the new rows and click Insert, Rows on the Menu bar.
- D. Select the number of rows you wish to insert immediately below where you wish to insert the new rows, right-click and select Insert from the Shortcut menu.
- E. Select the row immediately above where you wish to insert the new rows, right-click and select Insert from the Shortcut menu. Key in the number of rows you wish to insert in the dialog box, and click OK.

Answer: B, D

Explanation: To insert new rows in a worksheet, you must select the same number of rows that you wish to insert immediately below where you want the rows inserted and either select Insert, Rows on the Menu bar, or right-click and select Insert on the Shortcut menu.

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QUESTION NO: 25

To delete columns in a worksheet, _____ (Choose two answers..

- A. Select the columns you wish to delete, right-click and select Delete on the Shortcut menu.
- B. Select the column immediately before the column(s) you wish to delete, select Edit, Delete from the Menu bar, key in the number of columns you wish to delete in the dialog box, and click OK.
- C. Select the columns you wish to delete and press the Delete key on the keyboard.
- D. Select the columns you wish to delete, then select Edit, Delete on the Menu bar.

Answer: A, D

Explanation: To delete columns in a worksheet, select the columns you wish to delete and either select Edit, Delete on the Menu bar, or right-click and select Delete on the Shortcut menu. Pressing the Delete key on the keyboard will only delete the cell contents, not the entire columns.

QUESTION NO: 26

When hiding rows or columns, either select the columns or rows you wish to hide, right-click and select Hide from the Shortcut menu, or _____

- A. Select Format, Column, Hide or Format, Row, Hide from the Menu bar.
- B. Select Tools, Column, Hide or Format, Row, Hide from the Menu bar.
- C. Click the Hide Column or Hide Row button on the Standard toolbar.
- D. Select View, Hide Columns or Rows from the Menu bar.

Answer: A

Explanation: To hide rows or columns on the worksheet, select Format, Column, Hide or Format, Row, Hide from the Menu bar.

QUESTION NO: 27

To reveal previously hidden columns or rows on the worksheet, it is important to _____

- A. Select the row above or the column to the left of the hidden row or column.
- B. Select the row below or the column to the right of the hidden row or column.
- C. Select the rows above and below the rows that are hidden or the columns on either side of the columns that are hidden.
- D. Select View, Hidden Rows or View, Hidden Columns from the Menu bar.

Answer: C

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Explanation: It is important when revealing hidden rows or columns that you select the rows or columns on either side of the rows or columns that are hidden, then select

Format, Row, Unhide or Format, Column, Unhide or right-click and select Unhide from the Menu bar.

QUESTION NO: 28

To freeze rows or columns, _____ and click Windows, Freeze Panes on the Menu bar.

- A. Select the row above and/or the column to the left of the rows and columns you wish to freeze
- B. Select the row below and/or the column to the right of the rows and columns you wish to freeze
- C. Select the row above and/or the column to the right of the rows and columns you wish to freeze
- D. Select the row below and/or the column to the left of the rows and columns you wish to freeze

Answer: B

Explanation: To freeze rows or columns in a worksheet, select the row below and/or the column to the right of the rows and columns you wish to freeze and click Windows, Freeze Panes on the Menu bar.

QUESTION NO: 29

Which of the following methods will NOT modify row height or column width?

- A. Clicking and dragging the row or column borders to the new height or width.
- B. Selecting the rows or columns you wish to modify, selecting Format, Row, Height or Format, Column, Width from the Menu bar, and keying the height or width desired into the dialog box.
- C. Selecting the rows or columns you wish to modify, right-clicking and selecting Row Height or Column Width from the Shortcut menu.
- D. Double-clicking the row or column and keying the desired height or width into the dialog box.

Answer: D

Explanation: Row height and column widths can be modified by clicking and dragging the borders to the new height or width; selecting the rows or columns and selecting Format, Row, Height or Format, Column Width on the Menu bar; or by selecting the desired rows or columns, right-clicking and selecting Row Height or Column Width from the Shortcut menu.

QUESTION NO: 30

To align data in a cell or cells, first select the cells you wish to align, then _____. (Choose all that apply..

- A. Click Data, Align Cells on the Menu bar.
- B. Select Format, Cells on the Menu bar, and then select the Alignment tab in the Format Cells dialog box.

