



**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

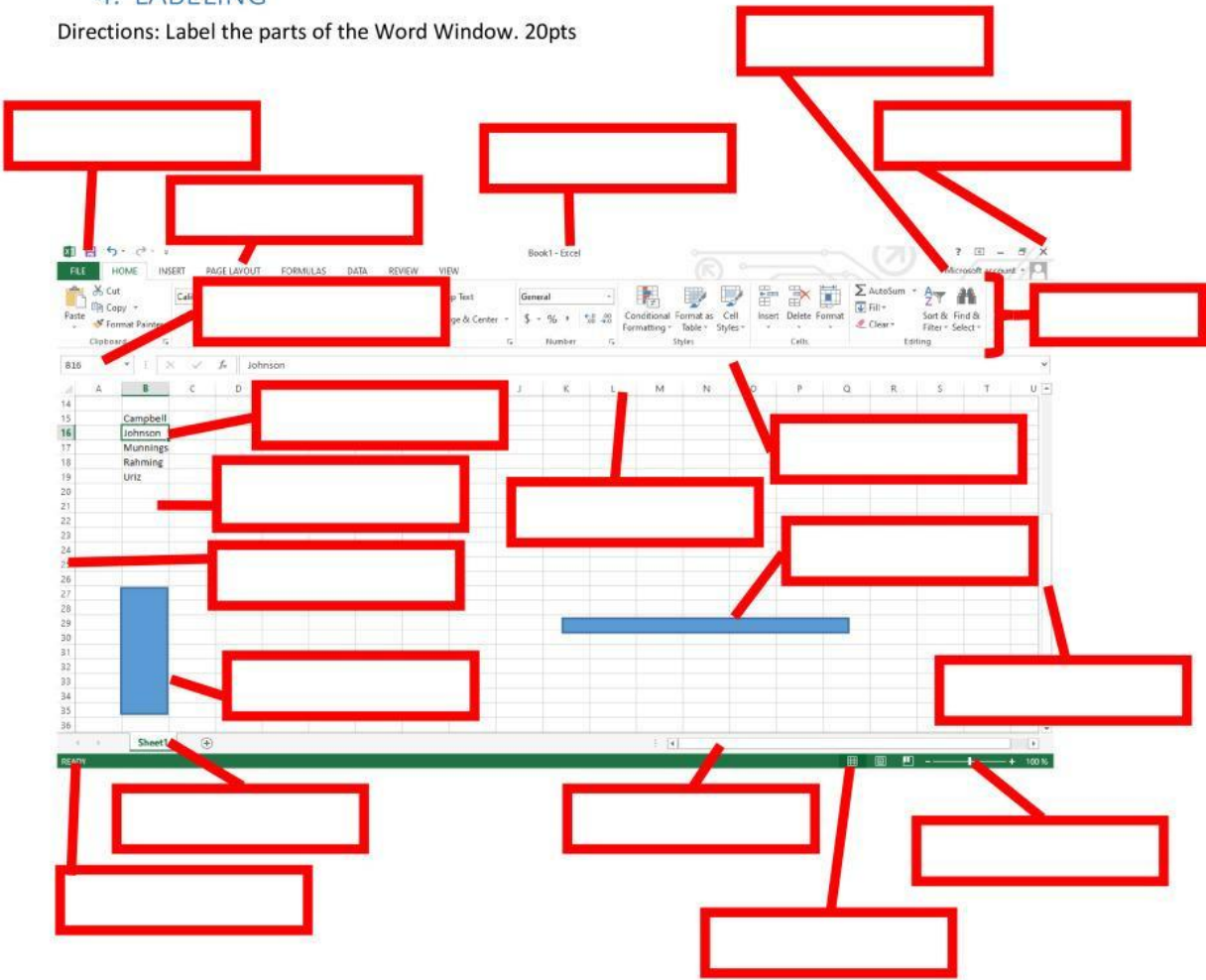
	COLUMN A	COLUMN B
1		
2		
3		
4		
5		
6		
7	 	

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 Word application window. The window title bar reads "Book1 - Excel". The ribbon is set to the "HOME" tab, showing groups for Font, Paragraph, Styles, and Editing. The main editing area contains a table with the following data:

14	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
15		Campbell																			
16		Johnson																			
17		Munnings																			
18		Rahmings																			
19		Uniz																			

Below the table, there is a blue rectangular shape. The status bar at the bottom shows "Page 1 of 1" and "100%". Red boxes are placed over various parts of the interface for labeling, including the title bar, ribbon tabs, ribbon groups, the main editing area, the status bar, and the taskbar.

### 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 \_\_\_\_\_.