

## PPSC Computer Science Topic 4 Microsoft Excel

Sr	Questions	Answers Choice
1	In a worksheet yo can select	A. The entire worksheet B. Rows C. Columns D. a, b and c
2	What is a quick way to extend these numbers to a longer sequence for instance 1 through 20	A. Select both cells and then drag the fill handle over the range you want for instance 18 more rows. B. Select the range you want include both cells point to till on the edit menu, and then click down. C. Copy the second cell click in the cell below it on the standard toolbar click the down arrow on the paste button and than click paste special D. All above
3	Which of the following is not a basic step in creating a worksheet.	A. Save the workbook B. Modify the worksheet C. Enter text and data D. Copy the worksheet
4	If you press .....the cell accepts your typing as the contents.	A. Enter B. Ctrl + Enter C. Tab D. Insert
5	Paper spreadsheets can have all the same advantages as an electronic spread sheet except which of the following.	A. Rows and columns B. Headings C. Speed D. None
6	You can open the scenario manager dialog box by choosing scenarios from the .....menu	A. view B. Insert C. Tools D. Format
7	A function inside another function is called a ..... function.	A. Nested B. Round C. Sum D. Text
8	When Integrating MS-Word and Excel, Word in usually the	A. Sever B. Source C. Client D. None
9	You can open the sort dialog box by choosing sort from the .....menu.	A. view B. Format C. Tools D. Data
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	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
12	Excel is a.	A. Graphic program B. Word processor C. A spread sheet D. None of these
13	When yu use the fill effects in the format data series dialog box you can not.	A. Rotate text on the chart B. Select a fore ground color C. Select a pattern D. Select a background color
14	Which function will vou use to enter current time in a worksheet cell.	A. = today() B. =now() C. =time()

		C. = time() D. = current time()
15	Can you set 0.5 inch left indentation for a cell in Excel.	A. Excel does not have indentation feature B. You can specify indentation only if you turn the rulers on C. Indentation can be set from format cells dialog box D. The indentation can be specified only when printing
16	To protect a worksheet, you can choose protection and the protect sheet from the menu.	A. Edit B. Tools C. Data D. Format
17	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
18	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
19	Status indicators are located on the	A. Vertical scroll bar B. Horizontal scroll bar C. Formula bar D. Formatting tool bar
20	You can activate a cell by	A. Pressing the tab key B. Clicking the cell C. Pressing an arrow key D. All of above