

## PPSC Computer Science Chapter 4 Microsoft Excel Online Test

Sr	Questions	Answers Choice
1	You can edit existing Excel data by pressing the	A. F1 key B. F2 key C. F3 key D. F4 key
2	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
3	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
4	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
5	What is the keyboard shortcut for creating a chart from the selected cells.	A. F3 B. F6 C. F11 D. F7
6	You can activate a cell by	A. Pressing the tab key B. Clicking the cell C. Pressing an arrow key D. All of above
7	Hyperlink cannot be	A. Special shapes like stars and banners B. Drawing objects like rectangles ovals C. Pictures D. All can be hyperlinks
8	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
9	You can open the sort dialog box by choosing sort from the .....menu.	A. view B. Format C. Tools D. Data
10	To insert three columns between columns D and E you would.	A. Select column D B. Select column E C. Select columns E, F and G D. Select column D , E and F
11	"tr 1,, tr 2,tr 3" is an example of a	A. Formula B. Function C. Series D. Syntax
12	Which of the following is not a valid zoom percentage in Excel.	A. 10 B. 100 C. 500 D. 300
13	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

14	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
15	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
16	Macros are 'run' or executed from the .....menu	A. Insert B. Format C. Tools D. Data
17	To copy cell contents using drag and drop press the.	A. End key B. Shift key C. Esc key D. None of above
18	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
19	Which function will you use to enter current time in a worksheet cell.	A. = today() B. =now() C. = time() D. = current time()
20	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.
21	Excel is a.	A. Graphic program B. Word processor C. A spread sheet D. None of these
22	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.
23	You can check the conditions against _____ when applying conditional formating.	A. Cell value B. Formula C. Both of above D. None of above
24	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
25	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
26	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
27	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. Row and column titles
28	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
29	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

A. Show the location of the

30	The name box	<p>A. Shows the location of the previously active cell</p> <p><b>B. Appears the left of the formula bar</b></p> <p>C. Appears below the status bar</p> <p>D. Appears below the menu bar</p>
31	When you use the fill effects in the format data series dialog box you can not.	<p><b>A. Rotate text on the chart</b></p> <p>B. Select a foreground color</p> <p>C. Select a pattern</p> <p>D. Select a background color</p>
32	You can open the Highlight changes dialog box by choosing track changes from the menu.	<p>A. Edit</p> <p>B. Insert</p> <p>C. Format</p> <p><b>D. Tools</b></p>
33	If you press .....the cell accepts your typing as the contents.	<p><b>A. Enter</b></p> <p>B. Ctrl + Enter</p> <p>C. Tab</p> <p>D. Insert</p>
34	You can quickly change the appearance of your work by choosing Auto format from the Menu.	<p>A. Edit</p> <p><b>B. Format</b></p> <p>C. View</p> <p>D. Tools</p>
35	How do you change column width to fit the contents.	<p>A. Single click the boundary to the left of the column heading</p> <p><b>B. Double click the boundary to the right of the column heading</b></p> <p>C. Press Alt and single click anywhere is the column</p> <p>D. All of above</p>
36	Which of the following describes how to select all the cells in a single column.	<p>A. Right click on column and select pick from list</p> <p>B. Use data text to columns menu item</p> <p><b>C. Left click on the gray column title button</b></p> <p>D. Pressing Ctrl + A on the keyboard</p>
37	To create an interactive pivot table for the web you use a Microsoft Office web component called.	<p>A. HTML</p> <p>B. Pivot Table field list</p> <p>C. Pivot Table list</p> <p><b>D. Pivot Table Report</b></p>
38	Pre-made sheet formats like simple classic accounting colorful can be applied from.	<p>A. From format &gt;&gt;&gt; cells</p> <p>B. From Table &gt;&gt;&gt; autoformat</p> <p><b>C. From format &gt;&gt;&gt; autoformat</b></p> <p>D. All of above</p>
39	To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the	<p>A. Unfreeze panes command on the window menu</p> <p><b>B. Freeze panes command on the window menu</b></p> <p>C. Hold title command on the edit menu</p> <p>D. Split command on the window menu</p>
40	Which of the following is not an option in the spelling dialog box.	<p><b>A. Edit</b></p> <p>B. Ignore</p> <p>C. Ignore all</p>
41	When working in the page break preview you can.	<p>D. Change</p> <p>A. View exactly where each page break occurs.</p> <p>B. Add or remove page breaks</p> <p>C. Change the print area</p> <p><b>D. All of above</b></p>
42	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 moving lawns over the summer.	<p><b>A. Spreadsheet program</b></p> <p>B. Database program</p> <p>C. Word processor program</p> <p>D. Desktop publisher program</p>
43	A function inside another function is called a ..... function.	<p><b>A. Nested</b></p> <p>B. Round</p> <p>C. Sum</p> <p>D. Text</p>
44	Got function? No ? you need the insert function dialog box. How do you get it.	<p>A. Right click a cell and then click insert.</p> <p><b>B. Click the insert menu and then click function</b></p> <p>C. Type = in a cell</p> <p>D. As of the above</p>
		A. The Edit formula button

