Excel Competency Exam Practice Test

The contents of this exam are based on the topics provided here:
https://www.bauer.uh.edu/departments/undergraduate-advising-center/current-students/excel_topics.php

Solutions provided at the end of this document.

Topic 1:

1. The AutoAdd function adds up numbers in a column or row you specify.
a) True
b) False

2. "AAA" is an example of a _____ in Excel.
a) cell reference
b) column heading
c) name box
d) row heading

3. _____ quickly highlight(s) important information in a spreadsheet that match your criteria by applying formatting options, data bars, color scales, or icon sets.
a) cell references
b) conditional formatting
c) Excel tables
d) pivot tables

Topic 2:

	A	B	C	D	E	F
1		Jan	Feb	Mar	Total	Average
2	Sales	120	160	210	490	245
3	Overhead	100	130	160	390	195
4	Profits	20	30	50	100	50

4. The best formula to calculate Profits for January is:
a) =SUM(B2:B3)
b) =B2-B3
c) =B4-(B2+B3)
d) =A4-(A2+A3)
e) =SUBTRACT(B2:B3)

	A	B	C	D	E	F
1		Jan	Feb	Mar	Total	Average
2	Sales	120	160	210	490	245
3	Overhead	100	130	160	390	195
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5. The best formula to calculate the Average for Profits is:

a) =(B4+C4+D4)/3

b) =MEAN(B4:E4)

c) =AVERAGE(B4:D4)

d) =AVERAGE(B4:E4)

6. As a general rule, Excel will _____-align numbers.

a) right

b) left

c) top

d) bottom

Topic 3:

7. Cell D4 contains the formula =C1+C2. What formula will see when you paste this into cell E5?

a) =C1+C2

b) =$C1+$C2

c) =D2+D3

d) =E6+E7
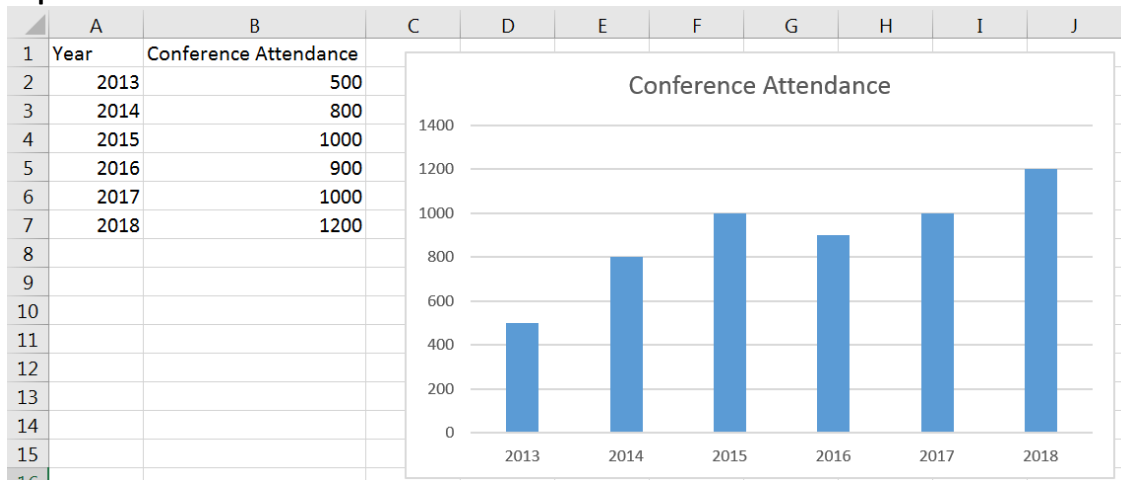
8. When you copy a formula that contains an absolute reference to a new location, the reference _____.

