**BCIS Exam / Microsoft Excel**

1. **Microsoft Excel is used to create** \_\_\_\_\_\_\_\_\_\_\_\_\_.

A. Databases B. Slideshow Presentations

C. Spreadsheets D. Formal Resumes

2. **To create a New Workbook**: Click the Office Button, select New, and click Create, or press \_\_\_\_\_\_\_.

A. Ctrl +N B. Ctrl + W

C. Shift + N D. Shift + W

3. **To Open a Workbook**: Click the Office Button and select Open, or press \_\_\_\_\_\_\_\_\_\_.

A. Ctrl + W B. Ctrl + O

C. Shift + O D. Shift + N

4. **To Close a Workbook**: Click the Office Button and select Close, or press \_\_\_\_\_\_\_\_.

A. Ctrl + C B. Ctrl + E

C. Ctrl + W D. Shift + E

5. **To Get Help**: Press \_\_\_\_\_\_.

A. F1 B. F2

C. F7 D. Help

6. **To Cut data**: Press \_\_\_\_\_\_\_.

A. Ctrl + C B. Ctrl + X

C. Tab + C D. Tab + X

7. **To Copy data**: Press \_\_\_\_\_\_.

A. Shift + C B. Ctrl + C

C. Ctrl + X D. Ctrl + D

8. **To Paste data**: Press \_\_\_\_\_\_\_.

A. Ctrl + V B. Ctrl + P

C. Tab + X D. Ctrl + X

9**. To Undo**: Press \_\_\_\_\_\_\_.

A. Ctrl + X B. Ctrl + U

C. Esc D. Ctrl + Z

10**. To Redo**: Press \_\_\_\_\_\_\_.

A. Ctrl + D B. Ctrl + Y

C. Ctrl + R D. Shift + X

11. **To run Spell Check**: Press \_\_\_\_\_\_.

A. F7 B. F1

C. F2 D. F3

12. **To navigate one cell to the right**: Press \_\_\_\_\_\_\_\_.

A. Enter B. Shift + Tab

C. Ctrl + R D. Tab

13. **To navigate one cell to the left**: Press \_\_\_\_\_\_\_\_\_\_.

A. Shift + Tab B. Tab

C. Alt + < D. Ctrl + L

14. **To go down one cell**: Press \_\_\_\_\_\_\_\_.

A. Tab B. Enter

C. Ctrl + D D. Space Bar

15. **To go up one cell**: Press \_\_\_\_\_\_\_\_\_.

A. Shift B. Enter

C. Shift + Enter D. Tab

16. **To Edit a Cell’s Contents**: Select the cell, click the Formula Bar, edit the cell contents, and press \_\_\_\_\_\_ when you’re finished.

A. Edit B. Tab

C. Ctrl + E D. Enter

17. **To Clear a Cell’s Contents**: Select the cell(s) and press the \_\_\_\_\_\_\_ key.

A. Delete B. Clear

C. Enter D. Esc

18. **To Cut or Copy Data**: Select the cell(s) and click the \_\_\_\_\_\_\_\_\_\_ button in the Clipboard group on the Home tab.

A. Cut / Copy B. Clipboard

C. Data D. Edit

19. **To Paste Data**: Select the destination cell(s) and click the Paste button in the \_\_\_\_\_\_\_\_\_\_\_ group on the Home tab.

A. Cut / Copy B. Data

C. Clipboard D. Edit

20. **To Copy Using Auto Fill**: Point to the fill handle at the \_\_\_\_\_\_\_\_\_\_\_ corner of the selected cell(s), then drag to the destination cell(s).

A. Upper Left B. Upper Right

C. Bottom Left D. Bottom Right

21. **To Move or Copy Cells Using Drag and Drop**: Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down the \_\_\_\_\_\_ key while dragging.

A. Shift B. Tab

C. Ctrl D. F1

22. **To Paste Special**: Cut or copy the cell(s), select the destination cell(s), click the Paste button list arrow in the Clipboard group on the Home tab, and select \_\_\_\_\_\_\_\_\_\_\_. Select and option and click OK.

A. Paste Special B. Edit

C. Enter D. Ctrl + P

23. **To Insert a Column or Row**: Right-click the selected row or column heading(s) to the right of the column or below the row you want to insert and select \_\_\_\_\_\_\_\_ from the contextual menu.

A. Paste B. Edit

C. Add D. Insert

24. **To Delete a Column or Row**: Select the row or column heading(s) and either right-click them and select Delete from the contextual menu, or click the Delete button in the \_\_\_\_\_\_\_\_\_ group on the Home tab.

A. Menu B. Columns / Rows

C. Edit D. Cells

25. **To Insert a Comment**: Select the cell where you want to insert a comment and click the \_\_\_\_\_\_\_\_\_\_ tab on the Ribbon. Click the New Comment button in the Comments group. Type a comment, then click outside the comment text box. Point to the cell to view the comment.

A. Insert B. Comment

C. Edit D. Review

26. **To Format Text**: Use the commands in the Font group on the \_\_\_\_\_\_\_\_\_ tab, or click the Dialog Box Launcher in the Font group to open the Font dialog box.

A. Home B. Format

C. Text D. Number

27. **To Format Values**: Use the commands in the Number group on the \_\_\_\_\_\_\_ tab, or click the Dialog Box Launcher in the Number group to open the Format Cells dialog box.

