[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 19 pts**

Which tab do you select when you are ready to create a new workbook?

|  |  |
| --- | --- |
|  | Home |
|  | File |

|  |  |
| --- | --- |
|  | Insert |
|  | View |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 29 pts**

Which new document type has already been set up to display data layout and formatting?

|  |  |
| --- | --- |
|  | Template |
|  | Worksheet |

|  |  |
| --- | --- |
|  | Workbook |
|  | Blank |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 39 pts**

The shortcut key for copying is

|  |  |
| --- | --- |
|  | Ctrl + C |
|  | Ctrl + D |

|  |  |
| --- | --- |
|  | Ctrl + V |
|  | Ctrl + X |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 49 pts**

Which of the following places a duplicate of the selected information on the Clipboard?

|  |  |
| --- | --- |
|  | Paste |
|  | Redo |

|  |  |
| --- | --- |
|  | Copy |
|  | Undo |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 59 pts**

The shortcut key for cutting is

|  |  |
| --- | --- |
|  | Ctrl + C |
|  | Ctrl + D |

|  |  |
| --- | --- |
|  | Ctrl + V |
|  | Ctrl + X |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 69 pts**

In order to copy data, which key do you hold down the entire time while dragging?

|  |  |
| --- | --- |
|  | Ctrl |
|  | Alt |

|  |  |
| --- | --- |
|  | Shift |
|  | Tab |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 79 pts**

Which of the following is used to insert a copied or cut selection into a cell or range of cells?

|  |  |
| --- | --- |
|  | Copy |
|  | Paste |

|  |  |
| --- | --- |
|  | Redo |
|  | Undo |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 89 pts**

The shortcut key for pasting is

|  |  |
| --- | --- |
|  | Ctrl + C |
|  | Ctrl + D |

|  |  |
| --- | --- |
|  | Ctrl + V |
|  | Ctrl + X |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 97 pts**

To edit a cell, you must first do what?

|  |  |
| --- | --- |
|  | Save the file. |
|  | Select the cell. |

|  |  |
| --- | --- |
|  | Print the cell. |
|  | Copy the cell. |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 107 pts**

Which key do you use to move to the next row when entering data?

|  |  |
| --- | --- |
|  | Enter |
|  | Backspace |

|  |  |
| --- | --- |
|  | Up Arrow |
|  | Down Arrow |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 117 pts**

Where is the Fill handle located?

|  |  |
| --- | --- |
|  | on the ribbon |
|  | on the taskbar |

|  |  |
| --- | --- |
|  | on the Quick Access Toolbar |
|  | in the right hand corner of a cell |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556292/take)

**Question 127 pts**

Which Excel feature is used to fill cells with data that is based on data in other cells or that follows a pattern?

|  |  |
| --- | --- |
|  | Auto Fill |
|  | Range Fill |

|  |  |
| --- | --- |
|  | Data Fill |
|  | Duplicate Fill |

**Question 1**

**2.5 / 2.5 pts**

Which key do you use to move to the next row when entering data?

**Correct!**



Enter



Backspace



Up Arrow



Down Arrow

**Question 2**

**2.5 / 2.5 pts**

Where is the Fill handle located?



on the ribbon



on the taskbar



on the Quick Access Toolbar

**Correct!**



in the right hand corner of a cell

**Question 112 pts**

Match each sign with its calculation.

Addition



Subtraction



Multiplication



Division



[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556282/take)

**Question 211 pts**

Per the order of operations, which of the folloiwng is calculated first?

|  |  |
| --- | --- |
|  | Addition (+) and subtraction (-) (left to right) |
|  | Exponentiation (^) |

|  |  |
| --- | --- |
|  | Percent (%) |
|  | Negative Number ( - ) |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556282/take)

**Question 311 pts**

Which calculation would be performed first in this formula?

(((3+1)\*(2+2)-2)\*(1\*1)))\*(4+5)

|  |  |
| --- | --- |
|  | (2+2) |
|  | (1\*1) |

|  |  |
| --- | --- |
|  | (3+1) |
|  | (4+5) |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556282/take)

**Question 411 pts**

In Excel, what is the results of = 1 + 3 \* 2 / 2 - 1?

|  |  |
| --- | --- |
|  | 2 |
|  | 3 |

|  |  |
| --- | --- |
|  | 4 |
|  | 6 |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556282/take)

**Question 511 pts**

Which of the following describes the performance of the first calculation in a formula?

|  |  |
| --- | --- |
|  | from left to righ |
|  | on the innermost set of parentheses |

|  |  |
| --- | --- |
|  | from right to left |
|  | on a percent |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556282/take)

**Question 611 pts**

The formula = 6 \* 2 / 3 produces the same result as = 6 \* (2/3).

