

Name \_\_\_\_\_ Grade \_\_\_\_\_

**S. C. McPherson**  
**Summer 2024 Excel Exam**  
**Grade 9**

Instructions: Answer all Questions.

**Section A**

**MULTIPLE CHOICE - CLICK THE CORRECT ANSWER.**

1. Columns \_\_\_\_\_.
  - a. run vertically
  - b. are called by a letter
  - c. all of the above.
  
2. Which is not a cell address/name.
  - a. er210
  - b. xyx1
  - c. jm
  
3. When you select a range, then press control + U, the selected cells will be.
  - a. bold
  - b. underline
  - c. shade
  
4. To delete a row you click on the \_\_\_\_\_ header, then right click and click on \_\_\_\_\_.
  - a. delete, row
  - b. row, insert
  - c. row, delete

5. Values are \_\_\_\_\_ justified (aligned).
- left
  - right
  - center
6. Labels are \_\_\_\_\_ justified (aligned).
- left
  - right
  - center
7. We format a spreadsheet because \_\_\_\_\_.
- it makes it easier to read
  - it makes it more attractive
  - all of the above
8. Which of the following documents are not created in Excel.
- Budgets, lists
  - Markbooks, receipts
  - Cards, banners
9. The name of the range of selected cells in the picture is



- B1:B6
- B2:B5
- B2:B6

10. In the picture \_\_\_\_\_.

|    | A | B | C | D |
|----|---|---|---|---|
| 1  |   |   |   |   |
| 2  |   |   |   |   |
| 3  |   |   |   |   |
| 4  |   |   |   |   |
| 5  |   |   |   |   |
| 6  |   |   |   |   |
| 7  |   |   |   |   |
| 8  |   |   |   |   |
| 9  |   |   |   |   |
| 10 |   |   |   |   |

- a. A5 is selected
- b. Row 5 is selected
- c. Range row is selected

### True or False

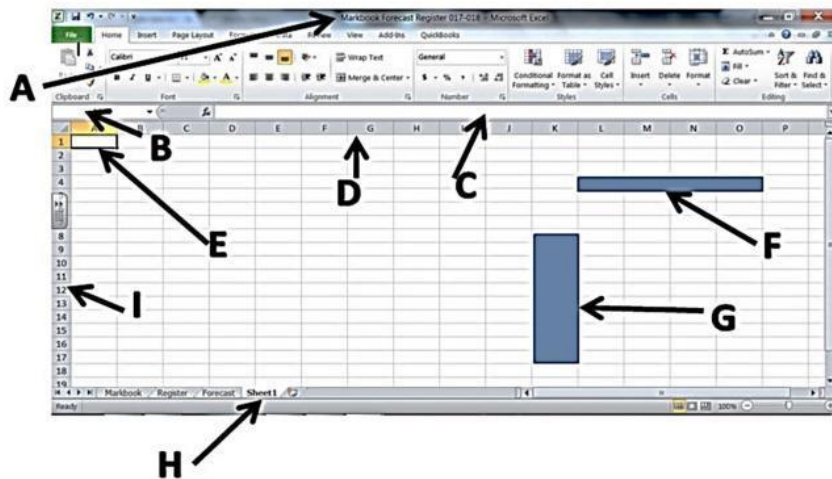
**READ EACH STATEMENT. THEN SELECT EITHER TRUE OR FALSE TO MAKE THE STATEMENT ACCURATE.**

1. \_\_\_\_\_ There are 2 types of alignments in Excel.
2. \_\_\_\_\_ The cell name/address contains the name of a column and a row.
3. \_\_\_\_\_ Columns are horizontal and rows are vertical.
4. \_\_\_\_\_ A range is a group of cells of 2 or more cells.
5. \_\_\_\_\_ A template is a document that is already created and you just insert your personal information into it.
6. \_\_\_\_\_ There are many types of cursors in Excel.
7. \_\_\_\_\_ Excel can be used to keep track of inventory or employee pay sheets.
8. \_\_\_\_\_ A cell reference consists of a column letter only.
9. \_\_\_\_\_ Selected cell and active cell mean the same thing
10. \_\_\_\_\_ The contents of the active cell are displayed in the Name Box.
11. \_\_\_\_\_ The width of a cell can be change.

12. \_\_\_\_\_ A cell alignment can be changed.
13. \_\_\_\_\_ The Accounting and Currency formats are exactly the same.
14. \_\_\_\_\_ Division is preformed first in the order of operations.
15. \_\_\_\_\_ A function must have a key word.

