

New horizons assessment
Excel Level 1 Assessment Test

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.



Next

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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.

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Question 3 / 15

All formulas must begin with what symbol?

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



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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".



 Mark For Review (2)

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.



☐ Mark For Review 

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 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....)



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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 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 / 15

What is conditional formatting?

- A. ☐ Conditional formatting adds 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.



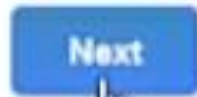
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 Mark For Review 

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



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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 / 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 / 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 / 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

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