



**S. C. MCPHERSON JUNIOR HIGH SCHOOL**  
**CHRISTMAS TERM EXAMINATION 2024**  
**SUBJECT: BUSINESS STUDIES**  
**GRADE LEVEL: 9**

**DATE:** 04<sup>th</sup> December 2024

**TIME:** 2<sup>nd</sup> & 3<sup>rd</sup> Period

**DURATION:** 150 minutes

**STUDENT'S NAME:** \_\_\_\_\_

**TEACHER'S NAME:** Place a check mark next to the name of their teacher

|                          |                       |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Mrs. L. Rahming       |
| <input type="checkbox"/> | Mr. C. Campbell       |
| <input type="checkbox"/> | Ms. T. Johnson        |
| <input type="checkbox"/> | Mrs. J. Clear         |
| <input type="checkbox"/> | Mrs. N. Sweeting-Uriz |

**Instructions to candidates:** This exam includes 5 sections. Read the instructions and answer all questions in each section appropriately. The number of points awarded for each section is included in the instructions before each section.

## 1. MULTIPLE CHOICE

Directions: Choose the BEST possible answers out of the options given? 18 Total Points

1. A cell is an \_\_\_\_\_ 1pt
  - a. Intersection of a column heading and row heading
  - b. Intersection of grid lines
  - c. Intersection of a column and row
  - d. Intersection of a group of lines that makes a square
2. Labels are \_\_\_\_\_ 1pt
  - a. Values
  - b. Numbers
  - c. Letters
  - d. Formulas
3. Values are \_\_\_\_\_ 1pt
  - a. Values
  - b. Numbers
  - c. Letters
  - d. Formulas
4. Microsoft Excel is a spreadsheet software that \_\_\_\_\_ 1pt
  - a. Presentation Software
  - b. Document Software
  - c. Publishing Software
  - d. Calculating Software
5. Which one does Microsoft Excel DO NOT PERFORM \_\_\_\_\_ 1pt
  - a. Organize
  - b. Communicate
  - c. Create Charts
  - d. Recalculate
6. Column begin with \_\_\_\_\_ 1pt
  - a. 1 and ends with 1048736
  - b. A and ends with YFD
  - c. A and ends with XFD
  - d. 1 and ends with 1048536
7. Rows begin with \_\_\_\_\_ 1pt
  - a. 1 and ends with 1048576
  - b. A and ends with YFD
  - c. A and ends with XFD
  - d. 1 and ends with 10485756
8. Column begin with \_\_\_\_\_ 1pt
  - a. 1 and ends with 1048576
  - b. A and ends with YFD
  - c. A and ends with XFD
  - d. 1 and ends with 1048756
9. Rows are \_\_\_\_\_ 1pt
  - a. Vertical
  - b. Horizontal
10. Column begin with \_\_\_\_\_ 1pt
  - a. Vertical
  - b. Horizontal

11. Which is **NOT** a Cell address 1pt
- A55
  - B285
  - HQ 61
  - BBB753158

12. Which **IS** a Cell address (Circle all that apply) 2pt
- 514785AEE
  - HR 689521
  - B28524525
  - BBB753158

13. To delete a row click on the \_\_\_\_\_ header, then right click and select \_\_\_\_\_ 1pt
- Row, Delete
  - Row, Insert
  - Delete, Row
  - Column, Delete

14. Which of the following are not created in excel. 1pt
- Budget
  - Banners
  - Receipt
  - Markbooks

15. Give the range of selected cells below based on the picture 1pt

|    | A | B | C | D        | E |
|----|---|---|---|----------|---|
| 15 |   |   |   | Campbell |   |
| 16 |   |   |   | Johnson  |   |
| 17 |   |   |   | Cleare   |   |
| 18 |   |   |   | Rahming  |   |
| 19 |   |   |   | Uriz     |   |

- D15-D19
- D15 : D19
- D15:D19
- D15;D19
- D15 – D19

16. Which row is selected 1pt

|    | A | B | C | D        |
|----|---|---|---|----------|
| 15 |   |   |   | Campbell |
| 16 |   |   |   | Johnson  |
| 17 |   |   |   | Cleare   |
| 18 |   |   |   | Rahming  |
| 19 |   |   |   | Uriz     |

