

Excel Basics:

Test Questions

1. create table
2. job maps
3. printing with Excel
4. formulas
5. data protection
6. chart (diagram)
7. functions
8. graphics and character objects
9. relative and absolute references
10. working with date and time

Creating Table

Task: Inserting of lines

1.1 In a table made by you a line still must be inserted. What happens, if the command "**lines**" is selected in "**inserting**" menu?

- ? The new **line** is inserted as new **line 1**.
- ? The new **line** is inserted above the marked **cell**.
- ? The new **line** is inserted below the marked **cell**.

Task: Display Screen

1.2 For the speedy calls of frequently used commands Excel has specific menu bars. Which bar is available for the commands frequently used ?

- ? The processing bar.
- ? The scroll bar.
- ? The status bar.
- ? The symbol bar.

Task: Storing of the documents

1.3 About which screen elements the job map can be saved without closing the document?

Task: Formatting

1.4 Which procedures can be executed for **formatting cells**?

- ? **Marking** of **cells** or **range of cells**.
- ? Creating of **formatting** with **symbols** and **list fields** of the symbol bar **Format**.

Task: Manuel line break

1.5 If you would like to edit long texts or put line breaks in definite places, you can insert manual line breaks. By which button combination is this possible?

- ? Strg. + ALT
- ? ALT + TAB
- ? ALT + Return
- ? Strg. + Return

Job Maps

Task: Working with job maps

2.1 How many table sheets does a job map contain per default?

- ? 2
- ? 4
- ? 1
- ? 3

Task: Table sheets

2.2 You can change between the table sheets. Which work steps are necessary in order to carry out this?

Correct	False	
? <input type="checkbox"/>	? <input type="checkbox"/>	With the register run arrows you can scroll through the register.
? <input type="checkbox"/>	? <input type="checkbox"/>	With the key combination Shift + Return can be changed.
? <input type="checkbox"/>	? <input type="checkbox"/>	The register divider must be dragged to the right to have additional register shown at the screen simultaneously.
? <input type="checkbox"/>	? <input type="checkbox"/>	In the context menu " select all sheets " has to be selected.

Task: Relocating and copying of table sheets

2.3 The tables shall be moved or copied. Number the work steps in the correct order.

- ? Activate the **control field 3**, if you want to copy the table sheets.
- ? Click on the **register** with the right mouse button.
- ? Confirm the process with **OK**.
- ? Call the context menu item **RELOCATE/COPY**.
- ? Open the **list field 1** to have all open job maps shown.
- ? Select the table sheet in the **list field 2** in front of which the chosen table sheets shall be inserted.

Task: References to other job maps

2.4 If the **field contents** are changed in the **source file**, the changes are carried out also in the **target table** automatically or on question. Which advantages do **linkages** (integrations) have?

- ? The **source tables** can get created and processed separately and at different places.
- ? The **target table** is saved as standalone job map.
- ? The manual transmission of the values from one to the other table is dropped. Through this **transmission errors** are avoided.

Printing with Excel

Task: Clearing solid page breaks

3.1 To clear the solid **page break**, you must take care of what?

- ? Put the cursor into the field **over which** a solid page break is defined on the **left**.
- ? Put the cursor into the field **over which** a solid page break is defined on the **right**.

Task: Side View

3.2 What happens, if you change to the side view before printing?

- ? The name of the job map is inserted in the **header line** of the **side view** automatically.
- ? The area intended for the print is represented reduced.
- ? You can see on how many work sheets the table is printed.
- ? There is the possibility to relocate (move) the print margins by **Drag & Drop**.
- ? The **table contents** can be processed in the **side view**.

Task: Table Size

3.3 A table shall be printed on an A4 side. A column however is made into pages on the second side. Which procedures can help to print the table on an A4 side?

- ? Select "**landscape format**" as page orientation.
- ? The **scaling** of the **table** should be changed correspondingly.
- ? A smaller **type size** must be chosen.
- ? The **page margin** of the table sheet must be minimized.

Task: Water mark

3.4 Which standard water marks there are in printing submenu?

- ? TEST
- ? CONFIDENTIAL
- ? DRAFT
- ? PAID
- ? PAGE

Formulas

Task: Auto sum

4.1 With the function **AUTOSUM** you can create row- and column sums fast. How could formulas look to this?

- ? =B5+B6+B7
- ? B5+B6+B7
- ? =SUM (B5:B10)
- ? =number (B5:B10)

Task: Formula – Operands

4.2 What can be put into a formula as **operand**?

- ? A plus sign
- ? A constant
- ? An area reference
- ? A field reference

Task: Formulas copy

4.3 How can **cells** be copied in Excel, which contain **formulas**?

- ? With help of the buttons **Cut** and **Paste**.
- ? Through the **filler box**.
- ? Command **Copying** in the menu **File**
- ? After clicking on button **Copying**, marking target area and **pushing Enter key**.

