

which orientation style has more height than width?

Select an answer:

landscape

horizon

legal

portrait

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What does it mean when the save button on the Quick Access Toolbar changes to a circular set of two arrows?

Select an answer:

The file has not been saved recently.

The workbook is saved in the Cloud.

The file has been saved to your hard drive.

Someone else is trying to open the file.

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How can you determine which cell data is being used in a chart?

Select an answer:

Right-click the chart and select data source.

Click show data from the Chart tab on the ribbon.

Click the chart and the cells will be shaded.

The chart will display all data that is in adjacent cells.

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Does Excel contain more rows or columns?

Select an answer:

Excel has the same number of rows and columns.

Excel contains more columns.

Excel contains more rows.

It depends on which contains more data.

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What does double-clicking between any two rows or columns do to the cells?

Select an answer:

It highlights both cells.

It automatically sizes them to fit the largest item.

It deletes their contents.

It switches their relative position to each other.

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Which data format type will increase the cell width instead of overlapping into empty cells?

Select an answer:

number

general

text

date

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MacBook Air



QUESTION 7 OF 8:

Which Excel feature makes it easy to copy and paste formulas in multiple cells?

Select an answer:

relative addressing

absolute addressing

function inheritance

fast copy

Excel provides \_\_\_\_\_ in categories such as financial management and budgets.

Select an answer:

websites

training modules



examples

templates