S. C. MCPHERSON JUNIOR HIGH SCHOOL

CHRISTMAS TERM EXAMINATION 2025

SUBJECT: BUSINESS STUDIES

GRADE LEVEL: 9

DATE: 1st - 5th DECEMBER 2025

TIME: _____

DURATION: 50 minutes

STUDENT'S NAME: _____

	Mrs. N. Sweeting-Uriz	natasha.sweeting-uriz@scmcpherson.edu.bs
	Ms. M. Jones	marissa.jones@scmcpherson.edu.bs
	Mrs. J. Clare	Jewel.munnings@scmcpherson.edu.bs

TEACHER'S NAME:

Instructions to candidates: This exam includes 7 pages and 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. **DO NOT PRESS CHECK ANSWERS, YOU WILL HAVE TO START OVER WHICH WILL INDICATE THAT YOU PRESSED CHECK ANSWERS. THIS WILL RESULT IN YOU OBTAINING A ZERO.** Once completed please enter the email above and submit it to teacher.

LIVEWORKSHEETS

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 gird 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

LIVEWORKSHEETS

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

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

13. To delete a row click on the _____ header, then right click and select _____ 1pt
    a. Row, Delete
    b. Row, Insert
    c. Delete, Row
    d. Column, Delete

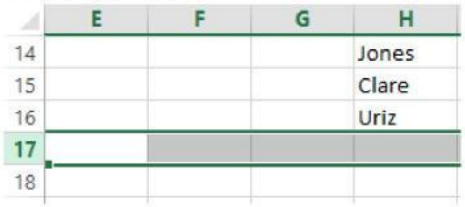
14. Which of the following are not created in excel templates. 1pt
    a. Budget
    b. Banners
    c. Receipt
    d. Markbooks

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



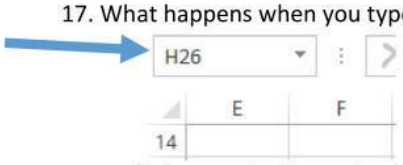
    a. D15-D19
    b. D15 : D19
    c. D15:D19
    d. D15;D19
    e. D15 – D19

16. Which row is selected 1pt



    a. D17
    b. H 17
    c. Row 17
    d. E17

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



    a. Takes you to the next column
    b. Takes you to the next row
    c. Takes you to the desired cell address

LIVEWORKSHEETS

2. TRUE AND FALSE

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

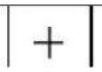
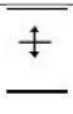
1. T / F Sheet Tabs cannot be renamed, colored, or moved.
2. T / F The tab key moves the active cell downward
3. T / F Cells can hold labels, values and formulas.
4. T / F By default labels are left align.
5. T / F By default values are right align.
6. T / F By default formulas are left align.
7. T / 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

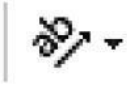
VERTICAL ALIGNMENT			
HORIZONTAL ALIGNMENT			

Directions: Match column A with Column B answers by selecting the correct mouse pointer explination. 7 pts

