

Lecture 2: Entering Data Review Questions

1. **What is a worksheet label?**
 - A. A worksheet label is a kind of identifier that describes the data in your worksheet
 - B. A worksheet label is a custom column or row heading
 - C. A worksheet label is often composed of text, but numbers can be used as well
 - D. All of the above

2. **Which of the following statements is false?**
 - A. An Excel worksheet has thousands and thousands of cells
 - B. There are more rows than columns in a worksheet
 - C. There are more columns than rows in a worksheet
 - D. .x/sx worksheets can hold more data than the worksheets in .x/s versions of Excel

3. **When you enter a formula in Excel, what sign needs to be in front?**
 - A. >
 - B. #
 - C. =
 - D. Does not matter

4. **Which of the following statements is false?**
 - A. You can copy and paste selections
 - B. You can drag individual or multiple cells
 - C. You cannot use Paste Special on multiple cells
 - D. In Excel, copied items are stored on the clipboard

5. **AutoCorrect is useful because it...**
 - A. Corrects most formula errors
 - B. Corrects most logical errors
 - C. Corrects poor formatting
 - D. Corrects spelling as you type

6. **A range can be defined as...**
 - A. A single cell
 - B. A collection of adjacent cells
 - C. Neither A nor B
 - D. Both A and B

- 7. Clearing cell contents will...**
- A. Remove data
 - B. Remove data and cell formatting
 - C. You cannot clear a cell
 - D. None of the above
- 8. To take advantage of Custom Actions, you need to:**
- A. Have an Internet connection and enable Custom Actions for your workbooks
 - B. Install the Custom Actions add-in
 - C. Learn how to develop XML
 - D. Excel has no Custom Actions functionality
- 9. In Excel, what is a comment?**
- A. A section of descriptive text that will be stored in your workbook
 - B. A tool for annotating your spreadsheets
 - C. Descriptions of obscure or complex spreadsheet components
 - D. All of the above
- 10. The Find and Replace feature can do which of the following?**
- A. Find a word or number in the spreadsheet
 - B. Find every occurrence of a word or number in a selection of cells
 - C. Find and replace every occurrence of a word, number, or text string in a selection of cells
 - D. All of the above