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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:* | ILEX 1-2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.1.1.1 - Open Excel. | | *CORPORATE STANDARDS:* | 4307 - Start Excel. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:22 PM | | *DATE MODIFIED:* | 8/25/2019 9:04 PM | |

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| 2. You can use the DELETE key to clear cell contents.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1171 - Clear cell contents. | | *TOPICS:* | Illustrated series: Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:35 PM | | *DATE MODIFIED:* | 7/30/2019 10:38 PM | |

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| 3. To print worksheet contents across the length of a page, you can use portrait orientation.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.4.4 - Modify page setup. | | *CORPORATE STANDARDS:* | 919 - Change the page orientation. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:38 PM | | *DATE MODIFIED:* | 8/23/2019 11:02 AM | |

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| 4. When you enter a value in a worksheet cell, it is automatically left-aligned.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 2061 - Enter a number. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:44 PM | | *DATE MODIFIED:* | 8/25/2019 9:03 PM | |

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| 5. You can use the I-beam pointer to move cell contents into adjacent cells.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1324 - Copy cell content. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:48 PM | | *DATE MODIFIED:* | 6/2/2020 3:46 PM | |

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| 6. To print a worksheet, you begin by going to Backstage view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.2 - Print all and part of a workbook. | | *CORPORATE STANDARDS:* | 3191 - Print a worksheet. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:51 PM | | *DATE MODIFIED:* | 8/25/2019 9:06 PM | |

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| 7. You can set a scaling option to resize a worksheet to fit within a single page.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.3 - Change printer settings, scaling, and gridline options. | | *CORPORATE STANDARDS:* | 3671 - Scale a worksheet for printing. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 10:53 PM | | *DATE MODIFIED:* | 6/2/2020 3:47 PM | |

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| 8. You can edit cell contents in the formula bar or in the cell itself.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2004 - Edit cell contents. | | *TOPICS:* | Illustrated series: Edit Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:57 PM | | *DATE MODIFIED:* | 6/2/2020 3:48 PM | |

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| 9. To enter a typed number into a cell, you can press Tab or Backspace.   |  |  | | --- | --- | | *ANSWER:* | False - Enter  False - enter  False - ENTER | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-4 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 2061 - Enter a number. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:01 PM | | *DATE MODIFIED:* | 7/30/2019 11:12 PM | |

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| 10. 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:* | ILEX 1-12 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1288 - Copy a formula. | | *TOPICS:* | Illustrated series: Copy Formulas with Relative Cell References | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 11:12 PM | | *DATE MODIFIED:* | 8/1/2019 2:19 PM | |

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| 11. To find the largest value in a cell range, use the MIN function.   |  |  | | --- | --- | | *ANSWER:* | False - Max  False - MAX  False - max | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-18 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1459 - Create a formula using the MAX function. | | *TOPICS:* | Illustrated series: Insert a Function | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:17 PM | | *DATE MODIFIED:* | 7/30/2019 11:20 PM | |

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| 12. The easiest way to insert the SUM function is to use the AutoSum button on the Home tab.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-18 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1487 - Create a formula using the SUM function. | | *TOPICS:* | Illustrated series: Insert a Function | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/25/2019 10:09 PM | | *DATE MODIFIED:* | 8/25/2019 10:13 PM | |

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| 13. You have selected a cell with a formula. Which of the following can you use to copy that formula to an adjacent cell?   |  |  |  | | --- | --- | --- | |  | a. | mode indicator | |  | b. | Page  Break Preview | |  | c. | scroll bar | |  | d. | Fill handle |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 4543 - Use the Fill handle to copy a formula. | | *TOPICS:* | Illustrated series: Copy Formulas with Relatice Cell References | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:32 PM | | *DATE MODIFIED:* | 7/30/2019 11:36 PM | |

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| 14. In the formula =SUM(A6:A9), which of the following best describes A6:A9?   |  |  |  | | --- | --- | --- | |  | a. | argument | |  | b. | function | |  | c. | label | |  | d. | active cell |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1487 - Create a formula using the SUM function. | | *TOPICS:* | Illustrated series: Calculating Sums and Using Formulas | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 11:36 PM | | *DATE MODIFIED:* | 6/2/2020 3:54 PM | |

