

New Horizons assessment Excel Level 1 Assessment Test

Level 1 Excel

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Question one of 15

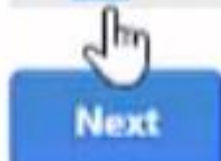
which two are true of a worksheet and a workbook

- A. A worksheet consist of rows and columns that intersect to form cells that contain various kinds of data
- B. A workbook consists of multiple worksheets. By default, each workbook contains the three worksheets
- C. A workbook consists of rows and columns that intersect to form cells that contain various kinds of data
- D. a worksheet consists of multiple workbooks. By default, each worksheet contains three worksheets

Question 1 / 15

Which two are true of a worksheet and a workbook?

- A. A worksheet consists of rows and columns that intersect to form cells, that contain various kinds of data.
- B. A workbook consists of multiple worksheets. By default, each workbook contains three worksheets.
- C. A workbook consists of rows and columns that intersect to form cells that contain various kinds of data.
- D. A worksheet consists of multiple workbooks. By default, each worksheet contains three worksheets.



Mark For Review ?

question two

If the text you enter into a cell is longer than the width of the cell, what happens

- A. It will wrap inside the cell, conforming to the width of the cell
- B. it will appear to go into the next cell if that adjacent cell is empty
- C. you will have to widen the cell to view the contents of the cell
- D. an error alert will appear informing you to change excels cell properties

Question 2 / 15

If the text you enter into a cell is longer than the width of the cell, what happens?

- A. It will wrap inside the cell, conforming to the width of the cell.
- B. It will appear to go into the next cell if that adjacent cell is empty.
- C. You will have to widen the cell to view the contents of the cell.
- D. An error alert will appear informing you to change Excel's cell properties.

Next

 Mark For Review 

question three

All formulas must begin with what symbol

- A. &
- B. equal symbol
- C. #
- D. +

Question 3 / 15

All formulas must begin with what symbol?

- A. Ampersand (&)
- B. Equal (=)
- C. Octothorpe (#)
- D. Plus (+)



Next

Mark For Review 

question four

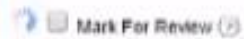
What are two ways to control the display of zero values in a cell?

- A. Open the Excel options dialog box and select the advanced category. Under display options for this worksheet, clear the box that says show a zero in cells that have zero value.
- B. on the home tab, click the dialog launcher in the font group, and add the appropriate code in the custom category.
- C. on the home tab, click the dialog launcher in the font group, click the number tab and add the appropriate code in the special category.
- D. open the Excel options dialog box and activate the general tab. Under the display options for this worksheet, remove the check from the box that says show a zero in cells that have zero value.

Question 4 / 15

What are two ways to control the display of zero values in a cell?

- A. Open the Excel Options dialog box and select the Advanced category. Under "Display options for this worksheet", clear "Show a zero in cells that have zero value".
- B. On the Home tab, click the dialog launcher in the Font group, click the Number tab and add the appropriate code in the Custom category.
- C. On the Home tab, click the dialog launcher in the Font group, click the Number tab and add the appropriate code in the Special category.
- D. Open the Excel Options dialog box and activate the General tab. Under the "Display options for this worksheet", clear "Show a zero in cells that have zero value".



question five

What is meant by the term relative cell reference?

- A. The cell address will not update when the content is copied to another cell.
- B. refers to the physical distance between the formula and the cell it is in.
- C. Refers to whether the cell has any meaning to the content of the workbook.
- D. the cell address is interpreted in relation to the location of the formula.

Question 5 / 15

What is meant by the term "relative cell reference?"

- A. The cell address will not update when the content is copied to another cell.
- B. Refers to the physical distance between the formula and the cell it is in.
- C. Refers to whether the cell has any meaning to the content of the workbook.
- D. The cell address is interpreted in relation to the location of the formula.



question six

How do you designate a reference as an absolute reference?

- A. Place an! In front of both the column letter and the row number.
- B. place a dollar sign in front of both the column letter and the row number.
- C. Police and & in front of both the column letter and the row number.
- D. Place the column letter and the row number in square brackets.

Question 6 / 15

How do you designate a reference as an absolute reference?

- A. Place an exclamation mark in front of both the column letter and the row number.
- B. Place a dollar sign in front of both the column letter and the row number.
- C. Place an ampersand in front of both the column letter and the row number.
- D. Place the column letter and the row number in square brackets ([]).