A. Number B. Format

C. Value D. Home

28. **To Copy Formatting with the Format Painter**: Select the cell(s) with the formatting you want to copy and click the \_\_\_\_\_\_\_ Painter button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.

A. Copy B. Edit

C. Format D. WordArt

29. **To Change Cell Alignment**: Select the cell(s) and click the appropriate alignment button (Align Left, Center, Align Right) in the Alignment group on the \_\_\_\_\_\_\_\_\_ tab.

A. Edit B. Home

C. Excel D. Format

30. **To Adjust Column Width**: Drag the right border of the \_\_\_\_\_\_\_\_\_\_\_. Double-click the border to AutoFit the row according to its contents.

A. Column Header B. Spreadsheet

C. Menu D. Toolbar

31. **To Adjust Row Height**: Drag the bottom border to the \_\_\_\_\_\_\_\_\_\_\_\_. Double click the border to AutoFit according to its contents.

A. Column Header B. Spreadsheet

C. Menu D. Row Header

32. **To Add Cell Borders**: Select the cell(s), click the Border button list arrow in the \_\_\_\_\_\_\_\_\_\_ group on the Home tab, and select a border type.

A. Cell B. Border

C. Font D. Edit

33. **To Add Cell Shading**: Select the cell(s), click the Fill Color button list arrow in the \_\_\_\_\_\_\_ group on the Home tab, and select fill color.

A. Edit B. Font

C. Cell D. Shading

34. **To Apply a Document Theme**: Click the Page Layout tab on the Ribbon, click the \_\_\_\_\_\_\_\_ button in the Themes group, and select a theme from the gallery.

A. Themes B. Background

C. Document D. Edit

35. **To Insert a Header or Footer**: Click the \_\_\_\_\_\_\_\_\_\_ tab on the Ribbon and click the Header & Footer button in the Text group. Enter header text.

A. Edit B. Format

C. Excel D. Insert

36. **To Total a Cell Range**: Click the cell where you want to insert the total and click the Sum button in the Editing group on the Home tab. Verify the selected cell range and click the \_\_\_\_\_\_\_\_ button again.

A. Total B. Add

C. Sum D. Solution

37. **To Enter a Formula**: Select the cell where you want to insert the formula, press \_\_\_\_\_\_\_, and enter the formula using values, cell references, operators and functions. Press <Enter> when you’re finished.

A. Insert B. =

C. F1 D. %

38. **To Insert a Function**: Select the cell where you want to insert the function and click the Insert Function button on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. Formula Bar B. File Menu

C. Start Menu D. Function Tab

39. **To Reference a Cell in a Formula**: Type the cell reference (for example, B5) in the formula or click the \_\_\_\_\_\_ you want to reference.

A. File B. Formula

C. Function D. Cell

40. **To Create and Absolute Cell Reference**: Precede the cell references with a \_\_\_\_\_ sign or press <F4> after selecting a cell range to make it absolute.

A. \* B. %

C. $ D. #

41. **To Use Several Operators or Cell Ranges**: Enclose the part of a formula you want to \_\_\_\_\_\_\_\_ first in parentheses.

A. View B. Calculate

C. Reference D. Edit

42. **To Create a Chart**: Select the cell range that contains the data you want to chart and click the \_\_\_\_\_\_\_\_\_ tab on the Ribbon. Click a chart type button in the Charts group and select the chart you want to use from the list.

A. Insert B. Create

C. Chart D. Edit

43. **To Add a New Worksheet**: Click the \_\_\_\_\_\_\_\_ Worksheet tab next to the sheet tabs at the bottom of the program screen.

A. Create B. Edit

C. Add D. Insert

44. **To Delete a Worksheet**: Select the sheet you want to delete, click the Delete button in the \_\_\_\_\_\_\_ group on the Home tab, and select Delete Sheet, or right-click the sheet tab and select Delete from the contextual menu.

A. Worksheet B. Spreadsheet

C. Cells D. Functions

45. **To Rename a Worksheet**: Double-click the sheet tab, enter a new name for the worksheet, and press \_\_\_\_\_\_\_.

A. F1 B. Enter

C. Alt + Tab C. Shift + Tab

46. **To Split a Window**: Drag either the vertical or horizontal split bar (located near the scroll bars) onto the \_\_\_\_\_\_\_\_.

A. Worksheet B. Window

C. Center Cell D. Menu

47. **To Freeze Panes**: Place the cell pointer where you want to freeze the window, click the \_\_\_\_\_\_\_ tab on the Ribbon, click the Freeze Panes button in the Window group, and select an option from the list.

A. Panes B. Worksheet

C. Edit D. View

48. **To Select a Print Area**: Select the cell range you want to print, click the Page Layout tab on the Ribbon, click the Print Area button in the Page Setup group, and select \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. Enter B. Print Cells

C. Set Print Area D. Worksheet

49. **To Adjust Page Margins, Orientation, Size, and Breaks**: Click the \_\_\_\_\_\_\_\_\_\_\_ on the Ribbon and use the commands in the Page Layout group, or click the Dialog Box Launcher in the Page Setup group to open the Page Setup dialog box.

A. Edit Tab B. Page Layout Tab

C. File Menu D. Adjustments Tab

50. **To Protect or Share a Workbook**: Click the \_\_\_\_\_\_\_\_ tab on the Ribbon and use the commands in the Changes group.

A. Review B. Protect / Share

C. Security D. Edit