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| 15. 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:* | ILEX 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2004 - Edit cell contents. | | *TOPICS:* | Illustrated series: Edit Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:40 PM | | *DATE MODIFIED:* | 7/30/2019 11:43 PM | |

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| 16. Which of the following views shows how a worksheet will appear when printed?   |  |  |  | | --- | --- | --- | |  | a. | Page Layout view | |  | b. | Page Break Preview | |  | c. | Normal view | |  | d. | Reading view |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.2 - Print all and part of a workbook. | | *CORPORATE STANDARDS:* | 3181 - Preview a worksheet for printing. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:44 PM | | *DATE MODIFIED:* | 6/2/2020 3:57 PM | |

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| 17. 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:* | ILEX 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.1 - Insert formulas. | | *CORPORATE STANDARDS:* | 2057 - Enter a formula that uses a function. | | *TOPICS:* | Illustrated series: Enter a Formula with Multiple Operators | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 11:48 PM | | *DATE MODIFIED:* | 6/2/2020 4:03 PM | |

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| 18. To have Excel enter the lowest price from a range of prices, which of the following would you use?   |  |  |  | | --- | --- | --- | |  | a. | MAX function | |  | b. | COUNT function | |  | c. | MIN function | |  | d. | COUNTA function |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-19 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1462 - Create a formula using the MIN function. | | *TOPICS:* | Illustrated series: Insert a Function | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 11:54 PM | | *DATE MODIFIED:* | 7/30/2019 11:58 PM | |

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| 19. Where can you adjust page layout settings and see how they affect a preview of the printed worksheet?   |  |  |  | | --- | --- | --- | |  | a. | Page Layout view | |  | b. | Normal view | |  | c. | Web Preview | |  | d. | Backstage view |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.2 - Print all and part of a workbook. | | *CORPORATE STANDARDS:* | 3181 - Preview a worksheet for printing. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:03 AM | | *DATE MODIFIED:* | 6/2/2020 4:06 PM | |

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| 20. 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:* | ILEX 1-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.4.4 - Modify page setup. | | *CORPORATE STANDARDS:* | 923 - Change the paper size. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:11 AM | | *DATE MODIFIED:* | 7/31/2019 12:14 AM | |

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| 21. 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:* | ILEX 1-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.3 - Change printer settings, scaling, and gridline options. | | *CORPORATE STANDARDS:* | 904 - Change the number of copies to print. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:14 AM | | *DATE MODIFIED:* | 7/31/2019 12:20 AM | |

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| 22. 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:* | ILEX 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.8.1 - Undo and redo actions. | | *CORPORATE STANDARDS:* | 4419 - Undo an action. | | *TOPICS:* | Illustrated series: Edit Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:20 AM | | *DATE MODIFIED:* | 7/31/2019 12:23 AM | |

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| 23. 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:* | ILEX 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.2.2 - Select cells and ranges. | | *CORPORATE STANDARDS:* | 3693 - Select a cell. | | *TOPICS:* | Illustrated series: Edit Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:24 AM | | *DATE MODIFIED:* | 7/31/2019 12:27 AM | |

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| 24. Which of the following functions inserts the total of a range?   |  |  |  | | --- | --- | --- | |  | a. | ROUND | |  | b. | AUTOSUM | |  | c. | AVERAGE | |  | d. | SUM |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1487 - Create a formula using the SUM function. | | *TOPICS:* | Illustrated series: Enter Formulas and use AutoSum | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:27 AM | | *DATE MODIFIED:* | 7/31/2019 12:29 AM | |

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| 25. How many actions does the Undo button let you reverse?   |  |  |  | | --- | --- | --- | |  | a. | 24 | |  | b. | 50 | |  | c. | 75 | |  | d. | 100 |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.8.1 - Undo and redo actions. | | *CORPORATE STANDARDS:* | 4419 - Undo an action. | | *TOPICS:* | Illustrated series: Edit Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:30 AM | | *DATE MODIFIED:* | 7/31/2019 12:32 AM | |

