



Digital Literacy II: Office Productivity

Unit 3 Spreadsheets

UNIT EXAM

1. By default, Microsoft Excel automatically saves a copy of your spreadsheet every 10 minutes.
 - a. **True**
 - b. False
2. Grouping worksheets allows the user to make changes to several worksheets at once
 - a. **True**
 - b. False
3. In order to reference a cell from a different worksheet, you must copy and paste that cell into the current worksheet
 - a. True
 - b. **False**
4. Sparklines are tiny charts that fit into one cell.
 - a. **True**
 - b. False
5. In Diagram 1, some of the cells contain pound signs; which of the following suggestions would help correct the problem?
 - a. **Make the cell wider**
 - b. Change the number formatting in the cell
 - c. Change the font format in the cell
 - d. Delete the data and re-type it
6. What is an advantage, if any, to using cell references instead of just typing in values?
 - a. It will automatically create a sparkline in the next cell
 - b. It will allow you to format your spreadsheet quicker
 - c. **If the cell is changed, your formula will automatically update**
 - d. There is no advantage





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7. In Diagram 2, the spreadsheet contains campers' names, information, and their counselors; which two features will help sort the list by counselor, and then print out a list containing only the campers' and counselors' names?
- Sort and Track Changes
 - Format and Hide Columns
 - Custom Sorting and Formatting
 - Custom Sorting and Hide Columns**
8. Any changes made to an Excel document can be tracked in a separate worksheet
- True**
 - False
9. While reviewing her worksheet, Megan noticed she had made a mistake in several places and used the color name "burgundy" when she should have used "maroon". Which feature will allow her to correct her mistake the fastest?
- Search and Find
 - Sort and Format
 - Find and Replace**
 - Sort and Replace
10. Which orientation is best for displaying a very wide chart?
- Letter
 - Landscape**
 - Portrait
 - Flyer
11. Which of these formulas will add three cells and then divide the sum by 4?
- $= (A1+A2+A3)/4$**
 - $A1+A2+A3/4$
 - $=A1+A2+A3^4$
 - $(A1+A2) + A3/4$



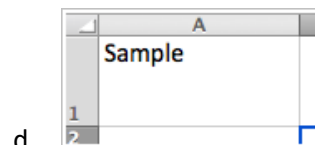
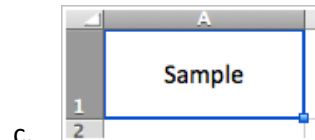
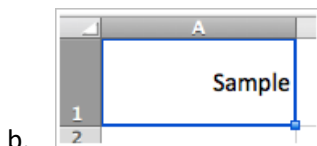
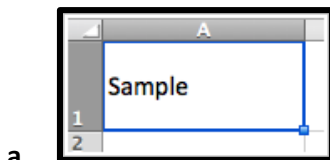


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12. In Diagram 3, what is wrong with the formula in cell C11?
- It has the incorrect arguments
 - It has the wrong function name
 - It is missing an equal sign at the beginning of her formula**
 - The colon should be replaced with a dash (-)
13. Refer to Diagram 4. Which formula would calculate the total amount of vanilla cakes ordered?
- $= (C3+C5+C9)/3$
 - $= \text{SUM}(C2:C10)$
 - $= \text{AVERAGE}(C2:C10)$
 - $= (C3+C5+C9)$**
14. Charles is creating a spreadsheet for work. Each time he opens Excel, he wants to be able to find the file quickly without having to browse for it. Which option would you recommend to Charles?
- Save the file as a template
 - Pin the file to his backstage view**
 - Save the file as a PDF
 - Email the file to himself every time he makes a change
15. Which of the following shows an example of a cell with a left horizontal alignment and a middle vertical alignment?







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DIAGRAM 1

	A	B
1	July Spending	
2	Item	Amount
3	Carter Account	#####
4	Jackson Account	#####
5	Office Supplies	\$990.00
6	San Viejo Luncheon	\$550.47
7	Technology Update	#####

DIAGRAM 2

	A	B	C	D	E	F	G
1	Campers Name	Gender	Birthday	Grade	Telephone Number	Parents Name	Counselor's Name
2	Johnny Jackson	M	5/12/2005	5	555-895-5595	Max & Clara	Mark King
3	Penny Lane	F	6/2/2006	4	555-786-5469	Arnold & Kelly	Jane Johnson
4	Elizabeth Shoemaker	F	10/4/2006	4	554-124-2693	Michael & Jan	Jane Johnson
5	Thomas Wilder	M	7/17/2004	6	555-213-2942	Jack & Dana	Zach Benson

DIAGRAM 3

	A	B	C	D
1	Assignment	Date	Grade	
2	Unit 1 Quiz	5-Feb	79	
3	Unit 1 Test	13-Feb	85	
4	Unit 2 Quiz	18-Feb	93	
5	Unit 2 Test	23-Feb	90	
6	First Quarter Project	25-Feb	87	
7	Unit 3 Quiz	10-Mar	71	
8	Unit 3 Test	13-Mar	95	
9	Unit 4 Quiz	19-Mar	83	
10	Unit 4 Test	25-Mar	86	
11			AVERAGE(C2:C10)	
12				

DIAGRAM 4

	A	B	C
1	Customer Name	Order	Quantity
2	Jack Smith	Chocolate Cake	10
3	Jill Doe	Vanilla Cake	5
4	Jaquan Carter	Marbled Cake	4
5	Anh Ko	Vanilla Cake	9
6	Torian Fields	Marbled Cake	18
7	Alejandra Martinez	Chocolate Cake	6
8	Jerry Cranston	Cheesecake	1
9	Walter Winter	Vanilla Cake	2
10	John Snow	Cheesecake	10
11			





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