

# Answers to Excel Sample Questions

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Please note that every question might have several ways to solving them. In this guide only one of these ways will be demonstrated.

**Good Luck!**

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## Interactive Test Questions

These questions appear in black while the answers below them appear in red. Each explanation is accompanied by screenshots indicating where and how the commands should be performed. Within the explanations you will find numbers in brackets, these correspond to numbers in the screenshots indicating where each part of the explanation should be done in Excel.

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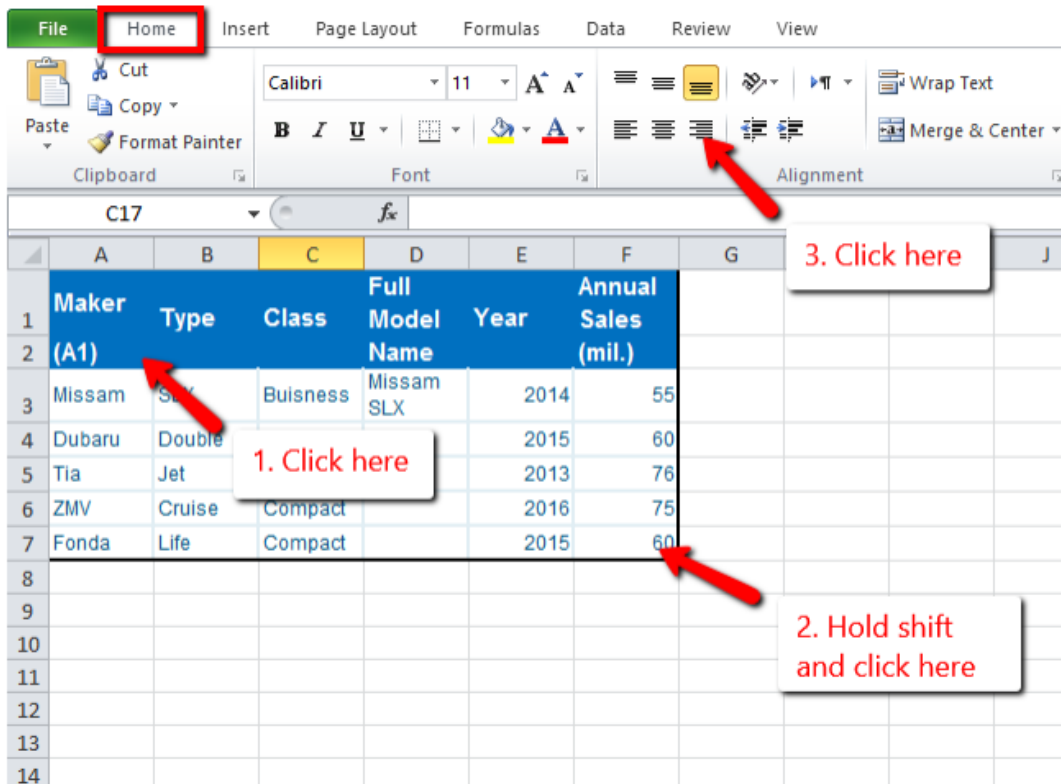
Here are the answers to the free sample questions appearing on [this page](#).

Maker (A1)	Type	Class	Full Model Name	Year	Annual Sales (mil.)
Missam	SLX	Buisness	Missam SLX	2014	55.00
Dubaru	Double	Van		2015	60.00
Tia	Jet	Van		2013	76.00
ZMV	Cruise	Compact		2016	75.00
Fonda	Life	Compact		2015	60.00

