

MCAS Practice Test Questions and Answers

1. In Excel, what does the IF function do?

- A) Counts the number of cells that are not empty
- B) Returns one value if a condition is true and another value if it is false
- C) Looks up a value in a table and returns a result from the same row
- D) Rounds a number to a specified number of decimal places

2. What is the function of Microsoft OneNote?

- A) Create spreadsheets
- B) Organize and store notes
- C) Send emails
- D) Create databases

3. What does the Excel function =TODAY() return?

- A) The date and time when the workbook was first created
- B) The current date, updated automatically each time the workbook is opened or recalculated
- C) The date of the last time the file was saved
- D) A static date that was entered when the function was first used

4. In Excel, what does the #NAME? error indicate?

- A) A referenced cell contains text instead of a number
- B) Excel does not recognize a text string in the formula, often due to a misspelled function name
- C) The formula references a cell that no longer exists
- D) A circular reference has been detected

Answers: 1-B 2-B 3-B 4-B

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