

Assessment

Excel 2003 Now! ***First Edition***

The objectives of this book are:

- To understand how to work with Excel 2003 workbooks, and how to enter and modify data in workbooks
- To understand how to edit and format data and formulas, and how to use the built-in formatting features of Excel
- To understand how to use functions and work with charts
- To understand how to print worksheets and publish workbooks as Web pages

■ CRISP_{series}

Disclaimer: This assessment was written to test the reader on the content of the book. The publisher and author shall have neither liability nor responsibility to any person with respect to any loss or damage caused or alleged to be caused directly or indirectly by the assessment contained herein.

Assessment Questions for Excel 2003 Now!, First Edition

Select the best response.

1. You may create a header that spans more than one column by using the Merge and Center button.
 - A. True
 - B. False

2. To print all the data on a smaller number of pages, you can use the Fit to option. This option condenses the data on the worksheet to fit:
 - A. Within the number of pages the program automatically specifies
 - B. Within the number of pages you specify
 - C. Neither of the above

3. When an embedded chart is placed as an object in a worksheet you can:
 - A. View the worksheet data and the chart on the same sheet
 - B. Print reports
 - C. Make changes to the source data and these changes are immediately updated in the charts created using the data
 - D. A and B
 - E. All of the above

4. One of the important components of the Excel window is the Task pane, it displays:
 - A. The current status of the workbook
 - B. Frequently used commands
 - C. None of the above

5. The AutoRepublish feature ensures that each time you save data in a workbook published on the Web, the Web pages are also updated automatically.
 - A. True
 - B. False

6. After creating a formula, you can move it from one location to another, and the formula will perform the same calculation at the new location.
 - A. True
 - B. False

7. You may move or copy data by:
 - A. Using menu commands
 - B. Using the drag-and-drop method
 - C. Using toolbar buttons
 - D. A and B
 - E. All of the above

8. If you save a worksheet containing a hyperlink as a Web page, the link will not work as part of the Web page as well.
 - A. True
 - B. False

9. Sometimes number formatting makes the data in a cell extend beyond the cell width. If Excel displays the number signs (#) instead of the truncated number, you should:
 - A. Reformat the number
 - B. Adjust column width accordingly
 - C. Ignore it

10. When a cell contains both text and numbers, Excel identifies it as a:
 - A. Value
 - B. Label

11. A function is a predefined formula that performs a specific calculation; arguments are the input values of a function.
 - A. True
 - B. False

12. When you start Excel by double-clicking an existing Excel workbook file:
 - A. A new blank workbook appears in the Excel window
 - B. A new blank workbook is not created

13. The error-checking feature of Excel warns you of the possibility of an error in a cell by displaying a:
- A. Green asterisk in the cell
 - B. Green question mark in the cell
 - C. Green triangle in the cell
14. The operator “^” specifies the:
- A. Exponent, example 5*5*5
 - B. Percentage of a number
15. Charts create a greater impact and enable better information retention than figures in tables.
- A. True
 - B. False
16. To move the active cell one column to the left:
- A. Use the Tab key
 - B. Use the Shift+Tab key
17. When you change the font-size of the contents of a row, Excel always adjusts the row height and column width automatically.
- A. True
 - B. False
18. Saving your workbooks, worksheets, and charts as Web pages, you can:
- A. Make them available to anyone who has a browser and an access to the internet or a corporate intranet
 - B. Provide some of Excel’s functionality to users who don’t have access to Excel so that they can update data by using their browsers
 - C. All of the above
19. When you click the Print Preview to preview the chart sheet, the headers and footers from other sheets do not appear in the chart sheet. You can define separate headers and footers for a chart sheet in this dialog box.
- A. True
 - B. False

20. The setup button on the print preview toolbar will:
- A. Set the options for changing the appearance of the printed sheets
 - B. Set the printing options and print the worksheet
 - C. Both of the above
21. The Excel calculation functions that are important and necessary for Microsoft Office Specialist (MOS) certification are:
- A. Average Function
 - B. Min Function
 - C. Max Function
 - D. A and C
 - E. All of the above
22. Relative references are the default in Excel, but they might produce incorrect results when you refer to constant multipliers such as commissions or discount rates.
- A. True
 - B. False
23. AutoFormats are predefined combinations of:
- A. Text and number formatting
 - B. Borders
 - C. Colors and shading
 - D. A and C
 - E. A, B, and C
24. You can copy a maximum of:
- A. 20 items to the Office Clipboard.
 - B. 30 items to the Office Clipboard.
 - C. Neither of the above
25. When you change the data in an existing workbook, Excel will prompt you to save the changes when you attempt to close the workbook.
- A. True
 - B. False

**Answer Key for
Excel 2003 Now!, First Edition**

Recommended response (Corresponding workbook page)

1. A (46)	6. A (31)	11. A (55)	16. B (11)	21. E (60)
2. B (76)	7. E (25)	12. B (5)	17. B (45)	22. A (35)
3. E (65)	8. B (92)	13. C (61)	18. C (89)	23. E (50)
4. B (6)	9. B (48)	14. A (17)	19. A (85)	24. C (29)
5. A (91)	10. B (15)	15. A (64)	20. A (74)	25. A (13)