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- C. Click the Alignment buttons on the Formatting toolbar.
- D. Right-click and choose Format, Cells from the Shortcut menu, then select the Alignment tab in the Format Cells dialog box.

Answer: B, C, D

Explanation: Data can be realigned in cells by selecting Format, Cells, Alignment on the Menu bar or the Shortcut menu, or by clicking the alignment buttons on the Formatting toolbar.

QUESTION NO: 31

To apply a style to a cell or range of cells, select the cell or range of cells and _____

- A. Select Data, Styles from the Menu bar.
- B. Right-click and select Styles from the Shortcut menu.
- C. Select Format, Styles from the Menu bar.
- D. Click the Apply Styles button on the Standard toolbar.

Answer: C

Explanation: Different styles can be applied to a cell or range of cells by selecting Format, Styles from the Menu bar.

QUESTION NO: 32

To apply an AutoFormat to a range of cells, select the cells and _____

- A. Select Tools AutoFormat from the Menu bar.
- B. Select Format, AutoFormat from the Menu bar.
- C. Right-click and select AutoFormat from the Shortcut menu.
- D. Click the Apply AutoFormat button on the Standard toolbar.

Answer: B

Explanation: To apply an AutoFormat to a range of cells, first select the cells and then select Format, AutoFormat on the Menu bar.

QUESTION NO: 33

To change the worksheet orientation to Portrait or Landscape orientation, select Format, Page Setup, and select the _____ tab in the Page Setup dialog box.

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- A. Page

- B. Margins
- C. Header/Footer
- D. Sheet

Answer: A

Explanation: To change worksheet orientation, select the Page tab in the Page Setup dialog box.

QUESTION NO: 34

How many custom headers and footers can you have on one worksheet?

- A. One
- B. Two
- C. Three
- D. Unlimited

Answer: A

Explanation: You can have only one custom header and one custom footer on each worksheet. If you create a new custom header or footer, it replaces any other custom header or footer on the worksheet.

QUESTION NO: 35

To add a header or footer to a worksheet, _____ (Choose two answers..

- A. Right-click the worksheet and select Insert Header/Footer from the Shortcut menu.
- B. Click the Header/Footer button on the Standard toolbar.
- C. Select File, Page Setup from the Menu bar, and select the Header/Footer tab in the dialog box.
- D. Select View, Header and Footer from the Menu bar.

Answer: C, D

Explanation: To add a header or footer to a worksheet, either select File, Page Setup from the Menu bar and select the Header/Footer tab in the dialog box; or select View, Header and Footer from the Menu bar.

QUESTION NO: 36

To set Page Setup options for print area, rows to repeat, and printing gridlines, choose the _____ tab in the Page Setup dialog box.

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- A. Page
- B. Margins
- C. Header/Footer

D. Sheet

Answer: D

Explanation: You may set options for print area, rows to repeat, printing gridlines, page order, etc. by choosing the Sheet tab in the Page Setup dialog box

QUESTION NO: 37

To insert a graphic from a file, _____ (Choose two answers..

- A. Select File, Insert Graphic from the Menu bar.
- B. Select Insert, Picture from File on the Menu bar.
- C. Click the Insert Picture from File button on the Drawing toolbar.
- D. Right-click on the worksheet and select Insert, Picture from the Shortcut menu.

Answer: B, C

Explanation: In order to insert a graphic from a file, either select Insert, Picture from File on the Menu bar; or click the Insert Picture from File button on the Drawing toolbar.

QUESTION NO: 38

The first step in setting the print area in a worksheet is _____

- A. Select File, Print Area, Set Print Area from the Menu bar.
- B. Click the Print Area button on the Standard toolbar.
- C. Select the area you wish to print.
- D. Right-click and select Set Print Area from the Shortcut menu.

Answer: C

Explanation: To set the print area in a worksheet, first select the area you wish to print, then select File, Print Area, Set Print Area from the menu bar; or set the print area in the Sheet section of the Print Setup dialog box.

QUESTION NO: 39

When setting print areas in the View, Page Break Preview area, _____
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- A. First select the area you wish to print, then right-click and select Set Print Area from the Shortcut menu.
- B. First select the area you wish to print, then click the Set Print area button on the Standard toolbar.
- C. Click View, Page Break Preview, Set Print Area on the Menu bar.
- D. Right-click and select Add to Print Area from the Shortcut menu.