a) is updated automatically

b) does not change

c) becomes bold

d) has a dotted outline in its cell
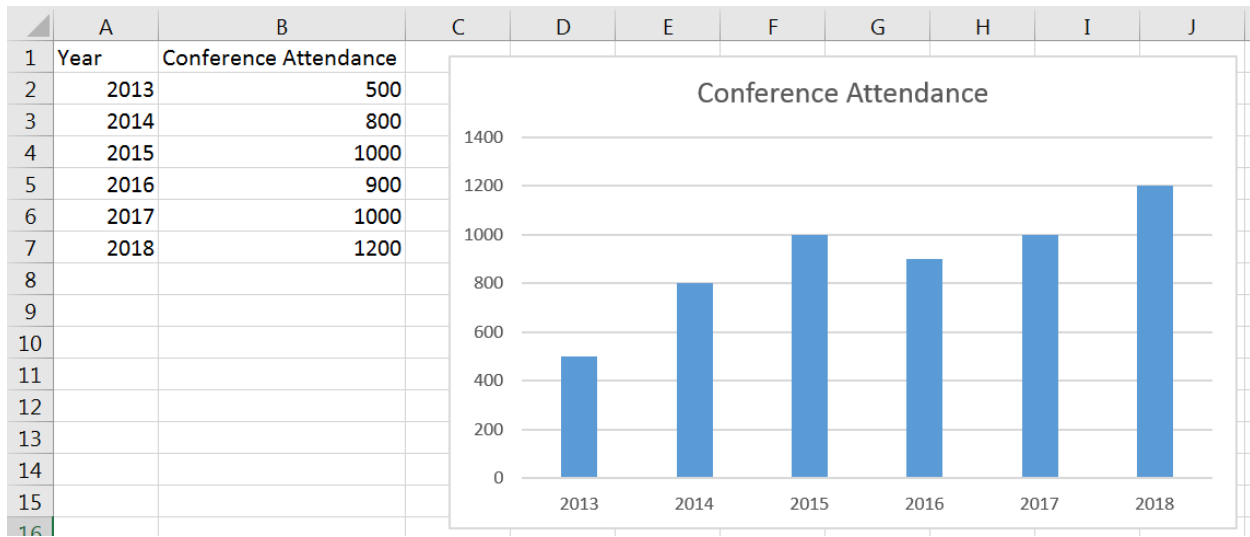
9. Which of the following is a logical function?

a) AVERAGE

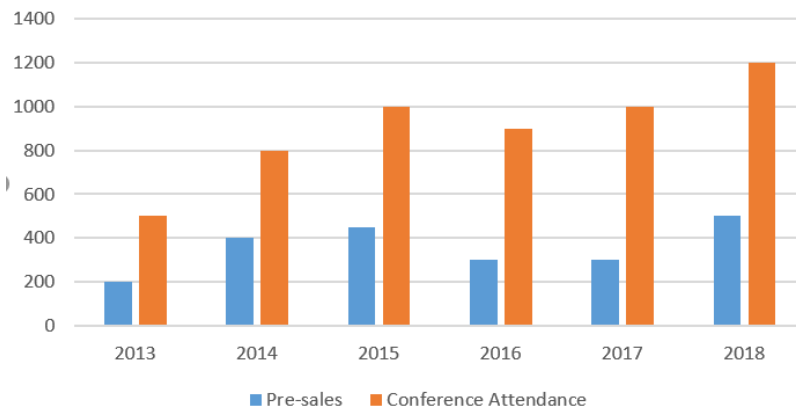b) IF

c) SUMPRODUCT

d) VLOOKUP

Topic 4:

	A	B	C	D	E	F	G	H	I	J
1	Year	Conference Attendance								
2	2013	500								
3	2014	800								
4	2015	1000								
5	2016	900								
6	2017	1000								
7	2018	1200								
8										
9										
10										
11										
12										
13										
14										
15										
16										

10. The image above shows a:

a) Column chart

b) Bar graph

c) Line Chart

d) Pie Chart

	A	B	C	D	E	F	G	H	I	J
1	Year	Conference Attendance								
2	2013	500								
3	2014	800								
4	2015	1000								
5	2016	900								
6	2017	1000								
7	2018	1200								
8										
9										
10										
11										
12										
13										
14										
15										
16										

