

INFORMATION TECHNOLOGY

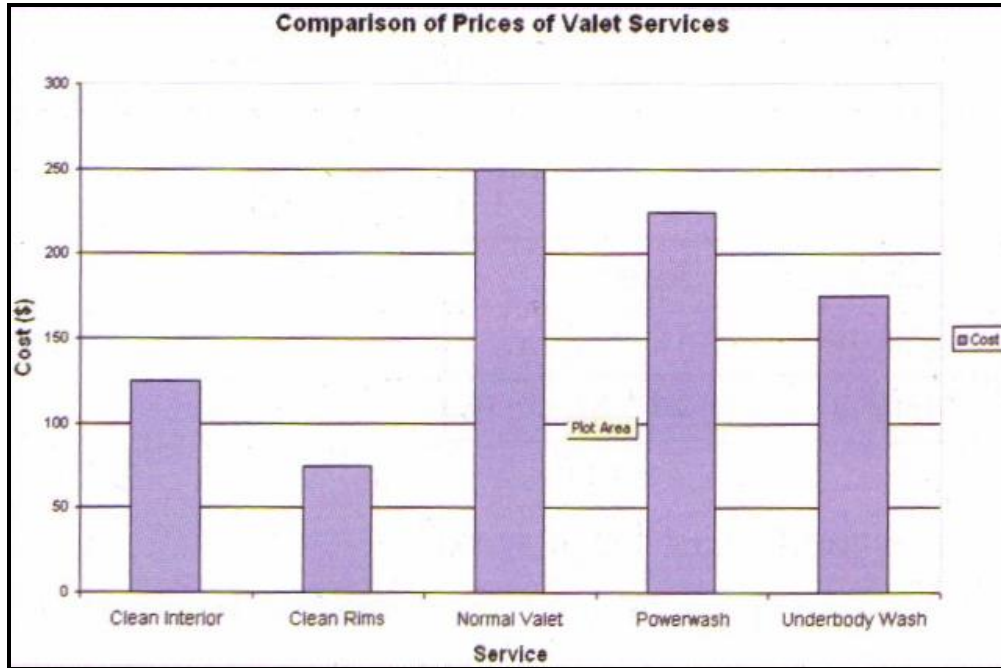
Microsoft Excel Quiz

Multiple Choice Questions

- Calculations in Excel start with:
a) % b) + c) = d) —
- The function that produces the position of a number or item in a sorted list is:
a) Count b) Rank c) Sum d) Vlookup
- The multiplication arithmetic operator in Excel is:
a) & b) * c) # d) X
- An active cell in Excel is shown with:
a) a dotted border
b) a dark border
c) a blinking border
d) a light border
- The symbol to denote a range Of cells is:
a) — b) to c) : d) ..
- Three types of data found in a spreadsheet are:
a) data, text numbers
b) formulas, data, numbers
c) text numbers, labels
d) numbers, formulas, text
- Cell F10 refers to:
a) row F column 100
b) column F row 10
c) 10 cells containing the letter F
d) function key F10
- A group of cells that form a rectangle on the screen is known as a/an:
a) address b) formula c) range d) function
- What Referencing is used in the following formulas: = **A\$4 * F\$12**
a) Relative
b) Mixed (column fixed)
c) Mixed (row fixed)
d) Absolute
- There are _____ rows in a Microsoft Excel Spreadsheet.
a) 255 b) 36,655 c) 256 d) 65,536

Short answer questions

Consider the chart below which was printed in a report.



11. Write the name of the type of chart shown. _____
12. Write the name of two other charts that would be suitable for the data presented. _____
13. State the valet service that costs \$75. _____
14. State whether the label 'Service' is on the x-axis or y-axis _____
15. Write the data used to create the above chart, as shown on a worksheet. Include row numbers and column letters.

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16. State the name of the box on the right hand side of the chart that contains the word 'Cost'. _____
17. Write a function based on the 'data' given in *question 15* to calculate the total costs. _____
18. Write a formula based on the 'data' given in *question 15* to count the number of valet services available.

19. The data is sorted in ascending alphabetical order of service. State the cost that would be in the first row. _____
20. Explain how you would format the cells to comma with two decimal places.
