

PPSC Computer Science Full Book test

Sr	Questions	Answers Choice
1	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
2	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
3	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
4	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
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	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.
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	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
9	How do you change column width to fit the contents.	A. Single click the boundary to the left to the column heading B. Double click the boundary to the right of the column heading C. Press Alt and single click any ware is the column D. All of above
10	The name box	A. Show the location of the previously active cell B. Appears the left of the formula bar C. Appears below the status bar D. Appears below the menu bar
11	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
12	When Integrating MS-Word and Excel, Word in usually the	A. Sever B. Source C. Client D. None
13	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
14	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
15	What is a quick way to extend these numbers to a longer sequence for instance 1 through 20	A. Select both cells and then drag the fill handle over the range you want for instance 18 more rows. B. Select the range you want include both cells point to fill on the edit menu, and then click down. 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 D. All above
16	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
17	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
18	When you use the fill effects in the format data series dialog box you can not.	A. Rotate text on the chart B. Select a foreground color C. Select a pattern D. Select a background color
19	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
20	Got function? No ? you need the insert function dialog box. How do you get it.	A. Right click a cell and then click insert. B. Click the insert menu and then click function C. Type = in a cell D. As of the above
21	What term refers to a specific set of values saved with the workbook.	A. Range B. Scenario C. Trend line D. What if analysis
22	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
23	You can activate a cell by	A. Pressing the tab key B. Clicking the cell C. Pressing an arrow key D. All of above
24	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
25	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
26	Which function calculates your monthly mortgage payment.	A. PMT (Payment) B. NPER (Number of periods) C. PV (Present value) D. All of above
27	A function inside another function is called a function.	A. Nested B. Round C. Sum D. Text
		A. Moving the chart to a chart sheet before you print

28	You can print only an embedded chart by	<p>before you print.</p> <p>B. Formatting the chart before you print</p> <p>C. Selecting the chart before you print</p> <p>D. a and c</p>
29	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. The be turned off for display and printing.</p> <p>D. a, b and c</p>
30	What does the VLOOKUP function do.	<p>A. Looks up text that contain</p> <p>B. Checks whether text is the same in one cell as in the next</p> <p>C. Finds related records</p> <p>D. All of above</p>