

## 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 2019 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

**N Noddings**



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**Exploring Microsoft Excel 2002** Robert T. Grauer, Maryann Barber, 2001-06 For any course teaching application software using Microsoft Office 2002 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences The Exploring MS Office XP series gives the when and why of performing tasks in Office XP it provides new integrated real world practice exercises it s customizable in the RightPHit Program certified to the core and provides expert levels of Microsoft Office XP

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