Chapter-1: MS-Excel

1) Spreadsheet stores the data in_____

a) Tabular form   b) PDF form   c) doc form   d) jpeg form

2) In spreadsheet data arranged in___ form.

a) Line by line   b) Rows and columns   c) Word by word

3) Cells contain

a) Formula   b) Value   c) label   d) all of these

4) The files that are created with spreadsheet software are called

a) package   b) worksheet   c) program   d) spreadsheet

5) which is used to calculate and analyze a set of numbers?

a) StarCalc   b) Improve   c) Database   d)Spreadsheet

6)In a spreadsheet, letters are used to represent_____

a) Columns   b) Blocks   c) Rows   d) Cells

7) In a computer spreadsheet, tool used to construct formulas is called___

a) formula bar   b) filter   c) auditing toolbar   d) format printer

8) By default, worksheet that are present in a computer excel workbook are

a) 10   b) 4   c) 3   d) none

9) In a computer spreadsheet, absolute cell references can be represented as

a) B3   b) B3   c) B$3   d) $B3

10) Vertical dimension of a computer spreadsheet is called

a) row   b) column   c) record   d) field

11) Which of the following isn't a part of a spreadsheet?

a) row number   b) column number   c) column letter   d) cell address

12) Spreadsheets cannot:

a) do calculations   b) create graphics   c) plot graphs   d) plot charts

13) Vertical dimension of a computer spreadsheet is called

a)row   b)column   c)record   d)field

14) In a computer spreadsheet, which is true if current or active cell is B4 and you pressed Enter key?

a)you will be in the cell A1   b)you will be in the cell B5

c)you will be in the cell B3   d)you will be in the cell B6

15) Title bar in MS-Excel displays name of the

a) worksheet   b) workbook   c) formula   d) location

16)In a computer,correct row address is

a)AA   b)25   c)3B   d)C5

17)Spreadsheets cannot:

a)do calculations   b)create graphics   c)plot graphs   d)plot charts

18)Extension of computer MS-Excel file is

a)wrd   b)xls   c)doc   d)jpg

19) In a computer spreadsheet, cell range A3 through G3 should be keyed in as

a)A3:G3   b)A3 to G3   c)A3-G3   d)A3?.G3

20)Actual working area of computers Microsoft Excel is

a)worksheet   b)workbook   c)notesheet   d)notebook