### Basic Level Questions

**1. Align the Text to the right.**

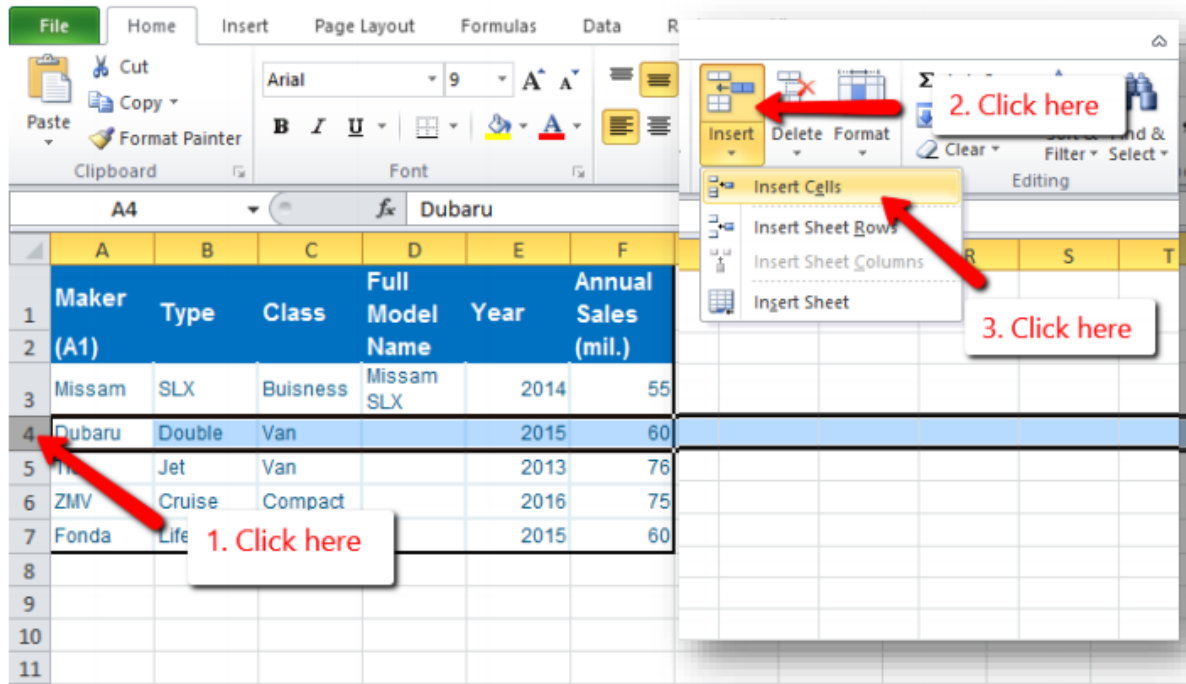
- a) Click on cell A1 (1), hold down shift and click on cell F7 to select the entire table (2).
- b) Under Home tab, click on the "Align Text Right" button (3).



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**2. Insert a new row between Missam and Dubaru.**

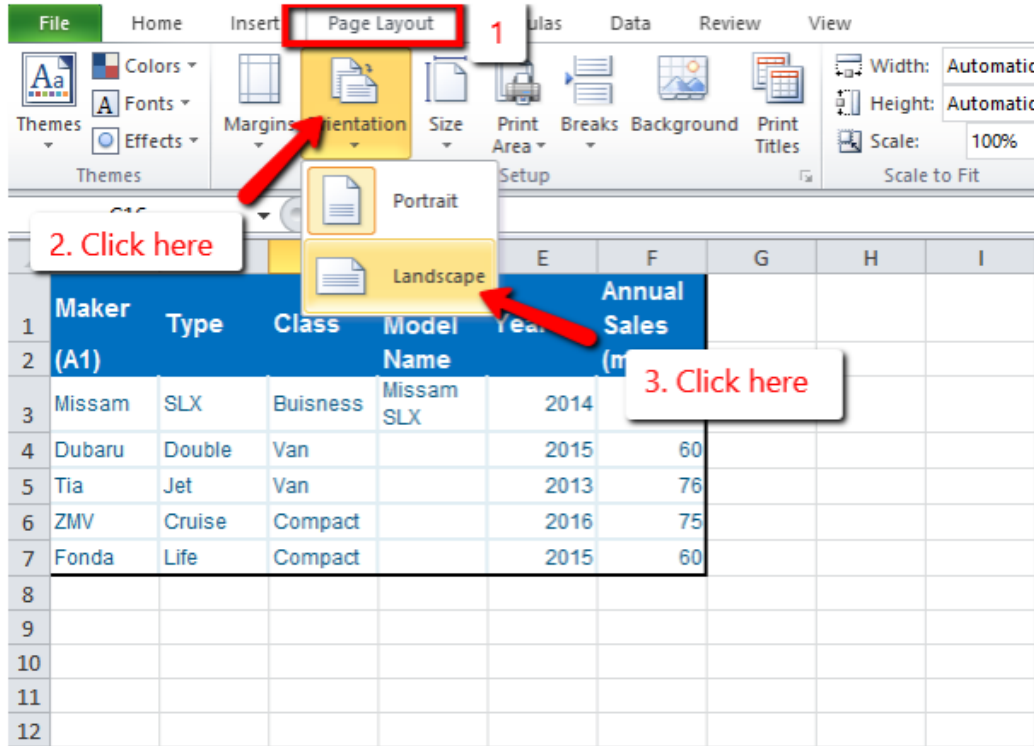
- a) Click on the number of the row that above it you want to insert the new row (1).
- b) Under Home tab, under Cells group, click on Insert (2).
- c) In the opened menu click on Insert Cells (3).



