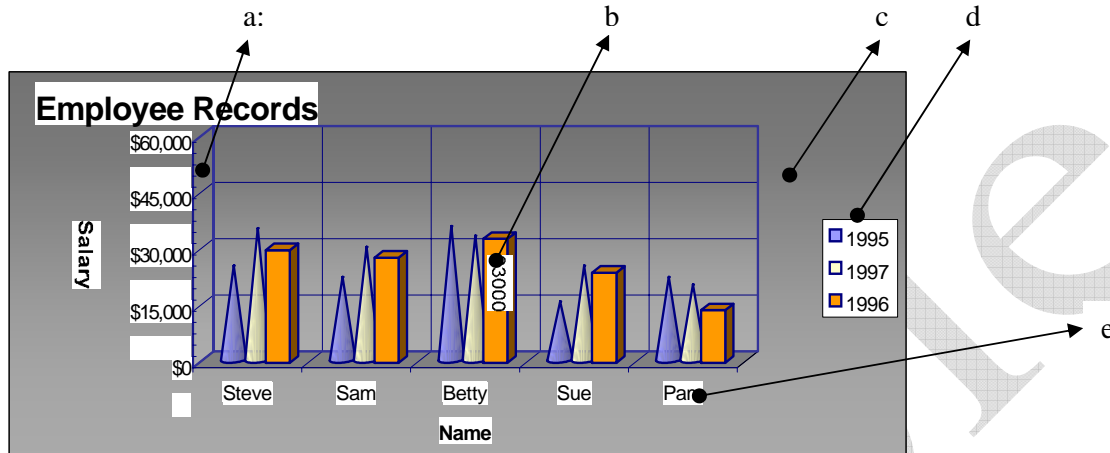


**American University of Beirut**  
**CMPS 209-Computer & Programming for the Sciences**  
**SAMPLE EXCEL QUESTIONS**

**I- Label the following chart:**



**Note that for some arrows you can give more than one correct answer.**

**Answers:**

**a. Walls , Value Axis**

**b. Datapoint, data label**

**c. Chart Area**

**d. Legend**

**e. Category axis label**

**II- Multiple Choice: Circle one answer.**

- 1) A column chart has been created to illustrate sales for four regions in a quarterly period. The sales values for each region are called \_\_\_\_\_, and the different colored columns used to differentiate one region from the other are called \_\_\_\_\_.
  - a) plot values; data series
  - b) data labels; categories
  - c) **data series; data markers**
  - d) data markers; data series
  
- 2) Which chart would best illustrate a part to whole relationship between each region's sales and total sales each month in a six month period.
  - a) **a pie chart**
  - b) a stacked-column chart
  - c) a column chart
  - d) a line chart
  
- 3) A line chart has been created to show a change in temperature over a 12 month –period for four countries. Where would you expect to find the numbered scale of temperatures?
  - a) on the x-axis
  - b) on the legend
  - c) in the chart title
  - d) **on the y-axis**
  
- 4) One of the most important features of spreadsheets is the ability to
  - a) cut and paste.
  - b) undo errors.
  - c) dynamically link files.
  - d) **recalculate values.**
  
- 5) The \_\_\_\_\_ feature makes entering long headings easier by repeating and extending the series.
  - a) AutoComplete
  - b) **AutoFill**
  - c) AutoType
  - d) None of the above

- 6) You should select \_\_\_\_\_ if you want to freeze the headings in row 9.
- Row 8
  - Row 10
  - Col 8
  - Col 9
- 7) You want to display the lowest bowling score in the league. The fastest way to do this would be to use the \_\_\_\_\_ function.
- MIN
  - LOW
  - SUM
  - COUNT
- 8) The Autofit feature:
- completes a sequence such as Jan, Feb, Mar, ...
  - copies cells by dragging the borders of a cell
  - sets the row height to the minimum necessary height to display the contents of the selected cell.
  - none of the above
- 9) Column B displays a series of number signs (#) across the width of several cells. You should:
- erase the cells.
  - change the numeric format of the cells to display dollar signs and two decimals
  - increase the column width.
  - decrease the column width.
- 10) Pressing the Del key on the keyboard will:
- Clear the format of a cell without deleting its contents
  - Delete the cell
  - Clear only the contents of a cell
  - Clear the contents, format, and comments related to the cell(if any)
- 11) In the IF function =IF(ANSWER>230, ANSWER\*2, 0), ANSWER>230 is an example of a \_\_\_\_\_, and 0 is an example of a \_\_\_\_\_.
- false argument; true argument
  - logical test; false argument
  - true argument; false argument
  - logical test; true argument
- 12) An IF function, IF(SALES>=10000,SALES\*.06,0), has been entered into cell B5 to calculate commission. If SALES is \$10,000, B5 will display the value \_\_\_\_ as a result.
- 600
  - 6000
  - 0
  - 60
- 13) In the function =SUM(B12:B20), the argument is
- the overall structure of the function.
  - B12:B20
  - SUM.
  - the "=" sign.
- 14) The formula H9\*G3 +D5 has been copied from cell E4 to F2, the formula bar will display \_\_\_\_\_ when the cell selector is in cell F2.
- I9\*H3+E5
  - I7\*H1+E3
  - F7\*E1+B3
  - H2\*G2+D2
- 15) Row 21 contains total sales values for the first quarter period. C21, D21, and E21 contain totals for January, February, and March respectively. F21 contains a formula that calculates a grand total for the quarter. C23 contains the formula =C21/F21 calculating the percent of January's sales to the grand total. You want to adjust this formula so you can copy it to cells D23 and E23. Which of the following formulas should you use?
- =C\$21/F21
  - =C21/F21
  - =C21/\$F\$21
  - =C21/F\$21

Good Luck ☺