## **Section B**

**LABEL THE EXCEL SCREEN. STUDY THE SCREEN THEN CLICK AND SELECT THE CORRECT NAME ON EACH CORRESPONDING LINE.**

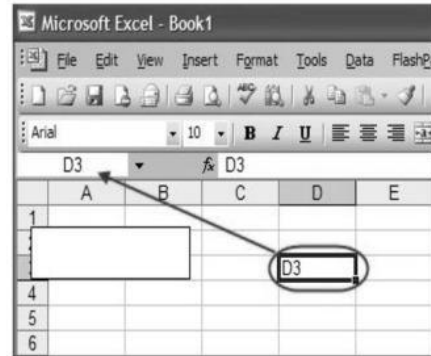


- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_

- F. \_\_\_\_\_
- G. \_\_\_\_\_
- H. \_\_\_\_\_
- I. \_\_\_\_\_

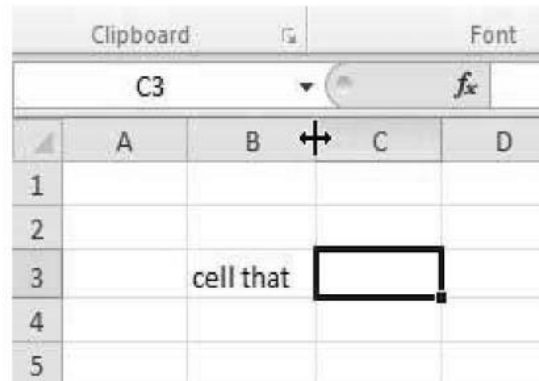
**EXAMINE THE FOLLOWING PICTURES AND CLICK ON THE DROP DOWN BOX AND SELECT THE CORRECT ANSWER.**

1. What happens if you type a cell name/reference in the highlighted part of the picture?



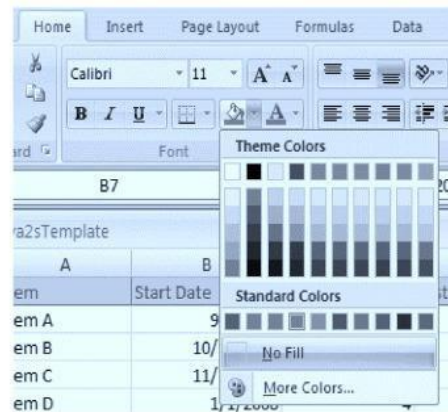
\_\_\_\_\_

2. In the picture if you click and drag the cursor what will happen?



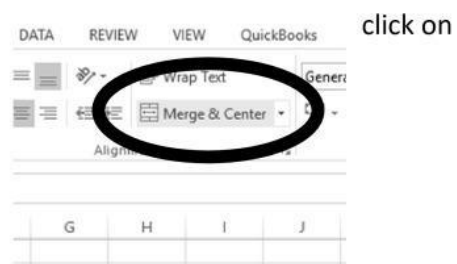
\_\_\_\_\_

3. In this picture what is about to happen?



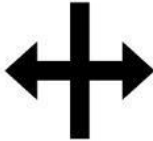
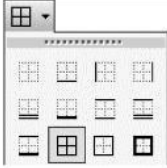
\_\_\_\_\_

4. What happens to a range of cells when you click on the button in the picture?



\_\_\_\_\_

CLICK ON THE DROP DOWN BOX AND SELECT THE NAME OF THE FOLLOWING ICONS,

|                                                                                            |                                                                                            |                                                                                              |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <br>_____ | <br>_____ | <br>_____ |
| <br>_____ | <br>_____ | <br>_____ |

### Section C

THE FORMULAS BELOW CONTAIN AN ERROR. EXAMINE EACH THEN CLICK ON THE DROP DOWN BOX AND SELECT THE CORRECT VERSION OF THE FORMULA. THE FIS ONE IS DONE FOR YOU.

Eg B2+b4

=b2+b4

1. =j2+j5)-n2
2. =g+a4+m2
3. =g5/t1-c1
4. =nm+d2
5. = a2-a1
6. -n2-g4

|       |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

**ANSWER THE FOLLOWING QUESTIONS BASED ON THE SPREADSHEET BELOW**

|   | A   | B  | C  | D  |
|---|-----|----|----|----|
| 1 | 36  | 24 | 50 | 70 |
| 2 | 56  | 22 | 20 | 40 |
| 3 | 45  | 5  | 10 | 20 |
| 4 | 100 | 80 | 60 | 30 |
| 5 |     |    |    |    |

**WRITE THE FORMULA USING CELL REFERENCE FOR THE FOLLOWING AN EXAMPLE IS DONE FOR YOU.**

- A    20 + 40 then - 10                       $= (c2+d2)-c3$
- b.    100\*5 then minus 30                      \_\_\_\_\_
- c.    80-24                                              \_\_\_\_\_

**CALCULATE THE ANSWER FOR THE FOLLOWING FORMULAS USING THE SPREADSHEET BELOW. THE FIRST ONE IS DONE AS AN EXAMPLE FOR YOU**

|   | A | B | C | D |
|---|---|---|---|---|
| 1 | 1 | 5 | 4 | 3 |
| 2 | 2 | 4 | 2 | 3 |
| 3 | 0 | 1 | 5 | 4 |
| 4 | 2 | 3 | 4 | 5 |
| 5 |   |   |   |   |
| 6 |   |   |   |   |
| 7 |   |   |   |   |

1.  $= (b2+b1)-c3$                        $(4+5)-5 = (9)-5 = 4$
2.  $= d4+b3+a3+c1+c2$                       \_\_\_\_\_
3.  $= (c4+b4+a4)-(a2+c3+b3)$                       \_\_\_\_\_