



**S. C. MCPHERSON JUNIOR HIGH SCHOOL**  
**CHRISTMAS TERM EXAMINATION 2025**  
**SUBJECT: BUSINESS STUDIES**  
**GRADE LEVEL: 9**

DATE: 1<sup>st</sup> - 5<sup>th</sup> DECEMBER 2025

TIME: \_\_\_\_\_

DURATION: 50 minutes

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

|                       |  |
|-----------------------|--|
| Mrs. N. Sweeting-Uriz | <a href="mailto:natasha.sweeting-uriz@scmcpherson.edu.bs">natasha.sweeting-uriz@scmcpherson.edu.bs</a> |
| Ms. M. Jones          | <a href="mailto:marissa.jones@scmcpherson.edu.bs">marissa.jones@scmcpherson.edu.bs</a>                 |
| Mrs. J. Clare         | <a href="mailto:Jewel.munnings@scmcpherson.edu.bs">Jewel.munnings@scmcpherson.edu.bs</a>               |

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.

## 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 templates. 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

|    | E | F | G | H     |
|----|---|---|---|-------|
| 14 |   |   |   | Jones |
| 15 |   |   |   | Clare |
| 16 |   |   |   | Uriz  |
| 17 |   |   |   |       |
| 18 |   |   |   |       |

- D17
- H 17
- Row 17
- E17

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



- 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

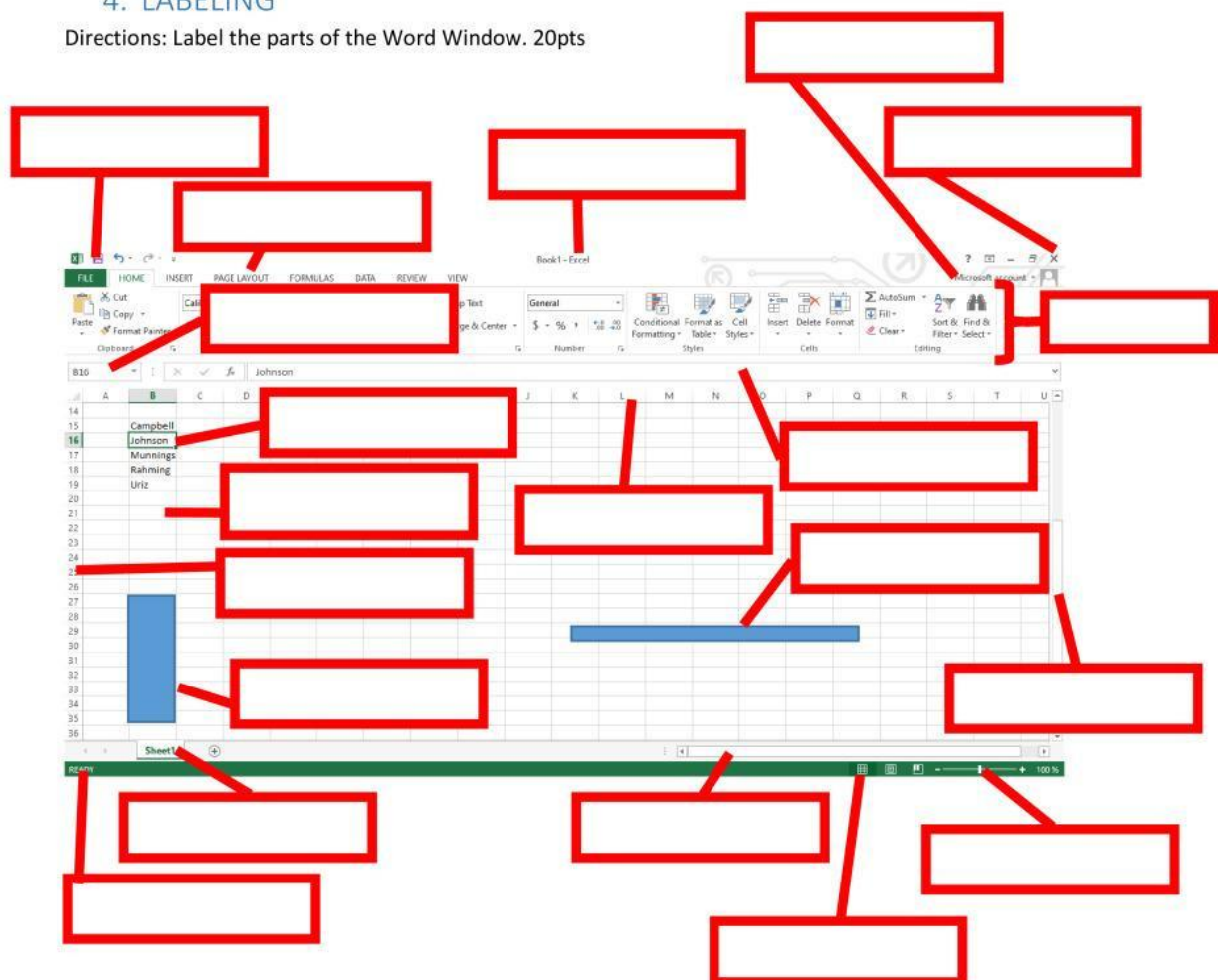
|   | COLUMN A   | COLUMN B |
|---|--|----------|
| 1 |   |          |
| 2 |   |          |
| 3 |   |          |
| 4 |   |          |
| 5 |   |          |
| 6 |   |          |
| 7 | <br> |          |

