

Name \_\_\_\_\_

Date \_\_\_\_\_

### Excel 2007 Chapter 1

#### Multiple Choice

1. Which of the following is not a major part of Excel?
  - a. Worksheets
  - b. Charts
  - c. Bullets
  - d. Tables
2. The \_\_\_\_\_ box displays the active cell reference.
  - a. Name
  - b. Language
  - c. Worksheet
  - d. Cell
3. Excel opens a new workbook with \_\_\_\_\_ worksheets.
  - a. 1
  - b. 2
  - c. 3
  - d. 4
4. A \_\_\_\_\_ is the basic unit of a worksheet into which you enter data.
  - a. cell
  - b. tab
  - c. pixel
  - d. point
5. Which of the following are Excel components that can be used to make your work more efficient worksheets more professional?
  - a. Quick Access Toolbar
  - b. Ribbon
  - c. Office Button
  - d. All of the above
6. Ribbon commands include which of the following?
  - a. Text boxes
  - b. Check boxes
  - c. Galleries
  - d. All of the above
7. Excel automatically positions text \_\_\_\_\_ in a cell.
  - a. left-aligned
  - b. right-aligned
  - c. centered
  - d. none of the above