**PRE TEST EXCEL 2013**

**Knowledge Assesment**

|  |  |
| --- | --- |
| Name | : |
| Department | : |
| Date | : |

**Multiple Choice (Basic)**

**Select the best response for the following statements.**

**1.** An arrow in the bottom-right corner of a group on the ribbon tells you that which of the following is available?

a. dialog box

b. additional workbook

c. list of worksheets

d. additional part of the current range

**2.** Which of the following is a selected cell?

a. current command

b. default option

c. active cell

d. default cell

**3.** Which feature enables you to preview headers and footers, page breaks, and other

features that will print?

a. Page Layout

b. Print Layout

c. Synchronous Scrolling

d. Window view

**4.** After a file has been opened, the filename appears in which of the following?

a. title bar

b. footer

c. header

d. Description pane

**5.** When you split a window, the window is divided into how many panes?

a. two

b. three

c. four

d. two or four

**6.** When you click the Help button, what opens?

a. ScreenTips

b. Keytips

c. Help window

d. dialog box

**7.** Which is the intersection of a row and column?

a. range

b. tab

c. bar chart

d. cell

**8.** Which of the following starts off with Save, Undo, and Redo and can be customized to contain the commands you use most frequently?

a. A worksheet

b. The Help window

c. The Quick Access Toolbar

d. The ribbon

**9.** How many worksheets does a new Excel 2013 workbook open with?

a. one

b. two

c. three

d. four

**10.** To get to the last cell on the worksheet, which of the following should you press?

a. Ctrl + Home

b. Ctrl + End

c. Ctrl + Right

d. Ctrl + Left

**True / False**

**Circle T if the statement is true or F if the statement is false.**

T F **1.** Pressing the F1 key displays Backstage view.

T F **2.** Pressing the Alt key activates Keytips that allow you to use the keyboard to choose ribbon tabs instead of clicking them with the mouse.

T F **3.** Ctrl + O opens a new blank workbook.

T F **4.** The Quick Access Toolbar appears on the right side of the title bar, above the ribbon.

T F **5.** Ctrl + F displays Backstage view.

T F **6.** Click the FILE tab to get to Backstage view.

T F **7.** Press Ctrl + Home to go to cell A1.

T F **8.** The columns in a worksheet are identified by numbers.

T F **9.** The active cell in a worksheet is outlined by a bold rectangle.

T F **10.** Page Layout view is useful when preparing your data for printing.

**Multiple Choice (Function)**

**Select the best response for the following statements.**

**1.** Which of the following calculates the total from the adjacent cell through the first

nonnumeric cell by default, using the SUM function in its formula?

a. AVERAGE

b. AutoSum

c. COUN TA

d. MAX

**2.** The arguments of a function are contained within which of the following?

a. brackets

b. asterisks

c. commas

d. parentheses

**3.** When using the SUBTOTAL function, which is the function number for the SUM

function?

a. 1

b. 4

c. 9

d. 11

**4.** You want to add a range of cells and then divide by the number of cell entries,

determining the mean value of all values in the range. Which function do you use?

a. SUBTOTAL

b. AVERAGE

c. COUNT

d. PMT

**5.** Which of the following is *not* a required argument for the PMT function?

a. Fv

b. Rate

c. Nper

d. Pv

**6.** You want to calculate the number of nonblank cells in your worksheet. Which function

do you use?

a. SUM

b. COUNT

c. COUN TA

d. MAX

**7.** You want to create a formula that calculates the number of years you have lived. You were born in 1991. Which of the following formulas is correct?

a. =YEAR(TODAY())-1991

b. =YEAR(TODAY())+1991

c. =YEAR(COUN T())-1991

d. =YEAR(COUN T())+1991

**8.** Which of the following statements accurately describes the default selection for

AutoSum?

a. You must make the selection before clicking AutoSum.

b. By default, AutoSum totals all entries above the cell in which the formula is located, even if the cells contain a mix of numeric and nonnumeric content.

c. By default, AutoSum calculates the total from the adjacent cell through the first nonnumeric cell.

d. AutoSum does not have a default selection.

**9.** You want to sum multiple noncontiguous cell ranges that are named. Which of the

following is best to use?

a. AutoSum

b. SUBTOTAL

c. MAX

d. MIN

**10.** The COUN T and MIN functions are examples of which category of functions?

a. text

b. statistical

c. financial

d. logical