

# Pretest

## What You Should Know Before Taking an Excel Charts

To get the most out of this class, you should have a **working** knowledge of the Excel program. The following questions are a self evaluation which should help determine if you are ready for this charting class or should take an Excel Level 1 or 2 class, or in some other way learn the basic information required.. You must successfully answer 9 of the 11 questions to attend this class. *Note:* Multiple choice questions may have more than one correct answer.

Question	Answer
1. State two ways to open a workbook file.	
2. (T/F) The sheet Tab Scrolling buttons are used to <b>select</b> a sheet tab.	
3. State how to save an existing workbook file with a different filename.	
4. To rename a sheet in a workbook: A. Choose File, Save As B. Double-click the sheet tab C. Right-click the sheet tab, choose Rename D. Choose Format, Sheet, Rename E. All of the above	
5. When saving a file for the first time, which of the following statement(s) is correct: A. The filename must be entered. B. The appropriate folder must be selected. C. The extension must be entered. D. The date and time must be entered.	
6. Identify one way to set page margins.	
7. Define two ways to format cells.	
8. State two ways to select contiguous data.	
9. State how to select non-contiguous data.	
10. State two ways to delete data.	
11. Identify one way to display a toolbar.	

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## Answer Sheet

1. Choose File, Open  
Click Open button  
Press CTRL O
2. False
3. Choose File, Save As  
Press F12
4. B. Double-click the sheet tab  
C. Right-click the sheet tab, choose Rename  
D. Choose Format, Sheet, Rename
5. A. The filename must be entered  
B. The appropriate folder must be selected
6. Choose File, Page Setup, Margins tab.  
Choose Setup button in Print Preview, Margins tab.  
Click Margins button in Print Preview and drag the margin boundary lines.
7. Select cells and choose Format, Cells.  
Select cells and use Formatting Toolbar.  
Select cells and use shortcut keys.
8. Drag to select cells.  
Use click, SHIFT click technique.
9. Use click, CTRL click (or drag) technique.
10. Select cells, press DELETE.  
Select cells, click Cut button.  
Select cells, Right-click selected cells, choose Delete.  
Select cells, choose Edit, Clear, Contents.
11. Right-click any displayed toolbar, choose desired toolbar.  
Choose View, Toolbars.