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 2015 files are saved with this extension.

a. .xls

b. .xlsx

c. .csv

d. .xbk

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

Lingsheng Yao

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