PPSC Computer Science Topic 4 Microsoft Excel

Sr	Questions	Answers Choice
1	Which is following is not an option in the spelling dialog box.	A. Edit B. Ignore C. Ignore all D. Change
2	What does the VLOOKUP function do.	A. Looks up text that contain B. Checks whether text is the same in one cell as in the next C. Finds related records D. All of above
3	The autofill feature	A. Extends a sequential series of data B. Automatically adds a range of cell values C. Applies a boarder around selected cells. D. None of above
4	Which types of charts can excel produce.	A. Line graphs and pie charts only B. Only line graphs C. Bar charts line graphs and pie charts D. Bar charts and line graphics only
5	Which of the following is not a valid zoom percentage in Excel.	A. 10 B. 100 C. 500 D. 300
6	When working in the page break preview you can	A. View exactly where each page break occurs B. Add or remover page breaks C. Change the print area D. All of above
7	To hold row and column title sin place so that they do not scroll when you scroll a worksheet click the	A. Unfreeze panes command on the window menu B. Freeze panes command on the window menu C. Hold title command on the edit menu D. Spilt command on the window menu
8	Which of the following methods cannot be used to edit the content of cell.	A. Pressing the Alt key B. Clicking the formula bar C. Pressing F2 D. Double clicking the cell
9	Got function? No ? you need the insert function dialog box. How do you get it.	A. Right click a cell and then click insert. B. Click the insert menu and then click function C. Type = in a cell D. As of the above
10	Which of the following methods can not be used to enter data in a cell.	A. Pressing an arrow key B. Pressing the tab key C. Pressing the Esc key D. Clicking the enter button to the formula bar
11	Pre-made sheet formats like simple classic accounting colorful can be applied from.	A. From format >> cells B. From Table >> autoformat C. From format >> autoformat D. All of above
12	Except for the ....function a formula with a logical function shows the word "TRUE" or "FALSE" as a result.	A. IF B. AND C. OR D. NOT
13	What function displays row data in a column or column data in a row.	A. Hyperink B. Index

		C. Transpose
		D. Rows
14	You can use the horizontal and vertical scroll bars to.	A. Split a worksheet into two panes B. View different rows and columns C. Edit the contents of a cell D. View different worksheets.
15	You can print only an embedded chart by	A. Moving the chart to a chart sheet before you print. B. Formatting the chart before you print C. Selecting the chart before you print D. a and c
16	What term described a back ground that appears as a grainy non smooth surface.	A. Gradient B. Pattern C. Solid D. Texture
17	In a worksheet yo can select	A. The entire worksheet B. Rows C. Columns D. a,b and c
18	To active the previous cell in a pre selected range press.	A. The Alt key B. The tab key C. The Enter key D. None of above
19	When creating a vertical page break.	A. The active cell must be A1 B. The active cell can be anywhere in the worksheet. C. The active cell must be in row 1 D. The active cell must be in column A
20	The spelling tool is placed on _____ toobar.	A. Standard B. Formatting C. Drawing D. Reviewing