**TEST YOUR KNOWLEDGE**

*Chapter 41: Introduction to Microsoft Office Excel 2007*

**INSTRUCTION**: Answer all questions.

1. **What is the name given to all Text that are entered into a spreadsheet?**
	1. words
	2. values
	3. labels
	4. formulae

Correct Answer:

1. **Every formulae in a spreadsheet contains**
2. function
3. values only
4. labels only
5. function only

Correct Answer:

1. **You can use the formula pallette to**
	1. format cells containing numbers
	2. create and edit formula containing functions
	3. enter assumptions data
	4. copy a range of cells

Correct Answer: B

1. **When a range is selected, how can you activate the previous cell?**
	1. Press the Alt key
	2. Press Tab
	3. Press Enter
	4. None of above

Correct Answer: D

1. **Which tool you will use to join some cells and place the content at the middle of joined cell?**
	1. From Format Cells dialog box click on Merge Cells check box
	2. From Format Cells dialog box select the Centered alignment
	3. From Format Cells dialog box choose Merge and Center check box
	4. Click on Merge and Center tool on formatting toolbar

Correct Answer: D

1. **Tab scroll buttons are place on Excel screen**
	1. towards the bottom right corner
	2. towards the bottom left corner
	3. towards the top right corner
	4. towards the top left corner

Correct Answer: B

1. **The Name box on to the left of formula bar**
	1. shows the name of workbook currently working on
	2. shows the name of worksheet currently working on
	3. shows the name of cell or range currently working on
	4. None of above

Correct Answer: C

1. **Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?**
	1. work sheet
	2. chart sheet
	3. module sheet
	4. data sheet

Correct Answer: D

1. **Which is the default for values in a spreadsheet?**
	* + - 1. Full alignment
				2. Left alignment
				3. Center alignment
				4. Right alignment

Correct Answer: d

1. **Which is the default for text in a spreadsheet?**
	* + - 1. Full alignment
				2. Left alignment
				3. Center alignment
				4. Right alignment

Correct Answer: b

1. **What is meant by the term absolute referencing?**
	* + - 1. A formulae is a consonant
				2. A cell address becomes constant
				3. A label becomes fixed
				4. A cell is fixed temporarily.

Correct Answer: d

1. **Spreadsheet formulae use**
	* + - 1. Function, label and operators
				2. Function, operators
				3. Function, cell addresses, operators
				4. values or cell addresses

Correct Answer: c

1. **Which of the following is NOT a key.**
	* + - 1. Composite key
				2. Alternate key
				3. Compress key
				4. Secondary key

Correct Answer: c

1. **The term used to describe an attribute that can function like a primary key is a**
	* + - 1. composite key
				2. candidate key
				3. secondary key
				4. foreign key

Correct Answer: d

1. **Which of the following is not the correct method of editing the cell content?**
	1. Press the Alt key
	2. Press the F2 key
	3. Click the formula bar
	4. Double click the cell

Correct Answer: A

1. **You can merge the main document with data source in Excel. In mail merge operation, Word is usually**
	1. server
	2. source
	3. client
	4. none

Correct Answer: C

1. **How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?**
	1. F8
	2. F9
	3. F10
	4. F11

Correct Answer: B

1. **You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?**
	1. Custom List
	2. Auto Fill Options
	3. Fill Across Worksheet
	4. Fill Series

Correct Answer: A

1. **Where can you change automatic or manual calculation mode in Excel?**
	1. Double CAL indicator on status bar
	2. Go to Tools >> Options >> Calculation and mark the corresponding radio button
	3. Both of above
	4. None of above

Correct Answer: B

1. **How can you show or hide the gridlines in Excel Worksheet?**
	1. Go to Tools >> Options >> View tab and mark or remove the check box named Gridline
	2. Click Gridline tool on Forms toolbar
	3. Both of above
	4. None of above

Correct Answer: C

1. **Which of the following Excel screen components can NOT be turned on or off?**
	1. Formula Bar
	2. Status Bar
	3. Tool Bar
	4. None of above

Correct Answer: D

1. **What happens when you press Ctrl + X after selecting some cells in Excel?**
	1. The cell content of selected cells disappear from cell and stored in clipboard
	2. The cells selected are marked for cutting
	3. The selected cells are deleted and the cells are shifted left
	4. The selected cells are deleted and cells are shifted up

Correct Answer: B

1. **Which of the following option is not available in Paste Special dialog box?**
	1. Add
	2. Subtract
	3. Divide
	4. SQRT

Correct Answer: D

1. **Which command will you choose to convert a column of data into row?**
	1. Cut and Paste
	2. Edit >> Paste Special >> Transpose
	3. Both of above
	4. None of above

