Pretest
What You Should Know Before Taking
Excel 2007 Presenting Statistical Data with Charts

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, or in some other way learn the basic information required. You should know at least 15 of the 18 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. How do you change the width of a single column?	
4. To change the name of a sheet in a workbook: A. Choose Microsoft Office button, Save As; B. Double-click the sheet tab; C. On Formulas tab, choose Define Name; D. Right-click the sheet tab.	
5. To save a workbook (file) with a different name, use: A. Microsoft Office Button, Save B. Microsoft Office Button, New C. Microsoft Office Button, Save As D. Insert tab, Define Name	
6. (T/F) The sequence used to close the document window is Microsoft Office Button, Exit Excel.	
7. How can a file be retrieved from disk?	
8. (T/F) The Paste button on the Home tab is used to insert text from the Clipboard at the location of the insertion point.	
9. What is the command sequence used to print a hard copy of a document?	
10. A function or formula must begin with: A. @ B. = C. + D. nothing in particular	
11. When a new row is inserted into the worksheet using Insert, Insert Sheet Rows (on the Home tab), where is the row inserted?	

Question	Answer
12. Which methods can be used to fill to cell(s) located directly below the cell to be copied from?	
13. When a formula is entered into a cell, and #### displays in the cell, what is the problem?	
14. What is the Ribbon tab and button used to set the left and right page margins?	
15. Which Ribbon tab would you use to select a different OPEN workbook?	
16. Where do you command Excel to print a specific page?	
17. (T/F) Headers are created to put titles, page numbers, dates, etc. across the bottom of every page in a document.	
18. What is the formula to multiply cell A7 times cell B20?	

Answer Sheet

1. T

2. F

3. Double-click right edge of column heading, drag right edge of column heading or on Home tab, Format button and Column Width

4. B or D

5. C

6. F

7. Microsoft Office button, Open

8. T

9. Microsoft Office button, Print

10. B

11. above the current row or cells

12. drag the Auto-Fill Handle, double-click the Auto-Fill handle or Fill Down button on Home tab

13. the column is not wide enough

14. Page Layout, Margins

15. View tab, Switch Windows

16. Microsoft Office button, Print, in the Print dialog box

17. F

18. =A7*B20