**Excel Test Review**

The quickest way to find a total in Excel is by using \_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| a. AutoTotal | c. AutoAdd |
| b. AutoSum | d. AutoPlus |

To insert a Column graph, go to the Insert Tab and then to the \_\_\_\_\_\_\_\_\_\_\_\_ section?

|  |  |
| --- | --- |
| a. Tables | c. Charts |
| b. Illustrations | d. Text |

An “IF Statement” is which type of formula?

|  |  |
| --- | --- |
| a. Logical | c. Financial |
| b. Situational | d. Choice |

All of these options are under the Design – Contextual Tab for charts except?

|  |  |
| --- | --- |
| a. Quick Layouts | c. Change Chart Type |
| b. Background | d. Select Data |

Which of these symbols can be used for IF Statements?

|  |  |
| --- | --- |
| a. + | c. \* |
| b. - | d. > |

Once you have inserted a chart, what tab allows you to change the Chart Style?

|  |  |
| --- | --- |
| a. Design – Contextual Tab | c. Home |
| b. Page Layout | d. Insert |

Which of these is not a basic type of chart?

|  |  |
| --- | --- |
| a. Pie | c. Angle |
| b. Line | d. Bar |

The symbol for the AutoSum function is \_\_\_\_\_?

|  |  |
| --- | --- |
| a. Ω | c. ☺ |
| b. ∑ | d. None of these |

To add a title to your chart, one option is found under what symbol?

|  |  |
| --- | --- |
| a. Green plus sign | c. Green smiley face |
| b. Red minus sign | d. Red paint brush |

What is the symbol for the Mongolian (Cyrillic) currency?

|  |  |
| --- | --- |
| a. ₮ | c. Ҩ |
| b. ₡ | d. ₪ |

Which tab allows you to “Change Chart Type”?

|  |  |
| --- | --- |
| a. Layout – Contextual Tab | c. Insert – Contextual Tab |
| b. Design – Contextual Tab | d. Format – Contextual Tab |

The one way to have text in a cell take up 2 lines is by pushing \_\_\_\_\_\_\_\_\_\_\_?

|  |  |
| --- | --- |
| a. Control + Enter | c. Alt + Enter |
| b. Control + Space | d. Alt + Space |

Which feature would allow you to change the formatting of any cells that are less than $100.00?

|  |  |
| --- | --- |
| a. Cell Formatting | c. Auto Formatting |
| b. Easy Formatting | d. Conditional Formatting |

The \_\_\_\_\_\_\_\_\_\_\_\_\_ section in the Home tab allows you to format numbers as currency.

|  |  |
| --- | --- |
| a. Font | c. Styles |
| b. Currency | d. Number |

What is the abbreviation for the Payment formula?

|  |  |
| --- | --- |
| a. PMT  | c. PMN |
| b. PAY | d. ATM |

PV and FV formulas are under which category of functions?

|  |  |
| --- | --- |
| a. Logical | c. Date & Time |
| b. Financial | d. Math & Trig |

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ section in the home tab allows you to increase or decrease the number of decimal places?

|  |  |
| --- | --- |
| a. Number | c. Alignment |
| b. Styles | d. Font |

How many Chart Layouts are there for a basic Pie Chart?

|  |  |
| --- | --- |
| a. 5 | c. 6 |
| b. 7 | d. 8 |

One way to have text in a cell take up 2 lines is to use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

|  |  |
| --- | --- |
| a. Merge & Center | c. Wrap Text |
| b. AutoWrap | d. Sort & Filter |

Which currency is NOT one of the main countries when clicking the “$” dropdown?

|  |  |
| --- | --- |
| a. English (UK) | c. Chinese |
| b. Euro | d. None of the above |

Columns in Excel are identified in which of the following ways?

|  |  |
| --- | --- |
| a. By letter | c. By number |
| b. By color | d. By location |

When trying to format a specific section of a chart, one way is to \_\_\_\_\_\_\_\_\_\_\_ on the section you want to change.

|  |  |
| --- | --- |
| a. Alt Click | c. Shift Click |
| b. Give Up | d. Right Click |

Which formula would be helpful in *predicting* an amount saved for college?

|  |  |
| --- | --- |
| a. PV | c. IRR |
| b. PMT | d. FV |

Paste Special options include: Formulas, Column widths, Comments, and \_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| a. Colors | c. Tables |
| b. Values | d. Data |

Which key allows you to remove a section of a chart that is not needed?

|  |  |
| --- | --- |
| a. Escape | c. Enter |
| b. Delete | d. Function |

**True or False**

Exchange rates compare one country’s currency in terms of another country’s currency.

Excel is the only Office program that lets you insert charts and graphs.

One of the chart types is called a Bubble.

To estimate a how much you would owe on a new car each month, you would use the PMT formula.

**Save as Last-Excel**