Name _____ Pd _____ Date_____

Microsoft Excel Pre-test

1. What is MS Excel? _____

2. What can MS Excel do? _____

3. What is text? _____ How is it aligned in a cell?_____

4. How are numbers aligned in a cell? _____

5. If you modify data in a cell, how do you make the changes take effect? _____

6. How do you move out of a cell? _____

7. What is the shortcut key to save changes in MS Excel? _____

8. What is Autofill? _____

9. How do you select a cell? _____

10. What is the Fill Handle and where is it? _____

11. What happens when you put the cursor on the fill handle? _____

12. How do you delete the contents of a selected cell, row, or column? _____

13. How do you delete an entire cell, row, or column? _____

14. What is a saved MS Excel document called? _____

15. How many worksheets are in a workbook (the default setting)? _____

16. How do you insert/delete/rename a worksheet? _____

17. What happens to the cursor when placed over column or row boundary lines? _____

18. How do you change the width of a column or the height of a row? _____

_____How do you autofit the text in a column? _____

19. How do you hide or unhide a row or column? _____

_____

20. Where do formulas appear after you type them in a cell? _____

21. What do all formulas begin with? _____ What should you do if an error message

appears in a cell? _____

22. What is an Excel function? _____ What are some

of the available functions? _____

23. What are the 2 methods to add numbers? _____

24. What are absolute cell references? _____

25. What are relative cell references? _____

26. How do they differ when you copy them? _____

27. How can you tell which type is in a formula? _____

28. How do you format cells to show decimal places? _____

29. How do you make the gridlines on a worksheet print? _____

30. How do you add a colored border to a worksheet? _____

31. How do you make text in a cell wrap or rotate? _____

32. How can you copy formats from one cell or range to another? _____

33. How do you insert page breaks? _____

34. How do you add headers/footers to a worksheet? _____

35. Can you print only part of a worksheet? How? _____

36. How do you make a column heading repeat on each page? _____

37. What are the collapse and expand buttons? _____

38. How do you insert a picture or drawing into a worksheet? _____

39. How do you print the formulas on a worksheet? _____

40. Describe the steps to create a chart from worksheet data:

    1. _____

    2. _____

    3. _____

       _____

       _____

       _____