

Pretest

What You Should Know Before Taking Excel 2007/2010 Basic PivotTables

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 (2007) or File Tab (2010), 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 (2007) or File Tab (2010), Save B. Microsoft Office button (2007) or File Tab (2010), New C. Microsoft Office button (2007) or File Tab (2010), Save As D. Insert tab, Define Name	
6. (T/F) The sequence used to close the document window is Microsoft Office button (2007) or File Tab (2010), 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	

Question	Answer
11. When a new row is inserted into the worksheet using Insert, Insert Sheet Rows (on the Home tab), where is the row inserted?	
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

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|---|------------------------------------|--|
| 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 (2007) or File Tab (2010), Open | 8. T | 9. Microsoft Office button (2007) or File Tab (2010), 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 (2007) or File Tab (2010), Print, in the Print dialog box | 17. F | 18. =A7*B20 |