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| **SPREADSHEET APPLICATIONS** |
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| 1)  | The basic syntax for a function is the equals sign (=), the \_\_\_ name, and one or more arguments. |
|  | A) formula |
|  | B) function |
|  | C) arithmetic |
|  | D) reference |

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| 2)  | \_\_\_\_ lets you search for specific information in your spreadsheet. |
|  | A) HLOOKUP |
|  | B) UFIND |
|  | C) VLOOKUP |
|  | D) GFETCH |

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| 3)  | \_\_\_ is/are an example of using an advanced spreadsheet project which includes multiple, integrated spreadsheets. |
|  | A) Award certificates |
|  | B) Project management |
|  | C) Calculations |
|  | D) Time sheets |

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| 4)  | Worksheet level protection is **not** intended as a security feature, rather, it simply prevents users from \_\_\_ cells within the worksheet. |
|  | A) encrypting |
|  | B) unlocking |
|  | C) inserting comments |
|  | D) modifying locked |

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| 5)  | Using the washout function in the color mode on an inserted image will result in the image being \_\_\_ in transparency. |
|  | A) solid |
|  | B) darker |
|  | C) lighter |
|  | D) brighter |

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| 6)  | A \_\_\_ is used to help viewers identify the various columns in a column chart. |
|  | A) dialogue box |
|  | B) inspector |
|  | C) legend |
|  | D) viewer |

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| 7)  | An example of \_\_\_ is viewing a Pivot Table report only for a subset that meets a selection criterion. |
|  | A) sorting |
|  | B) filtering |
|  | C) implementing |
|  | D) logging |

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| 8)  | The \_\_\_ field must be identified when creating a pivot table. |
|  | A) block |
|  | B) cell |
|  | C) data |
|  | D) insert |

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| 9)  | A \_\_\_ is used to automate a task that is performed repeatedly in a spreadsheet application. |
|  | A) macro |
|  | B) pivot table |
|  | C) function |
|  | D) formula |

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| 10)  | When comparing three or more variables relative to a central point, the data is best plotted in a \_\_\_\_\_ chart. |
|  | A) radar |
|  | B) base |
|  | C) splatter |
|  | D) bubble |

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| 11)  | A Pivot Table in a spreadsheet is very similar to a \_\_\_ within a database. |
|  | A) block |
|  | B) subset |
|  | C) macro |
|  | D) query |

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| 12)  | Which of the following functions is considered a statistical analysis function that assists users in analyzing data? |
|  | A) AVERAGE |
|  | B) VLOOKUP |
|  | C) WHEN |
|  | D) OR |

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| 13)  | The \_\_\_ feature can be selected when printing a spreadsheet to display the lines of each cell. |
|  | A) circle |
|  | B) segment |
|  | C) gridline |
|  | D) border |

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| 14)  | \_\_\_ formatting allows the user to create an option for having a cell turn red or bold automatically if a certain value has been exceeded. |
|  | A) Assigned |
|  | B) Remote |
|  | C) Absolute |
|  | D) Conditional |

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| 15)  | Setting up each page field to retrieve data only when viewing a new page would \_\_\_ a Pivot Table query. |
|  | A) slow down |
|  | B) invalidate |
|  | C) speed up |
|  | D) lock up |

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| 1) | B |
| 2) | C |
| 3) | B |
| 4) | D |
| 5) | C |
| 6) | C |
| 7) | B |
| 8) | C |
| 9) | A |
| 10) | A |
| 11) | D |
| 12) | A |
| 13) | C |
| 14) | D |
| 15) | C |