PPSC Computer Science Topic 4 Microsoft Excel

Sr	Questions	Answers Choice
1	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
2	Except for the .....function a formula with a logical function shows the word "TRUE" or "FALSE" as a result.	A. IF B. AND C. OR D. NOT
3	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
4	Which of the following is not a worksheet design criterion.	A. Efficiency B. Auditability C. Description D. Clarity
5	You can open the Highlight changes dialog box by choosing track changes from the menu.	A. Edit B. Insert C. Format D. Tools
6	To protect a worksheet, you can choose protection and the protect sheet from the menu.	A. Edit B. Tools C. Data D. Format
7	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
8	What is an expression that tells how the numbers in a determined set of cells are to be calculated.	A. Formula B. Field C. Data D. query
9	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
10	When Integrating MS-Word and Excel, Word in usually the	A. Sever B. Source C. Client D. None
11	What Pivot table toolbar button updates the data in a pivot table or pivot chart report if the source data Chas changed.	A. Format Report B. Pivot table C. Refresh Data D. Show detail
12	If you press .....the cell accepts your typing as the contents.	A. Enter B. Ctrl + Enter C. Tab D. Insert
13	You can check the conditions against _____ when applying conditional formating.	A. Cell value B. Formula C. Both of above D. None of above
14		A. Extends a sequential series of data B. Automatically adds a range of cell

14	The autofill feature	values C. Applies a boarder around selected cells. D. None of above
15	Which is following is not an option in the spelling dialog box.	A. Edit B. Ignore C. Ignore all D. Change
16	What is the keyboard shortcut for creating a chart from the selected cells.	A. F3 B. F6 C. F11 D. F7
17	Status indicators are located on the	A. Vertical scroll bar B. Horizontal scroll bar C. Formula bar D. Formatting tool bar
18	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
19	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
20	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