11. Excel will reference the chart's data source above as:

a) A1:B7

b) $A1:B7$

c) A$1:$B7

d) $A$1:$B$7

Sales & Attendance

12. The words "Pre-sales" and "Conference Attendance" in the image above are called the chart _____:
a) accent
b) key
c) labels
d) legend
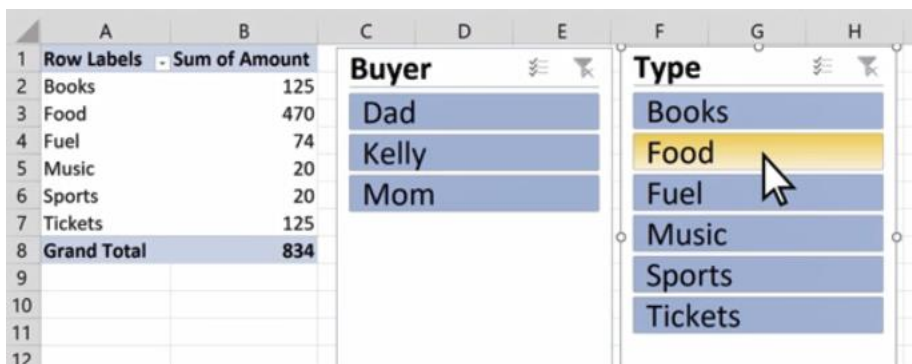
Topic 5:
13. _____ order arranges content in reverse alphabetical order, from Z to A.
a) Reverse
b) Major
c) Ascending
d) Descending

14. _____ are a powerful tool to quickly group, summarize, and rearrange larger datasets.
a) Cell references
b) Functions
c) Pivot tables
d) Ranges

15. Selecting the "Food" button on the slicer on the right will mean that the data table on the left will:
a) Show items that match "Food" only.
b) Show items that match everything except for "Food".
c) Not be impacted by the "Food" slicer at all.
d) All of the above.

Topic 6:

16. A worksheet ____ is a collection of two or more selected worksheets.
a) index
b) roster
c) group
d) cluster

17. A reference that refers to the same cell or range on multiple sheets is called a(n) _____ reference.
a) 3-D
b) Clustered
c) Indexed
d) Pivotal

Topic 7:

18. A(n) _____ helps automate repetitive tasks in Excel by recording your steps.
a) formula
b) macro
c) solver
d) process

19. You can use data _____ to restrict the type of data or the values that users enter into a cell.
a) auditing
b) checking
c) tracking
d) validation

Topic 8:

20. The _____ function returns TRUE if any of its arguments evaluate to TRUE, and returns FALSE if all of its arguments evaluate to FALSE.
a) AND
b) OR
c) SOME
d) LOOKUP

	A	B	C	D	E	F	G	H
1	Name	Region	# orders	Sales		Regions	Orders	# people
2	Bob	East	75	$49,017		East	>=50	
3	Sue	East	24	$77,738		West	>=50	
4	Rishna	West	97	$41,107		North	>=50	
5	Mo	North	63	$57,243		South	>=50	
6	Dave	North	89	$69,496				

21. To determine the number of sales people by region who have 50 or more orders, we use the:
a) COUNT
b) COUNTA
c) COUNTIF
d) COUNTIFS

Topic 9:
22. _____ calculates the payment for a loan based on constant payments and a constant interest rate.
a) CPMT
b) LOAN
c) PMT
d) PPMT

23. A _____ analysis is the process of changing the values in cells to see how those changes will affect the outcome of formulas on the worksheet.
a) Change
b) Performance
c) Pivotal
d) What-if

Topic 10:
24. Returns the number of characters you specify from the right side of a string.
a) CHAR
b) LEN
c) RIGHT
d) RSTRING

25. Removes all spaces from text except for single spaces between words.
a) CODE
b) CLEAN
c) TRIM
d) SUBSTITUTE

Solutions

1. False
2. b
3. b
4. b
5. c
6. a
7. c
8. b
9. b
10. a
11. d
12. d
13. d
14. c
15. a
16. c
17. a
18. b
19. d
20. b
21. d
22. c
23. d
24. c
25. b