

Excel module 1, 2, 3 complete exam

You can use the I-beam pointer to copy cell contents into adjacent cells. ~~ANSWER: False~~

Where do you rename a workbook and adjust its save location? ~~ANSWER: Save As dialog box~~

Which of the following lets you edit the contents of a cell? ~~ANSWER: Double-click the cell or click in the formula bar.~~

When you enter a value in a worksheet cell, it is automatically left-aligned. ~~ANSWER: False~~

Which of the following is true about deleting a worksheet? Select all the options that apply. ~~ANSWER: You can use the Delete list arrow in the Cells group on the Home tab. You can right-click a sheet tab and click Delete.~~

Luis wants to unhide and view all rows and columns in a worksheet. Which of the following series of clicks/entries/selections can he use to create a custom view of the worksheet? ~~ANSWER: Worksheet > View tab > Workbook Views group > Custom Views > Add > Name box (Type a name) > Include in view (Tick check box- Hidden rows, columns and filter settings) > OK~~

A worksheet named Income (2) is most likely which of the following? ~~ANSWER: A copy of another worksheet named Income~~

Myra wants to hide a worksheet to remove it from view. Which of these series of clicks will help her do so? ~~ANSWER: Sheet tab > Home tab > Cells group > Format > Visibility > Hide & Unhide > Hide Sheet~~

Changing a worksheet window to Normal view changes the contents of the worksheet. ~~ANSWER: False~~

How many actions does the Undo button let you reverse? ~~ANSWER: 100~~

Which of the following would you use to print only one page of a multipage worksheet? ~~ANSWER: Backstage view~~

Which of the following would you use to create a duplicate of the selected cell when the CTRL key is pressed? ~~ANSWER: Copy pointer~~

To add a worksheet to a workbook, you would use the New formula tab below the worksheet. ~~ANSWER: False~~

Which of the following is the temporary Windows storage area that holds selections you copy or cut? ~~ANSWER: Clipboard~~

You can start Excel using the Start button on the Windows taskbar or a shortcut on your desktop. ~~ANSWER: True~~

To paste a copied cell range, you only need to specify the upper right of the range where you want to paste it. ~~ANSWER: False~~

Which of the following is true when you delete a cell? ~~ANSWER: When you delete cells using the Delete list arrow, you can choose which way to move adjacent cells.~~

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CH Cherryholmes



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