

PPSC Computer Science Chapter 4 Microsoft Excel Online Test

Sr	Questions	Answers Choice
1	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.
2	Which of the following is not a worksheet design criterion.	A. Efficiency B. Auditability C. Description D. Clarity
3	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
4	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
5	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
6	Which is following is not an option in the spelling dialog box.	A. Edit B. Ignore C. Ignore all D. Change
7	Which of the following describes how to select all the cells in a single column.	A. Right click on column and select pick from list B. Use data text to columns menu item C. Left click on the gray column title button D. Pressing Ctrl + A on the keyboard
8	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
9	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
10	You can activate a cell by	A. Pressing the tab key B. Clicking the cell C. Pressing an arrow key D. All of above
11	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

12	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
13	Hyperlink cannot be	A. Special shapes like stars and banners B. Drawing objects like rectangles ovals C. Pictures D. All can be hyperlinks
14	When working in the page break preview you can.	A. View exactly where each page break occurs. B. Add or remove page breaks C. Change the print area D. All of above
15	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
16	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
17	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
18	What term refers to a specific set of values saved with the workbook.	A. Range B. Scenario C. Trend line D. What if analysis
19	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
20	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