SPREADSHEET APPLICATIONS

1. What will be displayed if 30/3 is keyed in a cell?
   a. 10/1
   b. 30/3
   c. 27
   d. 10

   Competency: Formulas
   Task: Create basic formulas with addition, subtraction, multiplication, and division.

2. What does the NPER function calculate?
   a. the number of periods for an investment based on periodic payments and a constant interest rate
   b. the net payments made over a set period of time
   c. the net present value based on a discount rate
   d. the net percent rate of return on an investment

   Competency: Formulas
   Task: Use advanced functions/formulas (payment, future, value, statistical).

3. What type of function should be used to compute the present value of a recent investment?
   a. engineering function
   b. logical function
   c. financial function
   d. information function

   Competency: Functions
   Task: Demonstrate the functions and terminology of spreadsheet software.

4. The _____ of the worksheet shows the actual formulas you have entered, rather than the resulting values.
   a. actual symbol
   b. formulas version
   c. formulas Print symbol
   d. current version

   Competency: Functions
   Task: Design, create, and edit spreadsheets using appropriate inputting, editing, and formatting skills.

5. To keep proportions of a chart the same as you resize it, press and hold the _____ key as you drag one of the corner selection handles.
   a. Alt
   b. Ctrl
   c. Shift
   d. Esc

   Competency: Graphs, Charts, Reports
   Task: Enhance and format charts.

6. Which one of the following would **not** be a practical use of a spreadsheet application?
   a. predicting the amount that you will spend on clothing in a year
   b. keeping track of grades in a class
   c. planning a budget
   d. printing out envelopes

   Competency: Purpose for Spreadsheet
   Task: Explain spreadsheets and various options.

7. The PivotTable automatically ___ with the addition or removal of fields of data.
    a. reconfigures
    b. saves
    c. filters
    d. prints

    Competency: Pivot Tables and Advanced Tools
    Task: Create a pivot table.

8. Where can a macro button be created?
    a. on the bottom of the workbook
    b. in the middle of the workbook
    c. at the top of the workbook
    d. anywhere in a workbook

    Competency: Macros and Templates
    Task: Create, record, edit, and run/apply spreadsheet macros.

9. In Excel, it is **not** possible to filter on ___ column.
    a. an indented
    b. a reverse
    c. only one
    d. more than one

    Competency: Filters and Extraction of Data
    Task: Sort and filter spreadsheet data for specific information.

10. Combining two or more cells together is called _____ cells.
    a. merging
    b. spanning
    c. combining
    d. mixing

    Competency: Format and Print Options
    Task: Enhance spreadsheet by using formatting features (e.g., column width, justification, values).

Spreadsheet Applications Answer Key

1) B
2) A
3) C
4) B
5) C
6) D
7) A
8) D
9) B
10) A