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556282/take)

**Question 711 pts**

The order of operations determines which parts of a formula are calculated before other parts of the formula.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556282/take)

**Question 811 pts**

Which of the following is NOT an arithmetic operator?

|  |  |
| --- | --- |
|  | + |
|  | - |

|  |  |
| --- | --- |
|  | \* |
|  | ] |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556282/take)

**Question 911 pts**

To allow Excel to distinguish formulas from data, all formulas begin with an equal sign (=).

|  |  |
| --- | --- |
|  | True |
|  | False |

**Question 14 pts**

\_\_\_\_\_\_\_\_\_\_\_\_ returns the current date and time.

|  |  |
| --- | --- |
|  | NOW |
|  | TODAY |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 24 pts**

\_\_\_\_\_\_\_\_\_\_ returns the current date but not the time.

|  |  |
| --- | --- |
|  | NOW |
|  | TODAY |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 34 pts**

The value returned by the \_\_\_\_\_\_\_\_\_\_\_\_\_ function automatically updates every time you change the worksheet.

|  |  |
| --- | --- |
|  | INSERT |
|  | TODAY |

|  |  |
| --- | --- |
|  | NOW |
|  | UPDATE |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 44 pts**

In cells C2-C120, you are tracking student test scores. Which function is used to find the student with the best score?

|  |  |
| --- | --- |
|  | MAXA |
|  | AVERAGE |

|  |  |
| --- | --- |
|  | MINA |
|  | MAX |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 54 pts**

Which function quickly adds a range of cells that are next to each other?

|  |  |
| --- | --- |
|  | AutoSum |
|  | SUMIF |

|  |  |
| --- | --- |
|  | SUMIFS |
|  | SUM |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 64 pts**

Which function determines the payment for a loan based on the interest rate of a loan, the number of payments to be made, and the loan amount?

|  |  |
| --- | --- |
|  | AVERAGE |
|  | MAX |

|  |  |
| --- | --- |
|  | PMT |
|  | SUM |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 74 pts**

Which function returns the current date but not the time?

|  |  |
| --- | --- |
|  | TODAY |
|  | NOW |

|  |  |
| --- | --- |
|  | TIME |
|  | YEAR |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 84 pts**

You have sorted your employee listing by the department field and wish to total the salaries within each department. Which function would you use?

|  |  |
| --- | --- |
|  | TOTAL |
|  | SUM |

|  |  |
| --- | --- |
|  | SUBTOTAL |
|  | MAX |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 94 pts**

Which tab in Excel provides access to a library of formulas and functions?

|  |  |
| --- | --- |
|  | File |
|  | Page Layout |

|  |  |
| --- | --- |
|  | View |
|  | Formulas |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 104 pts**

Which function does the opposite of the MIN function?

|  |  |
| --- | --- |
|  | MAX |
|  | AVERAGE |

|  |  |
| --- | --- |
|  | MINA |
|  | PMT |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 114 pts**

Which function determines the smallest value of a given list of numbers or arguments?

|  |  |
| --- | --- |
|  | MAX |
|  | AVERAGE |

|  |  |
| --- | --- |
|  | SUBTOTAL |
|  | MIN |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 124 pts**

Which function calculates the arithmetic mean for the values in a range of cells?

|  |  |
| --- | --- |
|  | MAX |
|  | AVERAGE |

|  |  |
| --- | --- |
|  | PMT |
|  | MIN |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 134 pts**

What does the NOW function return?

|  |  |
| --- | --- |
|  | year |
|  | day |

|  |  |
| --- | --- |
|  | date and time |
|  | day and year |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 144 pts**

Which of the following can you use rather than manually creating a formula?

|  |  |
| --- | --- |
|  | Tab |
|  | Format |

|  |  |
| --- | --- |
|  | Function |
|  | View |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 154 pts**

Which of the following is a predefined formula that performs a calculation?

|  |  |
| --- | --- |
|  | function |
|  | cell address |

|  |  |
| --- | --- |
|  | parenthesis |
|  | operand |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 164 pts**

What must surround the arguments of a function?

