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

LIVEWORKSHEETS

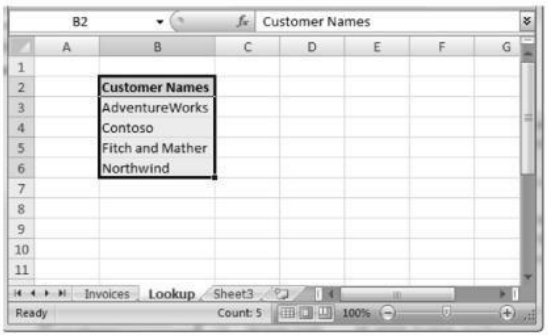
5. Values are _____ justified (aligned).
    a. left
    b. right
    c. center

6. Labels are _____ justified (aligned).
    a. left
    b. right
    c. center

7. We format a spreadsheet because _____.
    a. it makes it easier to read
    b. it makes if more attractive
    c. all of the above

8. Which of the following documents are not created in Excel.
    a. Budgets, lists
    b. Markbooks, receipts
    c. Cards, banners

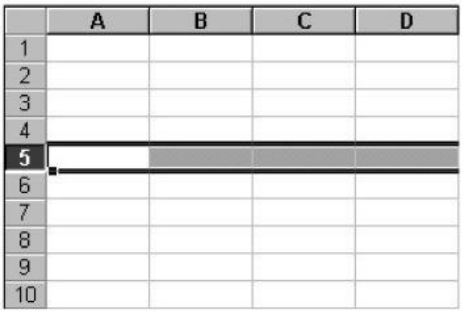
9. The name of the range of selected cells in the picture is



    a. B1:B6
    b. B2:B5
    c. B2:B6

LIVEWORKSHEETS

10.In the picture _____.



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.

LIVEWORKSHEETS

12. _____ A cell alignment can be changed.

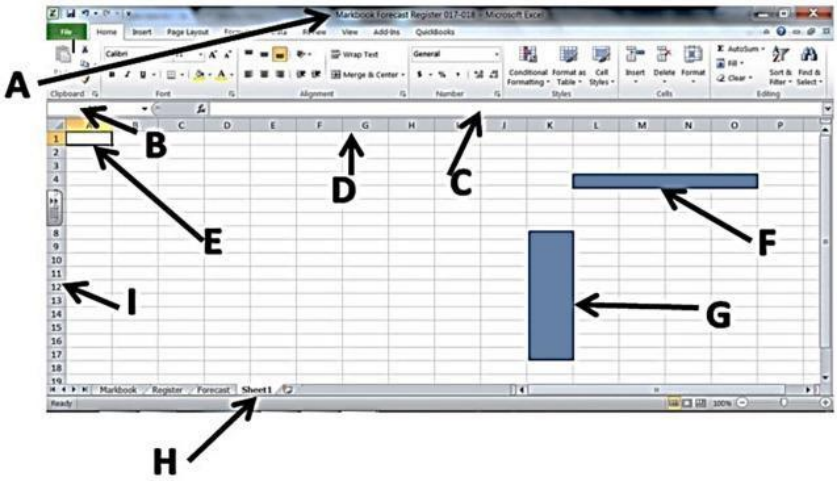
13. _____ The Accounting and Currency formats are exactly the same.

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. _____

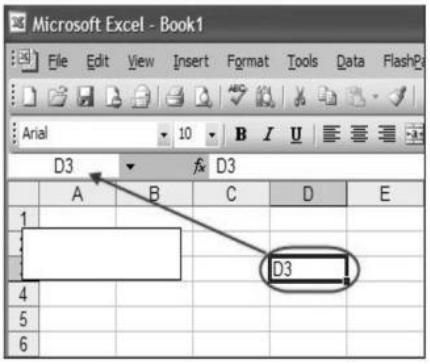
H. _____

I. _____

LIVEWORKSHEETS

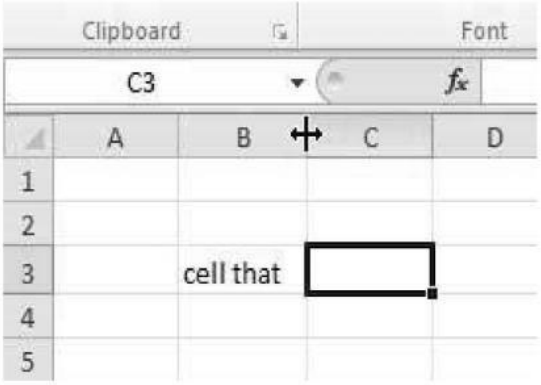
EXAMINE THE FOLLOWING PICTURES AND CLICK ON THE DROP DOWN BOX AND SELECT THE CORRECT ANSWER.