Answer: A

Explanation: To set a print area in the View, Page Break Preview area, select the area you wish to print, then right-click and select Set Print Area from the Shortcut menu.

QUESTION NO: 40

To print a set print area in a worksheet, you would NOT _____

- A. Select File, Print from the Menu bar.
- B. Click the Print button on the Standard toolbar.
- C. Click the Print button on the Print Preview toolbar.
- D. Select File, Print Area, Print from the Menu bar.

Answer: D

Explanation: To print a set print area in a worksheet, you can select File, Print from the Menu bar; or click the Print button on the Standard toolbar or on the Print Preview toolbar. There is no File, Print Area, Print option on the Menu bar

QUESTION NO: 41

To select non-adjacent areas for printing when setting a print area, hold down the _____ key while selecting the areas.

- A. Shift
- B. Ctrl
- C. Alt
- D. F2

Answer: B

Explanation: To select non-adjacent ranges when setting a print area, hold down the Ctrl key while selecting the ranges.

QUESTION NO: 42

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To return the minimum value in the range A2:E9, you would enter the formula _____

- A. =MINIMUM(A2:E9.
- B. =MINI(A2:E9.
- C. =MIN(A2:E9.
- D. =MIN(A2-E9.

Answer: C

Explanation: To return the maximum value in the range B6:D10, enter the formula =MAX(B6:D10. .

QUESTION NO: 43

To insert multiple worksheets into a workbook, _____

- A. Click Insert, Worksheet on the Menu bar, then in the dialog box, key in the number of worksheets you wish to insert.
- B. Right-click a worksheet tab and select Insert from the Shortcut menu. Key in the number of worksheets you wish to insert in the dialog box.
- C. Hold down SHIFT, and then select the same number of existing worksheet tabs that you want to add in the open workbook, then click Insert on the Menu bar or the Shortcut menu.
- D. Press the Ctrl + F2 keys on the keyboard, then in the dialog box, key in the number of worksheets you wish to insert.

Answer: C

Explanation: To insert multiple worksheets into a workbook, hold down the Shift key and then select the same number of existing worksheet tabs that you want to add in the open workbook, then click Insert on the Menu bar or the Shortcut menu.

QUESTION NO: 44

To delete a worksheet, _____ (Choose two answers..

- A. Select the worksheet tab for the worksheet you wish to delete and press the Delete key on the keyboard.
- B. Select the worksheet tab for the worksheet you wish to delete, right-click and select Delete from the Shortcut menu.
- C. Select all of the data in the worksheet you wish to delete and press the Delete key on the keyboard.
- D. Select the worksheet tab for the worksheet you wish to delete, then select Edit, Delete Sheet from the Menu bar.

Answer: B, D

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Explanation: To delete a worksheet, select the worksheet tab then right-click and select Delete from the Shortcut menu or select Edit, Delete Sheet from the Menu bar.

QUESTION NO: 45

To reposition a worksheet in a workbook, you would NOT _____

- A. Right-click on the worksheet tab of the worksheet you wish to reposition, and choose Move or Copy from the Shortcut menu.
- B. Select the worksheet tab of the worksheet you wish to reposition, and select Edit, Move or Copy Sheet on the Menu bar.
- C. Select the worksheet tab of the worksheet you wish to reposition, and press the Alt + F8 keys on the keyboard.

D. Select the worksheet tab of the worksheet you wish to reposition, and click and drag the indicator to the desired location along the worksheet tab row.

Answer: C

Explanation: Pressing Alt + F8 on the keyboard will not move a worksheet. To move a worksheet, select Move or Copy from the Edit Menu bar or from the Shortcut menu, or drag the sheet indicator down the worksheet tab row and drop it in the new location.

QUESTION NO: 46

To copy a worksheet in a workbook, you would NOT _____

- A. Select the worksheet tab for the worksheet you wish to copy. Right-click on the worksheet tab, choose Move or Copy from the Shortcut menu, select the destination, and click Create a Copy in the dialog box.
- B. Select the worksheet tab for the worksheet you wish to copy. Select Edit, Move or Copy Sheet from the Menu bar, select the destination, and click Create a Copy in the dialog box.
- C. Select the worksheet tab for the worksheet you wish to copy. Select Format, Sheet, Copy from the Menu bar.
- D. Select the worksheet tab for the worksheet you wish to copy. Hold down the Ctrl key on the keyboard while dragging the worksheet icon to the new location.

