

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