45	When the formula bar is activated you can see.	B. The cancel button C. The Enter button D. All of above
46	What feature enables yo to adjust or back solve the value in a cell to reach a desired outcome in a formula.	A. Goal seek B. Scenario summary report C. Forecasting D. Trend line
47	To drag a selected range of data to another worksheet in the same workbook use the.	A. Tab key B. Alt key C. Shift key D. Ctrl key
48	A data map is helpful	A. When you have too much data to chart B. To show a geographic distribution of data C. To compare data points D. To show changes in data over time
49	To center worksheet titles across a range of cell you must.	A. Select the cells containing the title text and use the fill handle to center the text across a range of cells. B. Widen the columns C. Select the cells containing the title text and use the fill handle to center the text across a range of cells. D. Widen the column
50	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
51	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
52	If you need a text to show vertically in a cell .how will you achieve this.	A. Choose vertical on text alignment in format cells dialog box B. Choose 90 degrees in orientation of format cells dialog box C. Choose distributed from the vertical drop down list of format cells dialog box D. Choose center Across selection from horizontal combo box in format cells dialog box
53	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
54	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
55	When Integrating MS-Word and Excel, Word in usually the	A. Sever B. Source C. Client D. None
56	Status indicators are located on the	A. Vertical scroll bar B. Horizontal scroll bar C. Formula bar D. Formatting tool bar
57	The spelling tool is placed on _____ toobar.	A. Standard B. Formatting C. Drawing D. Reviewing
58	What function displays row data in a column or column data in a row.	A. Hyperink B. Index C. Transpose

		<p>C. Transpose</p> <p>D. Rows</p>
59	Which of the following is not a worksheet design criterion.	<p>A. Efficiency</p> <p>B. Auditability</p> <p>C. Description</p> <p>D. Clarity</p>
60	When you see a cell with a red triangle in the top right corner what does this signify.	<p>A. There is an error in the cell</p> <p>B. There is a comment associated with the cell</p> <p>C. The font color for text in the cell is red</p> <p>D. A formula cannot be entered into the cell</p>
61	What term describes a background that appears as a grainy non smooth surface.	<p>A. Gradient</p> <p>B. Pattern</p> <p>C. Solid</p> <p>D. Texture</p>
62	Which of the following is not a basic step in creating a worksheet.	<p>A. Save the workbook</p> <p>B. Modify the worksheet</p> <p>C. Enter text and data</p> <p>D. Copy the worksheet</p>
63	What is a quick way to extend these numbers to a longer sequence for instance 1 through 20	<p>A. Select both cells and then drag the fill handle over the range you want for instance 18 more rows.</p> <p>B. Select the range you want include both cells point to till on the edit menu, and then click down.</p> <p>C. Copy the second cell click in the cell below it on the standard toolbar click the down arrow on the paste button and then click paste special</p> <p>D. All above</p>
64	Merge cells option can be applied from.	<p>A. Format cells dialog box alignment tab.</p> <p>B. Formatting toolbar</p> <p>C. Both of above</p> <p>D. None of above</p>
65	You can open the scenario manager dialog box by choosing scenarios from the .....menu	<p>A. view</p> <p>B. Insert</p> <p>C. Tools</p> <p>D. Format</p>
66	What is an expression that tells how the numbers in a determined set of cells are to be calculated.	<p>A. Formula</p> <p>B. Field</p> <p>C. Data</p> <p>D. query</p>
67	The autofill feature	<p>A. Extends a sequential series of data</p> <p>B. Automatically adds a range of cell values</p> <p>C. Applies a border around selected cells.</p> <p>D. None of above</p>
68	When you insert an excel file into a word document the data are.	<p>A. Hyperlinked</p> <p>B. Placed in a word table</p> <p>C. Linked</p> <p>D. Embedded</p>
69	How are data organized in a spread sheet.	<p>A. Lines and spaces</p> <p>B. Layers and planes</p> <p>C. Rows and columns</p> <p>D. Height and width</p>
70	Except for the .....function a formula with a logical function shows the word "TRUE" or "FALSE" as a result.	<p>A. IF</p> <p>B. AND</p> <p>C. OR</p> <p>D. NOT</p>
71	When you print preview a worksheet.	<p>A. The entire worksheet is displayed</p> <p>B. The selected range is displayed</p> <p>C. The active portion of the worksheet is displayed</p> <p>D. a , b and c</p>
72	Gridlines	<p>A. May be turned off for display but turned on for printing.</p> <p>B. May be turned on or off for printing</p> <p>C. They be turned off for display and printing.</p>

		D. a, b and c
73	What term refers to a specific set of values saved with the workbook.	A. Range B. Scenario C. Trend line D. What if analysis
74	Formatting a cell in number format you can't set.	A. Decimal places B. Currency symbol C. Both of above D. None of above
75	Which function calculates your monthly mortgage payment.	A. PMT (Payment) B. NPER (Numebr of periods) C. PV (Present value) D. All of above
76	To protect a worksheet, you can choose protection and the protect sheet from the menu.	A. Edit B. Tools C. Data D. Format
77	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
78	In a worksheet yo can select	A. The entire worksheet B. Rows C. Columns D. a,b and c
79	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
80	How can you remove borders applied in cells.	A. Choose none on border tab of format cells. B. Open the list on border tool in formatting toolbar then choose fist tool C. Both of above D. None of above