Answer: C

Explanation: The Create a Copy option must be checked in the Move or Copy dialog box in order to create a copy of the worksheet, or the Ctrl key pressed while dragging the worksheet icon to the new location. There is no Copy option in the Format, Sheet Menu item.

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QUESTION NO: 47

To add color to a worksheet tab, select the tab and _____ (Choose all that apply..

- A. Select Edit, Sheet, Tab Color on the Menu bar.
- B. Select Format, Sheet, Tab Color on the Menu bar.
- C. Click the Tab Color button on the Formatting toolbar.
- D. Right-click and select Tab Color from the Shortcut menu.

Answer: B

Explanation: To add color to a worksheet tab, select the tab and either select Format, Sheet, Tab Color from the Menu bar, or right-click and select Tab Color from the Shortcut menu.

QUESTION NO: 48

To rename a worksheet, you would NOT _____

- A. Select the worksheet tab you wish to rename; select Edit, Sheet, Rename on the Menu bar; and key the new name.
- B. Select the worksheet tab you wish to rename; select Format, Sheet, Rename on the Menu bar; and key the new name.
- C. Right-click the worksheet tab you wish to rename, select Rename from the Shortcut menu, and key the new name.
- D. Double-click the worksheet tab, and key the new name.

Answer: A

Explanation: There is no Sheet, Rename option in the Edit Menu item. To rename the sheet, select the worksheet tab and either select Format, Sheet, Rename from the Menu bar; Rename from the Shortcut menu, or just double-click the tab and key in the new name.

QUESTION NO: 49

To hide worksheets in a workbook, select the worksheet tab of the worksheet you wish to hide and _____

- A. Select Edit, Hide Worksheet from the Menu bar.
- B. Right-click and select Hide from the Shortcut menu.
- C. Select Format, Sheet, Hide from the Menu bar.
- D. Press the Ctrl + F6 key on the keyboard.

Answer: C

Explanation: Select Format, Sheet, Hide from the Menu bar to hide a worksheet in a workbook.

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QUESTION NO: 50

A reference that refers to the same cell or range on multiple sheets is called a _____

- A. Multi-reference
- B. Sheet reference
- C. Poly-reference
- D. 3-D reference

Answer: D

Explanation: A 3-D reference is one that refers to the same cell or range on multiple sheets in a workbook. To create a 3-D reference, click the cell where you want to enter the function, type an equal sign, enter the name of the function, and then type an opening parenthesis. Click the tab for the first worksheet to be referenced, then hold down Shift

and click the tab for the last worksheet to be referenced. Select the cell or range of cells to be referenced, complete the formula, and press Enter.

QUESTION NO: 51

To create a formula using the Formula bar, _____

- A. Right-click the Formula bar, and choose Enter Formula from the Shortcut menu.
- B. Click the Insert Function button on the Formula bar and select the type of function you wish to include in the formula.
- C. Select Insert, Formula from the Menu bar.
- D. Press the F8 key and enter the formula into the Formula Wizard.

Answer: B

Explanation: To create a formula using the Formula bar, click the Insert Function button on the Formula bar and then select the type of function you wish to include in the formula and then enter the appropriate information in the Function Arguments dialog box. You may also key the formula directly into the desired cell.

QUESTION NO: 52

When creating a formula, you must always start the formula with _____

- A. An equal (=) sign
- B. An At (@) sign
- C. A plus (+) sign
- D. A number (#) sign

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Answer: A

Explanation: A formula must begin with an equal sign.

QUESTION NO: 53

To edit a formula, select the cell containing the formula and _____

- A. Press the F3 key and edit the formula on the Formula bar.
- B. Press the F2 key and edit the formula.
- C. Right-click the cell containing the formula, and select Edit on the Menu bar.
- D. Click the Edit button on the Formatting toolbar.

Answer: C

Explanation: To edit a formula, select the cell containing the formula and press the F2 key. You may also double-click the cell containing the formula or click on the Formula bar to edit the formula.

