

Participants Skills Pre / Post - Test

Intermediate Excel

Objective: The purpose of this test is to gauge the skill level of participants of this class. This test will help determine the effectiveness of the material presented in this course. It will also help determine if the manner in which this class is taught is efficient and effective.

- 1) A formula starts with:
 - a. A plus sign (+)
 - b. A forward slash (/)
 - c. A tilde (~)
 - d. An equal sign (=)

- 2) In the space below, write a formula that multiplies 2 x 3 and then adds 5 to the result:

- 3) Arguments can be:
 - a. Numbers
 - b. Text
 - c. logical values
 - d. cell references.
 - e. Error values
 - f. All of the above

- 4) What function will result from this formula? =ROUND(C1,2)

- 5) What is a comment?
 - a. A note that you attach to a cell, separate from other cell content.
 - b. A reminders to yourself, such as noting how a complex formula works
 - c. A way to provide feedback to other users
 - d. All of the above

- 6) The fill handle allows you to:
 - a. Copy text from one or more cells across many attached cells
 - b. Perform simple or complex calculations
 - c. Perform calculations by using specific values in a particular order
 - d. All of the above

- 7) Which command brings up a menu which allows the user to format the contents of cells including numbers, borders, fonts, alignment and patterns?

- 8) How do you get to the shortcut menu to format cells, insert hyperlinks, clear contents, add comments, etc.?

- 9) What function allows you to copy the format from one cell or range to another?
 - a. Format cells
 - b. Clear contents
 - c. Hyperlink
 - d. Format painter

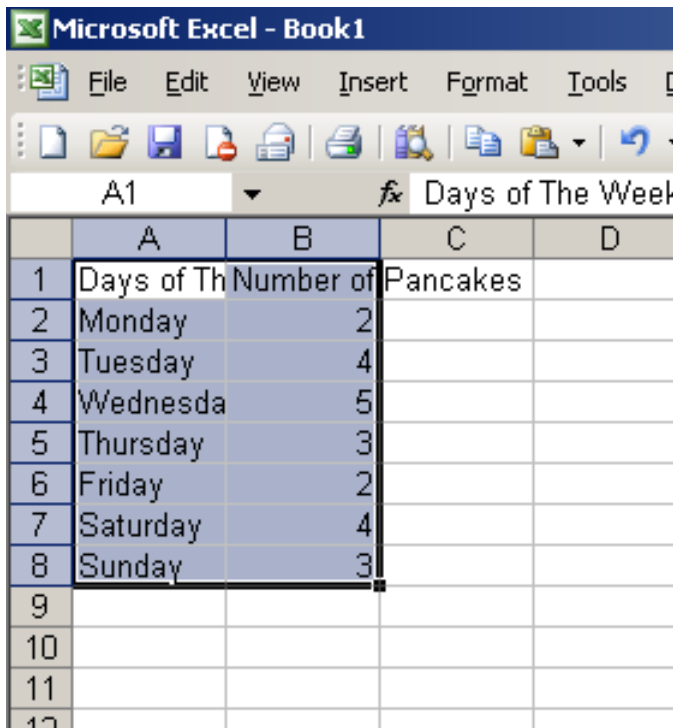
- 10) If you were to type the formula =\$A\$1, you would be creating an
 - a. Error value
 - b. Cell reference
 - c. Logical value
 - d. Absolute cell address

- 11) Fill in the blanks: To convert the number in a cell to a monetary value, click on _____ which is located on the Menu bar. Press the down arrow key until Cells is highlighted. Press enter. Under the list of categories click on _____.

12) Scenario: You are making a chart for the days of the week. First in cell A1 you type “Days of the Week”. Then in cell A2 you type “Monday” and in cell A3 “Tuesday.”

What two steps do you take to get Excel to fill in the remaining days of the week without having to type them yourself?

13) View the two columns in the picture below.



	A	B	C	D
1	Days of The Week	Number of Pancakes		
2	Monday	2		
3	Tuesday	4		
4	Wednesday	5		
5	Thursday	3		
6	Friday	2		
7	Saturday	4		
8	Sunday	3		
9				
10				
11				
12				

What function will turn these two highlighted columns into a chart?

14) What is the purpose of HLookup?

15) Look at the chart below.

	A	B	C	D	E	F	G
1		Age 0	Birth	3 mths	6 mths	9 mths	1 year
2	Height (cm)	50.5	3.3	4.3	5.3	6.3	7.3
3		61.1	4.3	6.0	7.0	8.0	9.0
4		67.8	5.3	7.0	7.8	8.8	9.8
5		72.3	6.3	8.0	8.8	9.2	10.2
6		76.1	7.3	9.0	9.8	10.2	10.2

Write the number on the chart that will result from this formula:

=Hlookup("6 mths",\$B1:\$G6,4,false)

16) What is the purpose of the word “false” at the end of the formula?

- It asks for an estimate
- It wants an average
- It wants the closest value that is greater than the value to be found.
- It wants the exact number

17) When doing a Vertical Lookup, which key do you press to make the range absolute?

- F4
- F8
- Ctrl
- Alt