# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Microsoft Office 2013: Excel Chapter 11 – Multiple Choice

# Instructions: Circle the best answer.

1. \_\_\_\_\_, which do not regularly appear as part of the worksheet data, can be added to the workbook to alert the recipients to special information and then later can be edited or deleted.
2. Macros
3. Comments
4. Tags
5. Schemas
6. \_\_\_\_\_ allows users to bring together copies of workbooks that others have worked on independently.
7. Collaborating
8. Sharing
9. Tracking
10. Merging
11. To add a comment to a cell, press \_\_\_\_\_.
12. SHIFT+F2
13. F4
14. CTRL+C
15. SHIFT+ALT+E
16. If both you and another user change the same cell in a shared workbook, Excel displays a(n) \_\_\_\_\_ dialog box when the workbook is saved.
17. Check Changes
18. Share Workbook
19. Resolve Conflicts
20. Evaluate
21. The text \_\_\_\_\_ appears on the title bar next to the file name to indicating that a workbook is being shared.
22. \*Editing\*
23. !Merge!
24. &Collaborate&
25. [Shared]
26. The changes made to a workbook are called the change \_\_\_\_\_.
27. archive
28. history
29. cache
30. log
31. After a shared workbook is protected, no one can unprotect or change it except the \_\_\_\_\_.
32. owner
33. collaborator
34. manager
35. editor
36. You can use \_\_\_\_\_ to distribute workbooks so that you do not need to send email messages with attachments.
37. Windows Distributor
38. Mailer
39. SkyDrive
40. CloudShare
41. A \_\_\_\_\_ is a special type of XML file used to describe the layout of data in other XML files.
42. tag
43. schema
44. tag
45. map
46. To attach an XML map to a workbook, you first must display the \_\_\_\_\_ tab on the ribbon.
47. INSERT
48. SHARE
49. DEVELOPER
50. MANAGER