

PPSC Computer Science Chapter 4 Microsoft Excel Online Test

| C. | Ougations | Anguara Chaica |
|---------|--|--|
| Sr 1 | Questions When you work with large worksheets you may need to | Answers Choice A. Size the worksheet to fit on the specific number of pages. B. Add and remove page breaks C. Specify only certain print areas D. All of above |
| 2 | Which types of charts can excel produce. | D. All of above 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 |
| 3 | You can check the conditions against when applying conditional formating. | A. Cell value B. Formula C. Both of above D. None of above |
| 4 | In a worksheet yo can select | A. The entire worksheet B. Rows C. Columns D. a,b and c |
| 5 | The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is | A. G1 - G10 B. B1 ,G10 C. B1:G10 D. B1;G10 |
| 6 | Macros are 'run' or executed from themenu | A. Insert B. Format C. Tools D. Data |
| 7 | 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 |
| 8 | You can copy data or formulas | A. With the copy paste and cut commands on the edit menu B. With commands an a shortcut menu C. With buttons on the standard toolbar D. All of the above |
| 9 | You can quickly change the appearance of your work by choosing Auto format from the Menu. | A. Edit B. Format C. View D. Tools |
| 10 | Except for thefunction a formula with a logical function shows the word "TRUE" or "FALSE" as a result. | A. IF B. AND C. OR D. NOT |
| 11 | Where can you set the shedding color for a range of cells in Excel. | A. Choose required color form patterns tab of format cells dialog box B. Choose required color on fill color tool in formatting toolbar C. Choose required color on fill color tool in drawing toolbar D. All of above |
| 12 | Formatting a cell in number format you can't set. | A. Decimal places B. Currency symbol C. Both of above D. None of above |
| 13 | What term refers to a specific set of values saved with the workbook. | A. Range B. Scenario C. Trend line |

| | | D. What it analysis |
|----|---|--|
| 14 | What function displays row data in a column or column data in a row. | A. Hyperink B. Index C. Transpose D. Rows |
| 15 | Which of the following is not a worksheet design criterion. | A. Efficiency B. Auditability C. Description D. Clarity |
| 16 | Which function calculates your monthly mortage payment. | A. PMT (Payment) B. NPER (Numebr of periods) C. PV (Present value) D. All of above |
| 17 | Excel is a. | A. Graphic program B. Word processor C. A spread sheet D. None of these |
| 18 | A function inside another function is called a function. | A. Nested B. Round C. Sum D. Text |
| 19 | The spelling tool is placed on toobar. | A. Standard B. Formatting C. Drawing D. Reviewing |
| 20 | Which of the following setup options can not be set in the page setup dialog box. | A. Printer selection B. Vertical or horizontal placement C. Orientation D. Raw and column titles |