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| 1. You can start Excel using the Start button on the Windows taskbar or a shortcut on your desktop.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.1.1 - Open Word. | | *CORPORATE STANDARDS:* | 4307 - Start Excel. | | *TOPICS:* | New Perspectives Series: Introducing Excel and Spreadsheets | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 9:26 AM | | *DATE MODIFIED:* | 7/31/2019 9:30 AM | |

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| 2. To print worksheet contents across the length of a page, you can use portrait orientation.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.4 - Insert headers and footers. | | *CORPORATE STANDARDS:* | 919 - Change the page orientation. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 9:32 AM | | *DATE MODIFIED:* | 7/31/2019 9:57 AM | |

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| 3. When you enter a value in a worksheet cell, it is automatically left-aligned.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 2061 - Enter a number. | | *TOPICS:* | New Perspectives Series: Entering Text, Dates, and Numbers | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 9:57 AM | | *DATE MODIFIED:* | 7/31/2019 9:59 AM | |

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| 4. You can use the I-beam pointer to copy cell contents into adjacent cells.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-41 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1324 - Copy cell content. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 10:02 AM | | *DATE MODIFIED:* | 7/31/2019 10:04 AM | |

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| 5. To print a worksheet, you begin by going to Backstage view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-53 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 3191 - Print a worksheet. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:12 PM | | *DATE MODIFIED:* | 7/31/2019 12:15 PM | |

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| 6. To fit all worksheet content on one page, you can set page scaling in Backstage view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 3671 - Scale a worksheet for printing. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 12:17 PM | | *DATE MODIFIED:* | 7/31/2019 12:17 PM | |

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| 7. You can edit cell contents in the Formula bar or in the cell itself.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-20 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2004 - Edit cell contents. | | *TOPICS:* | New Perspectives Series: Entering Text, Dates, and Numbers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 12:28 PM | | *DATE MODIFIED:* | 7/31/2019 12:29 PM | |

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| 8. To enter a typed number into a cell, you can press Tab or Backspace.   |  |  | | --- | --- | | *ANSWER:* | False - Enter  False - enter  False - ENTER | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-22 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 2061 - Enter a number. | | *TOPICS:* | New Perspectives Series: Entering Text, Dates, and Numbers | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:33 PM | | *DATE MODIFIED:* | 7/31/2019 12:36 PM | |

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| 9. When you copy and paste a formula with absolute cell references, Excel substitutes new references to reflect the new formula location.   |  |  | | --- | --- | | *ANSWER:* | False - relative  False - Relative  False - RELATIVE | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-37 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1288 - Copy a formula. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 12:37 PM | | *DATE MODIFIED:* | 7/31/2019 12:39 PM | |

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| 10. In the formula =SUM(A6:A9), which of the following best describes A6?   |  |  |  | | --- | --- | --- | |  | a. | argument | |  | b. | function | |  | c. | label | |  | d. | active cell |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1487 - Create a formula using the SUM function. | | *TOPICS:* | New Perspectives Series: Calculating with Functions | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 7/31/2019 1:11 PM | | *DATE MODIFIED:* | 7/31/2019 2:30 PM | |

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| 11. Which of the following lets you edit the contents of a cell?   |  |  |  | | --- | --- | --- | |  | a. | Click the cell, click the status bar, and press Enter. | |  | b. | Click the cell and click in the status bar. | |  | c. | Double-click the cell, click in the status bar, or just start typing. | |  | d. | Double-click the cell or click in the formula bar. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2004 - Edit cell contents. | | *TOPICS:* | New Perspectives Series: Entering Text, Dates, and Numbers | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 7/31/2019 2:36 PM | | *DATE MODIFIED:* | 7/31/2019 2:37 PM | |

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| 12. Where can you see a preview of how your worksheet will look when printed, including headers?   |  |  |  | | --- | --- | --- | |  | a. | Print tab in Backstage view | |  | b. | Page Break preview | |  | c. | Normal view | |  | d. | File preview |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-53 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 3181 - Preview a worksheet for printing. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:53 PM | | *DATE MODIFIED:* | 7/31/2019 2:54 PM | |

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| 13. Which of the following formulas totals the cells B6, B7, B8, B9, and B10 most efficiently?   |  |  |  | | --- | --- | --- | |  | a. | The formula =B6+B7+B8+B9+B10. | |  | b. | The formula =TOTAL(B6-B10) | |  | c. | The formula =SUM(B6:B10) | |  | d. | The formula +SUM(B6-B10) |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 2057 - Enter a formula that uses a function. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 3:00 PM | | *DATE MODIFIED:* | 7/31/2019 3:00 PM | |

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| 14. Which of the following tabs lets you see exactly how your worksheet looks before printing?   |  |  |  | | --- | --- | --- | |  | a. | Insert | |  | b. | View | |  | c. | Formulas | |  | d. | File |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-53 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 3181 - Preview a worksheet for printing. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:03 PM | | *DATE MODIFIED:* | 7/31/2019 3:03 PM | |

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| 15. To see a preview of how a pasted value will look, which of the following would you use?   |  |  |  | | --- | --- | --- | |  | a. | Fill button | |  | b. | AutoFill Options button | |  | c. | Paste button | |  | d. | Paste List arrow |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-53 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 3181 - Preview a worksheet for printing. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:07 PM | | *DATE MODIFIED:* | 7/31/2019 3:08 PM | |

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| 16. To print more than one copy of your worksheet, which tab would you go to?   |  |  |  | | --- | --- | --- | |  | a. | View | |  | b. | Page Layout | |  | c. | Insert | |  | d. | File |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-56 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 904 - Change the number of copies to print. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:10 PM | | *DATE MODIFIED:* | 7/31/2019 3:11 PM | |

