

Pretest

What You Should Know Before Taking Excel 2010/2013 Level 3

To get the most out of this class, you should have knowledge of the Excel program. The following questions are a self-evaluation, which should help determine if you are ready for the class or should take Excel Level 1 and Level 2, or in some other way learn the basic information required. You should know at least 13 of the 16 questions.

Question	Answer
1. (T/F) When PAGE DOWN is pressed, the active cell changes.	
2. (T/F) When the scroll bar is used to move to the next screen of information, the active cell changes.	
3. An absolute cell reference is: A. \$B\$1 B. a cell reference which does not change during a copy or fill C. a cell reference that adjusts during a copy or fill D. A and B E. None of the above	
4. Which cell reference below is completely relative? A. A1 B. A\$1 C. \$A1 D. \$A\$1	
5. (T/F) The Insert Cells button can be used with the Cut and Copy commands to INSERT cells rather than overwrite them.	
6. (T/F) To select multiple discontinuous ranges of cells, press the SHIFT key when dragging or clicking the mouse.	
7. (T/F) A region is a range of the worksheet surrounded by a blank column, blank row, or a worksheet edge.	
8. To select a region: A. press CTRL * B. press SHIFT CTRL 8 C. use the Find and Select button, Go To Special command, Select: Current region D. All of the above E. A and B of the above	

Question	Answer
9. Which of the following is not a basic statistical function? A. SUM() B. COUNT() C. AVERAGE() D. HIGH() E. MIN()	
10. When a new row is inserted into the worksheet using Insert Sheet Rows, where is the row inserted?	
11. Where can you find a list of named ranges in a worksheet?	
12. A theme is a defined set of _____, _____, and effects applied to a worksheet.	
13. Page breaks can be added or changed by: A. The Breaks Command in Page Layout B. Dragging the indicator in Page Break Preview C. Insert Page Break on the Insert tab on the Ribbon D. A and B above E. All of the above	
14. How do you add a button to the Quick Access toolbar?	
15. Name 5 items that can be added to a header and footer using the Header/Footer buttons on the Ribbon.	
16. Which Ribbon tab is used to change the display or layout of the open Excel files on the screen?	

Answer Sheet

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|-----------------------|--|
| 1. T | 10. above the current row |
| 2. F | 11. Formulas tab, Defined Names Group, Name Manager button |
| 3. D | 12. colors, fonts |
| 4. A | 13. D |
| 5. T | 14. The Customize button at the end of the toolbar or the Excel, Customize category. |
| 6. F, CTRL is pressed | 15. Page number, number of pages, current date, current time, file path, file name, sheet name, and a picture. |
| 7. T | 16. View tab |
| 8. D | |
| 9. D | |