

KINGSWAY ACADEMY HIGH SCHOOL

TEST S2-1

FEBRUARY 2023

Grade 8 INFORMATION TECHNOLOGY (THEORY PAPER)

Teacher: Mrs. S. Gaitor

Name: _____ Homeroom: _____ Date: _____

SECTION 1: Multiple Choice

Read each question carefully. There are four options for each question. (a, b, c, d). Circle the letter of the best answer for each question. [20 pts]

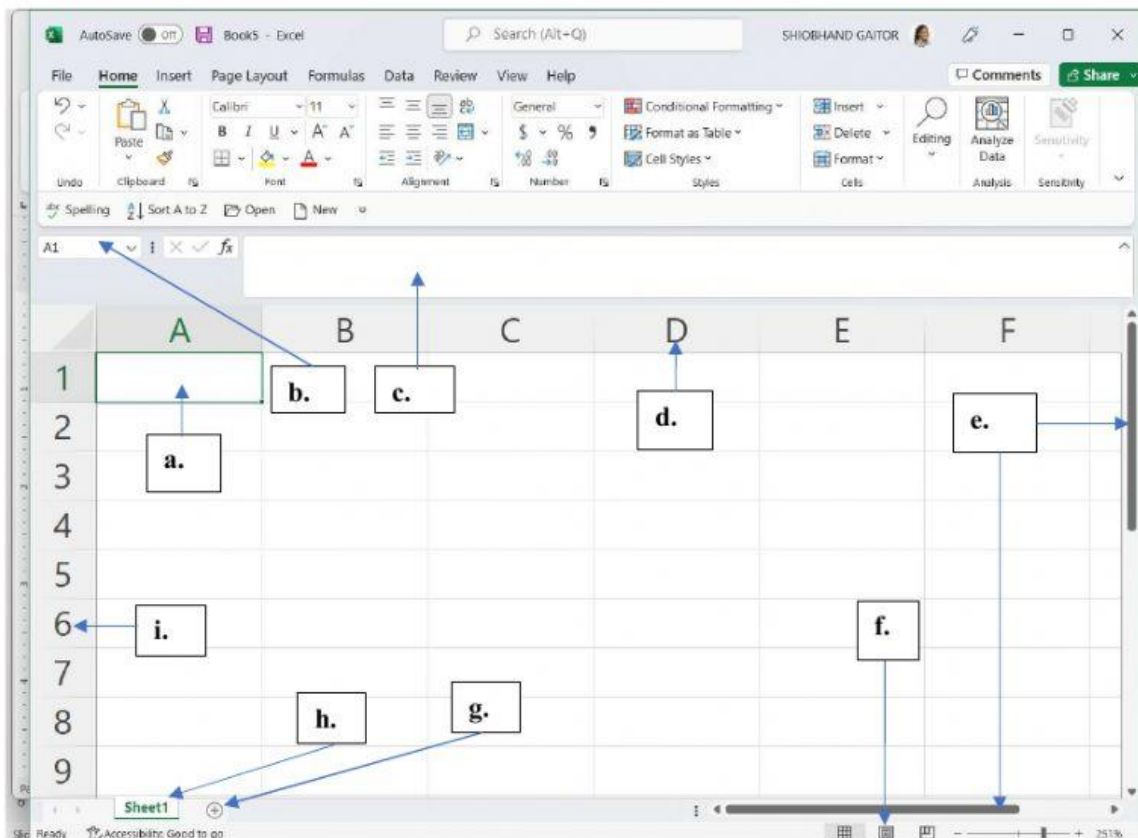
1. This element or feature of the Excel window contains the name of the document and the name of the program.
 - a. Title bar
 - b. Quick Access Toolbar
 - c. Ribbon
 - d. Scroll bars
2. A single spreadsheet in Excel is called a _____.
 - a. intersection
 - b. worksheet
 - c. Ribbon
 - d. Scroll bars
3. What displays the name of the active cell?
 - a. cell reference
 - b. spreadsheet
 - c. formula bar
 - d. name box
4. What tells you the location of the cell?
 - a. cell reference
 - b. spreadsheet
 - c. formula bar
 - d. name box
5. Sometimes column headings can be long and result in unnecessarily wide columns. In this case you can use the _____ feature to reduce the width of the column by placing the long heading on more than one line.
 - a. home tab
 - b. wrap text
 - c. formula
 - d. align left

6. If I select column B and row 20, what is the cell reference?
- a. A20
 - b. B2
 - c. A2
 - d. B20
7. If I select column H and row 55, what is the cell reference?
- a. H20
 - b. H55
 - c. H50
 - d. H60
8. B2:E2 is called a _____ . .
- a. merge and center
 - b. range
 - c. number format
 - d. book1
9. _____ is the temporary name given to the workbook until it is saved.
- a. merge and center
 - b. range
 - c. number format
 - d. book1
10. A _____ performs calculations using numbers, addresses of cells and mathematical operators.
- a. formula
 - b. range
 - c. number format
 - d. reference

SECTION 2: The Microsoft Excel Window

Label the Excel window on the lines provided.

[9 pts]



WORD BANK

- a. Column b. Name box c. Active cell d. Formula bar e. Active sheet
f. Row g. Scroll bar h. New sheet i. Page layout

a.	b.
c.	d.
e.	f.
g.	h.
i.	

SECTION 3: Matching

10 pts.

Match the Excel window element/feature on the left with the correct letter description on the right.

WORD ELEMENT	DESCRIPTION
A. Letters	_____ An example of a spreadsheet software.
B. Book1	_____ An Excel file.
C. Cell	_____ Shows the cell reference of the active cell.
D. Worksheets	_____ A software tool used to analyze numerical data.
E. Workbook	_____ Displayed with a thick black border.
F. Microsoft Excel	_____ Location of a cell.
G. Spreadsheet	_____ The intersection of a row and a column.
H. Name box	_____ Columns are represented by these.
I. Active cell	_____ The name given to a temporary workbook.
J. Cell reference	_____ These are used to organize data.