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| 17. If you discover an error immediately after you have confirmed a cell entry, what of the following would you use next?   |  |  |  | | --- | --- | --- | |  | a. | The Undo button on the Quick Access toolbar | |  | b. | The Cancel button on the Formula bar | |  | c. | The Enter button on the Formula bar | |  | d. | The Save button on the Quick Access toolbar |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.8.1 - Inspect a workbook for hidden properties and personal information. | | *CORPORATE STANDARDS:* | 4419 - Undo an action. | | *TOPICS:* | New Perspectives Series: Entering Text, Dates, and Numbers | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:19 PM | | *DATE MODIFIED:* | 7/31/2019 3:20 PM | |

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| 18. To select a single worksheet cell so you can work with it, which of the following would you do?   |  |  |  | | --- | --- | --- | |  | a. | Click the cell. | |  | b. | Move the cell pointer over the cell. | |  | c. | Click the status bar. | |  | d. | Click the Name box. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.2 - Create and modify custom themes. | | *CORPORATE STANDARDS:* | 3693 - Select a cell. | | *TOPICS:* | New Perspectives Series: Exploring a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:22 PM | | *DATE MODIFIED:* | 7/31/2019 3:23 PM | |

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| 19. Which of the following functions inserts the total of a range?   |  |  |  | | --- | --- | --- | |  | a. | ROUND | |  | b. | AUTOSUM | |  | c. | AVERAGE | |  | d. | SUM |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1487 - Create a formula using the SUM function. | | *TOPICS:* | New Perspectives Series: Calculating with Functions | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 4:18 PM | | *DATE MODIFIED:* | 7/31/2019 4:19 PM | |

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| 20. How many actions does the Undo button let you reverse?   |  |  |  | | --- | --- | --- | |  | a. | 24 | |  | b. | 50 | |  | c. | 75 | |  | d. | 100 |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.8.1 - Inspect a workbook for hidden properties and personal information. | | *CORPORATE STANDARDS:* | 4419 - Undo an action. | | *TOPICS:* | New Perspectives Series: Entering Text, Dates, and Numbers | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 4:31 PM | | *DATE MODIFIED:* | 7/31/2019 4:31 PM | |

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| 21. Which of the following would you use to create a duplicate of the selected cell when the CTRL key is pressed?   |  |  |  | | --- | --- | --- | |  | a. | Normal pointer | |  | b. | I-beam pointer | |  | c. | Move pointer | |  | d. | Copy pointer |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-41 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1324 - Copy cell content. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:37 PM | | *DATE MODIFIED:* | 7/31/2019 5:38 PM | |

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| 22. Which of the following lets you search for a function or select one from a category?   |  |  |  | | --- | --- | --- | |  | a. | Function Arguments dialog box | |  | b. | clipboard | |  | c. | formula bar | |  | d. | Insert Function dialog box |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 2057 - Enter a formula that uses a function. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:40 PM | | *DATE MODIFIED:* | 7/31/2019 5:41 PM | |

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| 23. Your worksheet is too wide to fit on one portrait page. What is the best way to fix this problem?   |  |  |  | | --- | --- | --- | |  | a. | Hide the column headings. | |  | b. | Insert a function. | |  | c. | Copy columns to the next page. | |  | d. | Change the page orientation to landscape. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.4 - Insert headers and footers. | | *CORPORATE STANDARDS:* | 919 - Change the page orientation. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 5:45 PM | | *DATE MODIFIED:* | 7/31/2019 5:46 PM | |

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| 24. Which of the following tabs lets you set worksheet print options?   |  |  |  | | --- | --- | --- | |  | a. | File | |  | b. | Home | |  | c. | Page Layout | |  | d. | View |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 3191 - Print a worksheet. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:48 PM | | *DATE MODIFIED:* | 7/31/2019 5:49 PM | |

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| 25. To print your worksheet at its actual size, which of the following would you select?   |  |  |  | | --- | --- | --- | |  | a. | Fit to | |  | b. | No scaling | |  | c. | Fit sheet to one page | |  | d. | Scale to fit |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 3671 - Scale a worksheet for printing. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:51 PM | | *DATE MODIFIED:* | 7/31/2019 5:52 PM | |

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| 26. Which of the following is the temporary Windows storage area that holds selections you copy or cut?   |  |  |  | | --- | --- | --- | |  | a. | Clipboard | |  | b. | Backstage | |  | c. | Name box | |  | d. | Worksheet window |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1288 - Copy a formula. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:54 PM | | *DATE MODIFIED:* | 7/31/2019 5:55 PM | |

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| 27. Which of the following is a built-in formula that helps you perform complex calculations?   |  |  |  | | --- | --- | --- | |  | a. | clipboard | |  | b. | mode indicator | |  | c. | named range | |  | d. | function |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 2057 - Enter a formula that uses a function. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *DATE CREATED:* | 7/31/2019 5:58 PM | | *DATE MODIFIED:* | 7/31/2019 5:59 PM | |

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| 28. When you cut or copy a cell, it is cut or copied to which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Neither the Windows or Office Clipboard | |  | b. | Both the Windows and Office Clipboard | |  | c. | Only the Office Clipboard | |  | d. | Only the Windows Clipboard |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1288 - Copy a formula. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:02 PM | | *DATE MODIFIED:* | 7/31/2019 6:03 PM | |

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| 29. Which of the following can you use to insert a formula using a function?   |  |  |  | | --- | --- | --- | |  | a. | Insert Function dialog box | |  | b. | AutoSum button on the Ribbon | |  | c. | AutoSum list arrow on the Ribbon | |  | d. | Copy and paste a cell containing a function |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-36 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 2057 - Enter a formula that uses a function. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:05 PM | | *DATE MODIFIED:* | 8/7/2019 8:26 AM | |

