

Chapter 1 Excel: Creating and Editing Workbooks

1. In Microsoft Excel, the file you create and edit is called a:
 - a. Form
 - b. Ledger
 - c. Table
 - d. **Workbook**
 - e. Record

2. By default, Excel 2019 files are saved with this extension.
 - a. .xls
 - b. **.xlsx**
 - c. .csv
 - d. .xbl
 - e. .ods

4. When you click on a cell to activate it, the cell address appears in the:
 - a. formula window
 - b. **name box**
 - c. task bar
 - d. dropdown menu
 - e. comment bubble

5. When you want to delete characters in a cell to the left of the insertion point press:
 - a. Delete
 - b. Enter
 - c. Edit
 - d. **Backspace**
 - e. End

Microsoft Excel Chapter 1 Test Answers

IM Harris



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IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide Ciprian Rusen, 2015-04-22 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence

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Access 2003 Personal Trainer CustomGuide Inc, 2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace **Microsoft Excel 2000 Core Certification** Nita Hewitt Rutkosky, 2000

Testing in Language Programs James Dean Brown, 2005 Testing in language programs is a core text for graduate and undergraduate teacher training courses in language testing assessment Ideal for both classroom use and personal reference this book targets the need of those making both program level e.g. admissions proficiency and placement as well as classroom level testing decisions e.g. assessing what students have learned through diagnostic and achievement testing Back cover

Ri Im V1 Strategic Management Aron Thompson, 2001 *Practical Statistics by Example Using Microsoft Excel* Terry Sincich, David M. Levine, David Stephan, 1999 This manual includes an Excel primer providing basic instructions on using Windows and Excel Excel Tutorials appear at the end of pertinent chapters Self test questions key terms formulas and symbols are included **Exploring Oracle Primavera P6 Professional 24, 5th Edition** Prof. Sham Tickoo, 2025-05-15

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Core Concepts of Accounting Information Systems Mark G. Simkin, James L. Worrell, Arline A. Savage, 2018-05-14 Accounting Information systems AIS have become indispensable in the field and this book provides clear guidance for students or professionals needing to get up to speed Designed to suit a one semester AIS course at the graduate undergraduate or community college level Core Concepts of Accounting Information Systems explores AIS use and processes in the context of modern day accounting Coverage includes conceptual overviews of data analytics accounting and risk management as well as detailed discussion of business processes cybercrime database design and more to provide a well rounded introduction to AIS Case studies reinforce fundamental concepts using real world scenarios that encourage critical thinking while AIS at Work examples illustrate complex procedures or concepts in everyday workplace situations Test Yourself questions allow students to gauge their level of understanding while End of Chapter questions stimulate application of new skills through problems cases and discussion questions that facilitate classroom dialogue Practical current relevant and grounded in everyday application this book is an invaluable resource for students of managerial accounting tax accounting and compliance

Exploring Microsoft Excel 2002 Robert T. Grauer, Maryann Barber, 2001-06 For any course teaching application software using Microsoft Office 2002 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences The Exploring MS Office XP series gives the when and why of performing tasks in Office XP it provides new integrated real world practice exercises it s customizable in the RightPHit Program certified to the core and provides expert levels of Microsoft Office XP

Microsoft Office 97, 1998 **PMP Project Management Professional All-in-One Exam Guide** Joseph Phillips, 2021-09-24 Complete coverage of all objectives in the 2020 release of the PMP exam fully aligned with the PMBOK Guide Sixth Edition This comprehensive resource offers complete coverage of all the material included on the Project Management Professional exam You ll find learning objectives at the beginning of each chapter exam tips practice exam questions and in depth explanations Written by a leading project management consultant and trainer PMP Project Management Professional All in One Exam Guide will help

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