

# Excel Quiz Lesson 1-5

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\* Required

1. Autosum, max, min and count are all found on the Home tab in the Editing group all together. \*

Mark only one oval.

- True  
 False

2. How do you insert a picture in Excel? \*

Mark only one oval.

- Go to Home tab, Editing group  
 Go to Insert tab, Links group  
 Go to Insert tab, Illustrations group  
 Go to Home tab, Font group

3. How do you fill cells with color? \*

Mark only one oval.

- Go to Home tab, Font group, click on the bucket  
 Go to Insert tab, Illustrations group, click on the bucket  
 Go to Insert tab, Text group, click on the bucket  
 Go to Home tab, Cells group, click on the bucket

4. There are two ways to insert rows and columns; right click, insert or clicking on the Home tab, Cells group and clicking on insert. \*

Mark only one oval.

- True  
 False

5. To shrink to fit; right click, format cells, then click on the font group. \*

Mark only one oval.

- True  
 False

**6. To autofill: \***

*Mark only one oval.*

- Drag the contents of the cell to where you want it to go
- Highlight the cells and drag them
- Highlight the cell, grab the handle and drag to the cells you want to fill
- Grab the border and pull it down

**7. The cell borders are found on the Home tab under the font group. \***

*Mark only one oval.*

- True
- False

**8. To adjust the column width, highlight the column, right-click and choose column width to adjust. \***

*Mark only one oval.*

- True
- False

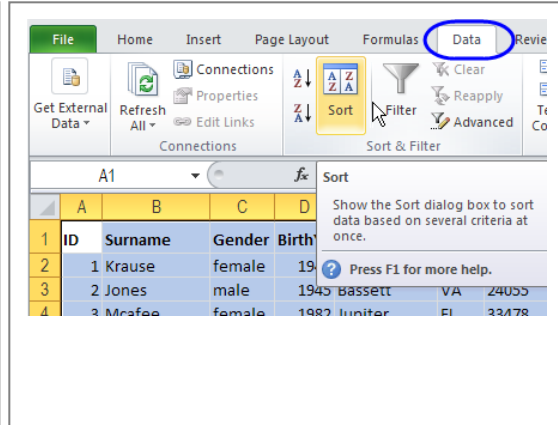
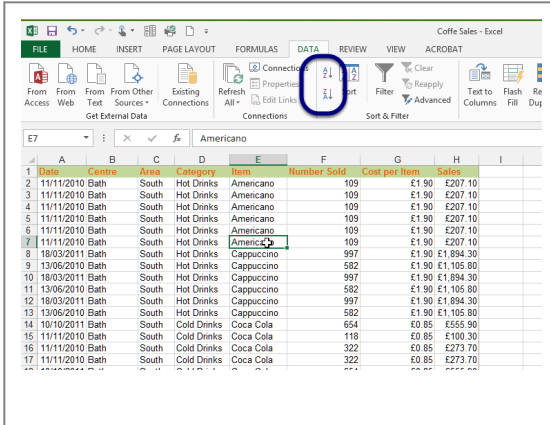
**9. What is this:  $\$A\$10$  \***

*Mark only one oval.*

- A cell reference
- An absolute cell reference
- A dollar amount
- A formula

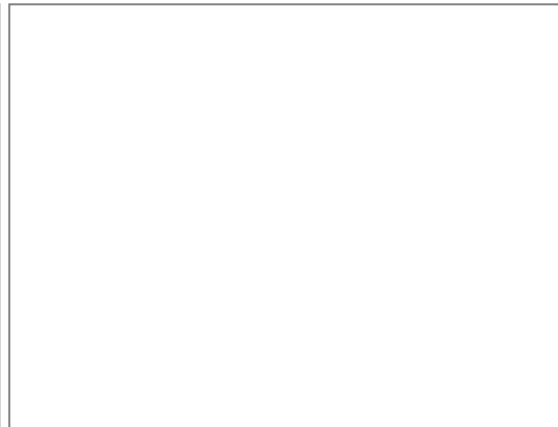
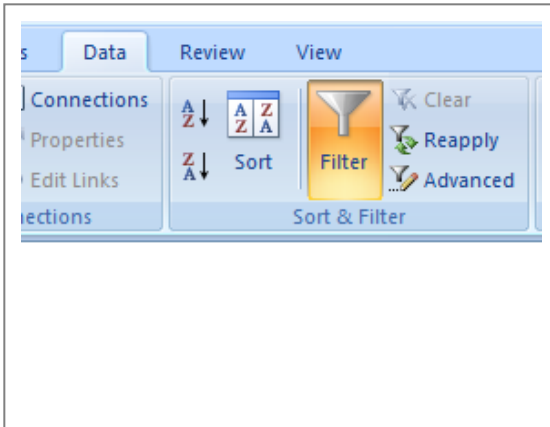
10. To create a simple sort you click on? \*

Mark only one oval.



Option 1

Option 2



Option 3

A formula

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