

Name \_\_\_\_\_

Date \_\_\_\_\_

# Excel Practice Test Questions

## TRUE/FALSE QUESTIONS

1. Names are absolute cell references.  
T  
F
2. Excel allows you to format cells before or after you enter data.  
T  
F
3. If you enter the number 25 in a percent formatted cell, Excel interprets the number as 2500%.  
T  
F
4. A cell name can begin with any character.  
T  
F
5. The PMT function has five arguments: rate, periods, interest, recursion, and loan amount.  
T  
F
6. You can double-tap or double-click a cell with a formula and Excel will use Range Finder to highlight the cells that provide data for the formula.  
T  
F
7. You can create a series of integers by dragging the Series Maker Filler.  
T  
F
8. You can add up to five conditional formats to a range.  
T  
F
9. Specifying print options allows you to conserve paper and toner and to customize the layout of your worksheet on the printed page.  
T  
F
10. When a workbook is made available to users, they will be able to enter data in only the unprotected cells.  
T  
F
11. You can hide worksheets, but you cannot hide an entire workbook.  
T  
F
12. The easiest way to create a table is to format a range as a table.  
T  
F
13. The Center Across Selection format centers text across multiple cells but does not merge the selected cell range into one cell.  
T  
F

14. A computational field uses some combination of the table name, the column heading, and any named or special rows, rather than the usual column letter and row number references.  
T  
F
15. The lookup value is the answer you want to appear as a result of the VLOOKUP function.  
T  
F
16. Data is in descending order if it is sorted from lowest to highest, earliest to most recent, or alphabetically from A to Z.  
T  
F
17. Excel allows you to sort on an unlimited number of fields in a single sort operation.  
T  
F
18. When using AutoFilter, filter commands let you choose to display data that meets specified criteria, such as color, number, or text.  
T  
F
19. In the AutoFilter Search box, the ? and \* are called open search characters.  
T  
F
20. The Advanced Filter dialog box allows you to use the complex criteria from a criteria range on the worksheet and send the results to a third location, leaving the table undisturbed.  
T  
F
21. When you select a second filter criterion in a table, Excel turns off all previously selected filter criteria.  
T  
F
22. The DAVERAGE function requires a text field from the table range.  
T  
F
23. The DCOUNT function will count the number of numeric entries or text entries in a table field that pass a test.  
T  
F
24. The PMT function has three arguments: rate, payment, and present value.  
T  
F
25. Each row of an Excel worksheet stores a field, and each column can store a record.  
T  
F
26. Total rows can be inserted at the bottom of a table.  
T  
F
27. You can tap or click the arrow to the right side of a cell in the total row to display a list of available statistical functions.  
T  
F

28. The process of filtering activity based on one or more filter criteria is called searching.  
T  
F
29. If one of your arguments is a field name and the field name is text, rather than a cell reference, number, or range, the argument must be enclosed in brackets.  
T  
F
30. The formula checker examines the formulas in a workbook in a manner similar to the way the spell checker examines a workbook for misspelled words.  
T  
F
31. In a process called background formula checking, Excel continually reviews the workbook for errors in formulas as you create or manipulate it.  
T  
F

## MULTIPLE CHOICE QUESTIONS

1. You use a(n) \_\_\_\_\_ to automate data analyses and organize the answers returned by Excel.
  - a. Cell
  - b. Data table
  - c. Formula
  - d. Annuity
2. \_\_\_\_\_ formatting is when you assign a format to all the cells in all the worksheets in a workbook.
  - a. Class inheritance
  - b. Absolute
  - c. Global
  - d. Frontline
3. The \_\_\_\_\_ can help add clarity to your formulas by allowing you to assign names to cells.
  - a. Office Clipboard
  - b. Formula Documenter
  - c. Assignment Wizard
  - d. Name Manager
4. Which of the following will display when you enter .5 in a cell that is formatted as percent?
  - a. 5%
  - b. 5%
  - c. 50%
  - d. 500%
5. The \_\_\_\_\_ function returns the present value of an investment.
  - a. FV
  - b. PMT
  - c. PV
  - d. INV
6. A(n) \_\_\_\_\_ data table allows you to vary the values in two cells.
  - a. Absolute
  - b. Relative
  - c. Mixed
  - d. two-input

