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QUESTION 1:

To view a worksheet as a Web page, _____

A. Select View, Web Page on the Menu bar.
B. Select File, Web Page Preview on the Menu bar.
C. Right-click and select View Web Page on the Shortcut menu.
D. Click the Print Preview button on the Standard toolbar and click the View Web Page button on the Print Preview toolbar

Answer: B

Explanation: When you're saving an entire workbook as a noninteractive Web page, you can preview the page without publishing it by clicking Web Page Preview on the File menu.

QUESTION 2:

To allow users to format, calculate, analyze, sort and filter data in an interactive Web page, the first step to saving the worksheet would be to _____

A. Right-click and select Save As Interactive Web Page on the Shortcut menu.
B. Select Tools, Interactive Web Page on the Menu bar.
C. Select File, Save as Interactive Web Page on the Menu bar
D. Select File, Save as Web Page on the Menu bar

Answer: D

Explanation: The first step in saving a worksheet as an interactive Web page is to select File, Save as Web Page on the Menu bar. You would then click the Publish button, select the items you wish to publish, and be sure that the Add interactivity with: check box is selected. Make the rest of your selections, and then click the Publish button again.

QUESTION 3:

To insert or edit a hyperlink in a worksheet, you would NOT _____

A. Right-click and select Hyperlink from the Shortcut menu.
B. Select Insert, Hyperlink from the Menu bar.
C. Press the Ctrl + F9 keys on the keyboard.
D. Press the Ctrl + K keys on the keyboard.

Answer: C

Explanation: To insert or edit a hyperlink in a worksheet, you would activate the Hyperlink dialog box by right-clicking and selecting Hyperlink on the Shortcut

menu;selection insert,Hyperlink on the Menu bar, or pressing the Ctrl+K keys on the keyboard. You would then select whether you want the link to point to an existing file or Web page, to a certain place in the worksheet, to a new document, or to an e-mail address. Pressing Ctrl + F9 does not activate the Hyperlink dialog box.

QUESTION 4:

To add or edit comments attached to worksheet cells, select the cell and _____

A. Right-click and select Insert, Comment from the Shortcut menu.
B. Click the Insert Comment button on the Standard toolbar.
C. Select Tools, Insert Comment on the Menu bar.
D. Select Insert, Comment on the Menu bar.

Answer: D

Explanation: To add or edit comments in a worksheet cell, select Insert, Comment on the Menu bar, type or edit the comment, then click outside the cell.

QUESTION 5:

The first step in creating and responding to discussion comments is to _____

A. Select a Discussion Server in the Add or Edit Discussion Servers dialog box.
B. Select Tools, Online Collaboration, Web Discussions on the Menu bar.
C. On the Web Discussion toolbar, click Insert Discussion about the Document.
D. Key the Discussion subject and comments and click OK.

Answer: B

Explanation: The first step in creating and responding to discussion comments would be to select Tools, Online Collaboration, Web Discussion on the Menu bar.

QUESTION 6:

All of the following are methods of moving selected cells in a worksheet EXCEPT _____

A. Selecting the cell, clicking the cell border, and dragging and dropping the cell in the new location.
B. Selecting the cell, right-clicking and selecting Cut from the Shortcut menu, selecting the destination cell, right-clicking again, and selecting Paste from the Shortcut menu.
C. Selecting the cell, clicking the Cut button on the Standard toolbar, selecting the destination cell, and clicking the Paste button on the Standard toolbar.
D. Selecting the cell and clicking Edit, Move Cell on the Menu bar.

Answer: D

Explanation: All of the methods will move the cell, except clicking Edit, Move Cell, as there is no Move Cell option on the Edit menu.

QUESTION 7:

Numbers entered into a cell are automatically _____

A. Left-aligned.
B. Right-aligned.
C. Center-aligned.
D. Justified.

Answer: B

Explanation: Numbers entered into a cell are automatically right-aligned.

QUESTION 8:

Text entered into a cell is automatically _____

A. Left-aligned.
B. Right-aligned.
C. Center-aligned.
D. Justified.

Answer: A

Explanation: Text in a cell is automatically left aligned and is used to organize and identify the numerical information.

QUESTION 9:

The three ways of entering data that you type into a cell are _____ (Choose three answers..

A. Pressing the Enter key on the keyboard.
B. Clicking the Enter button on the Formula bar.
C. Pressing the Insert key on the keyboard.
D. Move to another cell.

Answer: A, B, D

Explanation: You must finalize an entry of data into a cell by pressing the Enter key on the keyboard, clicking the Enter button on the Formula bar, or moving to another cell.

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