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| 26. 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:* | ILEX 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1324 - Copy cell content. | | *TOPICS:* | Illustrated series: Edit Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:33 AM | | *DATE MODIFIED:* | 7/31/2019 12:37 AM | |

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| 27. 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:* | ILEX 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.1 - Insert formulas. | | *CORPORATE STANDARDS:* | 2057 - Enter a formula that uses a function. | | *TOPICS:* | Illustrated series: Enter a Formula with Multiple Operators | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:44 AM | | *DATE MODIFIED:* | 7/31/2019 12:48 AM | |

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| 28. Your worksheet is too wide to fit on one page in portrait orientation. 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:* | ILEX 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.4.4 - Modify page setup. | | *CORPORATE STANDARDS:* | 919 - Change the page orientation. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 12:48 AM | | *DATE MODIFIED:* | 6/2/2020 4:25 PM | |

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| 29. Which of the following tabs lets you set worksheet print options?   |  |  |  | | --- | --- | --- | |  | a. | Preview | |  | b. | Home | |  | c. | Page Layout | |  | d. | View |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.2 - Print all and part of a workbook. | | *CORPORATE STANDARDS:* | 3191 - Print a worksheet. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:52 AM | | *DATE MODIFIED:* | 6/2/2020 4:26 PM | |

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| 30. Which of the following options can you set to make sure a worksheet will print on one page?   |  |  |  | | --- | --- | --- | |  | a. | Zoom percentage | |  | b. | Scaling | |  | c. | Print selection | |  | d. | Gridlines |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.3 - Change printer settings, scaling, and gridline options. | | *CORPORATE STANDARDS:* | 3671 - Scale a worksheet for printing. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:56 AM | | *DATE MODIFIED:* | 6/2/2020 4:29 PM | |

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| 31. Which of the following is the temporary storage area that holds selections you copy or cut?   |  |  |  | | --- | --- | --- | |  | a. | Clipboard | |  | b. | Backstage | |  | c. | Name box | |  | d. | Worksheet window |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1288 - Copy a formula. | | *TOPICS:* | Illustrated series: Copy Formulas with Relatice Cell References | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 1:08 AM | | *DATE MODIFIED:* | 6/2/2020 4:30 PM | |

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| 32. Which of the following is a predefined procedure that returns a value?   |  |  |  | | --- | --- | --- | |  | a. | clipboard | |  | b. | mode indicator | |  | c. | named range | |  | d. | function |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.1 - Insert formulas. | | *CORPORATE STANDARDS:* | 2057 - Enter a formula that uses a function. | | *TOPICS:* | Illustrated series: Enter a Formula with Multiple Operators | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 1:11 AM | | *DATE MODIFIED:* | 6/2/2020 4:33 PM | |

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| 33. 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:* | ILEX 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1288 - Copy a formula. | | *TOPICS:* | Illustrated series: Copy Formulas with Relative Cell References | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 1:15 AM | | *DATE MODIFIED:* | 6/2/2020 4:35 PM | |

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| 34. Which of the following can you use to insert a formula using a function? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Type the formula including the function. | |  | b. | Click the AutoSum button. | |  | c. | Click the AutoSum arrow. | |  | d. | Copy and paste a cell containing a function. |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-18 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.1 - Insert formulas. | | *CORPORATE STANDARDS:* | 2057 - Enter a formula that uses a function. | | *TOPICS:* | Illustrated series: Enter a Formula with Multiple Operators | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 1:20 AM | | *DATE MODIFIED:* | 6/2/2020 4:37 PM | |

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| 35. Flash Fill enters text based on patterns it finds in the data.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-5 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.6 - Fill cells by using AutoFill. | | *CORPORATE STANDARDS:* | 2064 - Enter a series of data using Flash Fill. | | *TOPICS:* | Illustrated series: Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:25 PM | | *DATE MODIFIED:* | 6/2/2020 4:41 PM | |

