

PPSC Computer Science Full Book test

Sr	Questions	Answers Choice
1	How are data organized in a spread sheet.	A. Lines and spaces B. Layers and planes C. Rows and columns D. Height and width
2	Which types of charts can excel produce.	A. Line graphs and pie charts only B. Only line graphs C. Bar charts line graphs and pie charts D. Bar charts and line graphics only
3	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.
4	Macros are 'run' or executed from themenu	A. Insert B. Format C. Tools D. Data
5	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
6	When you insert an excel file into a word document the data are.	A. Hyperlinked B. Placed in a word table C. Linked D. Embedded
7	What function displays row data in a column or column data in a row.	A. Hyperlink B. Index C. Transpose D. Rows
8	To create an interactive pivot table for the web you use a Microsoft Office web component called.	A. HTML B. Pivot Table field list C. Pivot Table list D. Pivot Table Report
9	Excel is a.	A. Graphic program B. Word processor C. A spread sheet D. None of these
10	What term described a back ground that appears as a grainy non smooth surface.	A. Gradient B. Pattern C. Solid D. Texture
11	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
12	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
13	You can edit existing Excel data by pressing the	A. F1 key B. F2 key C. F3 key D. F4 key
14	"tr 1,, tr 2,tr 3" is an example of a	A. Formula B. Function C. Series D. Syntax
		A. Formula

15	What is an expression that tells how the numbers in a determined set of cells are to be calculated.	B. Field C. Data D. query
16	What Pivot table toolbar button updates the data in a pivot table or pivot chart report if the source data has changed.	A. Format Report B. Pivot table C. Refresh Data D. Show detail
17	What is the keyboard shortcut for creating a chart from the selected cells.	A. F3 B. F6 C. F11 D. F7
18	The autofill feature	A. Extends a sequential series of data B. Automatically adds a range of cell values C. Applies a border around selected cells. D. None of above
19	If you pressthe cell accepts your typing as the contents.	A. Enter B. Ctrl + Enter C. Tab D. Insert
20	To copy cell contents using drag and drop press the.	A. End key B. Shift key C. Esc key D. None of above
21	Which of the following is not a worksheet design criterion.	A. Efficiency B. Auditability C. Description D. Clarity
22	You can open the Highlight changes dialog box by choosing track changes from the menu.	A. Edit B. Insert C. Format D. Tools
23	To protect a worksheet, you can choose protection and the protect sheet from the menu.	A. Edit B. Tools C. Data D. Format
24	You can quickly change the appearance of your work by choosing Auto format from the Menu.	A. Edit B. Format C. View D. Tools
25	Which is following is not an option in the spelling dialog box.	A. Edit B. Ignore C. Ignore all D. Change
26	You can check the conditions against _____ when applying conditional formatting.	A. Cell value B. Formula C. Both of above D. None of above
27	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
28	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
29	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 first tool C. Both of above D. None of above
		A. Number format

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
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