

PPSC Computer Science Chapter 4 Microsoft Excel Online Test

Sr	Questions	Answers Choice
1	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
2	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
3	You can open the sort dialog box by choosing sort from themenu.	A. view B. Format C. Tools D. Data
4	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
5	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
6	What term refers to a specific set of values saved with the workbook.	A. Range B. Scenario C. Trend line D. What if analysis
7	The spelling tool is placed on _____ toobar.	A. Standard B. Formatting C. Drawing D. Reviewing
8	Which of the following is not a valid zoom percentage in Excel.	A. 10 B. 100 C. 500 D. 300
9	Which is following is not an option in the spelling dialog box.	A. Edit B. Ignore C. Ignore all D. Change
10	To protect a worksheet, you can choose protection and the protect sheet from the menu.	A. Edit B. Tools C. Data D. Format
11	Gridines	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
12	You can open the scenario manager dialog box by choosing scenarios from themenu	A. view B. Insert C. Tools D. Format
13	Which function will you use to enter current time in a worksheet cell.	A. = today() B. =now() C. = time() D. = current time()
14	You can activate a cell by	A. Pressing the tab key B. Clicking the cell C. Pressing an arrow key D. All of the above

		D. All of above
15	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
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	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
18	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
19	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
20	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