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| 36. Changing a worksheet window to Normal view changes the contents of the worksheet.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-19 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4353 - Switch to Normal view. | | *TOPICS:* | Illustrated series: Switch Worksheet Views | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 5:31 PM | | *DATE MODIFIED:* | 8/25/2019 9:35 PM | |

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| 37. In formulas, calculations in square brackets are calculated first.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-16 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.1 - Insert formulas. | | *CORPORATE STANDARDS:* | 1414 - Create a formula using order of operations. | | *TOPICS:* | Illustrated series: Enter a Formula with Multiple Operators | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 5:43 PM | | *DATE MODIFIED:* | 8/1/2019 5:45 PM | |

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| 38. To view a worksheet without headers, margins, and rulers, use Page Layout view.   |  |  | | --- | --- | | *ANSWER:* | False - Normal  False - normal  False - NORMAL | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-19 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4353 - Switch to Normal view. | | *TOPICS:* | Illustrated series: Switch Worksheet Views | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 5:46 PM | | *DATE MODIFIED:* | 8/1/2019 5:51 PM | |

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| 39. 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:* | ILEX 1-12 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1415 - Create a formula using relative cell references. | | *TOPICS:* | Illustrated series: Copy Formulas with Relative Cell References | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 5:52 PM | | *DATE MODIFIED:* | 8/25/2019 9:39 PM | |

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| 40. What feature inserts a function that totals the cells above or to the left of the selected cell?   |  |  |  | | --- | --- | --- | |  | a. | AutoSum button | |  | b. | Fill button | |  | c. | Paste options button | |  | d. | Flash Fill |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1418 - Create a formula using the AutoSum button. | | *TOPICS:* | Illustrated series: Enter Formulas and use AutoSum | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:02 PM | | *DATE MODIFIED:* | 6/2/2020 4:39 PM | |

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| 41. 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:* | ILEX 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1418 - Create a formula using the AutoSum button. | | *TOPICS:* | Illustrated series: Enter Formulas and use AutoSum | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:06 PM | | *DATE MODIFIED:* | 8/1/2019 6:11 PM | |

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| 42. 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:* | ILEX 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1415 - Create a formula using relative cell references. | | *TOPICS:* | Illustrated series: Copy Formulas with Relative Cell References | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/1/2019 6:17 PM | | *DATE MODIFIED:* | 8/1/2019 6:20 PM | |

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| 43. 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:* | ILEX 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1415 - Create a formula using relative cell references. | | *TOPICS:* | Illustrated series: Copy Formulas with Relative Cell References | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:21 PM | | *DATE MODIFIED:* | 8/1/2019 6:25 PM | |

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| 44. 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:* | ILEX 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4360 - Switch to Page Break Preview. | | *TOPICS:* | Illustrated series: Switch Worksheet Views | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:28 PM | | *DATE MODIFIED:* | 8/1/2019 6:35 PM | |

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| 45. Where can you see a brief description of a selected function?   |  |  |  | | --- | --- | --- | |  | a. | Formula bar | |  | b. | Insert Function dialog box | |  | c. | Insert dialog box | |  | d. | Insert tab |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.10.1.1 - Insert the appropriate function into a related formula. | | *CORPORATE STANDARDS:* | 2501 - Insert a function using the Insert Function dialog box. | | *TOPICS:* | Illustrated series: Insert a Function | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:35 PM | | *DATE MODIFIED:* | 8/30/2019 7:35 AM | |

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| 46. 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:* | ILEX 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.1 - Insert formulas. | | *CORPORATE STANDARDS:* | 1414 - Create a formula using order of operations. | | *TOPICS:* | Illustrated series: Enter a Formula with Multiple Operators | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:53 PM | | *DATE MODIFIED:* | 8/1/2019 6:55 PM | |

