# Excel Chapter 1

Tracking Customer Data

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Excel is a quick and efficient program for tasks like creating sales reports, budgets, and invoices.
   1. True
   2. False
2. A group of cells is referred to as a range.
   1. True
   2. False
3. Column width can only be set manually, by dragging with the mouse.
   1. True
   2. False
4. Tapping [Enter] is the only way to complete a cell entry.
   1. True
   2. False
5. Cell alignment can be adjusted both vertically and horizontally.
   1. True
   2. False
6. BEDMAS stands for Brackets, Equations, Division, Multiplication, Addition, Subtraction.
   1. True
   2. False
7. A formula always begins with the **=** sign in the cell.
   1. True
   2. False
8. Cell references in a formula can be typed, using upper- or lowercase letters, or selected with the mouse.
   1. True
   2. False
9. When entering text in a cell, which feature suggests text for you as you type?
   1. AutoFit
   2. AutoComplete
   3. AutoText
   4. AutoFill
10. What does number formatting allow you to add or change?
    1. The $ sign
    2. The % symbol
    3. The number of decimals
    4. The $ sign, % symbol, and the number of decimals
11. Which feature is helpful if you must enter a series of text, numbers, or dates?
    1. AutoFit
    2. AutoComplete
    3. AutoText
    4. AutoFill
12. What does Excel allow you to print?
    1. The active worksheet
    2. The entire workbook
    3. Selected cells
    4. The active worksheet, entire workbook, or selected cells