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**3. Change the Page Orientation to Landscape.**

- a) Click on the Page Layout tab (1).
- b) Under Page Setup group, click on Orientation (2).
- c) In the opened menu, click on Landscape (3).



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## Intermediate-Advanced Level Questions

### 1. Highlight every cell with Annual Sales over 70 (mil. \$).

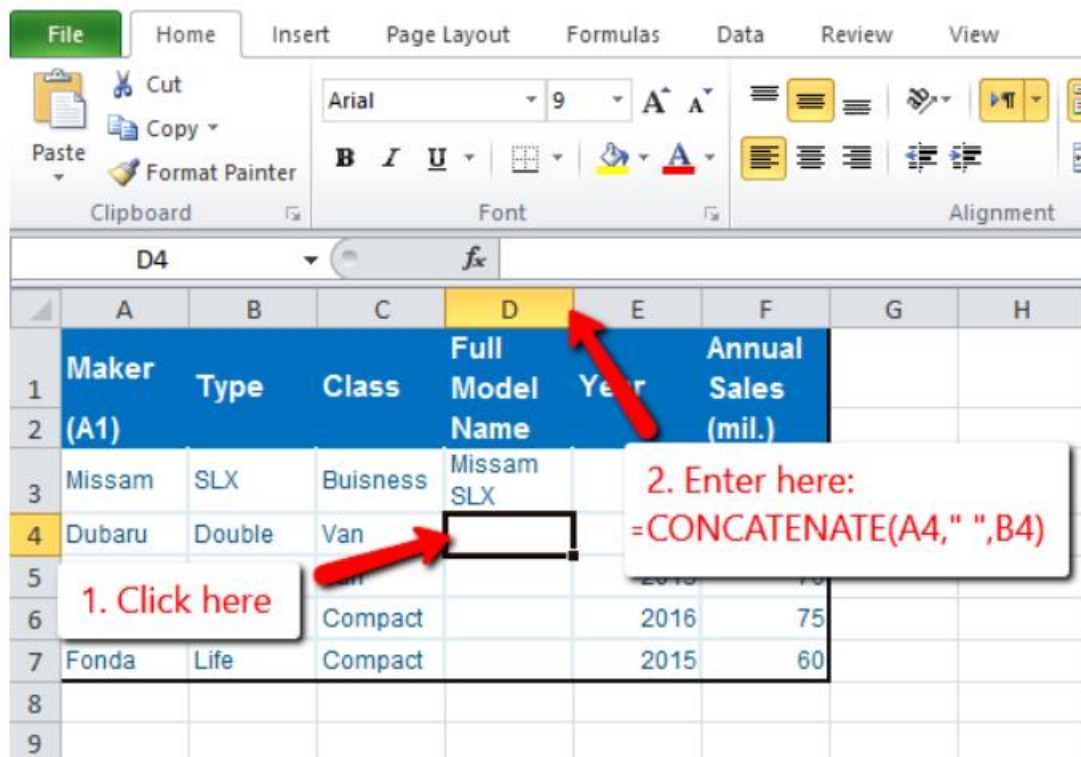
- a) Click on cell F3, hold down Shift and click on cell F7 to select all cells under Sales (1 & 2).
- b) In Home tab under Styles group, Click on Conditional Formatting (3).
- c) In the opened menu move the mouse cursor over Highlight Cells Rules and click on Greater Than... (4 & 5)
- d) In the opened dialog box enter 70 under Format cells that are Greater Than: (6)
- e) Click OK (7).

1	2	3	4	5	6	7
Maker (A1)	Type	Class	Full Model Name	Year	Annual Sales (mil.)	
Missam	SLX	Ruisness	Missam	2015	55	
Dubaru	Double			2015	60	
Tia	Jet	Van		2013	76	
ZMV	Cruise	Compact		2016	75	
Fonda	Life			2015	60	

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2. Under “Full Model Name”, in cell D4, write a function that combines the “Maker” and the “Type” (like in cell D3).

- 1) Click on cell D4 (1).
- 2) In the Formula Bar write: =CONCATENATE(A4," ",B4). Notice the space added in the formula between the two cells (2).
- 3) Click Enter (3).