Correct Answer: B

1. **It is acceptable to let long text flow into adjacent cells on a worksheet when**
	1. data will be entered in the adjacent cells
	2. no data will be entered in the adjacent cells
	3. there is no suitable abbreviation for the text
	4. there is not time to format the text

Correct Answer: B

1. **Which of the cell pointer indicates you that you can make selection?**
	1. Doctor’s symbol (Big Plus)
	2. small thin plus icon
	3. Mouse Pointer with anchor at the tip
	4. None of above

Correct Answer: A

1. **Which of the cell pointer indicates that you can fill series?**
	1. Doctor’s symbol (Big Plus)
	2. small thin plus icon
	3. Mouse Pointer with anchor at the tip
	4. None of above

Correct Answer: B

1. **Which of the cell pointer indicate that you can move the content to other cell?**
	1. Doctor’s symbol (Big Plus)
	2. small thin plus icon
	3. Mouse Pointer with anchor at the tip
	4. None of above

Correct Answer: C

1. **You can auto fit the width of column by**
	1. double clicking on the column name on column header
	2. Double click on the cell pointer in worksheet
	3. Double clicking on column right border on column header
	4. Double clicking on the column left border of column header

Correct Answer: C

1. **Long text can be broken down into many lines within a cell. You can do this through**
	1. Wrap Text in Format >> Cells
	2. Justify in Edit >> Cells
	3. Text Wraping in Format >> Cells, Layout tab
	4. All of above

Correct Answer: A

1. **MS Excel provides the default value for step in Fill Series dialog box**
	1. 0
	2. 1
	3. 5
	4. 10

Correct Answer: B

1. **When a row of data is to be converted into columns**
	1. Copy the cells in row, select the same number of cells in row and paste
	2. Copy the cells in column then choose Edit >> Paste Special, then click Transpose and OK
	3. Copy the cells then go to Format >> Cells then on Alignment tab click Transpose check box and click OK
	4. Select the cells then place the cell pointer on new cell and choose Edit >> Paste Special, mark Transpose check box and click OK.

Correct Answer: D

1. **Ctrl + D shortcut key in Excel will**
	1. Open the font dialog box
	2. Apply double underline for the active cell
	3. Fill down in the selection
	4. None of above

Correct Answer: C

1. **The short cut key Ctrl + R is used in Excel to**
	1. Right align the content of cell
	2. Remove the cell contents of selected cells
	3. Fill the selection with active cells to the right
	4. None of above

Correct Answer: C

1. **The command Edit >> Fill Across Worksheet is active only when**
	1. One sheet is selected
	2. When many sheets are selected
	3. When no sheet is selected
	4. None of above

Correct Answer: B

1. **Which of the following series type is not valid for Fill Series dialog box?**
	1. Linear
	2. Growth
	3. Autofill
	4. Time

Correct Answer: D

1. **Which of the following you can paste selectively using Paste Special command?**
	1. Validation
	2. Formats
	3. Formulas
	4. All of above

Correct Answer: D

1. **Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?**
	1. Square
	2. Percentage
	3. Goal Seek
	4. Divide

Correct Answer: D

1. **Edit >> Delete command**
	1. Deletes the content of a cell
	2. Deletes Formats of cell
	3. Deletes the comment of cell
	4. Deletes selected cells

Correct Answer: D

1. **To remove the content of selected cells you must issue \_\_\_\_\_\_ command**
	1. Edit >> Delete
	2. Edit >> Clear >> Contents
	3. Edit >> Clear >> All
	4. Data >> Delete

Correct Answer: B

1. **The Delete key of keyboard is assigned to which command in Excel?**
	1. Edit >> Clear >> Contents
	2. Edit >> Clear >> All
	3. Edit >> Delete
	4. All of above

Correct Answer: A

1. **If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed), you must**
	1. From Edit menu choose Clear and then Formats
	2. From Edit menu choose Delete
	3. Click on Remove Formatting tool on Standard Toolbar
	4. Double click the Format Painter and then press Esc key in keyboard

Correct Answer: A

1. **By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?**
	1. Right click on Sheet Tab of third sheet and choose Delete from the context menu
	2. Click on Sheet 3 and from Edit menu choose Delete
	3. Both of above
	4. None of above

Correct Answer: A

1. **Which of the following action removes a sheet from workbook?**
	1. Select the sheet, then choose Edit >> Delete Sheet
	2. Select the sheet then choose Format >> Sheet >> Hide
	3. Both of above
	4. None of above

Correct Answer: A

1. **While Finding and Replacing some data in Excel, which of the following statement is valid?**
	1. You can Find and Replace within the sheet or workbook
	2. Excel does not have option to match case for find
	3. Both are valid
	4. None are valid

