

## 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	Which function will you use to enter current time in a worksheet cell.	A. = today() B. =now() C. = time() D. = current time()
3	Charts tips can	A. Show the formatting of a data label B. Show the name of a data series C. Show the value of data point D. B and C
4	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
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	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
7	You can quickly change the appearance of your work by choosing Auto format from the Menu.	A. Edit B. Format C. View D. Tools
8	The spelling tool is placed on _____ toolbar.	A. Standard B. Formatting C. Drawing D. Reviewing
9	Which is following is not an option in the spelling dialog box.	A. Edit B. Ignore C. Ignore all D. Change
10	When the formula bar is activated you can see.	A. The Edit formula button B. The cancel button C. The Enter button D. All of above
11	What Pivot table toolbar button updates the data in a pivot table or pivot chart report if the source data Chas changed.	A. Format Report B. Pivot table C. Refresh Data D. Show detail
12	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
13	What do we call a computer program that organizes data in rows and columns of cells? You might use the type of program to keep a record of the money you keep a record of the money you earned movina lawns over the summer.	A. Spread sheet program B. Database program C. Word processor program D. Spreadsheet program

14	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
15	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
16	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
17	Each excel file is called a workbook because.	A. It can contain text and data B. It can be modified C. It can contain many sheets including worksheets and chart sheets D. you have to work hard to create it.
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	When you work with large worksheets you may need to	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
20	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