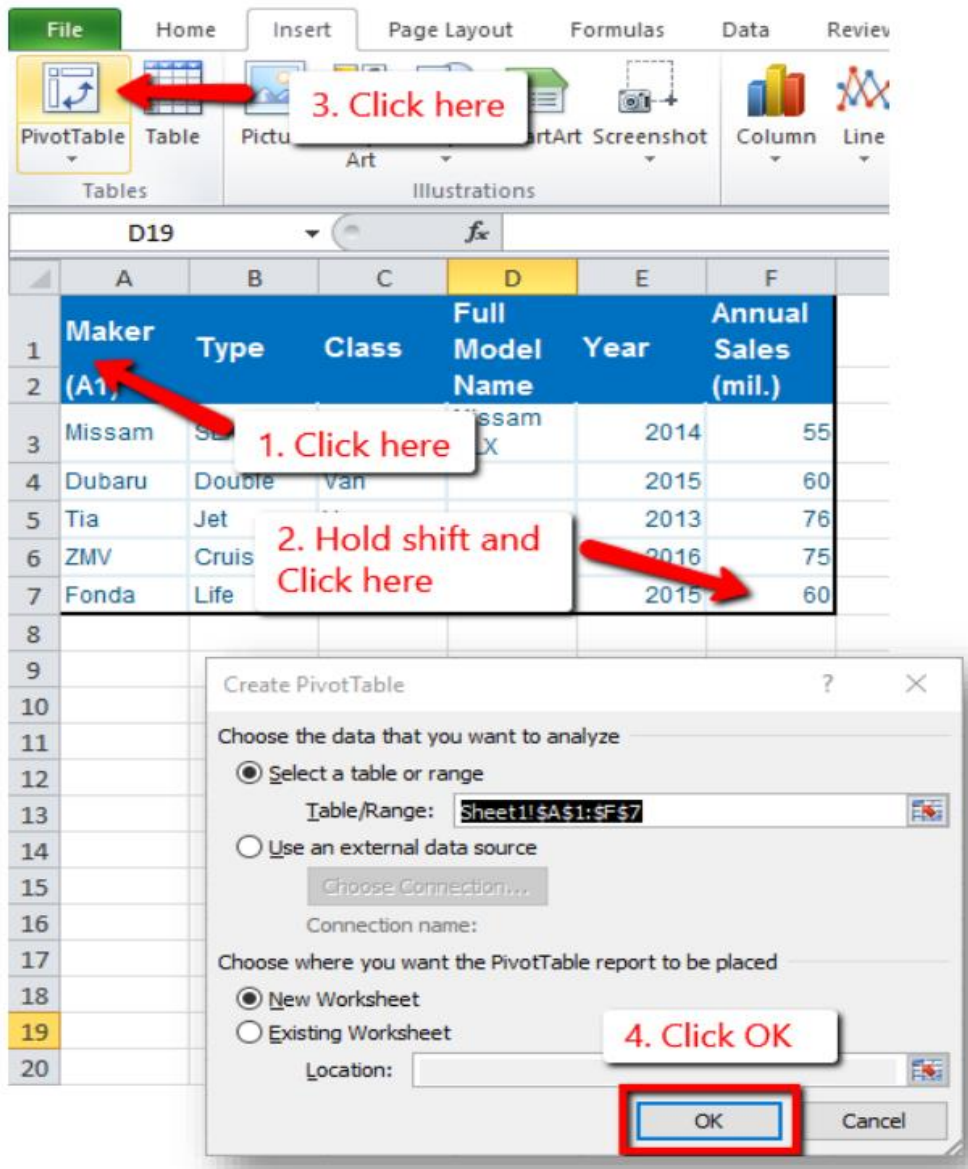
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**3. Create a PivotTable for Annual Sales per Year.**

1) Click on cell A1. Hold shift and click on Cell F7 to select the entire table (1+2).

2) In Insert tab, under Tables Group, click on PivotTable (3).

3) In the opened dialog box don't change anything, and click OK. A new Spreadsheet will be opened (4).