	COLUMN A	COLUMN B
1		
2		
3		
4		
5		
6		
7		

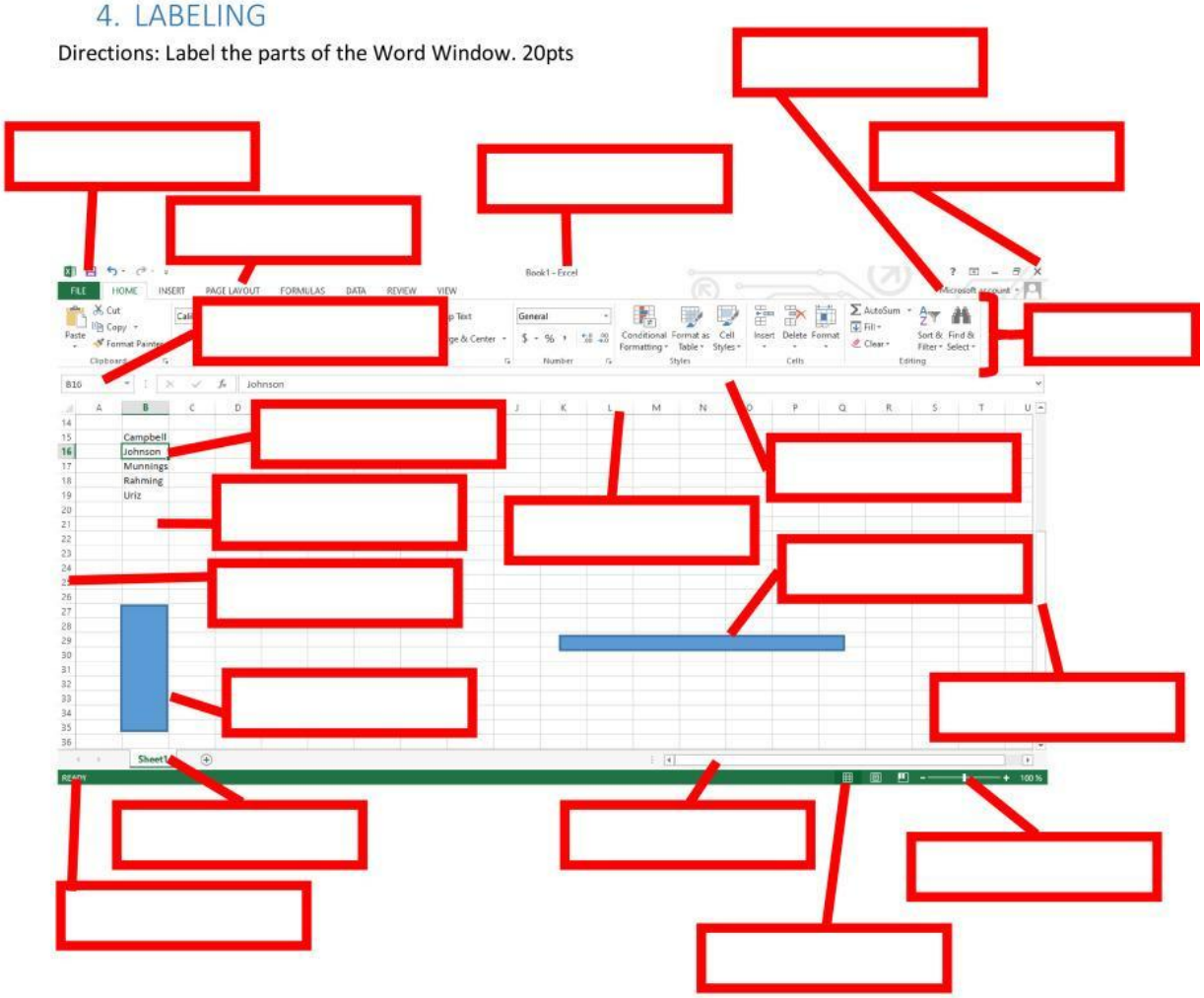
LIVEWORKSHEETS

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



LIVEWORKSHEETS

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 _____.

LIVEWORKSHEETS

S. C. MCPHERSON JUNIOR HIGH SCHOOL

CHRISTMAS TERM EXAMINATION 2024

SUBJECT: BUSINESS STUDIES

GRADE LEVEL: 9

DATE: _____

TIME: _____

DURATION: 50 minutes

KEY

STUDENT'S NAME: _____

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

	Mrs. L. Rahming
	Mr. C. Campbell
	Ms. T. Johnson
	Mrs. J. Clear
	Mrs. N. Sweeting-Uriz

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

LIVEWORKSHEETS

6. MULTIPLE CHOICE

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

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   a. 1 and ends with 1048576
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   d. 1 and ends with 10485756

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   c. A and ends with XFD
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9. Rows are _____ 1pt
   a. Vertical
   b. Horizontal

10. Column begin with _____ 1pt
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LIVEWORKSHEETS

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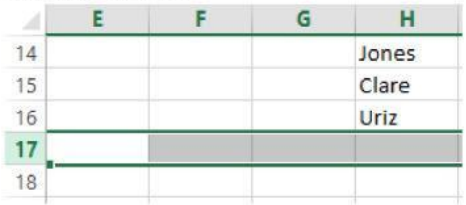
14. Which of the following are not created in excel. 1pt
    a. Budget
    b. Banners
    c. Receipt
    d. Markbooks

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



    a. D15-D19
    b. D15 : D19
    c. D15:D19
    d. D15;D19
    e. D15 – D19

16. Which row is selected 1pt



    a. D17
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LIVEWORKSHEETS

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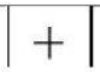
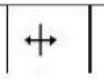
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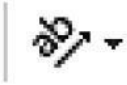
VERTICAL ALIGNMENT			
	Bottom	Top	Middle
HORIZONTAL ALIGNMENT			
	Right Align	Center	Left Align

Directions: Match column A with Column B answers by selecting the correct mouse pointer. 7 pts

	COLUMN A	COLUMN B
1		General pointer for selecting cells singly or in groups.
2		Pointer used at bottom right of selection to extend and fill data.
3		Pointer for menus on the ribbon.
4		Pointer used to adjust the width of a column.
5		Pointer used to adjust the height or a row.
6		Pointer used to move data from one position to the next.
7		Pointer used to select a column header or row header.