- D18
- Rahming
- Row 18
- Column D

17. What happens when you type a cell address here? 1pt



|    | A | B | C |
|----|---|---|---|
| 14 |   |   |   |

- Takes you to the next column
- Takes you to the next row
- Takes you to the desired cell address

## 2. TRUE AND FALSE

Directions: Mark T for True and F for False for the statements below. 1 point each. 13 Total points

1. T / F Sheet Tabs cannot be renamed, colored, or moved.
2. T / F The tab key moves the active cell downward
3. T / F Cells can hold labels, values and formulas.
4. T / F By default labels are left align.
5. T / F By default values are right align.
6. T / F By default formulas are left align.
7. T / F We are given 3 sheet tabs automatically.
8. T / F An active cell is recognized with a bold border around it.
9. T / F A cell address starts with the column heading and then a row heading.
10. T / F The enter key moves active cell downward
11. T / F Cell address are not the same as cell reference.
12. T / F There are 4 alignments in Excel.
13. T / F ##### This error means that the width of the cell is too small.

## 3. FILL IN

Directions: Name the alignments that are shown below. 6 Total Points

|                      |                                                                                     |                                                                                     |                                                                                       |
|----------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| VERTICAL ALIGNMENT   |    |    |    |
|                      |                                                                                     |                                                                                     |                                                                                       |
| HORIZONTAL ALIGNMENT |  |  |  |
|                      |                                                                                     |                                                                                     |                                                                                       |

Directions: Match column A with Column B answers by selecting the correct mouse pointer explanation.

7 pts

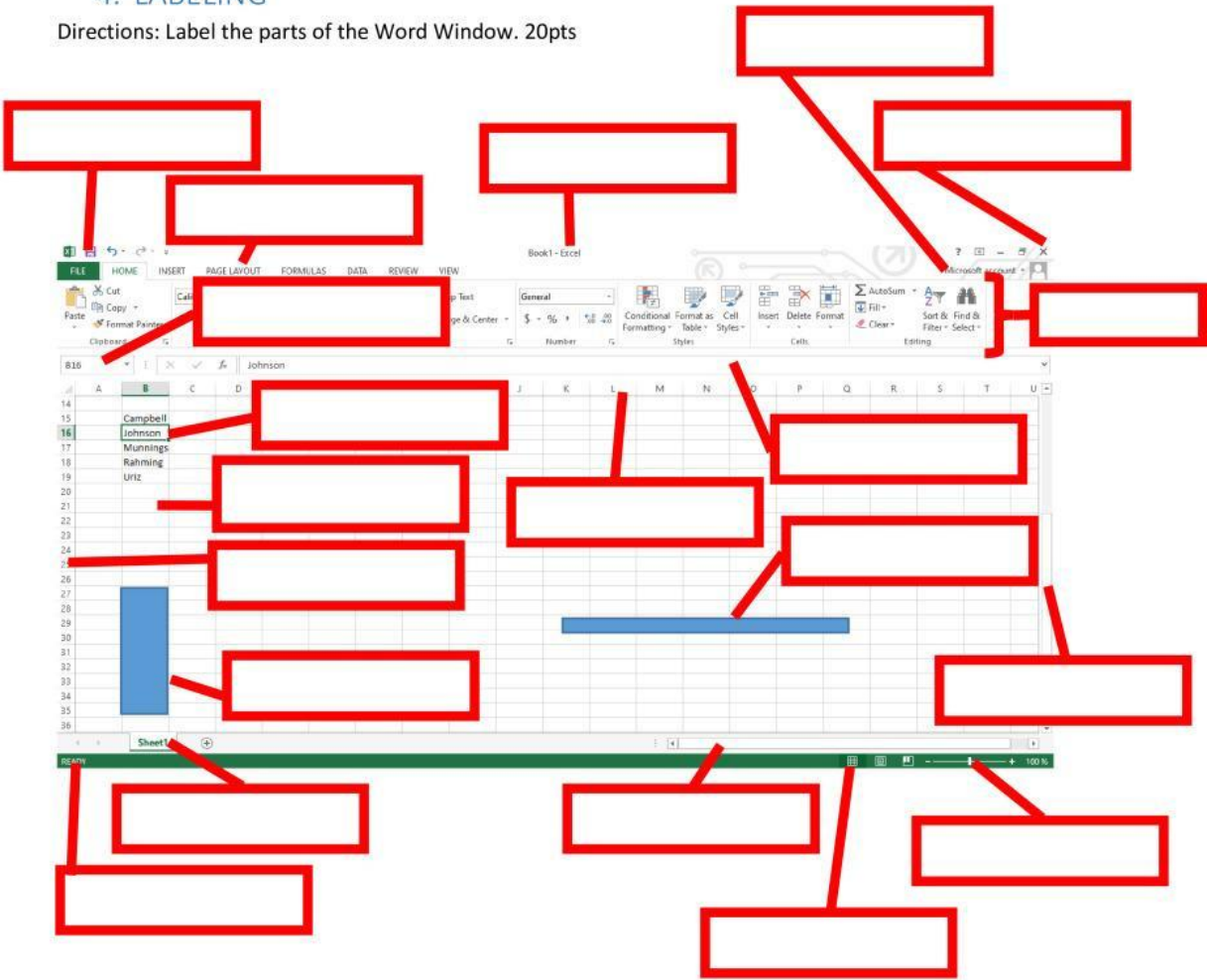
|   | COLUMN A                                                                                                                                                                   | COLUMN B |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1 |                                                                                         |          |
| 2 |                                                                                         |          |
| 3 |                                                                                         |          |
| 4 |                                                                                         |          |
| 5 |                                                                                         |          |
| 6 |                                                                                         |          |
| 7 | <br> |          |

