

## **Participants Skills Pre / Post - Test**

Introduction to 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.

### **Multiple Choice Questions**

1. Excel is defined as:
  - A) A webpage
  - B) A word processing program
  - C) A spread sheet program used to organize data
  - D) A way of organizing your computer's documents
  
2. Excel is used for:
  - A) Producing and keeping track of any sort of data.
  - B) Publishing purposes.
  - C) Typing up letter or reports
  - D) Creating attractive presentations.
  
3. Excel consists of \_\_\_\_\_:
  - A) Windows
  - B) Worksheets
  - C) Slides
  - D) Icons
  
4. A cell is defined as:
  - A) An icon in the desktop.
  - B) A place where deleted files are placed.
  - C) A type of window.
  - D) The intersection of a column and a row

5. An active cell is:
  - A) The cell in which the cursor (or cell pointer) is currently located
  - B) The cell A1
  - C) A cell that has data written on it.
  - D) A free cell
  
6. The formula bar is:
  - A) An area in which many icons are displayed.
  - B) An area where you calculate values for your data
  - C) An area used for entering and changing cell data and reviewing cell formulas
  - D) The area you can click to access other spread sheets
  
7. A cell's address is determined by:
  - A) It's column letter followed by its row number (ex. A2)
  - B) It's row number followed by its column letter (ex. 2A)
  - C) Where it is located on a city block
  - D) A cell has no address
  
8. To delete an entry in a cell you:
  - A) Use a different cell
  - B) Type data in the cell
  - C) Left-click on the cell and press the Delete key on your keyboard
  - D) Right-click on the cell and highlight Cut
  
9. To erase *part* of a cell's data you:
  - A) Right-click on the cell and highlight Copy
  - B) Select the cell that you wish to change. Then in the formula bar, highlight the part of the data you wish to erase and then hit the Backspace key on your keyboard

- C) Do nothing because you cannot erase parts of data from a cell
- D) Select a cell and press the Delete Key

10. Formatting the cell changes:

- A) The color of a cell
- B) The letters font
- C) The way a cell displays information.
- D) The text to “Underline” mode

11. To add **Bold** to the text in a cell you:

- A) Type “Bold” and it will automatically change the text
- B) Open up a new worksheet and select Bold in the window.
- C) Select the text and press Ctrl+U
- D) Go to the home tab and click on B

12. To add *Italic* to the text in a cell you:

- A) In the Home Tab, click on I
- B) Type the text in the I column
- C) Double click in the Italic column in the Quick Launch Bar
- D) Select a cell a press Shift+I

13. To add Underline to the text in a cell you:

- A) Press the Office Button and select the Underline option
- B) Open the drawing bar, and draw a line under the word
- C) Select the text and press the U button in the Home Tab.
- D) Type “Underline” next to the text that you want underlined.

14. To change the cell alignment on a cell:

- A) Double click on the align icon in the desktop.
- B) Use spaces to move the text where you want it.

- C) Drag the text with the left button.
- D) Type the text in a different cell

15. To move to a new worksheet you:

- A) Click on a different sheet tab located in the bottom left-hand corner of your screen
- B) Double click on new worksheet icon on the desktop.
- C) Click on Window in the Menu Bar and select Hide
- D) Exit Excel

16. To fill cells automatically you use:

- A) The Fill Adjuster
- B) The Auto fill
- C) The Fill Handle
- D) The Filler

17. The AutoSum icon is used to:

- A) Subtract all of the data in a given column
- B) Add all of the data in a given column or row
- C) Subtract all of the data in a given row
- D) Multiply data in the column selected.

18. To add a row to a spreadsheet you:

- A) Highlight a letter in the column heading, click on Insert in the Menu Bar and then select Row
- B) Highlight a letter in the column heading, click on Insert in the Menu Bar and then select Column
- C) Highlight a number in the row heading, click on Insert in the Menu Bar and then select Row

D) Highlight a number in the row heading, click on Insert in the Menu Bar and then select Column

19. To add a column to a spreadsheet you:

Highlight a number in the row heading, click on Insert in the Menu Bar and then select Row

Highlight a number in the row heading, click on Insert in the Menu Bar and then select Column

Highlight a letter in the column heading, click on Insert in the Menu Bar and then select Row

D) Highlight a letter in the column heading, click on Insert in the Menu Bar and then select Column

20. To copy and paste data from one cell to another you:

A) Click on the cell, select the Copy icon, move to another cell and select the Paste icon

B) Click on the cell, select the Paste icon, move to another cell and select the Paste icon

C) Delete the data from the cell and then enter new data

D) Do nothing because you cannot copy and paste data

21. The border function is responsible:

A) For creating illustrations in the Microsoft Excel Window

B) For creating a border around the Worksheet

C) For creating a border around a cell or group of cells

D) For creating a cell around the formula bar