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| 30. To create a new, blank workbook, which of the following can you use?   |  |  |  | | --- | --- | --- | |  | a. | The Open command in Backstage view. | |  | b. | The New command in Backstage view. | |  | c. | The New command on the File tab. | |  | d. | The Open command on the File tab. |  |  |  | | --- | --- | | *ANSWER:* | b, c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-14 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1349 - Create a blank workbook. | | *TOPICS:* | New Perspectives Series: Planning a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:09 PM | | *DATE MODIFIED:* | 8/7/2019 8:28 AM | |

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| 31. When you double-click a cell's right column border, which of the following occurs?   |  |  |  | | --- | --- | --- | |  | a. | The column is deleted. | |  | b. | AutoFit resizes the column to 8.43 characters wide. | |  | c. | A column is added to the right of the column's border. | |  | d. | AutoFit resizes the column to the widest cell entry. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.7 - Format page numbers. | | *CORPORATE STANDARDS:* | 3391 - Resize a column using AutoFit. | | *TOPICS:* | New Perspectives Series: Resizing Columns and Rows | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:13 PM | | *DATE MODIFIED:* | 7/31/2019 6:13 PM | |

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| 32. The default worksheet text is \_\_\_\_\_-point Calibri.   |  |  |  | | --- | --- | --- | |  | a. | 10 | |  | b. | 11 | |  | c. | 12 | |  | d. | 14 |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 850 - Change the font size of cell content. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:15 PM | | *DATE MODIFIED:* | 7/31/2019 6:16 PM | |

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| 33. Which of the following is true about adding cell borders?   |  |  |  | | --- | --- | --- | |  | a. | You cannot apply borders to all worksheet cells. | |  | b. | A cell border underlines the cell text, not the entire cell. | |  | c. | A cell border extends the width of the cell. | |  | d. | You can only apply a border to the bottom of a cell. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 19 - Add a border to a cell. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:22 PM | | *DATE MODIFIED:* | 7/31/2019 6:25 PM | |

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| 34. Your worksheet contains confidential information in column C; to prevent others who use your worksheet from seeing the data, you can \_\_\_\_\_ column C.   |  |  |  | | --- | --- | --- | |  | a. | delete | |  | b. | conditionally format | |  | c. | edit | |  | d. | hide |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-49 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.2 - Manage sections. | | *CORPORATE STANDARDS:* | 2318 - Hide a column. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:25 PM | | *DATE MODIFIED:* | 7/31/2019 6:28 PM | |

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| 35. You receive a worksheet in which the rows are numbered 1, 2, 3, 5,6. This means that row 4 is \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | deleted | |  | b. | hidden | |  | c. | cut | |  | d. | conditionally formatted |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-49 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.2 - Manage sections. | | *CORPORATE STANDARDS:* | 2323 - Hide a row. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 6:29 PM | | *DATE MODIFIED:* | 7/31/2019 6:32 PM | |

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| 36. Sam wants to count the number of cells between B1 and B20 that contain numbers in them. Which of the following formula should he use to do so?   |  |  |  | | --- | --- | --- | |  | a. | =COUNT(B1:B20) | |  | b. | =COUNTIF(B1:B20) | |  | c. | =SUM(B1:B20) | |  | d. | =CALCULATE(B1:B20) |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-43 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1422 - Create a formula using the COUNT function. | | *TOPICS:* | New Perspectives Series: Using the COUNT Function | | *KEYWORDS:* | Bloom's: UNDERSTAND | | *DATE CREATED:* | 7/31/2019 6:32 PM | | *DATE MODIFIED:* | 7/31/2019 6:35 PM | |

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| 37. A student is given the task of counting the number of nonblank cells in the range of cells B1 to B20.  Which of the following formulas should he use to do so?   |  |  |  | | --- | --- | --- | |  | a. | =COUNT(B1:B20) | |  | b. | =COUNTIF(B1:B20) | |  | c. | =COUNTA(B1:B20) | |  | d. | =DCOUNTA(B1:B20) |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-43 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1423 - Create a formula using the COUNTA function. | | *TOPICS:* | New Perspectives Series: Using the COUNT Function | | *KEYWORDS:* | Bloom's: UNDERSTAND | | *DATE CREATED:* | 7/31/2019 6:36 PM | | *DATE MODIFIED:* | 7/31/2019 6:38 PM | |

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| 38. To enter data in a cell using examples already in your workbook, you can use the flash fill feature.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-49 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.6 - Fill cells by using AutoFill. | | *CORPORATE STANDARDS:* | 2064 - Enter a series of data using Flash Fill. | | *TOPICS:* | New Perspectives Series: Using Flash Fill | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:38 PM | | *DATE MODIFIED:* | 7/31/2019 6:40 PM | |

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| 39. Changing a worksheet window to Normal view changes the contents of the worksheet.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4353 - Switch to Normal view. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:41 PM | | *DATE MODIFIED:* | 7/31/2019 6:43 PM | |

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| 40. In formulas, calculations in square brackets are calculated first.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-35 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 1414 - Create a formula using order of operations. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:47 PM | | *DATE MODIFIED:* | 7/31/2019 6:49 PM | |

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| 41. To view a worksheet without headers, margins, and rulers, use Page Layout view.   |  |  |  | | --- | --- | --- | |  | a. | Normal | |  | b. | normal | |  | c. | NORMAL | |  | d. | ​ |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4353 - Switch to Normal view. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:52 PM | | *DATE MODIFIED:* | 7/31/2019 6:56 PM | |

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| 42. When you copy and paste a formula to a new location,  the formula's relative references do not change.   |  |  | | --- | --- | | *ANSWER:* | False - absolute  False - ABSOLUTE  False - Absolute | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-36 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1415 - Create a formula using relative cell references. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:56 PM | | *DATE MODIFIED:* | 8/1/2019 9:46 AM | |

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| 43. What feature inserts a function that totals the cells above or to the left of the selected cell?   |  |  |  | | --- | --- | --- | |  | a. | AutoSum button | |  | b. | absolute reference | |  | c. | reference operator | |  | d. | mode indicator |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1418 - Create a formula using the AutoSum button. | | *TOPICS:* | New Perspectives Series: Calculating with Functions | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:08 PM | | *DATE MODIFIED:* | 7/31/2019 7:10 PM | |

