



**CHAPTER QUIZ**  
**EMPOWERMENT TECHNOLOGIES**

**Multiple Choice:** Write the letter of the correct answer on your answer sheet.

1. A program designed to create spreadsheets, which can later be used to analyze statistical data.
  - a. Microsoft Excel
  - b. Microsoft Word
  - c. Microsoft Publisher
  - d. Microsoft Onenote
2. A number format that puts a dollar symbol before each value by default.
  - a. percent
  - b. accounting
  - c. comma
  - d. date/time
3. A function that adds a range of cells.
  - a. ADD
  - b. PLUS
  - c. SUM
  - d. TOTAL
4. This is the tab in the Format Cells dialog box where you can change orientation of a text.
  - a. alignment
  - b. orientation
  - c. file
  - d. view
5. A function that gets the average of range of cells.
  - a. AVERAGE
  - b. SUM
  - c. MEAN
  - d. MEDIAN
6. Which among the following is not part of the syntax for AVERAGEIF?
  - a. average range
  - b. range
  - c. logical test
  - d. criteria
7. A function used to count the number of cells that contains something in them if criteria are met.
  - a. COUNT
  - b. COUNTNOW
  - c. COUNTING
  - d. COUNTIF
8. A function used to add a certain range of cells if a condition is met.
  - a. SUMIF
  - b. ADDIF
  - c. TOTALIF
  - d. PLUSIF
9. The shortcut key for the Format Cells dialog box.
  - a. Ctrl+F
  - b. Shift+F
  - c. Ctrl+I
  - d. Alt+I
10. A syntax in the AVERAGEIF function that includes the value or label that determines if the cell is part of the range to be averaged.
  - a. range
  - b. criteria
  - c. average range
  - d. logical test
11. What is the syntax of the formula for SUM formula?
  - a. =sum(first number:last number)
  - b. =sum(first number:last number,"criteria")
  - c. =sum(first number:last number,"criteria",first number:last number)
  - d. =sum(first number,"criteria")
12. What is the syntax of the formula for COUNTIF function?
  - a. =COUNTIF(first number:last number)
  - b. =COUNTIF(first number:last number,"criteria")
  - c. =COUNTIF(first number:last number,"criteria",first number:last number)
  - d. =COUNTIF(first number,"criteria")
13. What is the syntax of the formula for Average function?

# Excel Chapter Quiz Answers

**Lei Shi**

A red circular graphic with a gradient, appearing as a partial circle or a thick arrow pointing to the right, located on the right side of the slide.

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