Task: Changing Formula

4.4 You would like to change a **formula** in a cell already marked by you. Which possibilities there are to carry out changes?

- ? Pressing F2 button, carrying out change, Return
- ? Strg.+Alt+Delete Key, Return
- ? Pressing F1 button, carrying out change, Return

Data Protection

Task: Activating Table Protection

5.1 To activate a **table protection**, what must be pressed?

Correct false

- | | | |
|---|---|---|
| ? | ? | Extras – Protection – Protecting Job Map... |
| ? | ? | Extras – Protection – Protecting and Release job Map... |
| ? | ? | Format – Sheet – Background ... |
| ? | ? | Extras – Protection – Protecting sheet ... |

Task: Protection Area of a table sheet

5.2 Which statements concerning the protection area of a table sheet are correct?

Correct False

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Cell contents cannot be changed standardized |
| <input type="checkbox"/> | <input type="checkbox"/> | Objects can be displaced, processed and deleted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Objects can be neither displaced, processed or deleted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Changes at the scenarios cannot be carried out. |

Task: Access Authority

5.3 How can you cancel or change the access authority?

Diagram

Task: Data Selection

6.1 At the **data selection** to the **diagram construction** you must take what into account?

- The corresponding **column markings** should be marked to the clear allocation of values.
- For a correct mapping of the data, **data areas** equal in size must be select.
- So that the diagram gets open, only **relevant data** should be selected.
- Data to be mapped must be in **columns**, which lie besides each other.

Task: Making diagram

6.2 To be able to create a diagram fast, you mark the area of the **table** as well as the **rows and column headings**. With which button do you fast produce a diagram with default options on a separate diagram sheet?

- F12
- Alt + D
- F11
- Strg. + D

Task: Diagram Assistant

6.3 Which functionality does the diagram assistant offer?

- You can print the **diagram** from there directly.
- You can select a **diagram type** and the type of representation there.
- It (he) shows a preview of the select **diagram type** due to the marked data.
- You can change the select data area in the Display-**Modus** there.

Task: Formatting Diagram

6.4 What happens, if you execute a double click on an element in the diagram?

Correct	False	
?	?	The symbol bar diagram opens automatically.
?	?	The diagram then is marked and is relocate able through the pulling points .
?	?	The dialog box Diagram – Assistant opens automatically.
?	?	The corresponding dialog box to the formatting is called.

Task: Printing diagrams

6.5 To print only the diagram, you must take what into account?

Task: Formatting Diagram Elements

6.6 You want to **format diagram elements**. Which tasks don't you find in the context menu?

- ? Formatting row of data ...
- ? Diagram type ...
- ? Diagram title ...
- ? Adding trend line ...
- ? Data Source ...
- ? Delete ...
- ? Rows ...

Functions

Task: Structure and use of functions

7.1 What are functions?

Task: Sum Formula

7.2 The sum of the areas D3 to D6 shall be calculated. At which of the following compute statements are a correct formula?

- ? =Sum (D3;D4;D5;D6)
- ? =D3+D4+D5+D6
- ? =Sum(D3:D6)
- ? =D3;D4;D5;D6

Task: Dialog box “inserting functions”

7.3 A calculation shall be carried out with help of a function in a field. Make the order of the work steps.

- ? Select **function**
- ? Marking **calculation field**
- ? Checking and typing in **arguments**
- ? Calling dialog box **inserting function**

Task: Auto Calculate

7.4 Which statements about the functions **Auto Calculate** are correct?

Correct False

- | | | |
|---|---|---|
| ? | ? | The function Mean Average is displayed in the field Auto Calculate standardized. |
| ? | ? | Marked values are calculated without a formula input . |
| ? | ? | The calculation mode is selected through a button. |
| ? | ? | For a calculation marking fields is necessary. |
| ? | ? | The calculated value is taken on into the table. |

Task: ADD-In Euro Currency Tool

7.5 The **Euro-Symbol** is missing in your symbol bar's Format. You can install this afterwards. How must you proceed?

Graphics and Character Objects

Task: Searching ClipArts

8.1 Different keywords are assigned to every ClipArt. You want to look for a specific ClipArt. How you proceed?

- ? Enter the keyword and press the **Return** Button.
- ? click into the entry field **SEARCHING CLIPS**.
- ? The available text is marked.
- ? The **ClipGallery** lists all **ClipArts** in the display area, which corresponds to this keyword.