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| 44. Which of the following statements is true about COUNT functions?   |  |  |  | | --- | --- | --- | |  | a. | The COUNT function returns the number of calls in a range that are not blank. | |  | b. | The COUNT function returns the number of calls in a range that contain any data at all. | |  | c. | Using the COUNT function is useful for computing the average of a cell range. | |  | d. | The COUNT function returns the number of calls in a range that contain numeric data. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-43 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1422 - Create a formula using the COUNT function. | | *TOPICS:* | New Perspectives Series: Using the COUNT Function | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:12 PM | | *DATE MODIFIED:* | 7/31/2019 7:14 PM | |

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| 45. To enter a range of text based on examples that are already in your worksheet, which of the following can you use?   |  |  |  | | --- | --- | --- | |  | a. | Business Intelligence | |  | b. | Flash fill | |  | c. | Quick Analysis tools | |  | d. | What-if analysis |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-49 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.6 - Fill cells by using AutoFill. | | *CORPORATE STANDARDS:* | 2064 - Enter a series of data using Flash Fill. | | *TOPICS:* | New Perspectives Series: Using Flash Fill | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 7:15 PM | | *DATE MODIFIED:* | 7/31/2019 7:15 PM | |

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| 46. In the formula =A8\*$A$1, which of the following describes A8?   |  |  |  | | --- | --- | --- | |  | a. | Relative cell reference | |  | b. | Absolute cell reference | |  | c. | Function | |  | d. | AutoSum |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1415 - Create a formula using relative cell references. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 7:17 PM | | *DATE MODIFIED:* | 7/31/2019 7:19 PM | |

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| 47. When should you use relative cell references?   |  |  |  | | --- | --- | --- | |  | a. | When you want to preserve the exact cell address in a formula. | |  | b. | When you want to preserve the relationship to the formula location. | |  | c. | When you want to insert a function. | |  | d. | When you want to enter sequential values in a range of cells. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1415 - Create a formula using relative cell references. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 7:20 PM | | *DATE MODIFIED:* | 7/31/2019 7:22 PM | |

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| 48. Your worksheet appears with a reduced view of each page and blue dividers where new pages begin. What view are you in?   |  |  |  | | --- | --- | --- | |  | a. | Normal view | |  | b. | Page Layout view | |  | c. | Page Break Preview | |  | d. | Print Preview |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-54 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4360 - Switch to Page Break Preview. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 7:25 PM | | *DATE MODIFIED:* | 7/31/2019 7:27 PM | |

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| 49. In a complex formula, how does Excel determine which calculation to perform first?   |  |  |  | | --- | --- | --- | |  | a. | It calculates the leftmost formulas first. | |  | b. | It calculates operations outside parentheses first. | |  | c. | It follows the order of operations. | |  | d. | It calculates functions first. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 1414 - Create a formula using order of operations. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:28 PM | | *DATE MODIFIED:* | 7/31/2019 7:30 PM | |

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| 50. To show formulas instead of values, click on the Formulas tab in the ribbon, then in the Formula Auditing group, click on the Show Formulas option.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-41 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.9 - Display formulas. | | *CORPORATE STANDARDS:* | 4255 - Show values instead of formulas. | | *TOPICS:* | New Perspectives Series: Calculating with Functions | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:07 AM | | *DATE MODIFIED:* | 8/1/2019 5:09 AM | |

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| 51. Dean wants to insert five blank rows above a row. To do so, he can select the heading of the row above which he wants to insert the additional rows, hold Ctrl key, click the selected rows, and then click Insert on the pop-up menu.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-45 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.3 - Hide and lock database objects. | | *CORPORATE STANDARDS:* | 2469 - Insert a column. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's:REMEMBER | | *DATE CREATED:* | 8/1/2019 5:12 AM | | *DATE MODIFIED:* | 8/1/2019 5:17 AM | |

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| 52. When you copy cell contents, the data is removed from its original location and placed on the Clipboard.   |  |  | | --- | --- | | *ANSWER:* | False - cut  False - Cut  False - CUT | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-42 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1696 - Cut cell contents. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 5:17 AM | | *DATE MODIFIED:* | 8/1/2019 5:21 AM | |

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| 53. Which of the following is true about moving cell contents?   |  |  |  | | --- | --- | --- | |  | a. | You can move cells using the Copy command. | |  | b. | You cannot move cells from one worksheet to another. | |  | c. | When you move cell contents, they remain in their original location. | |  | d. | You can move cells using the drag-and-drop feature. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-42 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2957 - Move cell contents. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 5:24 AM | | *DATE MODIFIED:* | 8/1/2019 5:30 AM | |

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| 54. Which of the following is true about inserting cells in a worksheet?   |  |  |  | | --- | --- | --- | |  | a. | Excel automatically adjusts cell references to reflect new formula locations. | |  | b. | You need to adjust cell references in all formulas that have moved. | |  | c. | You cannot insert cells in a worksheet. | |  | d. | Cells below the inserted cells are always moved downward. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-47 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 2446 - Insert a cell. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 5:30 AM | | *DATE MODIFIED:* | 8/1/2019 5:34 AM | |

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| 55. Which of the following is true when you delete a cell?   |  |  |  | | --- | --- | --- | |  | a. | When you delete cells using the Delete list arrow, you can choose which way to move adjacent cells. | |  | b. | Row and column alignment will not be affected. | |  | c. | You need to manually adjust cell references in surrounding formulas. | |  | d. | You can use the Delete command on the Insert tab. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-47 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 1731 - Delete a cell. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:37 AM | | *DATE MODIFIED:* | 8/1/2019 5:40 AM | |