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| 47. Which of the following are true about entering a function using the Insert Function dialog box? Select all the options that apply .   |  |  |  | | --- | --- | --- | |  | a. | You open the dialog box by typing "function" in the formula bar. | |  | b. | You can use the search tool in the Insert Function dialog box to find a function. | |  | c. | You can select a category to explore functions by type. | |  | d. | You can use the Insert Function dialog box to insert a function based on nearby formulas. |  |  |  | | --- | --- | | *ANSWER:* | b, c | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-18 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.10.1.1 - Insert the appropriate function into a related formula. | | *CORPORATE STANDARDS:* | 2501 - Insert a function using the Insert Function dialog box. | | *TOPICS:* | Illustrated series: Insert a Function | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:57 PM | | *DATE MODIFIED:* | 6/2/2020 4:53 PM | |

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| 48. To preserve an exact cell address in a copied formula, you can use a relative cell reference.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-14 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1410 - Create a formula using absolute cell references. | | *TOPICS:* | Illustrated series: Copy Formulas with Absolute Cell References | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:01 PM | | *DATE MODIFIED:* | 8/1/2019 7:06 PM | |

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| 49. To see how copied contents will look with both values and number formatting, you would use Paste Numbers.   |  |  | | --- | --- | | *ANSWER:* | False - Preview  False - PREVIEW  False - preview | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-9 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 3150 - Paste values and number formatting. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:06 PM | | *DATE MODIFIED:* | 8/25/2019 9:48 PM | |

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| 50. 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:* | ILEX 1-8 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1696 - Cut cell contents. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:10 PM | | *DATE MODIFIED:* | 8/1/2019 7:13 PM | |

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| 51. To paste only a copied cell's formats, you can click the Paste Options button and select the appropriate option.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-9 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 3118 - Paste formatting only. | | *TOPICS:* | Illustrated series: Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/9/2019 6:52 AM | | *DATE MODIFIED:* | 6/3/2020 6:10 PM | |

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| 52. 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:* | ILEX 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2957 - Move cell contents. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:06 PM | | *DATE MODIFIED:* | 8/30/2019 2:07 AM | |

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| 53. 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:* | ILEX 1-5 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.4.5 - Insert and delete worksheet cells, columns, and rows. | | *CORPORATE STANDARDS:* | 2446 - Insert a cell. | | *TOPICS:* | Illustrated series: Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:09 PM | | *DATE MODIFIED:* | 8/25/2019 9:53 PM | |

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| 54. 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:* | ILEX 1-5 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.4.5 - Insert and delete worksheet cells, columns, and rows. | | *CORPORATE STANDARDS:* | 1731 - Delete a cell. | | *TOPICS:* | Illustrated series: Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:12 PM | | *DATE MODIFIED:* | 8/1/2019 8:15 PM | |

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| 55. 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:* | ILEX 1-5 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.4.5 - Insert and delete worksheet cells, columns, and rows. | | *CORPORATE STANDARDS:* | 2446 - Insert a cell. | | *TOPICS:* | Illustrated series: Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:15 PM | | *DATE MODIFIED:* | 8/1/2019 8:18 PM | |

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| 56. 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:* | ILEX 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3050 - Paste a formula. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:18 PM | | *DATE MODIFIED:* | 8/1/2019 8:21 PM | |

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| 57. 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:* | ILEX 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.7.2.8 - Copy, cut, and paste objects. | | *CORPORATE STANDARDS:* | 3049 - Paste a formula with number formatting. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:22 PM | | *DATE MODIFIED:* | 8/1/2019 8:24 PM | |

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| 58. 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:* | ILEX 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3050 - Paste a formula. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:24 PM | | *DATE MODIFIED:* | 8/1/2019 8:26 PM | |

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| 59. Which of the following is *not* a way to move cell contents?   |  |  |  | | --- | --- | --- | |  | a. | clicking the Cut and Paste buttons on the Home tab | |  | b. | pressing the CTRL+X keys | |  | c. | holding the CTRL key while dragging the selected cells | |  | d. | using drag-and-drop |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2957 - Move cell contents. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:28 PM | | *DATE MODIFIED:* | 6/2/2020 4:46 PM | |