Task: Inserting Graphic

8.2 You would like to insert a graphic from your file. How you proceed?

Task: Processing Graphics

8.3 Which possibilities to process on a graphic do you have at Excel?

- ? Changing the **contrast**.
- ? Changing the **hue**.
- ? Changing the **brightness** of a graphic
- ? Inserting a **frame** around the graphic.
- ? Putting the graphic into the **background**.

Task: Formatting Objects

8.4 By double-click on the marked object (Text Objects: Double-click on the text frame) you open the dialog window Formatting Element in which you can also define all properties of an object. Which formatting possibilities are at your disposal? Mention at least five formatting possibilities.

Relative and absolute References

Task: Copying Formula

9.1 What happens, if you copy a formula?

Correct	False	
?	?	Absolute references remains unchanged.
?	?	Relative references remains unchanged.
?	?	Absolute references changes.
?	?	Relative references changes.

Task: Copying Formula

9.2 What is the formula = D1*E1+ F1, if you copy they of the field G1 into the field G2?

? = D2*E2+F2

? = D1*E1+F1

Task: Relative references

9.3 Which statements apply to the reference kind of **relative reference** in a formula?

Correct	False	
?	?	When copying formulas with relative references the distance between reference and formula cell always remains the same.
?	?	Relative references are " Way descriptions " to cells, outgoing from the formula cell
?	?	If cell references are entered into Display -Mode, a relative reference is inserted automatically.
?	?	When relocating formulas with relative references the distance between reference and formula cell always remains the same.

Task: Connecting Table Sheets

9.4 What must be specified at a table sheet **combination**?

- ? Line Number
- ? Column Letters
- ? Table sheet Identification

Working with Date and Time

Task: Entering current date

10.1 To enter the current date fast, you must press which button combination?

- ? Strg. + ALT +.
- ? Strg.+ -
- ? Strg. + Space Bar
- ? Strg. +.

Task: Entering current time

10.2 To enter the current time fast, you must press which button combination?

- ? Strg. + Shift-Key +.
- ? Strg. + ALT + Delete-Key.
- ? Strg. + INSERT-Key.
- ? Strg. + U

Task: Combined Date- and Time Indication

10.3 To display the date and the time compositely, you must press which button to separate the two Entries?

- ? Return-Key
- ? Insert-Key
- ? Space-Bar
- ? Shift-Key

Task: Date functions

10.4 To have today's date displayed, which formula must be used?

- ? TODAY()
- ? =TODAY()
- ? *TODAY()
- ? =TODAY

Evaluation to the complex of questions Excel Basics:

1. Creating Table

- 1.1 2
- 1.2 4
- 1.3 File ? Save as + Click on the disk in the list field
- 1.4 1,2
- 1.5 3

2. Job Maps

- 2.1 4
- 2.2 1,3/2,4
- 2.3 5 1 6 2 3 4
- 2.4 1,2,3

3. Printing with Excel

- 3.1 1
- 3.2 2,3,4
- 3.3 2
- 3.4 1,2,3

4. Formula

- 4.1 1,3
- 4.2 2,3,4
- 4.3 2,4
- 4.4 1

5. Data Protection

- 5.1 4
- 5.2 1,3,4/2
- 5.3 File – Save as, Menu – Extras, Entry Gen. Options, Setting Delete or change

6. Diagram

- 6.1 1,2,3/4
- 6.2 3
- 6.3 2,3,4
- 6.4 4/1,2,3
- 6.5 The diagram must be activated (clicked).
- 6.6 3,7

7. Functions

- 7.1 Functions are special precast formulas.
- 7.2 1,2,3
- 7.3 3,1,4,2
- 7.4 2,4/1,3,5
- 7.5 2,4/1,3,5
- 7.6 through the menu item Extras – ADD IN – Manager, control field Euro-Currency-Tool

8. Graphics and Character Objects

- 8.1 3,1,2,4
- 8.2 Insert – Graphic – From File... - selecting folder – selecting file – Insert
- 8.3 1,3,4,5
- 8.4 filling objects, setting line colour, changing font colour, setting line style, setting line manner, forming line ends, setting shade, representing object perspectively.

9. Relative and absolute References

- 9.1 1,4/2,3
- 9.2 1
- 9.3 1,2,3/4
- 9.4 1,2,3

10. Working with Date and Time

- 10.1 4
- 10.2 1
- 10.3 3
- 10.4 2