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| 56. Why is it necessary to use care when inserting worksheet cells?   |  |  |  | | --- | --- | --- | |  | a. | It might automatically change the functions you are using. | |  | b. | It can change relative references to absolute references in formulas. | |  | c. | You will have to manually  correct cell references in formulas. | |  | d. | It may disturb row or column alignment, which can affect worksheet accuracy. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-47 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 2446 - Insert a cell. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:40 AM | | *DATE MODIFIED:* | 8/1/2019 5:42 AM | |

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| 57. Which of the following is true when you copy and paste formulas using the fill handle?   |  |  |  | | --- | --- | --- | |  | a. | The Paste Options button lets you paste only specific elements of the copied selection. | |  | b. | The AutoFill Options button lets you fill cells with specific elements of the copied cell. | |  | c. | The formula is placed on the Office clipboard. | |  | d. | You need to change the cell references to reflect the new formula location. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3050 - Paste a formula. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:42 AM | | *DATE MODIFIED:* | 8/1/2019 5:44 AM | |

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| 58. For which of the following would you use the Paste list arrow on the Ribbon when pasting a copied cell?   |  |  |  | | --- | --- | --- | |  | a. | To erase the cell value from the clipboard. | |  | b. | To paste the value's number formatting only. | |  | c. | To paste all items on the clipboard. | |  | d. | To compute the results of a function. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.2.8 - Copy, cut, and paste objects. | | *CORPORATE STANDARDS:* | 3049 - Paste a formula with number formatting. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 5:45 AM | | *DATE MODIFIED:* | 8/1/2019 5:47 AM | |

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| 59. When you paste formula cells using the Paste button in the Clipboard group, which of the following is true?   |  |  |  | | --- | --- | --- | |  | a. | The Paste Options button then lets you paste specific elements of the copied cells. | |  | b. | The formula is copied with cell references you must adjust to avoid worksheet errors. | |  | c. | The Auto Fill Options button appears. | |  | d. | Pointing to the destination cell causes a preview of the cell contents to appear. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3050 - Paste a formula. | | *TOPICS:* | New Perspectives Series: Calculating with Formulas | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:48 AM | | *DATE MODIFIED:* | 8/1/2019 5:58 AM | |

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| 60. Which of the following is not a way to move cell contents?   |  |  |  | | --- | --- | --- | |  | a. | the Cut and Paste buttons on the Home tab | |  | b. | the fill handle in the lower-right corner of an active cell or range | |  | c. | the CTRL key + the Move pointer | |  | d. | drag-and-drop |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-41 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2957 - Move cell contents. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:59 AM | | *DATE MODIFIED:* | 8/1/2019 6:01 AM | |

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| 61. You have cut the range A1:A5, and want to paste it to C1:C5. Which of the following statements is true?   |  |  |  | | --- | --- | --- | |  | a. | Before you paste it, you need to select C1:C5. | |  | b. | Before you paste it, you only need to select cell C1. | |  | c. | After you paste it, the information is deleted from the Clipboard. | |  | d. | After you paste it, the information is deleted from the original location. |  |  |  | | --- | --- | | *ANSWER:* | b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-42 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1696 - Cut cell contents. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 6:01 AM | | *DATE MODIFIED:* | 8/1/2019 6:04 AM | |

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| 62. When you insert a worksheet row, a row is inserted above the cell pointer and the sheet contents move downward.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-45 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 2596 - Insert a row. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 6:04 AM | | *DATE MODIFIED:* | 8/1/2019 6:06 AM | |

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| 63. To move a worksheet, you can drag its sheet tab to the left or right.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-17 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.3 - Split a Database | | *CORPORATE STANDARDS:* | 2939 - Move a worksheet. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 6:06 AM | | *DATE MODIFIED:* | 8/1/2019 6:07 AM | |

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| 64. When you select a cell range, the cells must be adjacent to each other.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-13 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.2 - Create and modify custom themes. | | *CORPORATE STANDARDS:* | 3767 - Select nonadjacent cells. | | *TOPICS:* | New Perspectives Series: Exploring a Workbook | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 6:08 AM | | *DATE MODIFIED:* | 8/1/2019 6:09 AM | |

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| 65. To paste a copied cell range, you only need to specify the upper right of the range where you want to paste it.   |  |  | | --- | --- | | *ANSWER:* | False - left  False - Left  False - LEFT | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-6 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3117 - Paste data. | | *TOPICS:* | New Perspectives Series: Introducing Excel and Spreadsheets | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 6:09 AM | | *DATE MODIFIED:* | 8/1/2019 6:11 AM | |

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| 66. Which of the following is true about changing worksheet column width?   |  |  |  | | --- | --- | --- | |  | a. | In Normal view, the Column Width dialog box lets you set column width to an exact value in inches. | |  | b. | In Normal view, the Column Width dialog box lets you set the exact number of characters that will fit in the column. | |  | c. | When you drag the right column border in Normal view, a ScreenTip displays the exact width in inches. | |  | d. | When you drag the right column border in Page Layout view, a ScreenTip displays the exact width in pixels. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.7 - Format page numbers. | | *CORPORATE STANDARDS:* | 3390 - Resize a column to an exact value. | | *TOPICS:* | New Perspectives Series: Resizing Columns and Rows | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:12 AM | | *DATE MODIFIED:* | 8/1/2019 6:14 AM | |

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| 67. Which of the following is true about deleting a worksheet row?   |  |  |  | | --- | --- | --- | |  | a. | After you delete a row, the rows below it shift down one row. | |  | b. | To delete a row, you can select the row, then press the DELETE key on the keyboard. | |  | c. | To delete a row, you can select the row, then use the Delete button in the Cells group. | |  | d. | If you select a row and click the Delete list arrow, you can select Delete Sheet to delete the row. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-41 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 1775 - Delete a row. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:15 AM | | *DATE MODIFIED:* | 8/1/2019 6:17 AM | |

