

## Spreadsheet Applications

- 1) Which one of the following math functions **cannot** be performed using AutoCalculate?
- multiply
  - sum
  - count
  - average

**Competency:** Formulas

- 2) In the formula =VLOOKUP(F12, Theory, 4), the F12 represents the:
- lookup table
  - the IF Statement results
  - search argument
  - column number

**Competency:** Formulas

- 3) The Goal Seeker function lets users select \_\_\_ for a cell that contains a formula, such as setting a goal payment amount by changing the cell that contains the interest rate.
- goals
  - payment functions
  - FV functions
  - loan amounts

**Competency:** Functions

- 4) Which one of the following is a tool that helps users with data entry 'protection' by forcing values inputted into a cell to fall within a certain range?
- Data Search
  - Chart
  - Data Validation
  - Scenario Manager

**Competency:** Functions

5) Line charts could be helpful in viewing:

- a. your family's height
- b. a single list of data
- c. percentages of a whole
- d. company revenue vs. time

**Competency:** Graphs, charts, reports

6) Which one of the following is best presented using a spreadsheet?

- a. a memo
- b. a trial balance
- c. an address list
- d. a presentation

**Competency:** Purpose for spreadsheet

7) A document that includes a needs statement for a new worksheet, source of data, summary of calculations, and chart requirements, is called a:

- a. worksheet template
- b. page setup document
- c. requirements document
- d. task pane

**Competency:** Purpose for spreadsheet

8) A table view of \_\_\_ data that allows the data to be summarized and compared in multiple ways is known as a PivotTable.

- a. row and column
- b. height and width
- c. chart and graphic
- d. label and value

**Competency:** Pivot tables

9) A macro can be stored in which one of the following?

- a. a 'global' workbook
- b. a single workbook
- c. a single worksheet
- d. a single worksheet or 'global' workbook

**Competency:** Macros and templates

10) Which formatting tool helps users by formatting values that fall into a certain range?

- a. Google Search
- b. Natural Language
- c. Conditional
- d. Scenario

**Competency:** Format and print option

**ANSWER KEY**

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