S. C. MCPHERSON JUNIOR HIGH SCHOOL

CHRISTMAS TERM EXAMINATION 2024
SUBJECT: BUSINESS STUDIES
GRADE LEVEL: 9

DATE: 04th December 2024
TIME: 2nd & 3rd Period

DURATION: 150 minutes

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 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.

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

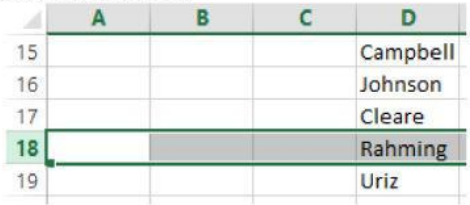
14. Which of the following are not created in excel. 1pt
    a. Budget
    b. Banners
    c. Receipt
    d. Markbooks

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



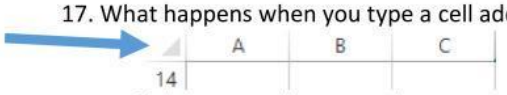
    a. D15-D19
    b. D15 : D19
    c. D15:D19
    d. D15;D19
    e. D15 – D19

16. Which row is selected 1pt



    a. D18
    b. Rahming
    c. Row 18
    d. Column D

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

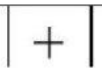
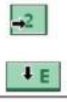
1. T / F Sheet Tabs cannot be renamed, colored, or moved.
2. T / F The tab key moves the active cell downward
3. T / F Cells can hold labels, values and formulas.
4. T / F By default labels are left align.
5. T / F By default values are right align.
6. T / F By default formulas are left align.
7. T /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

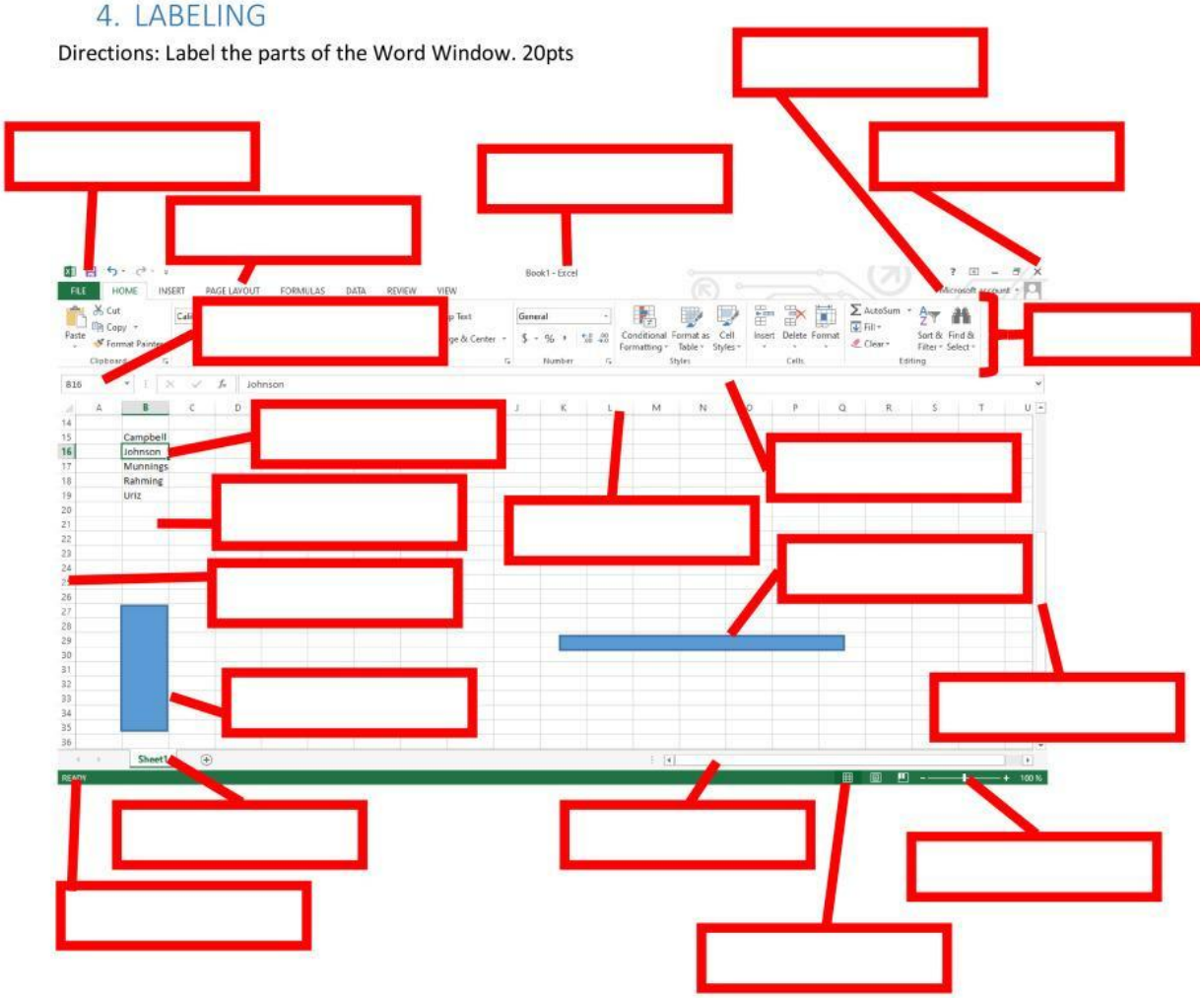
LIVEWORKSHEETS

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