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| 68. To delete a  worksheet column, you can first select it by \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | clicking the column heading | |  | b. | double-clicking the column heading | |  | c. | clicking anywhere in the column | |  | d. | double-clicking anywhere in the column |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-41 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 1738 - Delete a column. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 6:18 AM | | *DATE MODIFIED:* | 8/1/2019 6:20 AM | |

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| 69. After you delete a worksheet column, \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | the columns to its right shift left | |  | b. | the columns to its left shift right | |  | c. | the row remains but its contents are deleted | |  | d. | only its formats are deleted |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-41 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 1738 - Delete a column. | | *TOPICS:* | New Perspectives Series: Modifying a Worksheet | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 6:21 AM | | *DATE MODIFIED:* | 8/1/2019 6:23 AM | |

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| 70. You need to add another product to your inventory worksheet, which shows product names in  row A. Which of the following should you add?   |  |  |  | | --- | --- | --- | |  | a. | a row | |  | b. | a column | |  | c. | a button | |  | d. | conditional formatting |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-44 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 2469 - Insert a column. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 6:24 AM | | *DATE MODIFIED:* | 8/1/2019 6:26 AM | |

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| 71. To change the name of a worksheet, you rename the \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | sheet columns | |  | b. | sheet rows | |  | c. | sheet header | |  | d. | sheet tab |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.2 - Change workbook themes. | | *CORPORATE STANDARDS:* | 3340 - Rename a worksheet. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 6:26 AM | | *DATE MODIFIED:* | 8/1/2019 6:28 AM | |

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| 72. To select nonadjacent cells or ranges on a worksheet, you can press and hold \_\_\_\_\_ while selecting each one.   |  |  |  | | --- | --- | --- | |  | a. | CTRL | |  | b. | ALT | |  | c. | SHIFT | |  | d. | ESC |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-13 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.2 - Create and modify custom themes. | | *CORPORATE STANDARDS:* | 3767 - Select nonadjacent cells. | | *TOPICS:* | New Perspectives Series: Exploring a Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 6:28 AM | | *DATE MODIFIED:* | 8/1/2019 6:30 AM | |

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| 73. Boris wants to remove a workbook window from his workplace. What series of clicks can he use to hide it?   |  |  |  | | --- | --- | --- | |  | a. | View tab > Window group > Hide | |  | b. | View tab > Window group > Split | |  | c. | View tab > Window group > View Side by Side | |  | d. | View tab > Window group > Switch Windows > Select a file |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-49 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 8.2.6 - Compare and combine multiple workbooks and versions. | | *CORPORATE STANDARDS:* | 2340 - Hide the workbook window. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's: REMEMBER | | *DATE CREATED:* | 8/1/2019 6:31 AM | | *DATE MODIFIED:* | 8/1/2019 6:32 AM | |

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| 74. Carol wants to unhide a workbook window she had hidden earlier. Which of these series of clicks can she press to do so?   |  |  |  | | --- | --- | --- | |  | a. | View tab > Window group > Unhide | |  | b. | View tab > Window group > Uncheck box beside Hide > Check box beside Unhide | |  | c. | File > Options > Display > Check Show all windows in the Taskbar box | |  | d. | Home > Format > Visibility > Hide & Unhide > Hide Sheet |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-49 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 8.2.6 - Compare and combine multiple workbooks and versions. | | *CORPORATE STANDARDS:* | 4457 - Unhide the workbook window. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's:REMEMBER | | *DATE CREATED:* | 8/1/2019 6:33 AM | | *DATE MODIFIED:* | 8/1/2019 6:34 AM | |

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| 75. Myra wants to hide a worksheet to remove it from view. Which of these series of clicks will help her do so?   |  |  |  | | --- | --- | --- | |  | a. | Sheet tab > Window group > Hide | |  | b. | Sheet tab > Window group > Freeze Panes > Hide | |  | c. | Sheet tab > Home tab > Cells group > Format > Visibility > Hide & Unhide > Hide Sheet | |  | d. | Sheet tab > Home tab > Cells group > Format > Visibility > Hide & Unhide > Hide Rows |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-49 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 2325 - Hide a worksheet. | | *TOPICS:* | New Perspectives Series: Modifying Rows and Columns | | *KEYWORDS:* | Bloom's:REMEMBER | | *DATE CREATED:* | 8/1/2019 6:35 AM | | *DATE MODIFIED:* | 8/7/2019 9:12 AM | |

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| 76. If you specify that you want worksheet gridlines to appear on the screen, they will automatically appear on the printout as well.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-56 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 3197 - Print worksheet gridlines. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:37 AM | | *DATE MODIFIED:* | 8/1/2019 6:38 AM | |

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| 77. Which of the following would you use to print only one page of a multipage worksheet?   |  |  |  | | --- | --- | --- | |  | a. | Page Layout tab | |  | b. | Formulas tab | |  | c. | Backstage view | |  | d. | Page Setup dialog box |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.5.3 - Change printer settings, scaling, and gridline options. | | *CORPORATE STANDARDS:* | 920 - Change the pages to print. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 6:39 AM | | *DATE MODIFIED:* | 8/1/2019 6:41 AM | |

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| 78. To preserve the original version of a workbook so you can make changes to a copy of it, which of the following would you do?   |  |  |  | | --- | --- | --- | |  | a. | Leave the workbook closed. | |  | b. | Open the workbook, change the first worksheet, and save it using the Save command. | |  | c. | Open the workbook, make changes, and then save it using the same name. | |  | d. | Open the workbook, make changes, and then save it using a different name. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 3661 - Save a workbook with a new name. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 6:41 AM | | *DATE MODIFIED:* | 8/1/2019 6:43 AM | |

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| 79. Where do you rename a workbook and adjust its save location?   |  |  |  | | --- | --- | --- | |  | a. | Save As dialog box | |  | b. | Home tab | |  | c. | Name box | |  | d. | Active cell |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 3661 - Save a workbook with a new name. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 6:43 AM | | *DATE MODIFIED:* | 8/1/2019 6:45 AM | |