|  |  |
| --- | --- |
|  | commas |
|  | parentheses |

|  |  |
| --- | --- |
|  | brackets |
|  | asterisks |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 174 pts**

Which of the following formulas will find the average value between the range of B7 and P7?

|  |  |
| --- | --- |
|  | =AVERAGE(B7-P7) |
|  | =AVERAGE:B7:P7 |

|  |  |
| --- | --- |
|  | =AVERAGE(B7:P7) |
|  | =AVERAGE(B7,P7) |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 184 pts**

In order to determine how many cells in a range contain a number, which function do you use?

|  |  |
| --- | --- |
|  | SUM |
|  | COUNT |

|  |  |
| --- | --- |
|  | AVERAGE |
|  | COUNTA |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 194 pts**

Which function adds up the values in a selected range and then divides that total by the number of nonblank cells in the range?

|  |  |
| --- | --- |
|  | MEDIAN |
|  | MIN |

|  |  |
| --- | --- |
|  | AVERAGE |
|  | MAX |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 204 pts**

In order to create a formula using the MIN function, you must first do what?

|  |  |
| --- | --- |
|  | Select the data to which the function refers. |
|  | Select all cells in the worksheet. |

|  |  |
| --- | --- |
|  | Select the cell where the answer will be displayed. |
|  | Select all totals |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 214 pts**

Which function would you use to return the largest value in a range of cells?

|  |  |
| --- | --- |
|  | AutoSum |
|  | MAX |

|  |  |
| --- | --- |
|  | MIN |
|  | SUM |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 224 pts**

Which is a valid COUNT function?

|  |  |
| --- | --- |
|  | =COUNT(A1:C38) |
|  | =(A1:C38)COUNT |

|  |  |
| --- | --- |
|  | =COUNT:A1:C38 |
|  | =COUNT |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 234 pts**

Which function totals all the cells in the range?

|  |  |
| --- | --- |
|  | AVERAGE |
|  | SUM |

|  |  |
| --- | --- |
|  | COUNT |
|  | SUMIF |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 244 pts**

All formulas must start with what character(s)?

|  |  |
| --- | --- |
|  | () |
|  | "" |

|  |  |
| --- | --- |
|  | = |
|  | \* |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556222/take)

**Question 254 pts**

If you want to calcuate how much interest you will pay on your mortgage, which function icon would you click in the Formulas tab?

|  |  |
| --- | --- |
|  | Date & Time |
|  | Financial |

|  |  |
| --- | --- |
|  | Text |
|  | Logical |

**Question 16 pts**

In order to add a header or footer to your worksheet, you click the Header & Footer button on the Insert tab in which group?

|  |  |
| --- | --- |
|  | Tables |
|  | Apps |

|  |  |
| --- | --- |
|  | Text |
|  | Reports |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 26 pts**

Which tab is a contextual tab which displays additional Header & Footer formatting options?

|  |  |
| --- | --- |
|  | Design |
|  | Data |

|  |  |
| --- | --- |
|  | Home |
|  | Review |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 36 pts**

In order to save time, you can use one of the predefined headers and footers found on which tab?

|  |  |
| --- | --- |
|  | Data |
|  | Home |

|  |  |
| --- | --- |
|  | Design |
|  | Review |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 46 pts**

Which of the following codes is inserted in the Header & Footer Elements group, using the picture button, to include a watermark in a printed worksheet?

|  |  |
| --- | --- |
|  | &[Picture] |
|  | &[Watermark] |

|  |  |
| --- | --- |
|  | &(Picture) |
|  | &(Watermark) |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 55 pts**

Gridlines are lines that display around worksheet cells.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 65 pts**

Which of the following elements are displayed by default but do not print automatically?

|  |  |
| --- | --- |
|  | fonts |
|  | gridlines |

|  |  |
| --- | --- |
|  | charts |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 77 pts**

In order to see how the printed document will be split among pages, select Page Break Preview on which tab?

|  |  |
| --- | --- |
|  | View |
|  | Home |

|  |  |
| --- | --- |
|  | Data |
|  | Design |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 87 pts**

In which group on the Page Layout tab will you find the options necessary to change the scaling of a printed worksheet?

|  |  |
| --- | --- |
|  | Arrange |
|  | Page Setup |

|  |  |
| --- | --- |
|  | Sheet Options |
|  | Themes |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 97 pts**

What is used to shrink or stretch a document to print on a single page?

