

MICROSOFT EXCEL ASSESMENT ANSWER KEY

1.What is the use of the 'Merge and Center' feature in MS Excel?

Ans : It combines two cells into one cell

2 If you begin typing an entry into a cell and then realize that you don't want your entry to be placed into a cell, you:

Ans : Press Esc

3 .Assume that the contents of cells A1 to A5 of a Microsoft Excel worksheet are 1, 2, 3, 4, and 5 respectively and the rest of the cells are empty. Selecting A1 to A5 and clicking on the 'AutoSum' button will display 15 in the_____ cell.

Ans : A6

4. Which key is pressed to copy cell contents using drag and drop?

Ans : None of above

5 .Which of the following describes how to select all the cells in a single column?

Ans : Left click on the gray column title button

6.Which of the following is not located in the Page Setup dialog box?

Ans : Page Break Preview

7. To copy formatting from one area in a worksheet and apply it to another area you would use.

Ans : The Format Painter button on the standard toolbar

8. Text formulas are used to

Ans : Concatenate and manipulate text

9. Which button do you click to add up a series of numbers?

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R Sandford



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