Microsoft

MOS-EXP

Microsoft Excel 2002 Core

Answer: A, C

Explanation:
Cells may be deleted by either selecting Edit, Delete on the Menu bar, or by right-clicking the selected cells and choosing Delete from the Shortcut menu.

QUESTION: 78
To insert selected cells in a Microsoft Excel 2002 worksheet, _____ (Choose two answers..

A. Select the exact number of cells you wish to insert, click Edit, Insert, Cells on the Menu bar, then make your choice of how to shift the surrounding cells from the dialog box.
B. Select the exact number of cells you wish to insert, and press the Insert key on the keyboard.
C. Select the exact number of cells you wish to insert, right-click and select Insert from the Shortcut menu, then make your choice of how to shift the surrounding cells from the dialog box.
D. Select the exact number of cells you wish to insert, click Insert, Cells on the Menu bar, then make your choice of how to shift the surrounding cells from the dialog box.

Answer: C, D

Explanation:
Cells may be inserted by either selecting Insert, Cells on the Menu bar, or by right-clicking the selected cells and choosing Insert from the Shortcut menu.

QUESTION: 79
When merging a range of cells in Microsoft Excel 2002, only the data in the _____ will be placed in the merged cell.

A. Lower-right cell
B. Upper-right cell
C. Lower-left cell
D. Upper-left cell

Answer: D

When merging a range of cells in Microsoft Excel 2002, only the data in the upper-left cell will be placed in the merged cell. All other data in the other cells will be deleted.

QUESTION: 80
To merge a range of cells in a worksheet WITHOUT centering the data in the newly merged cell, _____

A. Click the first cell in the range of cells you wish to merge, and click the Merge and Center button on the Formatting toolbar.
B. Select the range of cells you wish to merge and click Format, Cells on the Menu bar, select the Alignment tab, then click to select the Merge Cells option under the Text Control section of the dialog box.
C. Select the range of cells you wish to merge and click the Merge and Center button on the Formatting toolbar.
D. Select the range of cells you wish to merge and click Tools, Merge Cells on the Menu bar.

Answer: B

Explanation:
To merge a range of cells without centering the data, select Format, Cells on the Menu bar, select the Alignment tab, then click the Merge Cells option in the Text Control section of the dialog box.

QUESTION: 81
To split previously merged cells in a worksheet, _____ (Choose two answers)

A. Select the merged cell, and click the Merge and Center button on the Formatting toolbar.
B. Select the merged cell, and click Format, Cells on the Menu bar, select the Alignment tab, then click to deselect the Merge Cells option under the Text Control section of the dialog box.
C. Select the merged cell, right-click and select Split Cells from the Shortcut menu.
D. Select the merged cell, and click Tools, Split Cells from the Menu bar.

Answer: A, B

Explanation:
A previously merged cell can be split by either selecting the cell and clicking the Merge and Center button on the Formatting toolbar, or by clicking Format, Cells on the Menu bar, selecting the Alignment tab, then deselecting the Merge Cells option.

QUESTION: 82
To insert a new worksheet into a workbook, _____ (Choose two answers)

A. Select Insert, Worksheet on the Menu bar.
B. Right-click a worksheet tab and select Insert from the Shortcut menu; select the Worksheet icon from the dialog box and click OK.
C. Press the Ctrl + F2 keys on the keyboard.
D. Select File, New Worksheet from the Menu bar.

Answer: A, B

Explanation:
To insert a new worksheet into a workbook, either select Insert, Worksheet on the menu bar, or right-click a worksheet tab and select Insert from the Shortcut menu.

QUESTION: 83
To move between the margin setting fields in the Margins section of the Page Setup dialog box, press the _____ key on the keyboard.

A. Enter
B. Tab
C. Backspace
D. Home

Answer: B

Explanation:
Press the Tab key on the keyboard to move between fields when setting margins in the Page Setup dialog box.

QUESTION: 84

To check the spelling on a worksheet, you would NOT _____

A. Press the F7 key on the keyboard.
B. Select Format, Spelling from the Menu bar.
C. Select Tools, Spelling from the Menu bar.
D. Click the Spell Check button on the Standard toolbar.

Answer: B

Explanation:

To spell check a worksheet, you would press the F7 key, select Tools, Spelling on the Menu bar, or click the Spelling button on the Standard toolbar. There is no Format, Spelling option on the Menu

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