

12 Theorievragen Excel

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1. One way to open the Help menu quickly is to press this shortcut key.

- A) F1
- B) F12
- C) F6
- D) Windows
- E) F2

2. This action is used to display the context menu and the mini toolbar.

- A) Double-click
- B) Right-click
- C) Scroll
- D) Left-click
- E) Move pointer

3. This shortcut will create a new folder in a Windows folder.

- A) Ctrl+V
- B) Ctrl+C
- C) Ctrl+Shift+N
- D) Ctrl+O
- E) Ctrl+Alt

4. This basic Excel feature allows users to evaluate values and return a result

- A) Formulas
- B) Formatting
- C) Filters
- D) Insertions
- E) Components

5. The Excel tool button that allows you to step through each part of a formula is called:

- A) Trace Precedents.
- B) Trace Dependents.
- C) Error Checking.
- D) Evaluate Formula.
- E) Watch Window.

6. When you are creating formulas using a cell location, the default cell reference is:

- A) Relative.
- B) Absolute.
- C) Constant.
- D) Fixed.
- E) Mixed.

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7. A handy keyboard shortcut that puts dollar signs (\$\$) around cell and row address in formulas is:

- A) F1.
- B) F5.
- C) ^\$.
- D) Ctrl+*.
- E) F4.

8. This useful Excel function evaluates a specified condition and returns one value if the condition is true and another value if the condition is false:

- A) COUNT
- B) LOOKUP
- C) HLOOKUP
- D) IF
- E) EVAL

9. The text label that describes each data series in a chart is called the:

- A) Chart object.
- B) Field name.
- C) Category label.
- D) Selectable component.
- E) Source label.

10. An Excel chart that is displayed on its own sheet in the workbook is called:

- A) A standalone.
- B) A graphic element.
- C) A chart sheet.
- D) A diagram.
- E) A schematic.

11. The Excel feature that displays averages in your data and can be used to forecast data by plotting future approximate averages is the:

- A) Legend.
- B) Tick mark.
- C) Trendline.
- D) Gridline.
- E) Chart analyzer.

12. Which of the following steps completes a cell entry in an Excel worksheet and moves the pointer one cell to the right?

- A) Pressing [Enter].
- B) Pressing [Tab].
- C) Pressing [Shift]+[Tab].

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D) Pressing [Shift]+[Enter].