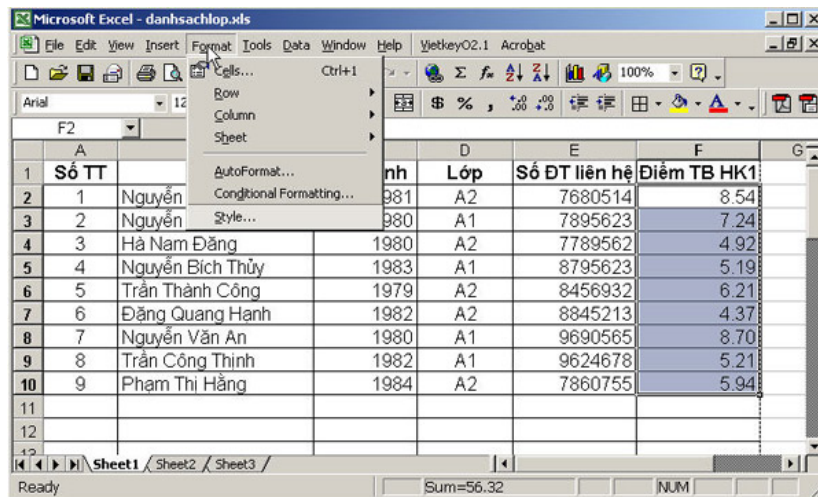


Microsoft Excel test P5

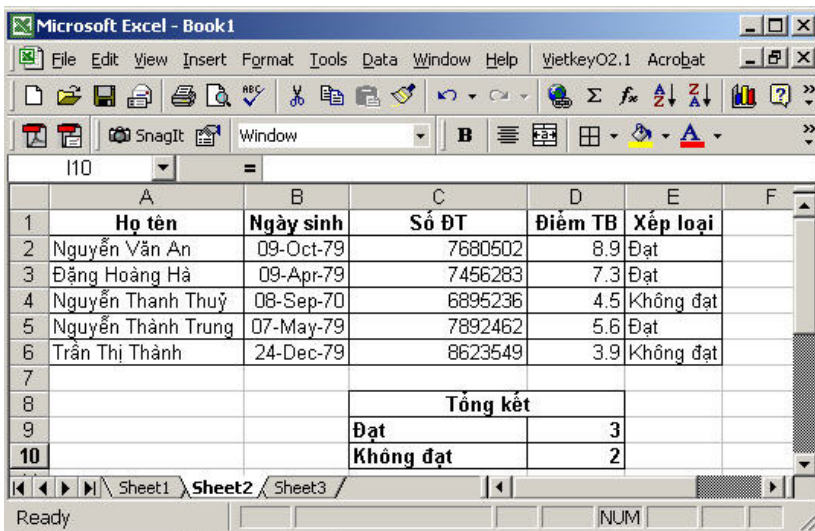
In the article below, Network Administrator will send you more useful information about Excel software through the following quiz. Let's see how much you know about Excel.

1. Question 1. To protect a sheet by password, we must enter:
 1. The File select Protection selects Protect Sheet
 2. Tools select Protection to select Protect Sheet
 3. Edit select Protection and select Protect Sheet
 4. Data select Protection and select Protect Sheet
2. Question 2. Address \$ AC \$ 3 is the address
 1. Relatively
 2. Absolute
 3. Mixture
 4. Wrong performance
3. Question 3. To format the data in column TB1 is the one-digit number type in the decimal part, we select the data column, click on the Format command menu, select:



1. Cells
 2. Column
 3. AutoFormat
 4. Conditional Formatting
4. Question 4. To close (turn off) an open spreadsheet (workbook) without closing the MS Excel program, which of the following methods do you use?
 1. Go to the File menu, select the Close command
 2. Go to the File menu, select the Exit command
 3. Go to the File menu, select the Quit command
 4. Click on the close icon (x) in the top right corner of the window

5. Question 5. To count the number of SV graded Reached and Not reached as shown, in cell D9, we use the function:



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Họ tên	Ngày sinh	Số ĐT	Điểm TB	Xếp loại	
2	Nguyễn Văn An	09-Oct-79	7680502	8.9	Đạt	
3	Đặng Hoàng Hà	09-Apr-79	7456283	7.3	Đạt	
4	Nguyễn Thanh Thủy	08-Sep-70	6895236	4.5	Không đạt	
5	Nguyễn Thành Trung	07-May-79	7892462	5.6	Đạt	
6	Trần Thị Thành	24-Dec-79	8623549	3.9	Không đạt	
7						
8			Tổng kết			
9			Đạt		3	
10			Không đạt		2	

1. SUMIF
 2. COUNTIF
 3. COUNT
 4. VLOOKUP
6. Question 6. To represent the percentage data, using the following chart is the most appropriate:
1. Column chart stand (Column)
 2. Dispersion chart XY (XY Scatter)
 3. Curved line chart (Line)
 4. Round fan chart (Pie)
7. Question 7. To select all cells on the worksheet with the keystroke you select:
1. Press Ctrl + A
 2. Press Ctrl + All
 3. Press Ctrl + Alt + Space
 4. Both first and third ways are fine
8. Question 8. To hide or display toolbars, select any of the following items:
1. Go to the File menu, select the Page Setup command
 2. Go to the View command menu, select the Toolbars command
 3. Go to the Insert menu, select the Object command
 4. Go to the Tools menu, select the Options command
9. Question 9. To save an open spreadsheet under another name, go to the File menu, select the command:
1. Open
 2. Save
 3. Save As
 4. Send To
10. Question 10. To print a horizontal or vertical sheet, choose which action
1. Go to File - Web Page Preview - Choose a vertical or horizontal style
 2. Go to Format - Borders and Shading - Choose a vertical or horizontal style
 3. Go to File - Page Setup - Choose a vertical or horizontal style
 4. Go to Insert - Page Number - Choose a vertical or horizontal style

You finished reading the article "**Microsoft Excel test P5**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides.

Thank you for reading and for following us regularly.