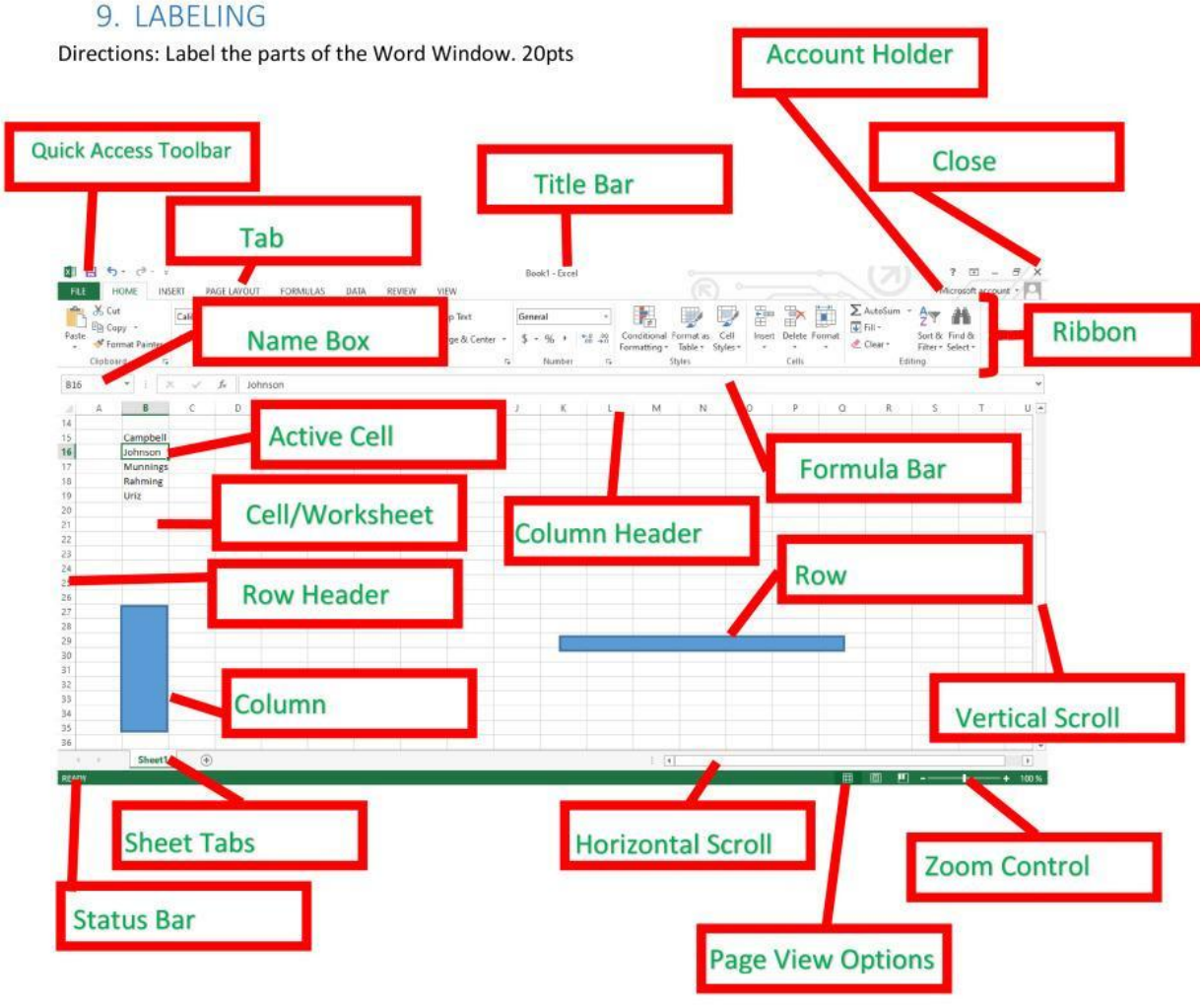
LIVEWORKSHEETS

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
	Shading	To fill the color of selected cells
	Borders	To add grid lines to selected cells
	Orientation	Rotate the direction of text
	Merge and Center	Combine and center the contents within a group of cells.

9. LABELING

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



LIVEWORKSHEETS

10. 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

9. Give the formula to calculate Campbell Salary?

=B21*C21

10. Give the formula to give the difference between Uriz and Rahming Salary?

=d24-d25

11. Give the formula to find the total Salary given?

=d21+d22+d23+d24+d25

12. Give the formula to calculate Johnson, Clare, Rahming and Uriz?

=d22+d23+d24+d25

13. Give the formula to show how much salary would be given if Campbell is not paid? =d26-d21

14. Give the cell address for the highest hours worked?

B21

15. Give the range of cells for pay rate? B21:B25

16. All formulas begins with a Equal sign.

LIVEWORKSHEETS