Final Review

Directions:
Answer the following questions.

1. Which of the following shows the location of the cell which has been selected?
    A. Formula bar
    B. Cell name box
    C. Worksheet tab
    D. Dialog box

2. Which of the following are composed of a grid system of rows and columns which cross to make cells?
    A. Worksheets
    B. Table guides
    C. Graphs
    D. Formulas

3. Which of the following is NOT a viewing option for a worksheet?
    A. Normal
    B. Page Layout
    C. Page Break Preview
    D. Gridline

4. Backstage View can be reached by clicking on which tab of the Ribbon?
    A. File
    B. Home
    C. Insert
    D. Page Design

5. Which tab and group on the Ribbon holds the command to change the font of the text of the cells of a worksheet?
    A. Home tab, Paragraph group
    B. Home tab, Font group
    C. Home tab, Editing group
    D. Page Layout tab, Paragraph group

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6. Which of the following is the correct formula to add cells A1 and B2?
   A. A1+B2
   B. =A1+B2
   C. SUM(A1:B2)
   D. =$A1,$B2

7. Which of the following is an absolute cell reference?
   A. A1
   B. A$1
   C. $A1
   D. A1

8. Which of the following finishes an entry based on previous entries made in the column containing the active cell?
   A. AutoFinish
   B. FillComplete
   C. Conditional formatting
   D. AutoComplete

9. Which of the following is NOT a type of conditional formatting?
   A. Data bar
   B. Icon set
   C. Highlight
   D. Comment

10. Which of the following can be used to copy the formatting applied to a cell?
    A. Format bar
    B. Format handle
    C. Format painter
    D. Format cell

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11. Which group on the Home tab contains the command for adding a filter?
    A. Cells
    B. Editing
    C. Styles
    D. Number

12. Which tab and group on the Ribbon contains the option to add a header to a worksheet?
    A. Home tab, Styles group
    B. Home tab, Editing group
    C. Page Layout tab, Page Setup group
    D. Insert tab, Text group

13. Which group on the Page Layout tab contains the commands to adjust the margins and page orientation of a worksheet?
    A. Themes
    B. Page Setup
    C. Scale to Fit
    D. Sheet Options

14. Which tab and group contains the option for adding conditional formatting?
    A. Home tab, Font group
    B. Insert tab, Illustrations group
    C. Data tab, Data Tools group
    D. Home tab, Styles group

15. Which of the following types is the CONCATENATE function?
    A. Text
    B. Numerical
    C. Categorical
    D. Summarizing

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16. Which of the following functions finds the lowest value in a range of cells?
    A. =AVG( )
    B. =MAX( )
    C. =LOW( )
    D. =MIN( )

17. Which of the following cell references is read as "cell A1 through D6?"
    A. A1,D6
    B. A1!D6
    C. A1$D6
    D. A1:D6

18. Which of the following cell references is read as "cell A1 and D6?"
    A. A1,D6
    B. A1!D6
    C. A1:D6
    D. A1-D6

19. Which of the following CANNOT be used as a math operator in a formula?
    A. * asterisk
    B. + plus sign
    C. : colon
    D. / slash

20. Which of the following formulas returns the current date and time?
    A. =DATE( )
    B. =TIME( )
    C. =NOW( )
    D. =TODAY( )

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21. Which of the following error messages would appear if the cell reference is not valid?
    A. Railroad Tracks Error, #####
    B. #REF!
    C. #NAME?
    D. #CELL?

22. Which group on the Formulas tab holds the command to show the formulas in formula view?
    A. Function Library
    B. Defined names
    C. Formula Auditing
    D. Calculation

23. The IF Function is an example of which type of function?
    A. Financial
    B. Text
    C. Date & Time
    D. Logical

24. Which of the following is NOT a comparison operator?
    A. > greater than arrow
    B. < less than arrow
    C. / slash
    D. = equals sign

25. Which tab and group in the Chart Tools section of the Ribbon contains the command to switch row and column data?
    A. Design tab, Type group
    B. Design tab, Chart Layouts group
    C. Design tab, Data group
    D. Layout tab, Analysis group