SPREADSHEET APPLICATIONS

1) The basic syntax for a function is the equals sign (=), the ___ name, and one or more arguments.

   A) formula

   B) function

   C) arithmetic

   D) reference

2) ____ lets you search for specific information in your spreadsheet.

   A) HLOOKUP

   B) UFIND

   C) VLOOKUP

   D) GFETCH

3) ___ is/are an example of using an advanced spreadsheet project which includes multiple, integrated spreadsheets.

   A) Award certificates

   B) Project management

   C) Calculations

   D) Time sheets

4) Worksheet level protection is **not** intended as a security feature, rather, it simply prevents users from ___ cells within the worksheet.

   A) encrypting

   B) unlocking

   C) inserting comments

   D) modifying locked

5) Using the washout function in the color mode on an inserted image will result in the image being ___ in transparency.

   A) solid

   B) darker

   C) lighter

   D) brighter

6) A ___ is used to help viewers identify the various columns in a column chart.

A) dialogue box

B) inspector

C) legend

D) viewer

7) An example of ___ is viewing a Pivot Table report only for a subset that meets a selection criterion.

A) sorting

B) filtering

C) implementing

D) logging

8) The ___ field must be identified when creating a pivot table.

A) block

B) cell

C) data

D) insert

9) A ___ is used to automate a task that is performed repeatedly in a spreadsheet application.

A) macro

B) pivot table

C) function

D) formula

10) When comparing three or more variables relative to a central point, the data is best plotted in a _____ chart.

A) radar

B) base

C) splatter

D) bubble

11) A Pivot Table in a spreadsheet is very similar to a ___ within a database.

A) block

B) subset

C) macro

D) query

12) Which of the following functions is considered a statistical analysis function that assists users in analyzing data?

A) AVERAGE

B) VLOOKUP

C) WHEN

D) OR

13) The ___ feature can be selected when printing a spreadsheet to display the lines of each cell.

A) circle

B) segment

C) gridline

D) border

14) ___ formatting allows the user to create an option for having a cell turn red or bold automatically if a certain value has been exceeded.

A) Assigned

B) Remote

C) Absolute

D) Conditional

15) Setting up each page field to retrieve data only when viewing a new page would ___ a Pivot Table query.

A) slow down

B) invalidate

C) speed up

D) lock up

1) B
2) C
3) B
4) D
5) C
6) C
7) B
8) C
9) A
10) A
11) D
12) A
13) C
14) D
15) C