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. Various components are highlighted with red rectangular boxes, and red lines connect these boxes to empty rectangular labels for identification. The components being labeled include:

- Title Bar:** The top bar showing the file name "Book1 - Excel".
- File Menu:** The first menu on the left, labeled "FILE".
- Home Tab:** The active ribbon tab, labeled "HOME".
- Clipboard Group:** A group of icons in the Home ribbon for pasting, including Cut, Copy, and Paste.
- Font Group:** A group of icons for text formatting, including Bold, Italic, Underline, and text color.
- Number Group:** A group of icons for number formatting, including currency, percentage, and decimal places.
- Conditional Formatting:** An icon for applying conditional formatting to cells.
- Format as Table:** An icon for converting a range of cells into a table.
- Cell Styles:** A group of icons for applying predefined cell styles.
- Insert Tab:** The ribbon tab for inserting elements into the worksheet.
- Table:** A table of data in the worksheet, with columns labeled A through U and rows 14 through 36.
- Row 16:** A specific row in the worksheet, highlighted in green.
- Column B:** A specific column in the worksheet, highlighted in blue.
- Worksheet Name:** The name of the active worksheet, "Sheet1", located at the bottom of the window.
- Status Bar:** The bottom bar of the window, showing the current cell address (B10) and other information.

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





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**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

|                          |                       |
|--------------------------|-----------------------|
| <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 \_\_\_\_\_ 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.

## 6. MULTIPLE CHOICE

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  - d. 1 and ends with 10485756
8. Column begin with \_\_\_\_\_ 1pt
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  - c. A and ends with XFD
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9. Rows are \_\_\_\_\_ 1pt
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10. Column begin with \_\_\_\_\_ 1pt
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| 18 |   |   |   | Rahming  |   |
| 19 |   |   |   | Uriz     |   |

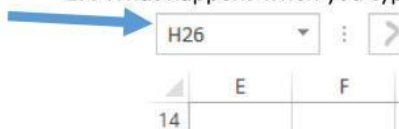
- D15-D19
- D15 : D19
- D15:D19
- D15;D19
- D15 – D19

16. Which row is selected 1pt

|    | E | F | G | H     |
|----|---|---|---|-------|
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| 15 |   |   |   | Clare |
| 16 |   |   |   | Uriz  |
| 17 |   |   |   |       |
| 18 |   |   |   |       |

- D17
- H 17
- Row 17
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Directions: Mark T for True and F for False for the statements below. 1 point each. 13 Total points









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21. T / F An active cell is recognized with a bold border around it.
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25. T / F There are 4 alignments in Excel.
26. T / F ##### This error means that the width of the cell is too small.