QUESTION NO: 54

One method of entering a range into a formula is to _____

- A. Click the first cell in the range, then click the last cell in the range.
- B. Double-click the first cell, then double-click the last cell in the range.
- C. Click the first cell in the range, hold down the Ctrl key on the keyboard and click the last cell in the range.
- D. Click the first cell in the range, then drag to select the remaining cell in the range.

Answer: D

Explanation: To enter a range of cells into a formula, click the first cell in the range, then drag to select the remaining cells.

QUESTION NO: 55

A cell reference in a formula, such as \$A\$1, that always refers to the same cell, no matter where the formula is copied, is known as _____

- A. A relative cell reference
- B. An absolute cell reference
- C. A mixed cell reference
- D. A constant cell reference

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Answer: B

Explanation: An absolute cell reference in a formula always refers to the same cell, no matter where the formula is copied.

QUESTION NO: 56

The cell reference A1 is known as _____

- A. A relative cell reference
- B. An absolute cell reference
- C. A mixed cell reference
- D. A constant cell reference

Answer: A

Explanation: The cell reference A1 is known as a relative cell reference. A relative cell reference in a formula is based on the relative position of the cell that contains the formula and the cell the reference refers to. If the position of the cell that contains the formula changes, the reference is changed. If you copy the formula across rows or down columns, the reference will automatically adjust.

QUESTION NO: 57

To change between relative, absolute, or mixed cell references, press the ____ key on the keyboard to toggle between the combinations.

- A. F4
- B. F6
- C. Home
- D. Page Up

Answer: A

Explanation: Pressing the F4 key on the keyboard will toggle between the relative, absolute, and mixed cell reference combinations.

QUESTION NO: 58

The formula =SUM(A1:A5. will ____

- A. Multiply the values in cells A1 and A5
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- B. Add the values in cells A1 and A5
- C. Add the values in the range of cells between A1 and A5
- D. Subtract the values in the range of cells between A1 and A5

Answer: C

Explanation: The SUM function adds the value of two cells or a range of cells. In the example, the sum of the value in the cell in range A1:A5 would be displayed.

QUESTION NO: 59

The AutoSum (Σ) drop-down list contains all of the following functions which can be inserted into a formula EXCEPT:

- A. SUM
- B. AVERAGE
- C. COUNT
- D. MAX
- E. MIN
- F. PMT

Answer: E

Explanation: All of the functions except the PMT function are available on the AutoSum drop-down list.

QUESTION NO: 60

To return the maximum value in the range B6:D10, you would enter the formula

- A. =MAX (B6:D10.
- B. =MAXIMUM(B6:D10.
- C. =MIN(B6:D10.
- D. =MAX(B6-D10.

Answer: A

Explanation: To return the maximum value in the range B6:D10, enter the formula
=MAX(B6:B10. .

QUESTION NO: 61

To return the minimum value in the range A2:E9, you would enter the formula

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- A. =MINIMUM(A2:E9.
- B. =MINI(A2:E9.
- C. =MIN(A2:E9.
- D. =MIN(A2-E9.

Answer: C

Explanation: To return the maximum value in the range B6:D10, enter the formula
=MAX(B6:B10. .

QUESTION NO: 62

To insert the current date which will update each time the worksheet is open, use the _____ function. (Choose two answers..

- A. =NOW
- B. =TODAY
- C. =DATE
- D. =DAY

Answer: A, B

Explanation: The NOW and TODAY functions will return a date which updates each time the worksheet is open.

QUESTION NO: 63

To calculate the payment for a loan based on constant payments and a constant interest rate, use the _____ function.

- A. NPER
- B. PMT

- C. PPMT
- D. IPMT

Answer: B

Explanation: The PMT function will calculate the payment for a loan based on constant payments and a constant interest rate. The other functions all return different results for different loan information.

QUESTION NO: 64

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Which of the following formulas would you use if you wanted to place the word "True" in the cell if the value in cell A3 equal to 10 and the word "False" if the value of cell A3 is not equal to 10?

- A. =IF(A3=10,"True","False").
- B. =IF(A3=10,True,False).
- C. =IF(A3=10,"True",A3?,"False").
- D. =T/F(A3=10,"True","False").

Answer: A

Explanation: The IF statement is used to return one value if the specified condition is true, another if it is false.

