

**19. Excel files have a default extension of**

- a. Xls
- b. Xlw
- c. Wki
- d. 123

**20. You can use the format painter multiple times before you turn it off by**

- a. You can use the format painter button only one time when you click it
- b. Double clicking the format painter button
- c. Pressing the Ctrl key and clicking the format painter button
- d. Pressing the Alt key and clicking the format painter button

**21. You can use the formula palette to**

- a. Format cells containing numbers
- b. Create and edit formulas containing functions
- c. Enter assumptions data
- d. Copy a range of cells

**22. You can convert existing excel worksheet data and charts to an HTML document by using**

- a. FTP wizard
- b. Internet assistant wizard
- c. Intranet wizard
- d. Import wizard

**23. A circular reference is**

- a. Geometric modeling tool
- b. A cell that points to a drawing object
- c. A formula that either directly or indirectly depends on itself