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| 60. Your worksheet contains a price in cell A5, and many formulas refer to that price. How would you refer to that price in the formulas?   |  |  |  | | --- | --- | --- | |  | a. | A5 | |  | b. | $A$5 | |  | c. | $A5 | |  | d. | A$5 |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1410 - Create a formula using absolute cell references. | | *TOPICS:* | Illustrated series: Copy Formulas with Absolute Cell References | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/1/2019 8:30 PM | | *DATE MODIFIED:* | 8/1/2019 8:32 PM | |

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| 61. You've copied a cell containing formula to the rows below it, and the results in the copied cells are all zeros. To find the problem, what should you check for in your original formula?   |  |  |  | | --- | --- | --- | |  | a. | If it needs an absolute cell reference. | |  | b. | If it needs a relative cell reference. | |  | c. | If it needs landscape orientation. | |  | d. | If it needs a function. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1410 - Create a formula using absolute cell references. | | *TOPICS:* | Illustrated series: Copy Formulas with Absolute Cell References | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/1/2019 8:33 PM | | *DATE MODIFIED:* | 8/1/2019 8:34 PM | |

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| 62. In the formula =B6\*$B$2, which of the following describes $B$2?   |  |  |  | | --- | --- | --- | |  | a. | Relative cell reference | |  | b. | Absolute cell reference | |  | c. | Function | |  | d. | Average |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1410 - Create a formula using absolute cell references. | | *TOPICS:* | Illustrated series: Copy Formulas with Absolute Cell References | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/1/2019 8:34 PM | | *DATE MODIFIED:* | 8/1/2019 8:36 PM | |

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| 63. 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:* | ILEX 1-8 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1696 - Cut cell contents. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:37 PM | | *DATE MODIFIED:* | 8/1/2019 8:40 PM | |

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| 64. To paste copied cell contents with values only, not including formatting, which of the following can you use?   |  |  |  | | --- | --- | --- | |  | a. | Paste Preview | |  | b. | Paste option icon | |  | c. | Paste list arrow | |  | d. | Paste button |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-9 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 3153 - Paste values only. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:40 PM | | *DATE MODIFIED:* | 8/25/2019 9:58 PM | |

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| 65. You can repeatedly paste an item from the Office Clipboard as many times as you like.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.7.2.8 - Copy, cut, and paste objects. | | *CORPORATE STANDARDS:* | 4538 - Use the Clipboard task pane to cut or copy and paste multiple items. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:42 PM | | *DATE MODIFIED:* | 8/1/2019 8:43 PM | |

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| 66. The Clipboard task pane shows the contents of the \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Office Clipboard | |  | b. | Table Styles gallery | |  | c. | Quick Analysis tool | |  | d. | Recently-Used Add-Ins |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.7.2.8 - Copy, cut, and paste objects. | | *CORPORATE STANDARDS:* | 4538 - Use the Clipboard task pane to cut or copy and paste multiple items. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:44 PM | | *DATE MODIFIED:* | 8/1/2019 8:45 PM | |

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| 67. 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:* | ILEX 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.3 - Change printer settings, scaling, and gridline options. | | *CORPORATE STANDARDS:* | 3197 - Print worksheet gridlines. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:46 PM | | *DATE MODIFIED:* | 8/1/2019 8:47 PM | |

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| 68. 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:* | ILEX 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.6.3 - Change printer settings, scaling, and gridline options. | | *CORPORATE STANDARDS:* | 920 - Change the pages to print. | | *TOPICS:* | Illustrated series: Choose Print Options | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:48 PM | | *DATE MODIFIED:* | 8/1/2019 8:50 PM | |

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| 69. 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:* | ILEX 1-2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 3661 - Save a workbook with a new name. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:50 PM | | *DATE MODIFIED:* | 8/25/2019 9:59 PM | |

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| 70. 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:* | ILEX 1-2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 3661 - Save a workbook with a new name. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:52 PM | | *DATE MODIFIED:* | 8/25/2019 10:01 PM | |