If the values are words, such as true, false, yes, no, etc. the words must be in quotation marks. The syntax of the

function is IF(logical_test,value_if_true,value_if_false. . Therefore,

=IF(A3=10,"True","False"). would display

the word "True" in the cell where the formula is entered if the value in cell A3 is equal to 10, and the word

"False" in the cell if the value in cell A3 is not equal to 10.

QUESTION NO: 65

To create a chart based on data in a worksheet, select the data and _____ (Choose all that apply..

- A. Right-click and select Create Chart from the Menu bar.
- B. Click the Chart Wizard button on the Standard toolbar.
- C. Select Format, Chart on the Menu bar.
- D. Select Insert, Chart on the Menu bar.
- E. Display the Chart toolbar and click the Chart Type button.

Answer: B, D, E

Explanation: To create a chart, either select Insert, Chart on the Menu bar or click the Chart Wizard button on the Standard toolbar.

QUESTION NO: 66

To change the type of chart after it has already been created, you would NOT _____

- A. Select Chart, Chart Type on the Menu bar.
- B. Select Format, Chart on the Menu bar.
- C. Right-click the chart and select Chart Type on the Shortcut menu.
- D. Click the Chart Wizard button on the Standard toolbar.

Answer: B

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Explanation: The chart type of an existing chart can be changed by selecting Chart, Chart Type on the Menu bar, right-clicking the chart and selecting Chart Type on the Shortcut menu, or by clicking the Chart Wizard button on the Standard toolbar and selecting a different type of chart.

QUESTION NO: 67

To change the color of the data points in a chart, click to select the data points and _____ (Choose all that apply..

- A. Select Chart, Chart Options on the Menu bar.
- B. Click the Format Data Point button on the Chart toolbar.
- C. Select Format, Selected Data Point on the Menu bar.
- D. Right-click the selected data point and select Format Data Point on the Shortcut menu.
- E. Right-click and select Chart Options from the Shortcut menu.

Answer: B, C, D

Explanation: To change the color of the data points in a chart, select the data points and click Format Data Points on the Chart toolbar; select Format, Selected Data Point on the Menu bar, or right-click and select Format Data Point on the Shortcut menu.

QUESTION NO: 68

To change the font and color formats of the legend in a chart, you would NOT _____

- A. Double-click the legend and make your selected changes from the Format Legend dialog box.
- B. Right-click the Legend and select Format Legend from the Shortcut menu.
- C. Select Chart, Chart Options from the Menu bar.
- D. Click the Format Legend button on the Chart toolbar.

Answer: C

Explanation: To change the font and color formats of the legend in a chart, click Format Legend on the Chart toolbar, right-click and select Format Legend from the Shortcut

menu, or double-click the legend and make the selected changes from the Format Legend dialog box.

QUESTION NO: 69

To explode a slice of a pie chart to emphasis it, ____.

- A. Click on the slice to select it and select Chart, Explode from the Menu bar.
- B. Click on the slice to select it, right-click and select Explode Slice from the Shortcut menu.

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- C. Click on the entire pie chart, select Format, Chart, Explode from the Menu bar, and key in the number of the slice you wish to explode.
- D. Click on the slice you to select it, and drag it away from the center of the chart to the desired location.

Answer: D

Explanation: To explode a slice of a pie chart, click on the slice that you wish to emphasis, and drag it away from the center of the pie chart.

QUESTION NO: 70

To insert a clip art image into a worksheet, ____ (Choose two answers..

- A. Select Insert, Clip Art Image from the Menu bar.
- B. Click the Insert Clip Art button on the Drawing toolbar.
- C. Right-click and select Insert, Clip Art from the Shortcut bar.
- D. Select Format, Clip Art from the Menu bar.

Answer: A, B

Explanation: To insert a clip art image into a worksheet, either select Insert, Clip Art Image from the Menu bar or click the Insert Clip Art button on the Drawing toolbar.

QUESTION NO: 71

To resize a clip art image proportionally, ____.

- A. Select the image, and select Format, Image, Resize from the Menu bar.
- B. Right-click on image and select Resize from the Shortcut menu.
- C. Select the image, click on one of the corner sizing handles and drag to the desired size.
- D. Select the image, click on one of the center sizing handles and drag to the desired size.

