**Excel Exam Review Questions 65-100**

65. How often does Excel 2010 automatically recalculate formulas in a worksheet?

   A. Every 5 minutes  
   B. Each time you click on a cell  
   C. Each time you enter a value into a cell  
   D. Each time the worksheet is opened or closed

Answer: C

66. What is the basic mathematical order that Excel 2010 follows when more than one arithmetic operator is involved in a formula?

   A. Numerical progression  
   B. Order of operation  
   C. Process of elimination  
   D. Mathematical method

Answer: B

67. Which mode enables you to use the mouse to select cells for use in a formula?

   A. Edit mode  
   B. Selection mode  
   C. Formula mode  
   D. Point mode

Answer: D

68. How are a cell reference in a formula and its corresponding location in a worksheet identified?

   A. Arrows pointing from the formula to the location  
   B. Cell reference and cell location are circled  
   C. Cell reference and cell location are outlined in matching colors  
   D. Lines connect from the formula to the location

Answer: C

69. What method is the most efficient way to copy five separate formulas to adjacent cells simultaneously?

   A. Copy method from Shortcut Menu  
   B. Copy using the Fill Handle
Excel Exam Review Questions 65-100

C. Copy from the Home Ribbon
D. Copy using the Quick Access Toolbar

Answer: B

70. Which option button enables a user to fill cells following a fill operation?

A. AutoCorrect
B. Insert
C. Paste
D. Auto Fill

Answer: D

71. Which option button provides formatting options following the insertion of cells, rows, or columns in a worksheet?

A. AutoCorrect
B. Insert
C. Paste
D. Auto Fill

Answer: B

72. Which option button provides a list of error-checking options following the assignment of an invalid formula to a cell?

A. Trace Error
B. AutoCorrect
C. Paste
D. Auto Fill

Answer: A

73. Which of the following is a valid Excel 2010 function?

A. AVERAGE, MAX, and NUM
B. MAX, MIN, and WEEK
C. AVERAGE, MAX, and MIN
D. WEEKDAY, MAX, and CLOSE

Answer: C

74. When typing a function directly into a worksheet cell, what provides a description of currently selected functions?
Excel Exam Review Questions 65-100

A. Screenshot
B. Description box
C. Function box
D. Screen Tip

Answer: D

75. Which is the valid function for displaying the highest value in a range of values?

A. Max
B. High
C. Upper
D. Top

Answer: A

76. What tool do you use to check which cells are referenced in formulas that are assigned to the active cell?

A. Reference Finder
B. Range Finder
C. Reference Checker
D. Address Finder

Answer: B

77. Which set of formatting choices include a set of colors, fonts, and effects that you can apply to a worksheet to enhance its appearance?

A. Layout
B. Template
C. Theme
D. Design

Answer: C

78. Which ribbon contains the command to apply a theme to a worksheet in Excel 2010?

A. Home
B. Page Layout
C. Data
D. View

Answer: B

79. Where can you find the command to apply a background color to a cell or range of cells in a worksheet?
Excel Exam Review Questions 65-100

A. Home Ribbon
B. Insert Ribbon
C. Page Layout Ribbon
D. View Ribbon

Answer: A

80. Which dialog box contains the commands to specify an exact date and time format to use for a selected cell in a worksheet?

A. Number
B. Font
C. Paragraph
D. Format Cells

Answer: D

81. What type of formatting appears only when the value in a cell meets conditions specified by a user?

A. Criterion
B. Conditional
C. Logical
D. Restrictive

Answer: B

82. Which of the following is made up of two values and a relational operator, and is true or false for each cell in the range?

A. Condition
B. State
C. Restriction
D. Logic

Answer: A

83. In an Excel 2010 worksheet, how do you change the width of a column so that the widest entry will fit?

A. Smart Fit
B. AutoFit
C. Best Fit
D. True Fit
84. What is the term used to refer to a dot on a computer monitor that contains color?

A. Mark  
B. Point  
C. Icon  
D. Pixel

Answer: D

85. Where is the spellchecker located?

A. Home Ribbon  
B. Page Layout Ribbon  
C. Review Ribbon  
D. View Ribbon

Answer: C

86. Which view enables a user to create or modify a worksheet while seeing how it will look in printed format?

A. Page Layout  
B. Print  
C. Normal  
D. Web

Answer: A

87. Which view is the default view used in Excel 2010?

A. Page Layout  
B. Print  
C. Normal  
D. Web

Answer: C

88. Which term describes the blank portions of a page that fall outside the main body of the printed document?

A. Borders  
B. Edges  
C. Frames  
D. Margins
Excel Exam Review Questions 65-100

Answer: D

89. What area contains the command used to print a worksheet in Excel 2010?

A. Home Ribbon  
B. Page Layout Ribbon  
C. File Tab  
D. Quick Access Toolbar

Answer: C

90. What is the name of the process of finding and correcting errors in a worksheet?

A. Restoring  
B. Debugging  
C. Repairing  
D. Servicing

Answer: B

91. What is the quick keyboard command for converting a worksheet to formulas version so that all worksheet formulas may be see on screen or printed?

A. Ctrl + ‘ (accent mark)  
B. Ctrl + “ (quotation)  
C. Alt + ‘ (accent mark)  
D. Shift + “ (quotation)

Answer: A

92. Which command on the Home Ribbon do you use to rotate text to a vertical or diagonal angle in a worksheet?

A. Font  
B. Orientation  
C. Wrap Text  
D. Merge & Center

Answer: B

93. What Home Ribbon group contains the command used for quickly converting selected cells to a table by choosing a table style?

A. Styles  
B. Alignment
Excel Exam Review Questions 65-100

C. Editing
D. Font

Answer: A

94. Which command do you use to format a cell or selected cells quickly by choosing from a defined list of styles?

A. Format as Table
B. Cell Style
C. Format Cells
D. Form

Answer: B

95. Which command on the Home Ribbon do you use to format row height and column width, organize sheets, and protect or hide cells in a worksheet?

A. Cell Styles
B. Form
C. Sort & Filter
D. Format

Answer: D

96. Which group on the Home Ribbon contains the command to continue a pattern into one or more adjacent cells?

A. Editing
B. Alignment
C. Styles
D. Cells

Answer: A

97. What group contains a command to delete everything from a cell or selectively remove content, formatting, or comments from a cell?

A. Editing
B. Alignment
C. Styles
D. Cells

Answer: A
Excel Exam Review Questions 65-100

98. Which command on the Home Ribbon do you use to replace information in a selected cell with new information or new formatting?

A. Font  
B. Format Cell  
C. Cell Styles  
D. Find & Select

Answer: D

99. Which command on the Home Ribbon do you use to organize data in ascending or descending order?

A. Find & Select  
B. Format Cell  
C. Sort & Filter  
D. Organize

Answer: C

100. Which command on the Home Ribbon do you use to remove cells, rows, or columns from a worksheet or table?

A. Delete  
B. Remove  
C. Format  
D. Format as Table

Answer: A