

## PPSC Computer Science Topic 4 Microsoft Excel

Sr	Questions	Answers Choice
1	To create an interactive pivot table for the web you use a Microsoft Office web component called.	A. HTML B. Pivot Table field list C. Pivot Table list D. Pivot Table Report
2	Which is following is not an option in the spelling dialog box.	A. Edit B. Ignore C. Ignore all D. Change
3	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
4	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
5	You can add an image to a template by clicking the insert picture from file button on the toolbar	A. Standard B. Formatting C. Drawing D. Picture
6	Which of the following format you can decide to apply or not in auto format dialog box.	A. Number format B. Border format C. Font format D. All of above
7	You can set page border in Excel from	A. From border tab in format cells dialog box B. From Border tool in formatting toolbar C. From line style tool in Drawing toolbar D. You can not set page border in Excel
8	You can quickly change the appearance of your work by choosing Auto format from the Menu.	A. Edit B. Format C. View D. Tools
9	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
10	You can activate a cell by	A. Pressing the tab key B. Clicking the cell C. Pressing an arrow key D. All of above
11	Excel is a.	A. Graphic program B. Word processor C. A spread sheet D. None of these
12	When you print preview a worksheet.	A. The entire worksheet is displayed B. The selected range is displayed C. The active portion of the worksheet is displayed D. a , b and c
13	When yo see a cell with a red tringle in the top right comer what does this signify.	A. There is an error in the cell B. There is a comment associated with the cell C. The font color for text in the cell is red D. A formula cannot be entered into ..

the cell

14	Hyperlink cannot be	A. Special shapes like stars and banners B. Drawing objects like rectangles ovals C. Pictures D. All can be hyperlinks
15	What function displays row data in a column or column data in a row.	A. Hyperlink B. Index C. Transpose D. Rows
16	When you insert an excel file into a word document the data are.	A. Hyperlinked B. Placed in a word table C. Linked D. Embedded
17	What is the keyboard shortcut for creating a chart from the selected cells.	A. F3 B. F6 C. F11 D. F7
18	To copy cell contents using drag and drop press the.	A. End key B. Shift key C. Esc key D. None of above
19	Which of the following is not a valid zoom percentage in Excel.	A. 10 B. 100 C. 500 D. 300
20	Status indicators are located on the	A. Vertical scroll bar B. Horizontal scroll bar C. Formula bar D. Formatting tool bar