Answer: C

Explanation: To resize a clip art image proportionally, select the image, and click and drag one of the corner sizing handles. Clicking and dragging a center sizing handle will resize the image, but not proportionally.

QUESTION NO: 72

To insert a graphical shape into a worksheet, _____. (Choose two answers..

A. Select the Autoshapes button on the Drawing toolbar and select the shape you wish to insert.

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B. Select Format, Graphics on the Menu bar, and select the shape you wish to insert.

C. Right-click and select Insert, Autoshape from the Shortcut menu.

D. Select Insert, Picture, Autoshape from the Menu bar.

Answer: A, D

Explanation: Insert a graphical shape into a worksheet by either selecting the Autoshapes button on the Drawing toolbar, or by selecting Insert, Picture, Autoshape from the Menu bar.

QUESTION NO: 73

To set a graphic image as a watermark, select the image and _____ (Choose two answers..

A. Right-click the image and select Create Watermark from the Shortcut menu.

B. Double-click the image, click the Picture tab in the Format Picture dialog box, then in the Image Control section, click the drop-down arrow next to Color and select Washout.

C. Select Format, Picture on the Menu bar, click the Picture tab in the Format Picture dialog box, then in the Image Control section, click the drop-down arrow next to Color and select Washout.

D. Click the Create Watermark button on the Drawing toolbar.

Answer: B, C

Explanation: To create a watermark, select the image you have inserted into the worksheet and either doubleclick the image or select Format, Picture on the Menu bar, then click the Picture tab and click the drop-down arrow next to Color and select Washout.

QUESTION NO: 74

To rotate a graphic image, you would NOT _____.

A. Click the Draw button on the Drawing toolbar and select Rotate or Flip, and your choice of options from the menu.

B. Select Format, Picture on the Menu bar, click the Size tab, and select the degree of rotation you wish under the Size and rotate section.

C. Click on the rotation handle on the image, and drag to rotate the image.

D. Click the Rotate Image button on the Drawing toolbar and key in the degree of rotation desired.

Answer: D

Explanation: To rotate a graphical image, click the Draw button and select Rotate or Flip; select Format, Picture on the Menu bar, and click the Size tab; or click the rotation handle on the image and drag to rotate. There is no Rotate Image button on the Drawing toolbar.

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QUESTION NO: 75

To insert a graphic from a file, _____ (Choose two answers..

- A. Select File, Insert Graphic from the Menu bar.
- B. Select Insert, Picture from File on the Menu bar.
- C. Click the Insert Picture from File button on the Drawing toolbar.
- D. Right-click on the worksheet and select Insert, Picture from the Shortcut menu.

Answer: B, C

Explanation: In order to insert a graphic from a file, either select Insert, Picture from File on the Menu bar; or click the Insert Picture from File button on the Drawing toolbar.

QUESTION NO: 76

To change the font options of WordArt, _____ and select the font options you wish to change.

- A. Right-click the WordArt and select Edit Text on the Shortcut menu
- B. Select Format, WordArt from the Menu bar
- C. Double-click the WordArt image to activate the Edit WordArt Text dialog box
- D. Click the Edit WordArt Text button on the Drawing toolbar.
- E. Click the Edit Text button on the WordArt toolbar.

Answer: A, C, E

Explanation: To change the font options of WordArt, you would right-click the WordArt and select Edit Text on the Shortcut menu, double-click the WordArt image, or click the Edit Text button on the WordArt toolbar.

Selecting Format, WordArt does not allow you to edit the font options, and there is no Edit WordArt Text button on the Drawing toolbar.

QUESTION NO: 77

To delete selected cells in a Microsoft Excel 2002 worksheet, _____. (Choose two answers..

- A. Select the cell or range of cells you wish to delete, click Edit, Delete on the Menu bar, then make your choice of how to arrange the remaining cells from the dialog box.
- B. Select the cell or range of cells you wish to delete, and press the Delete key on the keyboard.
- C. Select the cell or range of cells you wish to delete, right-click and select Delete from the Shortcut menu, then make your choice of how to arrange the remaining cells from the dialog box.
- D. Select the cell or range of cells you wish to delete, click Format, Cells, Delete on the Menu bar, then make your choice of how to arrange the remaining cells from the dialog box.

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Answer: A, C

Explanation: Cells may be deleted by either selecting Edit, Delete on the Menu bar, or by right-clicking the selected cells and choosing Delete from the Shortcut menu.

