

Test Your Knowledge

1. On startup, Excel displays a new blank:
A. record B. workbook C. grid
2. An Excel window element that displays the value or formula contained in the active cell is the:
A. Name Box B. status bar C. Formula Bar
3. A box in the upper left corner of the worksheet grid that selects all the cells in a worksheet is the:
A. Name Box B. Select All box C. split box
4. A cell surrounded by a black border and ready to receive data is the:
A. active cell B. address cell C. reference cell
5. The feature that generates and extends values into adjacent cells based on the values of selected cells is:
A. AutoComplete B. Auto Fill C. fill handle
6. The data that displays in the Formula Bar is referred to as the:
A. constant value B. formula C. underlying value
7. The type of cell reference that refers to cells by their fixed position in a worksheet is:
A. absolute B. relative C. exponentiation
8. Tiny charts embedded in cells that give a visual trend summary alongside your data are:
A. embedded charts B. sparklines C. chart styles
9. The small black square in the lower right corner of a selected cell is the:
A. sizing handle B. copy handle C. fill handle
10. The function that retrieves and then displays the date and time from your computer is the:
A. DATE function
B. NOW function
C. CALENDAR function

11. A function that finds the middle value that has as many values above it in the group as are below it is the:
- A. MEDIAN function
 - B. MAX function
 - C. MIN function
12. A function that determines the largest value in a range is the:
- A. MEDIAN function
 - B. MAX function
 - C. MIN function
13. The command that enables you to select one or more rows or columns and lock them into place is:
- A. Drag and Drop
 - B. Scale to Fit
 - C. Freeze Panes
14. A series of rows and columns with related data that is managed independently from other data is a:
- A. table
 - B. pane
 - C. detail sheet
15. The process of arranging data in a specific order based on the value in each field is called:
- A. filtering
 - B. sorting
 - C. scaling
16. The process of displaying only a portion of the data based on matching a specific value to show only the data that meets the criteria that you specify is called:
- A. filtering
 - B. sorting
 - C. scaling
17. The labels along the lower border of the workbook window that identify each worksheet are the:
- A. data bars
 - B. sheet tabs
 - C. detail sheets
18. A worksheet where totals from other worksheets are displayed and summarized is a:
- A. summary sheet
 - B. detail sheet
 - C. table

19. Conditions that you specify in a logical function are:

- A. rules
- B. criteria
- C. filters

20. Symbols that evaluate each value to determine if it is the same ($=$), greater than ($>$), less than ($<$), or in between a range of values as specified by the criteria are:

- A. criteria
- B. comparison operators
- C. filters