

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 business data software, explain the use of spreadsheet software control in business.
3. Explain the basic spreadsheet model and how data and formulas are entered, how data and formulas are displayed onscreen.
4. Understand how spreadsheet software is installed, stored, and updated.
5. Understand basic spreadsheet reports and how spreadsheet software is controlled and is updated.
6. Understand how to save spreadsheet software files to the local computer.
7. Identify the various methods to print a spreadsheet with an external printer, relative and nonrelative printing, printing in landscape or portrait.

Multiple Choice

1. Spreadsheet is a business application for Excel used as
- a. professor's spreadsheet
 - b. spreadsheet
 - c. spreadsheet software 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. none of the above

Answer: d

3. Which statement is not describing spreadsheet

- a. it is a combination of spreads, worksheets, and pivot tables
- b. it is a combination of spreads, worksheets, and pivot tables, spreadsheet software
- c. spreadsheet
- d. it is a combination of spreads, worksheets and pivot tables application
- e. it is a combination of spreads and pivot tables programs

Answer: b

4. Which are valid Excel 2010 spreadsheet formulas

- a. =B5
- b. =B
- c. =B4
- d. =B5
- e. =B5

Answer: a

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