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| 71. To save a workbook for the first time, you use the Save As dialog box.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 3659 - Save a workbook for the first time. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 8:54 PM | | *DATE MODIFIED:* | 8/1/2019 8:56 PM | |

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| 72. 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:* | ILEX 1-4 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.1.3 - Add a worksheet to an existing workbook. | | *CORPORATE STANDARDS:* | 2555 - Insert a new worksheet. | | *TOPICS:* | Illustrated series: Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:56 PM | | *DATE MODIFIED:* | 8/25/2019 10:02 PM | |

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| 73. Which of the following lets you fill a cell with only specific elements of a copied cell?   |  |  |  | | --- | --- | --- | |  | a. | relative cell reference | |  | b. | Auto Fill Options button | |  | c. | argument | |  | d. | mode indicator | |  | e. | SHEET |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.6 - Fill cells by using AutoFill. | | *CORPORATE STANDARDS:* | 2167 - Fill a range using Auto Fill. | | *TOPICS:* | Illustrated series: Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/25/2019 10:18 PM | | *DATE MODIFIED:* | 8/25/2019 10:22 PM | |

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| 74. 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:* | ILEX 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4361 - Switch to Page Layout view. | | *TOPICS:* | Illustrated series: Switch Worksheet Views | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 9:05 PM | | *DATE MODIFIED:* | 8/1/2019 9:06 PM | |

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| 75. 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:* | ILEX 1-20 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.5.6 - Change workbook and window views. | | *CORPORATE STANDARDS:* | 4361 - Switch to Page Layout view. | | *TOPICS:* | Illustrated series: Switch Worksheet Views | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 9:07 PM | | *DATE MODIFIED:* | 8/30/2019 2:13 AM | |

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| 76. When you open a workbook, it contains one or more worksheets.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.1.2.1 - Open workbooks. | | *CORPORATE STANDARDS:* | 3006 - Open a workbook. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 9:11 PM | | *DATE MODIFIED:* | 6/3/2020 6:07 PM | |

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| 77. 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:* | ILEX 1-3 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.2.1 - Search for data within a workbook. | | *CORPORATE STANDARDS:* | 3673 - Scroll a worksheet. | | *TOPICS:* | Illustrated series: Explore Excel | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 9:13 PM | | *DATE MODIFIED:* | 8/25/2019 10:06 PM | |

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| 78. To view a worksheet without gridlines showing on the screen, which of the following would you uncheck?   |  |  |  | | --- | --- | --- | |  | a. | Gridlines View | |  | b. | Gridlines Print | |  | c. | Headings View | |  | d. | Headings Print |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.2.5.4 - Display and hide rulers and gridlines | | *CORPORATE STANDARDS:* | 2341 - Hide worksheet gridlines. | | *TOPICS:* | Illustrated series: Switch Worksheet Views | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 9:20 PM | | *DATE MODIFIED:* | 8/1/2019 9:23 PM | |

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| 79. To paste a data range so that column data appears in rows and row data appears in columns, you can \_\_\_\_\_ the data using the Paste list arrow.   |  |  |  | | --- | --- | --- | |  | a. | reverse | |  | b. | transpose | |  | c. | fill | |  | d. | merge |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 4401 - Transpose rows and columns when pasting. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 9:23 PM | | *DATE MODIFIED:* | 8/1/2019 9:25 PM | |

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| 80. 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:* | ILEX 1-8 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3145 - Paste text. | | *TOPICS:* | Illustrated series: Copy and Move Cell Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 9:25 PM | | *DATE MODIFIED:* | 8/1/2019 9:27 PM | |

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| 81. Which of the following are methods you can use to insert the AVERAGE function in a formula? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | AutoSum arrow | |  | b. | Insert Function dialog box | |  | c. | Insert Formula dialog box | |  | d. | Typing and using Formula AutoComplete |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | ILEX 1-18 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILEX.BESK.20.5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 1419 - Create a formula using the AVERAGE function. | | *TOPICS:* | Illustrated Series: Insert a Function | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 6/27/2020 4:00 PM | | *DATE MODIFIED:* | 6/27/2020 4:03 PM | |