

# Pretest

## What You Should Know Before Taking Excel Level 3

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 and Level 2, or in some other way learn the basic information required. You should know at least 8 of the 10 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. An absolute cell reference is: A. \$B\$1 B. a cell reference which does not change during a copy or fill C. a cell reference that adjusts during a copy or fill D. A and B E. None of the above	
4. Which cell reference below is relative? A. A1 B. A\$1 C. \$A1 D. \$A\$1	
5. (T/F) The Insert, Cells command can be used with the Edit, Cut and Copy commands to insert cells <i>while</i> cutting or copying.	
6. (T/F) To select multiple discontinuous ranges of cells, press the SHIFT key when dragging the mouse.	
7. (T/F) A region is a range of the worksheet surrounded by a blank column, blank row, or a worksheet edge?	
8. To select a region: A. press CTRL * B. press SHIFT CTRL 8 C. use the Edit, Go To Special command D. All of the above E. A and B of the above	

Question	Answer
9. Which of the following is not a basic statistical function? A. SUM() B. COUNT() C. AVERAGE() D. HIGH() E. MIN()	
10. When a new row is inserted into the worksheet using Insert, Rows, where is the row inserted?	

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Answer Sheet

1. T
2. F
3. D
4. A
5. T
6. F, CTRL is pressed
7. T
8. D
9. D
10. above the current row