

Test Bank - Chapter 1

Introduction to Microsoft Excel: What is a Spreadsheet?

Chapter Objectives

1. Identify spreadsheet software used in business and explain why it is used.
2. Identify the main components of a spreadsheet program.
3. Explain the basic structure of a spreadsheet and how it is used.
4. Identify the basic functions of a spreadsheet program.
5. Explain the basic operations of a spreadsheet program.
6. Explain the basic formatting of a spreadsheet program.
7. Explain the basic printing of a spreadsheet program.

Multiple Choice

1. Which of the following is not a function of a spreadsheet program?
- a. To perform calculations
 - b. To store data
 - c. To perform calculations of formulas and ranges
 - d. To print the data

Answer: c

2. Which of the following is not a function of a spreadsheet program?
- a. To store data
 - b. To perform calculations
 - c. To perform calculations of formulas and ranges
 - d. To print the data

Answer: c

3. Which of the following is not a function of a spreadsheet program?
- a. To store data
 - b. To perform calculations
 - c. To perform calculations of formulas and ranges
 - d. To print the data

Answer: c

4. Which of the following is not a function of a spreadsheet program?
- a. To store data
 - b. To perform calculations
 - c. To perform calculations of formulas and ranges
 - d. To print the data

Answer: c

Microsoft Excel Chapter 1 Test Answers

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