

Lesson 1 Quiz

Circle the correct answer for each question.

1. A spreadsheet program is used to store data in:
 - a. a database.
 - b. a text document.
 - c. rows and columns.
 - d. letters and numbers.
2. Spreadsheet rows are easily identified by:
 - a. numbers.
 - b. letters.
 - c. Roman numerals.
 - d. colors.
3. Spreadsheet columns are easily identified by:
 - a. Roman numerals.
 - b. numbers.
 - c. letters.
 - d. colors.
4. Which of the following is an example of a cell reference?
 - a. Column C
 - b. =SUM
 - c. Row 1
 - d. A5
5. Which format would be recommended for a cell that contained the data 1/24/2015?
 - a. Time
 - b. Date
 - c. Number
 - d. Currency

6. Which of the following will place data in a specific order?
 - a. Sorting
 - b. Centering
 - c. Filtering
 - d. Copying

7. How can users customize spreadsheets to only display specific criteria?
 - a. Copy the data
 - b. Filter the data
 - c. Align the data
 - d. Sort the data

8. Instead of resizing your column to accommodate your content, what can you use to fit your content to the size of the cell?
 - a. Paint formatting
 - b. Text wrapping
 - c. Filtering
 - d. Sorting

9. When entering numbers into a cell, your spreadsheet program automatically aligns your numbers to:
 - a. the left side of the cell.
 - b. the top of the cell.
 - c. the right side of the cell.
 - d. the bottom of the cell.

10. When entering text into a cell, your spreadsheet program automatically aligns your text to:
 - a. the left side of the cell.
 - b. the top of the cell.
 - c. the right side of the cell.
 - d. the bottom of the cell.

11. Using your mouse, you can click a single cell to select it or click and drag your pointer across a range of cells to select multiple cells. You can select random cells anywhere on the spreadsheet by holding down the _____ key and clicking each cell.
- Shift
 - Ctrl
 - Alt
 - Enter
12. What can the Autofill handle do?
- Copy cell content and/or populate cells with series (pre-defined or sequential) of content
 - Copy cell content
 - Populate cells with series (pre-defined or sequential) of content
 - Overwrite copied content
13. Combining multiple cells in your spreadsheet is called:
- formatting.
 - aligning.
 - merging.
 - mixing.
14. What special formatting can you use to set your information apart from the other cells on your spreadsheet?
- Currency formatting
 - Date and time formatting
 - Sorting and filtering
 - Borders and color shading
15. What commands will change the amount of numbers shown to the right of the decimal point?
- Increase/Decrease Decimal
 - Increase/Decrease Indent
 - Align Left and Right
 - Format Percent

16. What formatting tool adds a dollar symbol, a comma separator and two default decimal places to a number?
- Percent
 - Currency
 - Comma
 - Increase Decimal
17. You can automatically adjust a column width to "fit" the content by:
- clicking the column heading.
 - clicking the row heading.
 - double-clicking between two column headings.
 - double-clicking between two cells.
18. What keyboard shortcut will select all the cells in a spreadsheet?
- Shift + A
 - Ctrl + A
 - Alt + A
 - Tab + A
19. Which of the following is the correct reference for a cell range?
- A2..E15
 - F15-J28
 - B2;F30
 - A7:D20
20. What keyboard shortcut always moves the cursor into cell A1?
- Shift + Home
 - Shift + A
 - Ctrl + Home
 - Ctrl + 1