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| 80. Which of the following is true about deleting a worksheet? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | You can right-click a sheet tab and click Delete. | |  | b. | You can use the Delete list arrow in the Cells group on the Home tab. | |  | c. | You can use the Delete button in the worksheet group on the Insert tab. | |  | d. | You cannot delete a worksheet from a workbook. |  |  |  | | --- | --- | | *ANSWER:* | a, b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-17 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.3 - Hide and lock database objects. | | *CORPORATE STANDARDS:* | 1802 - Delete a worksheet. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 6:45 AM | | *DATE MODIFIED:* | 8/1/2019 6:56 AM | |

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| 81. To save a workbook for the first time, you use the Save As dialog box.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-18 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 3659 - Save a workbook for the first time. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 6:56 AM | | *DATE MODIFIED:* | 8/1/2019 6:59 AM | |

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| 82. Miley wants to perform calculations on four worksheets with identical structures at the same time. So, in order to group them and perform the task faster, she can press the Ctrl + Alt key and click the worksheet tabs she wants to group and then modify either of the worksheets for automatic change in the other one.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-16 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2317 - Group worksheets. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:UNDERSTAND | | *DATE CREATED:* | 8/1/2019 7:00 AM | | *DATE MODIFIED:* | 8/1/2019 7:12 AM | |

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| 83. To add a worksheet to a workbook, you would use the New formula tab below the worksheet.   |  |  | | --- | --- | | *ANSWER:* | False - Sheet  False - sheet  False - SHEET | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 2.1.3 - Hide and lock database objects. | | *CORPORATE STANDARDS:* | 2555 - Insert a new worksheet. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 7:12 AM | | *DATE MODIFIED:* | 8/1/2019 7:18 AM | |

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| 84. Which worksheet view shows  headers, footers, and rulers?   |  |  |  | | --- | --- | --- | |  | a. | Normal view | |  | b. | Page Break Preview | |  | c. | Page Layout view | |  | d. | Formula view |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4361 - Switch to Page Layout view. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 7:19 AM | | *DATE MODIFIED:* | 8/1/2019 7:21 AM | |

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| 85. Which of the following appears in Page Layout view?   |  |  |  | | --- | --- | --- | |  | a. | Text box containing the header | |  | b. | Margins | |  | c. | Page number indicator | |  | d. | Blue dotted lines indicating page breaks |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-55 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4361 - Switch to Page Layout view. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 7:21 AM | | *DATE MODIFIED:* | 8/7/2019 10:02 AM | |

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| 86. A worksheet named Income (2) is most likely which of the following?   |  |  |  | | --- | --- | --- | |  | a. | a deleted worksheet | |  | b. | a worksheet with no calculations | |  | c. | a repositioned worksheet | |  | d. | a copy of another worksheet named Income |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.4 - Create data parts and database properties. | | *CORPORATE STANDARDS:* | 1318 - Copy a worksheet. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 7:24 AM | | *DATE MODIFIED:* | 8/1/2019 7:27 AM | |

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| 87. Which of the following methods copies an existing worksheet within the same workbook?   |  |  |  | | --- | --- | --- | |  | a. | Drag its sheet tab to a new location. | |  | b. | Press and hold CTRL and drag its sheet tab to a new location. | |  | c. | Press and hold SHIFT and drag its sheet tab to a new location. | |  | d. | Press and hold ALT and drag its sheet tab to a new location. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.4 - Create data parts and database properties. | | *CORPORATE STANDARDS:* | 1318 - Copy a worksheet. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/1/2019 7:27 AM | | *DATE MODIFIED:* | 8/1/2019 7:29 AM | |

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| 88. To open a workbook after you start Excel, you can use the Open Other Workbooks command on the Navigation bar.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 3006 - Open a workbook. | | *TOPICS:* | New Perspectives Series: Introducing Excel and Spreadsheets | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 7:30 AM | | *DATE MODIFIED:* | 8/1/2019 7:33 AM | |

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| 89. To format text so that it automatically appears in multiple lines within a cell, you can transpose it.   |  |  | | --- | --- | | *ANSWER:* | False - wrap  False - Wrap  False - WRAP | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-29 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.2.3 - Add and delete total rows in a table. | | *CORPORATE STANDARDS:* | 4602 - Wrap cell contents. | | *TOPICS:* | New Perspectives Series: Resizing Columns and Rows | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 7:33 AM | | *DATE MODIFIED:* | 8/1/2019 7:35 AM | |

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| 90. Which of the following is true about pasting copied text? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | You can only paste one cell of the copied text at a time. | |  | b. | You can use the Paste button in the Clipboard group to paste the copied text. | |  | c. | Copied text is deleted from the clipboard after you paste it once. | |  | d. | You can view the copied text on the Office Clipboard. |  |  |  | | --- | --- | | *ANSWER:* | b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-6 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3145 - Paste text. | | *TOPICS:* | New Perspectives Series: Introducing Excel and Spreadsheets | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 7:36 AM | | *DATE MODIFIED:* | 8/1/2019 7:41 AM | |

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| 91. Which of the following will you select as X in the following series of clicks to copy a chart from Excel to Word so that it is no longer linked to Excel:  In Excel: Chart > Home tab > Clipboard group > Copy button > In Word: location to paste chart > Home tab > Clipboard   |  |  |  | | --- | --- | --- | |  | a. | Link | |  | b. | Embed | |  | c. | Source formatting | |  | d. | Destination theme |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1277 - Copy a chart. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:UNDERSTAND | | *DATE CREATED:* | 8/1/2019 7:43 AM | | *DATE MODIFIED:* | 8/1/2019 7:57 AM | |