|  |  |
| --- | --- |
|  | Pasting |
|  | Cutting |

|  |  |
| --- | --- |
|  | Zooming |
|  | Scaling |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 105 pts**

Document themes are used to apply sets of styles to a/an \_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
|  | column |
|  | entire document |

|  |  |
| --- | --- |
|  | header |
|  | row |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 115 pts**

In order to quickly format your worksheet, select any cell within the active worksheet and choose a desired theme on which tab?

|  |  |
| --- | --- |
|  | Page Layout |
|  | Home |

|  |  |
| --- | --- |
|  | Review |
|  | View |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 125 pts**

To delete a row, select the row heading on the Home tab in the Cells group, click the \_\_\_\_\_\_\_\_\_\_ button arrow, and select Delete Sheet Rows.

|  |  |
| --- | --- |
|  | Erase |
|  | Delete |

|  |  |
| --- | --- |
|  | Cut |
|  | Remove |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 135 pts**

To insert a new row, select the row or a cell in the row \_\_\_\_\_\_\_\_\_\_ the one where you want the new row to display.

|  |  |
| --- | --- |
|  | above |
|  | to the right of |

|  |  |
| --- | --- |
|  | below |
|  | to the left of |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 145 pts**

In order to let Excel automatically adjust the width to fit the contents, what can you use on the boundary line between rows or columns?

|  |  |
| --- | --- |
|  | click |
|  | drag |

|  |  |
| --- | --- |
|  | triple-click |
|  | double-click |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 155 pts**

Newly inserted columns are inserted to the \_\_\_\_\_\_\_\_\_\_ of the selected cell or column.

|  |  |
| --- | --- |
|  | left |
|  | right |

|  |  |
| --- | --- |
|  | above |
|  | below |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 165 pts**

When you wish to reduce the visibility of unwanted rows or columns in a spreadsheet, what option from the shortcut menu can you use?

|  |  |
| --- | --- |
|  | Option |
|  | Clear |

|  |  |
| --- | --- |
|  | Hide |
|  | Delete |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 175 pts**

A row heading is identified by which of the following?

|  |  |
| --- | --- |
|  | keystroke |
|  | symbol |

|  |  |
| --- | --- |
|  | letter |
|  | number |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556225/take)

**Question 185 pts**

Which of the following best describes the definition of row height?

|  |  |
| --- | --- |
|  | left-to-right measurement of a row |
|  | top-to-bottom measurement of a row |

|  |  |
| --- | --- |
|  | an entire row |
|  | an entire column |

**Question 15 pts**

The Insert Chart dialog box allows you to \_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
|  | choose how many columns and rows are plotted in your chart |
|  | select a location for the chart |

|  |  |
| --- | --- |
|  | insert the chart data |
|  | select the type of chart to create |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 25 pts**

Which tab is selected to build a chart?

|  |  |
| --- | --- |
|  | File |
|  | Insert |

|  |  |
| --- | --- |
|  | Page Layout |
|  | Data |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 35 pts**

In order to delete a chart, what do you do?

|  |  |
| --- | --- |
|  | Click on a label and press the Delete key. |
|  | Click on the white space and press the Delete key. |

|  |  |
| --- | --- |
|  | Click on the chart graphic and press the Delete key. |
|  | Click on the title of the chart and press the Delete key. |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 45 pts**

In a chart, normally the time period is displayed in the \_\_\_\_\_\_\_\_\_\_\_ and categories are in the \_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
|  | first row, second row |
|  | first column, second column |

|  |  |
| --- | --- |
|  | first column, first row |
|  | first row, first column |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 55 pts**

When a chart is added to your worksheet, the Chart Tools tabs (Design and Format) become available. What must you select to add an additional chart?

|  |  |
| --- | --- |
|  | File |
|  | Insert |

|  |  |
| --- | --- |
|  | Page Layout |
|  | Data |

|  |  |
| --- | --- |
|  | Design |
|  | Format |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 65 pts**

After you create a chart, you can instantly change its appearance by applying a predefined style or layout.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 75 pts**

Quick Styles are the chart styles available in the Chart Styles group of the DESIGN tab in the CHART TOOLS tab.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 85 pts**

How do you change the orientation of the rows and columns in a chart?

|  |  |
| --- | --- |
|  | Go to the Design tab, then Switch Row/Column button. |
|  | Go to the Insert tab, then Switch Row/Column button. |

|  |  |
| --- | --- |
|  | Go to the Page Layout tab, then Effects. |
|  | Go to the Format tab, then Quick Styles. |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 95 pts**

