

# LEARN *from* EXPERIENCE

## Pre-Class Assessment for Microsoft Excel

Write the response that best matches your experience

Name: \_\_\_\_\_

Question	A	B	C	D	E	Answer
What does A3 refer to?	The first row, third cell	None of these	The first row, third column	The first column, third row	BINGO!	
Clicking on what toolbar button is used to enter data with the mouse?	The Enter button (Green Check) on the Formula Bar	Cancel button (Red X) on the Formula Bar	The Insert Function (fx) on the Formula bar	The Name Box	Ooh – it's on the tip of my tongue...	
Which of the following is a correctly written Excel formula?	SUM=(Bl.B4)	(Bl:B4)	=SUM(Bl:B4)	B5=SUM(Bl + B4)	Are those my only choices?	
What key combination quickly moves the active cell to A1 in the active worksheet (without using the scroll bar)?	Alt + PgUp	Alt + Home	Ctrl + Home	Home	I think my dog ate my keys...	
What is a range?	A group of selected adjacent cells in a worksheet that form a rectangular group	The first cell reference of a group of cells	All cells in a worksheet with identical data entries	A group of blank cells (with no data entered) that form a rectangle	Isn't that in the kitchen?	
What displays the sum of values in a selected range?	AutoCalculate features	Max Function	Paste Function	AutoSum Function	Can I phone a friend?	
What happens when a title is longer than the width of one cell?	A series of number signs (###) appears	The cell expands to fit the text	The text word-wraps within the cell	The text is displayed in the adjacent cell	The title needs to be shorter?	
Which is the best method to use to insert a blank row of cells so that the entire worksheet is not affected?	Cut and paste cells from another area of the worksheet	Insert a range of cells and shift other cells down or to the right	Insert the row one cell at a time.	Insert an entire row across the worksheet and delete the cells you do not want.	Is it magic?	
When you use the fill handle to copy formulas to new locations on the worksheet, what are the changing cell addresses known as?	Absolute references	Relative references	Circular references	Constant values	My therapist says I can't make a firm decision.	
Which symbol is used to make a cell reference absolute?	The pound sign (#)	The asterisk (*)	The exclamation point (!)	The dollar sign (\$)	I don't think I can say that here.	
What displays the effects of formatting selections on text.?	Format Cells dialog box	Degrees text box	Preview box	Font list box	Is this an open book quiz?	
Number signs displayed across the width of a cell are an indication of what?	A calculation uses the cell containing the number signs, but no data is present	Numeric data does not fit within the column width	The cell contains an invalid formula structure	Data is required, but has not been entered	I don't know that – but I do know this...	
What can be adjusted in the Print Preview window?	Only margins and page breaks	Margins, headers, footers, and page breaks	Fonts and type styles	Only margins	I can't see anything without my contacts.	
When a sheet is active, how is its name displayed?	In italics	In capital letters	In boldface	In red type	Can I poll the audience?	
What can you click on to jump to a document on another Web site?	Hyperlinks	History	Web Folders	Authoring tools	Can I skip this one?	