7. \_\_\_\_\_ cell references are cells with a dollar sign.
  - a. Absolute
  - b. Relative
  - c. Function
  - d. Hidden
8. The \_\_\_\_\_ print option indicates how errors in cells should be displayed on a printout.
  - a. Trace error
  - b. Error indicator
  - c. 'Cell errors as' box
  - d. Display
9. \_\_\_\_\_ cells are cells whose values you can change at any time.
  - a. Non-hidden
  - b. Open
  - c. Unprotected
  - d. Trace
10. You can create a(n) \_\_\_\_\_ when you want to keep others from changing your worksheet.
  - a. global format
  - b. password
  - c. assumption table
  - d. sheet button
11. A \_\_\_\_\_ is an organized collection of data.
  - a. formula
  - b. database
  - c. key
  - d. cell
12. Row \_\_\_\_\_ causes adjacent rows to have different formatting; each row in the table is distinguishable from surrounding rows.
  - a. merging
  - b. sorting
  - c. banding
  - d. nesting
13. The \_\_\_\_\_ function is used when the table direction is across (horizontal) the worksheet.
  - a. HLOOKUP
  - b. VLOOKUP
  - c. LLOOKUP
  - d. ALOOKUP
14. The general form of the VLOOKUP function is \_\_\_\_\_.
  - a. =VLOOKUP(lookup\_table, col\_index\_num)
  - b. =VLOOKUP(lookup\_value, row\_index\_num)
  - c. =VLOOKUP(lookup\_value, lookup\_table, col\_index\_num)
  - d. =VLOOKUP(lookup\_value)
15. The Conditional Formatting \_\_\_\_\_ dialog box allows you to view all of the rules for the current selection or an entire worksheet.
  - a. Filter
  - b. Gallery
  - c. Wizard
  - d. Rules Manager

16. Data is in \_\_\_\_\_ sequence if it is in order from highest to lowest.
- ascending
  - nested
  - descending
  - looping
17. The query technique that uses the column heading arrows is called \_\_\_\_\_. It is automatically enabled when you first create a table.
- AutoFilter
  - QueryMaster
  - ColumnFilter
  - HeadingQuery
18. The \_\_\_\_\_ operator indicates that both parts of the criteria must be true.
- OR
  - AND
  - NOR
  - BOTH
19. You can create a(n) \_\_\_\_\_ in which Excel copies the records that meet the comparison criteria in the criteria range to another part of the worksheet.
- Clipboard
  - source range
  - extract range
  - destination table
20. The \_\_\_\_\_ function is useful when you want to sum values in a range only if they meet specified criteria.
- DAVERAGE
  - DSUM
  - DCOUNT
  - SUMIF
21. A \_\_\_\_\_ is the sum of a subset of data.
- grand total
  - subtotal
  - pretotal
  - calculate total
22. \_\_\_\_\_ formatting allows you to create rules that change the formatting of a cell or range of cells based on the value of a particular cell.
- Quick
  - Styles
  - Conditional
  - Cell
23. The \_\_\_\_\_ function returns the value or reference of the cell at the intersection of a particular row and column in a table or range.
- INDEX
  - NEXUS
  - MATCH
  - VLOOKUP

24. The \_\_\_\_ function tells you the relative position of an item in a range or table, which is the same as a specified value in a specified order.
- a. ALIGN
  - b. COMPARE
  - c. MATCH
  - d. LINK
25. A(n) \_\_\_\_ shows the beginning and ending balances and the amount of payment that is applied to the principal and interest during each payment period.
- a. Dialog box
  - b. Amortization schedule
  - c. Formula checker
  - d. Data table
26. \_\_\_\_ ensures that users do not change values inadvertently that are critical to the worksheet.
- a. Cell protection
  - b. Range finder
  - c. The formula checker
  - d. A data table