

Pretest

What You Should Know Before Taking Excel Level 2

To get the most out of this class, you should have knowledge of the Excel program. The following questions are a self evaluation, which should help determine if you are ready for the class or should take Excel Level 1, or in some other way learn the basic information required. You should know at least 15 of the 20 questions.

Question	Answer
1. (T/F) When PAGE DOWN is pressed, the active cell changes.	
2. (T/F) When the scroll bar is used to move to the next screen of information, the active cell changes.	
3. How do you change the width of a single column?	
4. To change the name of a sheet in a workbook: A. Choose File, Save As; B. Double-click the sheet tab; C. Choose Insert, Name; D. Right-click the sheet tab.	
5. To save a workbook (file) with a different name, use: A. File, Save B. File, New C. File, Save As D. Insert, Name	
6. (T/F) The command sequence used to close the document window is File, New.	
7. How can a file be retrieved from disk?	
8. (T/F) The Edit, Paste command is used to insert text from the Clipboard at the location of the cursor.	
9. What is the command sequence used to print a hard copy of a document?	
10. A function or formula must begin with: A. @ B. = C. + D. nothing in particular	
11. When a new row is inserted into the worksheet using Insert, Rows, where is the row inserted?	
12. What is a function?	

Question	Answer
13. In the formula =SUM(A1:A25), the A1:A25 refers to: A. the two cells A1 and A25 separately; B. the contents of cell A1 times the contents of cell A25; C. the contents of all the cells from A1 through A25;	
14. Which command is used to copy to cell(s) located directly below the cell to be copied from?	
15. When a formula is entered into a cell, and ##### displays in the cell, what is the problem?	
16. What is the command sequence used to set the left and right page margins?	
17. Which menu command allows you to select a different open workbook?	
18. Where do you tell Excel to print a specific page?	
19. (T/F) Headers and footers are created to put titles, page numbers, dates, etc. across the top or bottom of every page in a document.	
20. What is the formula to multiply cell A7 times cell B20?	

Answer Sheet

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|------------------------------|---|--|
| 1. T | 2. F | 3. Double-click right edge of column heading, drag right edge of column heading or Format, Column, Width |
| 4. B or D | 5. C | 6. F |
| 7. Open button or File, Open | 8. T | 9. Print button or File, Print |
| 10. B | 11. above the current row | 12. a pre-written, built-in formula |
| 13. C | 14. drag the Auto-Fill Handle, double-click the Auto-Fill handle or Edit, Fill Down | 15. the column is not wide enough |
| 16. File, Page Setup | 17. Window | 18. File, Print, Page(s) |
| 19. T | 20. =A7*B20 | |