

PPSC Computer Science Chapter 4 Microsoft Excel Online Test

Sr	Questions	Answers Choice
1	When Integrating MS-Word and Excel, Word is usually the	A. Server B. Source C. Client D. None
2	You can activate a cell by	A. Pressing the tab key B. Clicking the cell C. Pressing an arrow key D. All of above
3	Status indicators are located on the	A. Vertical scroll bar B. Horizontal scroll bar C. Formula bar D. Formatting tool bar
4	Gridlines	A. May be turned off for display but turned on for printing. B. May be turned on or off for printing C. The be turned off for display and printing. D. a, b and c
5	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
6	Where can you set the shading color for a range of cells in Excel.	A. Choose required color from 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
7	Which function will you use to enter current time in a worksheet cell.	A. = today() B. =now() C. = time() D. = current time()
8	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
9	To copy cell contents using drag and drop press the.	A. End key B. Shift key C. Esc key D. None of above
10	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
11	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
12	Which function calculates your monthly mortgage payment.	A. PMT (Payment) B. NPER (Number of periods) C. PV (Present value) D. All of above
13	You can open the Highlight changes dialog box by choosing track changes from the menu.	A. Edit B. Insert C. Format D. Tools

14	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
15	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
16	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
17	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
18	You can edit existing Excel data by pressing the	A. F1 key B. F2 key C. F3 key D. F4 key
19	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
20	The spelling tool is placed on _____ toolbar.	A. Standard B. Formatting C. Drawing D. Reviewing