

Chapter 1 Excel: Creating and Editing Workbooks

1. In Microsoft Excel, the file you create and edit is called a:
 - a. Form
 - b. Ledger
 - c. Table
 - d. **Workbook**
 - e. Record

2. By default, Excel 2013 files are saved with this extension.
 - a. .xls
 - b. **.xlsx**
 - c. .csv
 - d. .xbl
 - e. .ods

4. When you click on a cell to activate it, the cell address appears in the:
 - a. formula window
 - b. **name box**
 - c. task bar
 - d. dropdown menu
 - e. comment bubble

5. When you want to delete characters in a cell to the left of the insertion point press:
 - a. Delete
 - b. Enter
 - c. Edit
 - d. **Backspace**
 - e. End

Microsoft Excel Chapter 1 Test Answers

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A. Savage**



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Microsoft Excel 2000 Core Certification Nita Hewitt Rutkosky, 2000 **Ri Im V1 Strategic Management** Aron Thompson, 2001 Practical Statistics by Example Using Microsoft Excel Terry Sincich, David M. Levine, David Stephan, 1999 This manual includes an Excel primer providing basic instructions on using Windows and Excel Excel Tutorials appear at the end of pertinent chapters Self test questions key terms formulas and symbols are included **Testing in Language**

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Chapter 1 Getting Started with Primavera P6 Professional 24 Chapter 2 Creating Projects Chapter 3 Defining Calendars and Work Breakdown Structure Chapter 4 Working with Activities and Establishing Relationships Chapter 5 Defining Resources and Roles Chapter 6 Risks and Issues and Setting Baselines Chapter 7 Project Expenses and Tracking Progress of Project Chapter 8 Printing Layouts and Reports Index *Microsoft Excel 2002* Stephen Haag, James T. Perry, 2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS *Learning Heroku Postgres* Patrick Espake, 2015-02-24 Learning Heroku Postgres is targeted at developers and database admins Even if you re new to Heroku Postgres you ll be able to master both the basic as well as advanced features of Heroku Postgres Since Heroku Postgres is incredibly user friendly no previous experience in computer coding or programming is required *MCDBA Administering SQL Server 2000 Study Guide (Exam 70-228)* Joyit Mukherjee, Joyjit Mukherjee, 2001-07 CD ROM contains CertTrainer CBT software ExamSim text engine Electronic searchable version of text **Microsoft Excel 2000 Instructors Resource Package** Napier, 2000 **Essentials of Modern Business Statistics with Microsoft Excel** David Ray Anderson, Dennis J. Sweeney, Thomas Arthur Williams, 2004 This new edition provides a brief introduction to business statistics that balances a conceptual understanding of statistics with the real world application of statistical methodology The latest version of Microsoft Excel is integrated throughout the text showing step by step instructions and screen captures to enhance learning The authors have been writing market leading business statistics textbooks for over 20 years This new edition contains the same learning features that have made ASW products best sellers for years features such as the problem scenario approach and real world examples that introduce statistical techniques *Contemporary Business Statistics with Microsoft Excel* David Ray Anderson, Dennis J. Sweeney, Thomas Arthur Williams, 2001 This study guide provides the student with significant supplementary study materials It contains an outline review and list of formulas each text chapter sample exercises with step by step solutions exercises with answers and a series of self testing questions with answers The Study Guide may be purchased at a special price when bundled with the textbook *Core Concepts of Accounting Information Systems* Mark G. Simkin, James L. Worrell, Arline A. Savage, 2018-05-14 Accounting Information systems AIS have become indispensable in the field and this book provides clear guidance for students or professionals needing to get up to speed Designed to suit a one semester AIS course at the graduate undergraduate or community college level Core Concepts of Accounting Information Systems explores AIS use and processes in the context of modern day accounting Coverage includes conceptual overviews of data analytics accounting and risk management as well as detailed discussion of business processes cybercrime database design and more to provide a well rounded introduction to AIS Case studies reinforce fundamental concepts using real world scenarios that encourage critical thinking while AIS at Work examples illustrate complex procedures or concepts in everyday workplace situations Test Yourself questions allow students to gauge their level of understanding while End of Chapter questions stimulate application of new skills through problems cases and discussion

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