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



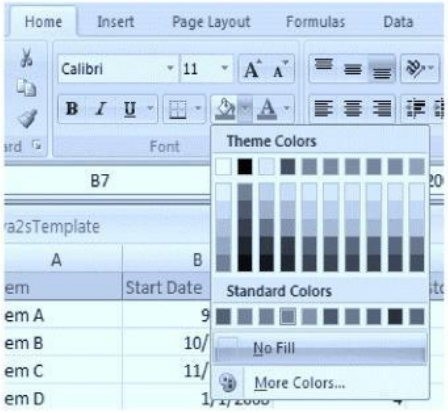
_____

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



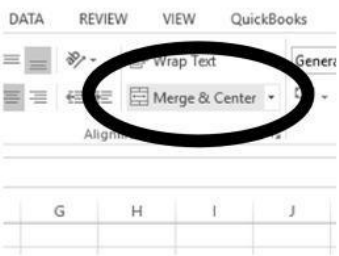
_____

3. In this picture what is about to happen?



_____

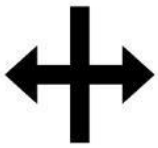
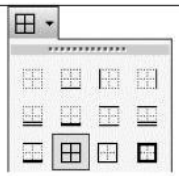
4. What happens to a range of cells when you click on the button in the picture?



_____

LIVEWORKSHEETS

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

_____	 _____	 _____
_____	_____	_____

Section C

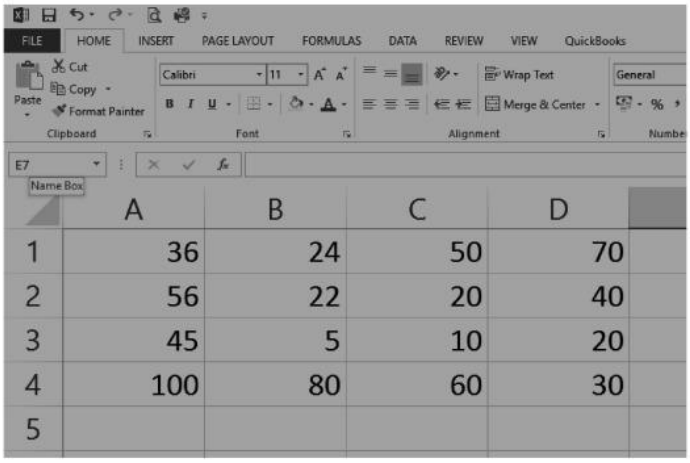
THE FORMULAS BELOW CONTAIN AN ERROR. EXAMINE EACH THEN CLICK ON THE DROP DOWN BOX AND SELECT THE CORRECT VERSION OF THE FORMULA. THE FIS ONE IS DONE FOR YOU.

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 _____

LIVEWORKSHEETS

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				

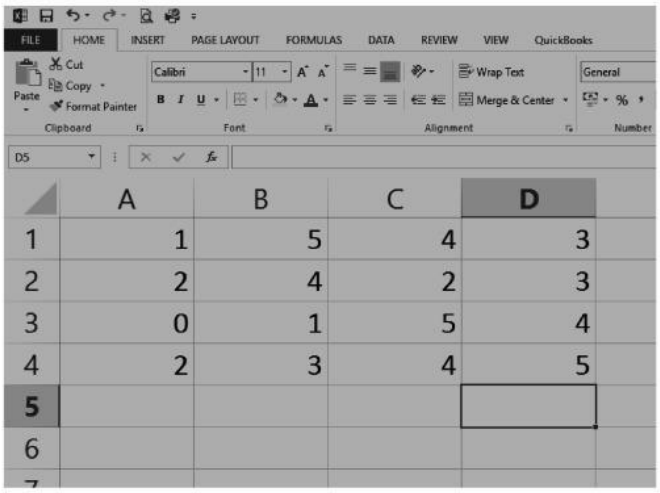
WRITE THE FORMULA USING CELL REFERENCE FOR THE FOLLOWING AN EXAMPLE IS DONE FOR YOU.

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				

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

LIVEWORKSHEETS