

# Test Bank - Chapter 1

## Introduction to Microsoft Excel: What is a Spreadsheet?

### Chapter Objectives

1. Identify spreadsheet software used in business applications systems, the basic spreadsheet environment, spreadsheet software use rules and habits.
2. Identify Excel as (a) a spreadsheet program, (b) an Excel spreadsheet document format or file type.
3. Explain the Excel spreadsheet model with rows, columns and cells, as well as the grid or worksheet window.
4. Identify Excel spreadsheet document windows, status bar and formula bar.
5. Name different spreadsheet reports or cell data categories: tabular, formula, graphical and chart.
6. Identify spreadsheet cell data categories: numerical values or labels, formulas.
7. Identify spreadsheet formulas to perform calculations with or without spreadsheets and spreadsheet formulae syntax or spreadsheet formulae.

### Multiple Choice

1. Spreadsheet is a computer program for data used as:
- a. professor's gradebook
  - b. spreadsheet
  - c. spreadsheet application or spreadsheet program
  - d. none of the above

Answer: c

2. Which of the following does not describe spreadsheet:

- a. data collection
- b. planning
- c. financial statement
- d. all of the above

Answer: d

3. Which statement is not spreadsheet statement:

- a. it is a combination of spreads, worksheets, and workbooks.
- b. it is a combination of spreads, worksheets, and workbooks spreadsheet window.
- c. spreadsheet
- d. it is a combination of spreads, cell formulas and spreadsheet application
- e. it is a combination of spreads and spreadsheet programs

Answer: b

4. Which are valid Excel spreadsheet spreadsheet windows:

- a. workbook
- b. cell
- c. spreadsheet
- d. spreadsheet
- e. spreadsheet

Answer: a

# Microsoft Excel Chapter 1 Test Answers

**N Colangelo**



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