## 8. FILL IN





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

|                      |   |   |   |
|----------------------|---|---|---|
| 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

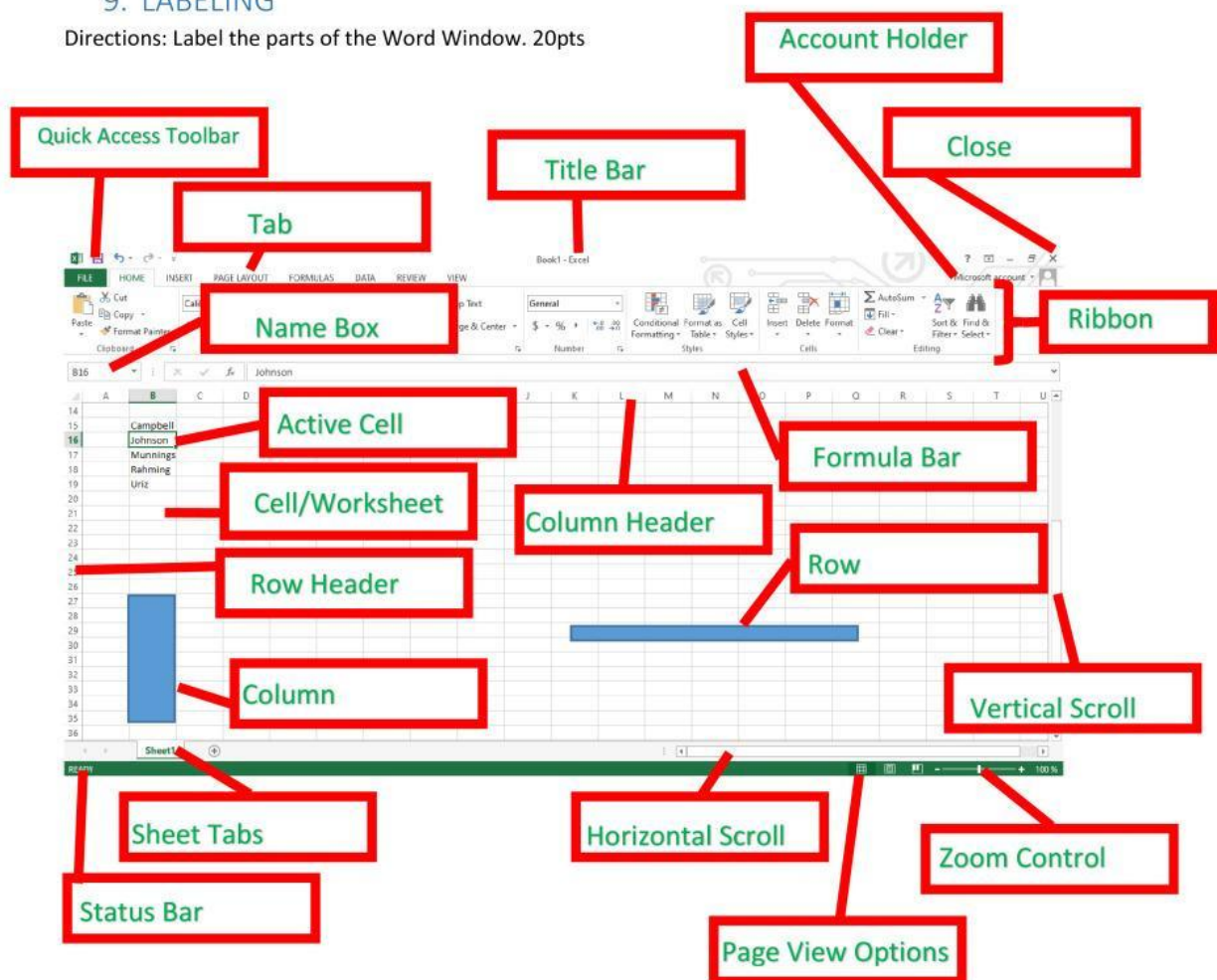
| COLUMN A   | COLUMN B   |
|--|--|
| 1   | General pointer for selecting cells singly or in groups.           |
| 2   | Pointer used at bottom right of selection to extend and fill data. |
| 3   | Pointer for menus on the ribbon.                                   |
| 4   | Pointer used to adjust the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

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



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 begin with a Equal sign.