Which chart is useful for comparing values across categories?

|  |  |
| --- | --- |
|  | column |
|  | line |

|  |  |
| --- | --- |
|  | pie |
|  | scatter |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 105 pts**

What type of chart should be used for analyzing trends over time?

|  |  |
| --- | --- |
|  | bar |
|  | line |

|  |  |
| --- | --- |
|  | radar |
|  | single pie |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 115 pts**

What will adjust on the chart when you move the corner handles while a four-sided arrow is showing?

|  |  |
| --- | --- |
|  | top |
|  | width |

|  |  |
| --- | --- |
|  | height |
|  | both height and width |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 125 pts**

How do you adjust the data series in a chart from Chart Tools?

|  |  |
| --- | --- |
|  | Go to the Format tab and Format Selection. |
|  | Go to the Design tab and Add Chart Elements. |

|  |  |
| --- | --- |
|  | Go to the Design tab and Change Chart Type. |
|  | Go to the Design tab and Select Data. |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 135 pts**

What command lets you add or change chart elements?

|  |  |
| --- | --- |
|  | Format Section |
|  | Select Data |

|  |  |
| --- | --- |
|  | Effects |
|  | Add Chart Elements |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 145 pts**

After the chart is created, where can you find chart styles?

|  |  |
| --- | --- |
|  | Insert, Charts |
|  | Design, Chart Styles |

|  |  |
| --- | --- |
|  | Page Layout, Themes |
|  | View, Custom Views |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 155 pts**

How do you adjust the chart elements in a chart from Chart Tools?

|  |  |
| --- | --- |
|  | Go to the Format tab and Format Selection. |
|  | Go to the Design tab and Add Chart Elements. |

|  |  |
| --- | --- |
|  | Go to the Design tab and Change Chart Type. |
|  | Go to the Design tab and Select Data. |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 165 pts**

What represents related data markers in a chart?

|  |  |
| --- | --- |
|  | symbol |
|  | chart |

|  |  |
| --- | --- |
|  | data marker |
|  | data series |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 175 pts**

What happens when a new series is added using the Select Data button from the Chart Tools?

|  |  |
| --- | --- |
|  | It deletes and recreates the chart. |
|  | The chart automatically updates. |

|  |  |
| --- | --- |
|  | It reselects the data range. |
|  | A series cannot be added. |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 185 pts**

What happens to a chart when new data is added to the table within the Chart Range?

|  |  |
| --- | --- |
|  | It automatically updates. |
|  | The chart is deleted and a new one is created. |

|  |  |
| --- | --- |
|  | The data range is reselected. |
|  | Data cannot be added. |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 195 pts**

What command provides speedy options for which chart elements are showing and where they appear?

|  |  |
| --- | --- |
|  | Quick Chart |
|  | Quick Format |

|  |  |
| --- | --- |
|  | Change Color |
|  | Quick Layout |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556286/take)

**Question 205 pts**

What represents a single data point or value that originates from a worksheet cell?

|  |  |
| --- | --- |
|  | symbol |
|  | chart |

|  |  |
| --- | --- |
|  | data marker |
|  | data series |

**Question 111 pts**

Match each program with what it is good at.

Database



Spreadsheet



[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 211 pts**

Databases are all around you.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 311 pts**

Databases make it possible to organize and sort your data.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 411 pts**

Databases think in terms of relationships.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 58 pts**

Which of the following is the button to click when you want to create a new record?

Database Pic.PNG

|  |  |
| --- | --- |
|  | record button 1.PNG |
|  | record button 2.PNG |

|  |  |
| --- | --- |
|  | record button 3.PNG |
|  | record button 4.PNG |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 68 pts**

You cannot change the ID number.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 78 pts**

Match the term with what it is similar to.

row



column



[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 88 pts**

Databases are similar to

|  |  |
| --- | --- |
|  | a spreadsheet |
|  | a presentation |

|  |  |
| --- | --- |
|  | a word processing document |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 98 pts**

You should avoid deleting records.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 108 pts**

Each box in a table is called a cell just like in a spreadsheet.

|  |  |
| --- | --- |
|  | True |
|  | False |

[Flag this Question](https://graniteschools.instructure.com/courses/1112087/quizzes/1556232/take)

**Question 118 pts**

What is the heart of a database?

|  |  |
| --- | --- |
|  | Forms |
|  | Tables |

|  |  |
| --- | --- |
|  | Queries |
|  | Reports |

**Question 5**

**1 / 1 pts**

A database is data stored on a computer.



