

# Career Spreadsheets MCQ

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## 1. Spreadsheets MCQ

- Unit 03: Spreadsheet Design and Implementation
- Unit 01: Getting Started with Spreadsheets
- Unit 02: The Composition of a Spreadsheet

## 4. Chapter: Unit 03: Spreadsheet Design and Implementation

### 1. Unit 03: Spreadsheet Design and Implementation Questions

#### 4.1.1. How could a business best use a Microsoft Excel spreadsheet to refl...

Author: Ryan Lowe

How could a business best use a Microsoft Excel spreadsheet to reflect and/or enhance its brand?

Please choose only one answer:

- A business could use a spreadsheet to set itself apart from other companies that do not use spreadsheets.
- A business could use a spreadsheet to vault its image and reputation among peer companies.
- Because spreadsheets are so expensive, a business could advertise its desire to use spreadsheets in order to attract wealthy donors to endorse the business.
- A business could incorporate specific colors and designs into its spreadsheets in order to reflect and promote its brand.

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#### 4.1.2. How could you best derive a total sum for all the values in a Micro...

Author: Ryan Lowe

How could you best derive a total sum for all the values in a Microsoft Excel spreadsheet column?

Please choose only one answer:

- It is not possible to perform this operation in a spreadsheet unless it has been formatted.
- You could select the range, then cut and paste it into the calculation window.
- You could select the empty cell below the last value in the column and then enter the following formula in the formula toolbar: =SUM(A1:A5), with A1:A5 being an example of the range of all the cells with values in the column.
- You could use a calculator and enter the total of the column manually.

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### 4.1.3. What is the difference between a column and a row in a spreadsheet?

Author: Ryan Lowe

What is the difference between a column and a row in a spreadsheet?

Please choose only one answer:

- A column is vertical and a row is horizontal.
- These terms are interchangeable; rows and columns are the same thing.
- A row is vertical and a column is horizontal.
- A row is a column unless a mathematical formula is entered into the spreadsheet.

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## 4. Chapter: Unit 01: Getting Started with Spreadsheets

### 1. Unit 01: Getting Started with Spreadsheets Questions

#### 4.1.1. How could a spreadsheet best help a store manager keep a balanced b...

Author: Ryan Lowe

How could a spreadsheet best help a store manager keep a balanced budget?

Please choose only one answer:

- The store manager could use a spreadsheet to track expenses and sales by using columns to compare the totals for these two categories.
- A spreadsheet could enable the store manager to communicate with his superiors.
- By using electronic tracking, a spreadsheet could allow the store manager to compare the store's performance with that of other competing stores.
- A spreadsheet could enable the cashier to determine the number of customers the store receives.

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#### 4.1.2. Name the four most common tools that are used when building a Micro...

Author: Ryan Lowe

Name the four most common tools that are used when building a Microsoft Excel spreadsheet for the purpose of organizing and interpreting data.

Please choose only one answer:

- Cells, a battery, an alternator, and rows
- Rows, columns, brakes, and formulas
- Cut, paste, copy, and margins
- Columns, rows, cells, and formulas

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

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#### 4.1.3. Which of the following statements best represents how a baseball co...

Author: Ryan Lowe

Which of the following statements best represents how a baseball coach could use a spreadsheet to evaluate his or her players?

Please choose only one answer:

- The coach could use a spreadsheet to motivate the players to practice fair sportsmanship.
- The coach could use a spreadsheet to develop the skills of the team.
- The coach could use a spreadsheet to track the batting averages of the team.
- There is no way in which a spreadsheet could be used to evaluate baseball players.

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## 4. Chapter: Unit 02: The Composition of a Spreadsheet

### 1. Unit 02: The Composition of a Spreadsheet Questions

#### 4.1.1. Name three types of formulas that can be used in Microsoft Excel.

Author: Ryan Lowe

Name three types of formulas that can be used in Microsoft Excel.

Please choose only one answer:

- Totals, averages, and percentages
- Averages, percentages, and recipes
- Sums, averages, and decimals
- Fractions, metrics, and averages

Check the answer of this question online at QuizOver.com:

Question: [Name three types of formulas that can be used Ryan Lowe @Saylor Spreadsheets](#)

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#### 4.1.2. Where can formulas be viewed in a Microsoft Excel spreadsheet?

Author: Ryan Lowe

Where can formulas be viewed in a Microsoft Excel spreadsheet?

Please choose only one answer:

- Formulas are not viewable because this option would violate copyright laws.
- Formulas always show up when you hover over the title of a heading.
- A formula may be viewed by selecting a cell, then looking at the formula bar at the top of the spreadsheet; if a formula has been inserted, it will now appear in the formula bar.
- Viewing formulas is not possible in Microsoft Excel.

Check the answer of this question online at QuizOver.com:

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### 4.1.3. How would you calculate the number of rows and columns you would ne...

Author: Ryan Lowe

How would you calculate the number of rows and columns you would need in order to start building a Microsoft Excel spreadsheet for a specific purpose?

Please choose only one answer:

- You wouldn't need to calculate this figure, because the parameter required for any spreadsheet is always 100 rows by 100 columns.
- You would decide how many rows and columns you would need for a specific purpose, and then you would add one row and one column to this figure so that your rows and columns would have headings.
- You would pick numbers at random, since the numbers of rows and columns in a spreadsheet doesn't really matter.
- You would always start with 50 rows and 50 columns, since any other number won't allow for an input.

Check the answer of this question online at QuizOver.com:

Question: [How would you calculate the number of rows and Ryan Lowe @Saylor](#)

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