

Lecture 2: Excel Interface Review Questions

- 1. The Quick Access Toolbar is designed for what type of Excel commands?**
 - A. The commands you use most frequently
 - B. The commands you use least
 - C. Printing commands
 - D. Functions

- 2. Each Excel _____ contains numerous _____.**
 - A. Interface, tabs
 - B. Tab, commands
 - C. Command, tools
 - D. Tab, dialog boxes

- 3. Most of Excel's formatting commands are located on what tab?**
 - A. The Home tab
 - B. The View tab
 - C. The Data tab
 - D. The Review tab

- 4. Most of Excel's page enhancement commands are located on what tab?**
 - A. The Home tab
 - B. The View tab
 - C. The Page Layout tab
 - D. The Data tab

- 5. The Formulas tab mostly contains...**
 - A. Commands for editing data
 - B. Commands for logical and mathematical functions
 - C. Commands for creating charts
 - D. Commands for reviewing data

- 6. The Insert tab contains commands to insert which of the following objects?**
 - A. Charts
 - B. Tables
 - C. Graphics and shapes
 - D. All of the above

7. To find commands that will help you use Excel with an Access database, you would...

- A. Try the Formulas tab
- B. Try the Insert tab
- C. Try the Data tab
- D. Try the View tab

8. The Spelling button is located in which tab?

- A. The Data tab
- B. The Insert tab
- C. The Review tab
- D. The Page Layout tab

9. Which of the following is not a tab?

- A. The Review tab
- B. The Formulas tab
- C. The Calculation tab
- D. The Data tab

10. What are groups?

- A. Collections of like commands that make up tabs
- B. A dialog box containing specific commands
- C. Customizable toolbars
- D. Another name for the Quick Access Toolbar