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| 92. Luis wants to unhide and view all rows and columns in a worksheet. Which of the following series of clicks/entries/selections can he use to create a custom view of the worksheet?   |  |  |  | | --- | --- | --- | |  | a. | Worksheet > View tab > Workbook Views group > Custom Views > Close | |  | b. | Worksheet > View tab > Workbook Views group > Custom Views > Add > Name box (Type a name ) > OK | |  | c. | Worksheet > View tab > Workbook Views group > Custom Views > Add > Name box (Type a name ) > Include in view (Tick check box- Hidden rows, columns and filter settings ) > OK | |  | d. | Worksheet > View tab > Workbook Views group > Custom Views > Add > Name box (Type a name ) > Include in view (select check box- Print settings ) > OK |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-53 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 1602 - Create a view of a worksheet. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's:REMEMBER | | *DATE CREATED:* | 8/1/2019 7:58 AM | | *DATE MODIFIED:* | 8/1/2019 8:03 AM | |

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| 93. Rukha has created two custom views of a worksheet. In one view, all rows and columns can be seen whereas in the other, specific rows and columns are hidden. What can she do to be able to see the view that she needs to at a given point in time?   |  |  |  | | --- | --- | --- | |  | a. | Click Custom Views and double-click on the display settings she wants to see. | |  | b. | Under Windows group on the View tab, click on View Side by Side. | |  | c. | Under Windows group on the View tab, click on Switch Windows and select the View she wants. | |  | d. | Click Custom View and check the box beside Hidden rows, column and filter settings to see Custom view of all rows and columns shown while uncheck the box to see the Custom view of specific rows and columns hidden. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-53 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4589 - View a worksheet using a custom view. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's:UNDERSTAND | | *DATE CREATED:* | 8/1/2019 8:04 AM | | *DATE MODIFIED:* | 8/1/2019 8:09 AM | |

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| 94. To customize the status bar, right click on the status bar to open the Customize Status Bar menu and uncheck the items that you don't  want to show.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 8.1.6 - Customize ribbon tabs and status bar. | | *CORPORATE STANDARDS:* | 1662 - Customize the status bar. | | *TOPICS:* | New Perspectives Series: Getting Started with Excel | | *KEYWORDS:* | Bloom's:REMEMBER | | *DATE CREATED:* | 8/1/2019 8:09 AM | | *DATE MODIFIED:* | 8/1/2019 8:13 AM | |

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| 95. Which of the following options will you select to restrict access to a shared workbook to only co-workers in your company who are logged into Microsoft Office?   |  |  |  | | --- | --- | --- | |  | a. | The Specific People | |  | b. | The People with Existing Access | |  | c. | The Co-workers in <name of your organization>. | |  | d. | The People in <name of your organization>. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 8.2.1 - Share workbook. | | *CORPORATE STANDARDS:* | 4161 - Share a workbook on OneDrive. | | *TOPICS:* | New Perspectives Series: Starting a New Workbook | | *KEYWORDS:* | Bloom's:UNDERSTAND | | *DATE CREATED:* | 8/1/2019 8:14 AM | | *DATE MODIFIED:* | 8/1/2019 8:21 AM | |

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| 96. To print your worksheet on a piece of paper larger than 8-1/2 x 11", which Excel tab would you use?   |  |  |  | | --- | --- | --- | |  | a. | Home | |  | b. | Page Layout | |  | c. | Insert | |  | d. | View |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-56 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.4 - Insert headers and footers. | | *CORPORATE STANDARDS:* | 923 - Change the paper size. | | *TOPICS:* | New Perspectives Series: Printing a Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 8:21 AM | | *DATE MODIFIED:* | 8/1/2019 8:23 AM | |

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| 97. To change the size of text to a particular percentage of the original text size in a Power View report, click on Power View tab >  Themes group > Text Size.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-52 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 12.3.3 - Manage Power View reports. | | *CORPORATE STANDARDS:* | 3511 - Resize text in a Power View report. | | *TOPICS:* | New Perspectives Series: Formatting a Worksheet | | *KEYWORDS:* | Bloom's:REMEMBER | | *DATE CREATED:* | 8/1/2019 8:24 AM | | *DATE MODIFIED:* | 8/1/2019 8:26 AM | |

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| 98. Which of the following will you select as **X** in the following series of clicks to convert a table to range: Table > Table Tools > Design > **X** > Convert to Range?   |  |  |  | | --- | --- | --- | |  | a. | Tools group | |  | b. | Themes  group | |  | c. | Page Setup  group | |  | d. | Background  group |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.1.3 - Create a crosstab query. | | *CORPORATE STANDARDS:* | 1267 - Convert a table to a range. | | *TOPICS:* | New Perspectives Series: Exploring a Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 8:26 AM | | *DATE MODIFIED:* | 8/7/2019 10:29 AM | |

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| 99. Which of the following helps you move around a worksheet that is too large to fit on the screen at once?   |  |  |  | | --- | --- | --- | |  | a. | sheet tabs | |  | b. | arguments | |  | c. | scroll bars | |  | d. | operators |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 3673 - Scroll a worksheet. | | *TOPICS:* | New Perspectives Series: Exploring a Workbook | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 10:06 AM | | *DATE MODIFIED:* | 8/9/2019 11:42 AM | |

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| 100. Which of the following inserts a function into a cell?   |  |  |  | | --- | --- | --- | |  | a. | mode indicator | |  | b. | AutoSum button | |  | c. | argument | |  | d. | formula prefix |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1418 - Create a formula using the AutoSum button. | | *TOPICS:* | New Perspectives Series: Calculating with Functions | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/1/2019 10:15 AM | | *DATE MODIFIED:* | 8/1/2019 10:18 AM | |

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| 101. The easiest way to insert the SUM function is to use the AutoSum button on the Home tab.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPEX 1-38 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1487 - Create a formula using the SUM function. | | *TOPICS:* | New Perspectives Series: Calculating with Functions | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/7/2019 1:49 AM | | *DATE MODIFIED:* | 8/7/2019 1:51 AM | |