

PPSC Computer Science Chapter 4 Microsoft Excel Online Test

Sr	Questions	Answers Choice
1	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.
2	What is the keyboard shortcut for creating a chart from the selected cells.	A. F3 B. F6 C. F11 D. F7
3	You can edit existing Excel data by pressing the	A. F1 key B. F2 key C. F3 key D. F4 key
4	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
5	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
6	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
7	Merge cells option can be applied from.	A. Format cells dialog box alignment tab. B. Formatting toolbar C. Both of above D. None of above
8	Except for thefunction a formula with a logical function shows the word "TRUE" or "FALSE" as a result.	A. IF B. AND C. OR D. NOT
9	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
10	Which function will you use to enter current time in a worksheet cell.	A. = today() B. =now() C. = time() D. = current time()
11	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
12	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.	A. Spread sheet program B. Database program C. Word processor program D. Desktop publisher program
13	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
		A. Vertical scroll bar

14	Status indicators are located on the	B. Horizontal scroll bar C. Formula bar D. Formatting tool bar
15	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
16	If you pressthe cell accepts your typing as the contents.	A. Enter B. Ctrl + Enter C. Tab D. Insert
17	You can quickly change the appearance of your work by choosing Auto format from the Menu.	A. Edit B. Format C. View D. Tools
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	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	To protect a worksheet, you can choose protection and the protect sheet from the menu.	A. Edit B. Tools C. Data D. Format