True



False

**Question 1**

**0.5 / 1 pts**

Match each term to its definition.

**Forms**



**Queries**



**Tables**



**Reports**



**Question 2**

**1 / 1 pts**

The heart of any database is



table



form



query



report

**Question 3**

**1 / 1 pts**

A column in a spreadsheet is called a \_\_\_\_\_\_\_\_\_\_\_\_ in a database.



record



field

**Question 4**

**1 / 1 pts**

A row in a spreadsheet is called a \_\_\_\_\_\_\_\_\_\_\_ in a database.



record



field

**Question 5**

**1 / 1 pts**

\_\_\_\_\_\_\_\_\_\_\_ are made up of tables, forms, queries, and reports.



presentations



spreadsheets



databases



documents

Internet:

**Question 2**

**5 / 5 pts**

Web pages are stored on a \_\_\_\_\_\_\_\_\_\_\_\_\_.



Modem



Client



Server

**Question 1**

**5 / 5 pts**

Computers that make files available to other users:



Desktop Microcomputer



Mainframe



Workstation



Server

**Question 2**

**5 / 5 pts**

The name of a larger network, such as the Internet:



LAN



URL



IP Address



WAN

**Question 1**

**5 / 5 pts**

A web address



Internet



URL



Search Engine



Web Browser



ISP

**Question 1**

**5 / 5 pts**

Some modems include a built-in router.



True



False

**Question 2**

**5 / 5 pts**

Provides access to the internet for a fee:



Internet



URL



Search Engine



Web Browser



ISP

**Question 1**

**5 / 5 pts**

Which type of internet service uses existing phone lines and allows simultaneous internet and phone usage?



Dial-up



DSL



cable

**Question 1**

**5 / 5 pts**

Which of the following is a browser?



Chrome



Firefox



Safari



all of the above

**Question 2**

**5 / 5 pts**

You may bookmark pages you frequently visit.



True



False

**Question 1**

**5 / 5 pts**

You can only open one tab at a time in a browser.



True



False

**Question 2**

**5 / 5 pts**

To go to the previous page you are on in a browser which button do you click?



Home



Esc



Back



Start

**Question 2**

**5 / 5 pts**

A URL is usually typed in a browser's \_\_\_\_\_\_\_\_\_\_\_\_\_.



Googles



Plug-in



address bar

**Question 1**

**5 / 5 pts**

The words you type into a search bar are known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.



Search terms



Search results



Googles

**Question 2**

**5 / 5 pts**

A program that searches a database and returns desired results:



Internet



URL



Search Engine



Web Browser



ISP

To go to the previous page you are on in a browser which button do you click? A world-wide system of interconnected networks:

**Question 1**

**5 / 5 pts**

Identify the correctly written email address below:



jane&gmail.com



jane@yahoo.com



janeATyahoo.com



jane.gmail@com

**Question 2**

**5 / 5 pts**

In the email address [watsonelectric@yahoo.com](mailto:watsonelectric@yahoo.com) which part is the email provider?



watsonelectric



@



yahoo.com



gmail

**Question 1**

**5 / 5 pts**

Generally, when you receive an email, it will appear in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.



drafts folder



inbox



outbox



tasks list

**Question 2**

**5 / 5 pts**

A document or file that is connected to an email message is called a(n):



Attachment



Carbon copy



Hypertext link



Reply file

**Question 2**

**5 / 5 pts**

You can use a/an \_\_\_\_\_\_\_\_\_\_\_ to automatically include the same text at the end of every email you send.



signature



attachment



emoticon

The command you click to send a message you previously received to another address is the \_\_\_\_\_\_\_\_\_\_ command.



Forward



Send



Reply All



BCC

**Question 1**

**5 / 5 pts**

You should review your emails before you send them.



True



False

**Question 2**

**5 / 5 pts**

It's best to ignore or delete \_\_\_\_\_\_\_\_\_\_\_\_ emails, also known as junk email.



draft



spam



trash



archived

**Question 1**

**5 / 5 pts**

The company you work for could read your email.



True



False

**Question 1**

**5 / 5 pts**

[hotmama420@yahoo.com](mailto:hotmama420@yahoo.com) could give others a bad impression of you.



True



False

**Question 2**

**5 / 5 pts**

Writing in ALL CAPS is the equivalent to shouting online.



True



False