Correct Answer: A

1. **Which of the following is not true about Find and Replace in Excel**
	1. You can search for bold and replace with italics
	2. You can decide whether to look for the whole word or not
	3. You can search in formula too
	4. You can search by rows or columns or sheets

Correct Answer: D

1. **You can move a sheet from one workbook into new book by**
	1. From Edit menu choose Move or Copy sheet, mark the Create a copy and Click OK
	2. From Edit menu choose Move of Copy then choose (Move to end) and click OK
	3. From Edit menu choose Move or Copy then select (new book) from To Book list and click OK
	4. None of above

Correct Answer: C

1. **What is the short cut key to replace a data with another in sheet?**
	1. Ctrl + R
	2. Ctrl + Shift + R
	3. Ctrl + H
	4. Ctrl + F

Correct Answer: C

1. **Which of the following is an absolute cell reference?**
	1. a. !A!1
	2. b. $A$1
	3. c. #a#1
	4. d. A1

Correct Answer: b

1. **What symbol is used before a number to make it a label?**
	1. “ (quote)
	2. = (equal)
	3. \_ (underscore)
	4. ‘ (apostrophe)

Correct Answer: b

1. **Which symbol must all formula begin with?**
	1. =
	2. +
	3. (
	4. @

Correct Answer: a

1. **Which of the following formulas is not entered correctly?**
	1. =10+50
	2. =B7\*B1
	3. =B7+14
	4. 10+50

Correct Answer: d

1. **Which of the following formulas will Excel Not be able to calculate?**
	1. =SUM(Sales)-A3
	2. =SUM(A1:A5)\*.5
	3. =SUM(A1:A5)/(10-10)
	4. =SUM(A1:A5)-10

Correct Answer: a

1. **A typical worksheet has …. Number of columns**
	1. 128
	2. 256
	3. 512
	4. 1024

Correct Answer: b

1. **How many characters can be typed in a single cell in Excel?**
	1. 256
	2. 1024
	3. 32,000
	4. 65,535

Correct Answer: d

1. **A worksheet can have a maximum of …. Number of rows**
	1. 256
	2. 1024
	3. 32,000
	4. 65,535

Correct Answer: d

1. **Which of the following is not an example of a value?**
	1. 350
	2. May 10, 2001
	3. 57%
	4. Serial Number 50771

Correct Answer: d

1. **The chart wizard term data series refers to**
	1. A chart legend
	2. A collection of chart data markers
	3. A set of values you plot in a chart
	4. A data label

Correct Answer: b

1. **The Chart wizard term data categories refers to;**
	1. A chart plot area
	2. A horizontal axis
	3. The organization of individual values with a chart’s data series
	4. The data range that supply chart data

Correct Answer: b

1. **A worksheet range is a**
	1. A command used for data modeling
	2. A range of values such as from 23 to 234
	3. A group of cells
	4. A group of worksheets

Correct Answer: c

1. **Getting data from a cell located in a different sheet is called …**
	1. Accessing
	2. Referencing
	3. Updating
	4. Functioning

Correct Answer: b

1. **Tab scrolling button**
	1. Allow you to view a different worksheet
	2. Allow you to view additional worksheet rows down
	3. Allow you to view additional worksheet columns to the right
	4. Allow you to view additional sheets tabs

Correct Answer: d

1. **A numeric value can be treated as a label value if it precedes with**
	1. Apostrophe (&lsquoWink
	2. Exclamation (!)
	3. Hash (#)
	4. Ampersand (&Wink

Correct Answer: a

1. **Concatenation of text can be done using**
	1. Apostrophe (&lsquoWink
	2. Exclamation (!)
	3. Hash (#)
	4. Ampersand (&Wink

Correct Answer: d

1. **worksheet in a easy to understand manner using**
	1. auto formatting
	2. applying styles
	3. changing fonts
	4. all of above

Correct Answer: d

1. **You can use drag-and-drop to embed excel worksheet data in a word document**
	1. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
	2. By dragging a range of excel data to the word button on the taskbar while pressing Shift key
	3. By dragging a range of excel data to the word button on the taskbar while pressing Alt key
	4. None of above

Correct Answer: a

1. **The auto calculate feature**
	1. Can only add values in a range of cells
	2. Provides a quick way to view the result of an arithmetic operation on a range of cells
	3. Automatically creates formulas and adds them to a worksheet
	4. A and c

Correct Answer: b

1. **Excel uniquely identifies cells within a worksheet with a cell name**
	1. Cell names
	2. Column numbers and row letters
	3. Column letters and row numbers
	4. Cell locator coordinates

Correct Answer: c

**TOTAL 68 MARKS**

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