

Microsoft Excel Test P14

Excel is a spreadsheet program that is extremely useful for people who work as an office or a teacher. To help you gain more useful knowledge, in the following quiz Network Administrator has edited very interesting questions to help you expand your knowledge. Let's try it together.

1. Question 1. To always choose to print a certain area in the Excel spreadsheet we need to manipulate?
 1. Black out the area to print, then go to File / Print Area, select Set Print Area
 2. Go to File / Print, select OK
 3. Both ways are correct
 4. Both ways are wrong
2. Question 2. When doing hidden cell grid attribute in Excel spreadsheet, we need?
 1. Go to Format / Row, select Hide
 2. Go to Tool / Option, on the View tab, uncheck the Gridlines item in Window Options
 3. Do not have this feature
 4. Both a and b are correct
3. Question 3. When we want to repeat the column header on each printed page, we need to do it?
 1. Go to File / Page Setup, Select the Sheet tab, check the Row and Column headings section
 2. In Excel, the default is always available when the title is repeated
 3. A and B are wrong
 4. Both a and b are correct
4. Question 4. To hide any column on the Excel worksheet, select the column to hide, then?
 1. Right-click on the selected column to hide, click Hide
 2. Go to Format / Column, select Hide
 3. Both a and b are correct
 4. A and B are wrong
5. Question 5. When typing the calculation formula in Excel, if it is correct, it will produce the result of that calculation when printing the paper. So to print the formulas I just hit?
 1. Remove the equal sign "=" at the beginning of each calculation
 2. Go to Tool / Options, select the View tab, check the Formulas item in Windows Options
 3. A and B are wrong
 4. Both a and b are correct
6. Question 6. To set the automatic saving mode on Excel when a problem occurs, we need
 1. Go to File / Save to save
 2. Go to Tool / Options, select the Save tab, check the Save AutoRecover info every box, then enter the auto-save minutes
 3. Both a and b are correct
 4. A and B are wrong
7. Question 7. Excel documents after being saved by default in My Document. So to change the default location when saving it?
 1. Go to Tool / Options, select the General tab, change the new path to the Default file location entry
 2. Go to File / Save As, select the location to save

3. A and B are wrong
 4. Both a and b are correct
8. Question 8. When entering File / Page Setup, what do we choose for the Margins tab?
1. Paper size when printing
 2. Orient the print paper
 3. Align the paragraph margins to print
 4. All is wrong
9. Question 9. When entering Format / Cells, what is the Border card effect?
1. Adjust the font for the paragraph
 2. Create a border for the spreadsheet to select
 3. Color correction for text
 4. All is wrong
10. Question 10. What effect does Ctrl + F command in Excel have?
1. Search for a certain string
 2. Replace this string with another character
 3. Delete the characters you just found
 4. All right

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