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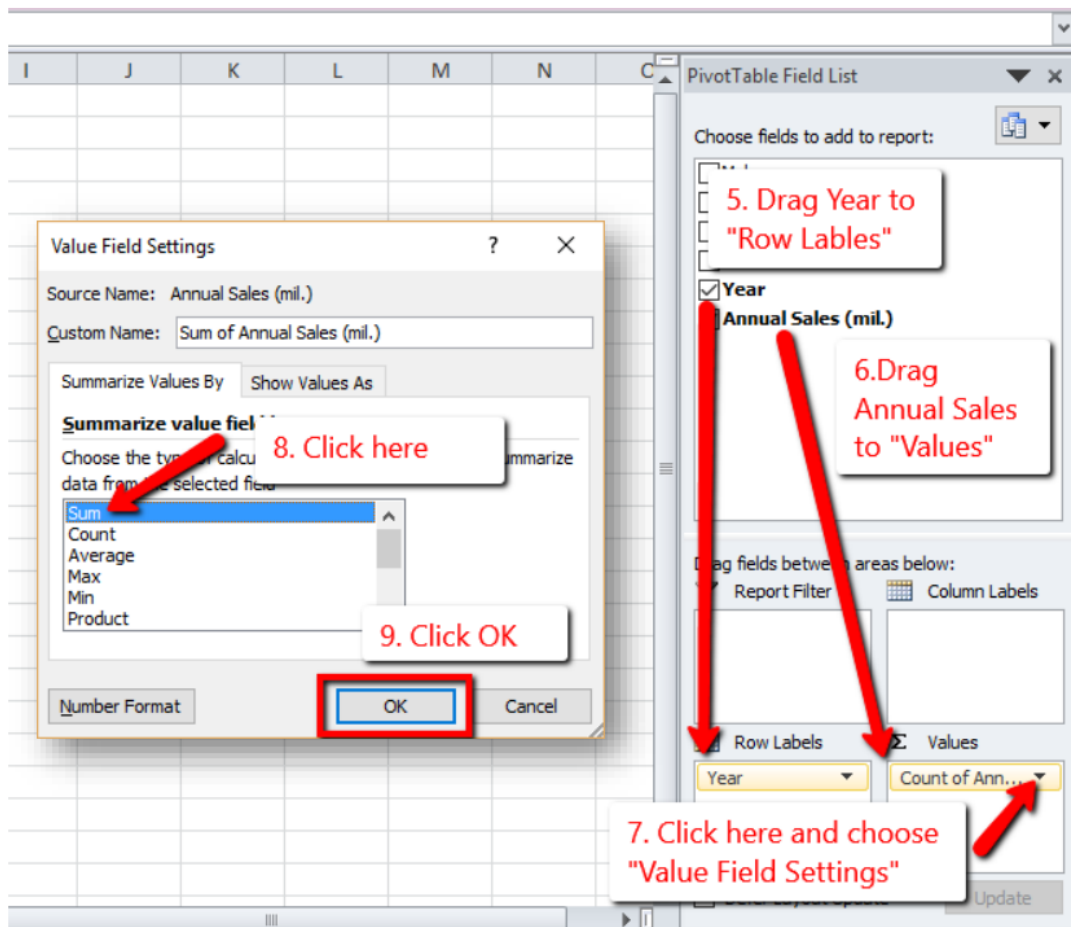


**Continued from Intermediate Level Question 3**

4) Under PivotTable Field list click and drag 'Year' to Row Labels (5). Drag 'Annual Sales' to Values (6).

5) Under Values click on the newly appeared entry. In the opened menu click on Value Field Settings... (7)

6) In the opened dialog box click on Sum (8) and then click OK (9).



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## Multiple Choice Questions

### Basic Level Questions:

I) How would you select non-contiguous cells?

- a. Hold Ctrl → left-click on each cell
- b. Hold Shift → left-click on each cell
- c. Right-click on each cell
- d. Hold Alt → left-click on each cell

II) Which of the following commands doesn't affect the text font?

- a. Bold
- b. Underline
- c. Borders
- d. Italics

III) How should the following formula be written: Multiply Cell A1 by 6, and divide that by 4?

- a. =A1X6/4
- b. =A1X6%4
- c. =A1\*6/4
- d. =A1\*6%4

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Intermediate-Advanced Level Questions:

**I) Fill Handle will generate content based on the following:**

- a. Mathematical Series
- b. Alignment Pattern
- c. Design Pattern
- d. All of the Above

**II) The "Save As" command will NOT allow you to...**

- a. Save as a PDF
- b. Save as a template
- c. Save as a Word document
- d. Save at a specific location

**III) The Conditional Formatting feature is used to:**

- a. Set the default cell format
- b. Format conditional statements
- c. Format cells conditional on the text size
- d. Change the style of cells meeting a condition

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