Directions: Name the Icons shown below and state what they are used for. 8 Total Points

| ICON                                                                              | NAME OF ICON | WHAT IT IS USED FOR |
|-----------------------------------------------------------------------------------|--------------|---------------------|
|  |              |                     |
|  |              |                     |
|  |              |                     |
|  |              |                     |

4. LABELING

Directions: Label the parts of the Word Window. 20pts



The image shows a screenshot of the Microsoft Excel application window. The window title is "Book1 - Excel". The ribbon at the top includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The HOME ribbon is active, showing groups for Font, Alignment, Numbers, Styles, Cells, and Editing. The main workspace is a grid with columns labeled A through U and rows numbered 1 through 36. A list of names (Campbell, Johnson, Munnings, Rahmings, Uriz) is entered in cells B15 through B19. A blue rectangular selection is visible in the grid. The status bar at the bottom shows "Sheet1" and "READY". Numerous red rectangular boxes are overlaid on the interface, with lines pointing to specific components for labeling. These boxes are positioned around the ribbon, the grid, and the status bar.

### 5. SHORT ANSWER

Directions: Using the diagram below, answer the following questions. 8 Total points

|    | A        | B            | C        | D      |
|----|----------|--------------|----------|--------|
| 19 |          |              |          |        |
| 20 |          | Hours worked | Pay Rate | Salary |
| 21 | Campbell | 500          | 10       | 5000   |
| 22 | Johnson  | 400          | 9        | 3600   |
| 23 | Clare    | 300          | 8        | 2400   |
| 24 | Rahming  | 200          | 7        | 1400   |
| 25 | Uriz     | 100          | 6        | 600    |
| 26 | Total    |              |          | 13000  |

1. Give the formula to calculate Campbell Salary?  
\_\_\_\_\_
2. Give the formula to give the difference between Uriz and Rahming Salary?  
\_\_\_\_\_
3. Give the formula to find the total Salary given?  
\_\_\_\_\_
4. Give the formula to calculate Johnson, Clare, Rahming and Uriz?  
\_\_\_\_\_
5. Give the formula to show how much salary would be given if Campbell is not paid? \_\_\_\_\_
6. Give the cell address for the highest hours worked?  
\_\_\_\_\_
7. Give the range of cells for pay rate? \_\_\_\_\_
8. All formulas begins with a \_\_\_\_\_.