Microsoft Office Virtual Learning

Quiz

May 22, 2020

Lesson: <mark>May 22, 2020</mark>

Objective/Learning Target:
Students will take a quiz over everything they have learned in Excel and Google Sheets

Quiz

Excel

1. The intersection of a row and a column is called a _____.
   a. Worksheet
   b. Sum
   c. Cell
   d. Chart
2. A group of cells is called a _____.
   a. Chart
   b. Cell cluster
   c. Cell range
   d. Multicell
3. Where is the fill handle located?
   a. On the right side of the Home tab on the Ribbon
   b. In Backstage view
   c. In the bottom-right corner of the selected cell
   d. At the beginning of any formula or function
4. In this image, why does the value in cell G1 look slightly different from the value in the formula bar?
   a. It's using an absolute cell reference
   b. It's using a formula
   c. It's using conditional formatting
   d. It's using the Currency number format

Google Sheets

1. True or False: Google Sheets saves your changes automatically.
   a. True
   b. False
2. A group of cells is called a _____.
   a. multicell
   b. chart
   c. cell cluster
   d. cell range
3. Which of the following features allows you to narrow down the data in your worksheet?
   a. Sorting
   b. Merge cells
   c. Relative cell references
   d. Filters
4. Why would you want to freeze rows in your spreadsheet?
   a. To prevent the rows from being edited by collaborators
   b. To modify only the frozen rows
   c. To scroll through the spreadsheet while continuing to see the frozen rows
   d. To limit the data that can be entered in the frozen row

Excel

5. You can click the tabs at the bottom of a workbook to switch between _____.

A. formulas
B. worksheets
C. permissions
D. number formats

6. Let's say you're trying to find your average grade. What's wrong with the formula shown in the image?

a. There is nothing wrong with the formula
b. It should use the COUNT function instead
c. It should have an equals sign (=) at the beginning
d. It should use quotation marks instead of parentheses

7. True or False: You can view a formula by double-clicking the cell that contains the formula.

a. True
b. False

Sheets

5. Formulas should always begin with a(n) _____.
a. header
b. dollar sign
c. hashtag
d. equals sign

6. Which of the following symbols are recognized as mathematical operators within Google Sheets? Select all that apply.
a. ^
b. +
c. @
d. *
e. /
f. x

7. Which function would you use to add the values of several cells?
a. SUM
b. AVERAGE
c. TOTAL
d. MAX

Excel

8. Which of the following is an absolute cell reference?
   a. A2
   b.   #A2
   c.   A:2
   d.   A2

9. Which of the formulas below are valid? Select all that apply.
   a.   =F2+F3+F4-53
   b.   =R2*D2
   c.   =5B+6B
   d.   A3+100

10. What value would Excel return for this formula? =(82-32)/5+8*2

   a.   26
   b.   7.69
   c.   91.6
   d.   36

Sheets

8. Which of the following is an absolute cell reference?
   a.   A2
   b. A2
   c.   #A2
   d.   A:2

9. According to the order of operations, which calculation comes first in the following formula?

   =3^2/5+(12-3)
   a.   3^2
   b.   5+12
   c.   12-3
   d.   2/5

10. Most functions contain one or more _____ in parentheses.
   a.   plus signs
   b.   sentences
   c.   sub-functions
   d.   arguments

For More Resources:

Microsoft Excel:
https://edu.gcfglobal.org/en/excel2016/excel-quiz/1/

Google Sheets:
https://edu.gcfglobal.org/en/googlespreadsheets/google-sheets-quiz/1/