Next

 Mark For Review 

question seven

What is the syntax for the SUM function?

- A. =SUM(number1;number2...)
- B. =SUM(number1\number2...)
- C. =SUM(number1/number2...)
- D. =SUM(number1,number2)

Question 7 / 15

What is the syntax for the SUM function?

A. =SUM(number1;number2....)

B. =SUM(number1\number2....)

C. =SUM(number1/number2....)

D. =SUM(number1,number2....)

Next

Mark For Review

Question eight

Which function when Julie used to count the total number of sales transactions in a given time period?

The NUMBER function?

the COUNTS function?

the COUNT function?

the SUM function?

Question 8 / 15

Which function would you use to count the total number of sales transactions in a given time period?

- A. The NUMBER function
- B. The COUNTS function
- C. The COUNT function
- D. The SUM function



Next

Mark For Review 

Question nine

List three ways you can change the width of the column

- A. Drag the column order.
- B. click the edge of the cell and press and hold the shift and tap the right arrow key.
- C. double-click the column border.
- D. open the column with dialog box and enter a size.

Question 9 / 15

List three ways you can change the width of a column.

- A. Drag the column border
- B. Click the edge of the cell and press and hold the Shift and tap the right arrow key.
- C. Double-click the column border.
- D. Open the Column Width dialog box and enter a size.



Mark For Review 

question 10

What is conditional formatting?

- A. Conditional formatting ads cells based on the amount of data used.
- B. conditional formatting makes it possible to apply a format only if a certain requirement is met.
- C. Conditional formatting formats worksheets as new worksheets are added.
- D. Conditional formatting applies themes based on the legacy version of Excel.

Question 10 / 15

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- B. Conditional formatting makes it possible to apply a format only if a certain requirement is met.
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Next

Mark For Review

question 11

True or false? Using the find and replace dialog box, you can replace text, values, and even formulas.

- A. True. You can also replace formatting.
- B. False

Question 11 / 15

True or false? Using the Find and Replace dialog box, you can replace text, values, and even formulas.

- A. True. You can also replace formatting.
- B. False



Mark For Review 

question 12

What is a margin?

- A. The spaces between the edges of a page (worksheet) and its contents.
- B. The spaces between the text and the cell and the cells edge.
- C. The space between the numbers in the cell and the cells edge.
- D. What you put on toast before jelly.

Question 12 / 15

What is a margin?

- A. The spaces between the edges of a page (worksheet) and its content.
- B. The spaces between the text in a cell and the cell's edge.
- C. The space between the numbers in a cell and the cell's edge.
- D. What you put on toast before the jelly.

Next

 Mark For Review 

question 13

Which situations are not the best options for charting a data series as a pie chart? Choose all that apply.

- A. When you want to compare the data over time. Like your stock market data.
- B. When one or more values in the data series are zero or negative.
- C. When you want to compare the sales of multiple products monthly.
- D. When there are too many categories. This can result in overly small pie slices that don't communicate effectively.

Question 13 / 15

Which situations are not the *best* options for charting a data series as a Pie Chart?
Choose all that apply.

- A. When you want to compare the data over time. Like your Stock Market data.
- B. When one or more values in the data series are zero or negative
- C. When you want to compare the sales of multiple products monthly.
- D. When there are too many categories. This can result in overly small pie slices that don't communicate effectively.



Mark For Review (7)

question 14

List three methods you can use to change a worksheet name.


- A. Double-click the sheet tab, type a name, and press enter.
- B. click the sheet tab, type a name, and press enter.
- C. Right click the sheet tab, choose rename, type a name, and press enter.
- D. In the sales group of the home tab, click format and choose rename sheet. Then type a name and press enter.

Question 14 / 15

List three methods you can use to change a worksheet name.

- A. Double-click the sheet tab, type a name, and press Enter.
- B. Click the sheet tab, type a name, and Press Enter.
- C. Right-click the sheet tab, choose Rename, type a name, and press Enter.
- D. In the Cells group of the Home tab, click Format and choose Rename Sheet. Then type a name and press Enter.



Mark For Review 

question 15

which object can be described as a capturing of the contents of an open window?

- A. A smart graphic.
- B. Icon set.
- C. Screenshot.
- D. Clipart.

Question 15 / 15

Which object can be described as a capturing of the contents of an open window?

- A. A SmartArt graphic
- B. Icon set
- C. Screenshot
- D. Clip art

Submit my answers

Mark For Review (?)