QUESTION NO: 78

To insert selected cells in a Microsoft Excel 2002 worksheet, _____ (Choose two answers..

- A. Select the exact number of cells you wish to insert, click Edit, Insert, Cells on the Menu bar, then make your choice of how to shift the surrounding cells from the dialog box.
- B. Select the exact number of cells you wish to insert, and press the Insert key on the keyboard.
- C. Select the exact number of cells you wish to insert, right-click and select Insert from the Shortcut menu, then make your choice of how to shift the surrounding cells from the dialog box.
- D. Select the exact number of cells you wish to insert, click Insert, Cells on the Menu bar, then make your choice of how to shift the surrounding cells from the dialog box.

Answer: C, D

Explanation: Cells may be inserted by either selecting Insert, Cells on the Menu bar, or by right-clicking the selected cells and choosing Insert from the Shortcut menu.

QUESTION NO: 79

When merging a range of cells in Microsoft Excel 2002, only the data in the _____ will be placed in the merged cell.

- A. Lower-right cell
- B. Upper-right cell
- C. Lower-left cell
- D. Upper-left cell

Answer: D

Explanation: When merging a range of cells in Microsoft Excel 2002, only the data in the upper-left cell will be placed in the merged cell. All other data in the other cells will be deleted.

QUESTION NO: 80

To merge a range of cells in a worksheet WITHOUT centering the data in the newly merged cell, _____

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- A. Click the first cell in the range of cells you wish to merge, and click the Merge and Center button on the Formatting toolbar.
- B. Select the range of cells you wish to merge and click Format, Cells on the Menu bar, select the Alignment tab, then click to select the Merge Cells option under the Text Control section of the dialog box.
- C. Select the range of cells you wish to merge and click the Merge and Center button on the Formatting toolbar.
- D. Select the range of cells you wish to merge and click Tools, Merge Cells on the Menu bar.

Answer: B

Explanation: To merge a range of cells without centering the data, select Format, Cells on the Menu bar, select the Alignment tab, then click the Merge Cells option in the Text Control section of the dialog box.

QUESTION NO: 81

To split previously merged cells in a worksheet, _____ (Choose two answers..

- A. Select the merged cell, and click the Merge and Center button on the Formatting toolbar.
- B. Select the merged cell, and click Format, Cells on the Menu bar, select the Alignment tab, then click to deselect the Merge Cells option under the Text Control section of the dialog box.
- C. Select the merged cell, right-click and select Split Cells from the Shortcut menu.
- D. Select the merged cell, and click Tools, Split Cells from the Menu bar.

Answer: A, B

Explanation: A previously merged cell can be split by either selecting the cell and clicking the Merge and Center button on the Formatting toolbar, or by clicking Format, Cells on the Menu bar, selecting the Alignment tab, then deselecting the Merge Cells option.

QUESTION NO: 82

To insert a new worksheet into a workbook, _____ (Choose two answers..

- A. Select Insert, Worksheet on the Menu bar.
- B. Right-click a worksheet tab and select Insert from the Shortcut menu; select the Worksheet icon from the dialog box and click OK.
- C. Press the Ctrl + F2 keys on the keyboard.
- D. Select File, New Worksheet from the Menu bar.

Answer: A, B

Explanation: To insert a new worksheet into a workbook, either select Insert, Worksheet on the menu bar, or right-click a worksheet tab and select Insert from the Shortcut menu.
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QUESTION NO: 83

To move between the margin setting fields in the Margins section of the Page Setup dialog box, press the _____ key on the keyboard.

- A. Enter
- B. Tab
- C. Backspace
- D. Home

Answer: B

Explanation: Press the Tab key on the keyboard to move between fields when setting margins in the Page Setup dialog box.

QUESTION NO: 84

To check the spelling on a worksheet, you would NOT _____

- A. Press the F7 key on the keyboard.
- B. Select Format, Spelling from the Menu bar.
- C. Select Tools, Spelling from the Menu bar.
- D. Click the Spell Check button on the Standard toolbar.

Answer: B

Explanation: To spell check a worksheet, you would press the F7 key, select Tools, Spelling on the Menu bar, or click the Spelling button on the Standard toolbar. There is no Format, Spelling option on the Menu