

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 business tool & identify related business and spreadsheet concepts and terms.
3. Explain the basic spreadsheet model and how rows and columns, as a structure, work and form the spreadsheet model.
4. Understand how spreadsheet documents are created, saved, and a printed.
5. Understand basic spreadsheet input and how spreadsheet formulas and functions are created and used.
6. Understand how to save spreadsheet documents and to the Web browser.
7. Identify important concepts in spreadsheet safety and security, including protection and password security.

Multiple Choice

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

Answer: b

2. Which of the following are spreadsheet functions?

- a. sum function
- b. product
- c. average function
- d. all of the above

Answer: d

3. Which formula is not spreadsheet function?

- a. it is a combination of specific spreadsheet functions.
- b. it is a combination of formula, memory and spreadsheet spreadsheet
- c. formula
- d. it is a combination of changing cell contents and spreadsheet operations
- e. it is a combination of formula and spreadsheet operations

Answer: b

4. Which are valid Excel spreadsheet functions?

- a. sum
- b. product
- c. average
- d. all of the above

Answer: d

Microsoft Excel Chapter 1 Test Answers

Léo Pomar



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Excel 2007 Matthew MacDonald, 2007 Publisher description

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