



INSTITUSI LATIHAN

KEMAHIRAN BELIA DAN SUKAN

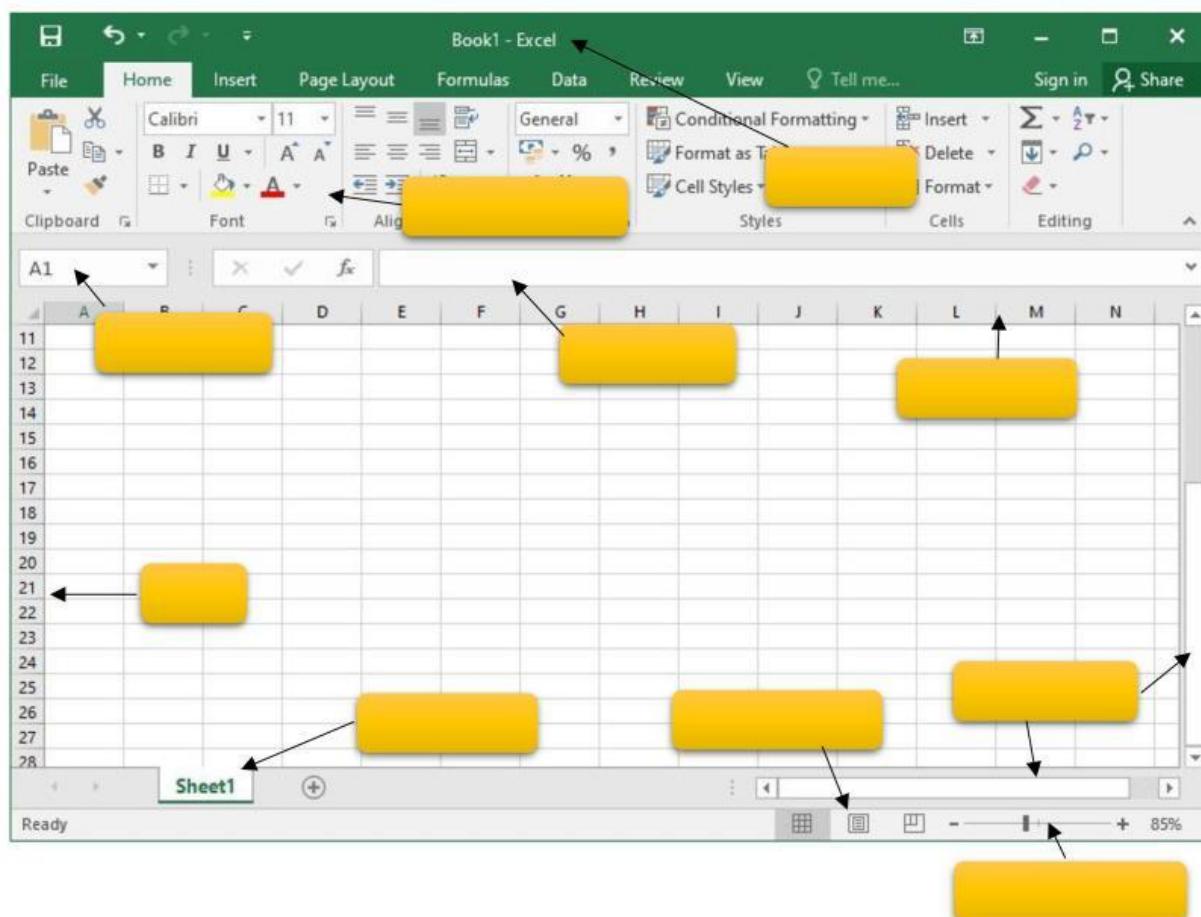
LATIHAN 8

(EXERCISE 8)

KOD DAN NAMA SUBJEK / <i>SUBJECT'S CODE AND NAME</i>	UIT 1111 TEKNOLOGI MAKLUMAT 1		
TAHAP / LEVEL	2	SEMESTER	1
NOMBOR DAN TAJUK MODUL / <i>MODULE TITLE AND NUMBER</i>	M02 INTRODUCTION TO MICROSOFT OFFICE		
NOMBOR DAN NAMA SUB MODUL / <i>SUB MODULE NUMBER AND NAME</i>	2.1 MICROSOFT WORD 2.2 MICROSOFT POWERPOINT 2.3 MICROSOFT EXCEL		
NAMA CALON / <i>CANDIDATE'S NAME</i>			TEMPOH / <i>DURATION :</i>
NO. KAD PENGENALAN / <i>IC NUMBER</i>			60 MINIT
KOD PROGRAM / <i>PROGRAMME CODE</i>			MARKAH / <i>SCORE :</i>
TARIKH PENILAIAN / <i>ASSESSMENT DATE</i>			_____ %

PART A: Answer all the questions with the correct answer.

1. Excel Applications Windows (Labelling)



Name Box

Row

Zoom Control

Command Group

Title

Worksheet

Column

Formula Bar

View Mode

Scroll Bars

2. Mathematical Operator

Addition

Subtraction

Multiplication

Division

	*
	-
	+
	/

3. Excel Components

a. Contains the address of the active cell.	
b. Contains the name of the workbook. The default is Book1 (and then Book2, etc.).	
c. A collection of Excel capabilities organized into groups corresponding to some ribbon tab.	
d. Displays the currently referenced cell.	
e. A list of all the worksheets in the workbook. By default, these are labeled Sheet1, Sheet2, etc.	
f. Used to navigate up, down, left and right.	
g. Switch between Normal, Page Layout and Page Break Preview views.	
h. Combine and center the contents of the selected cells in a new larger cell.	
i. You'll use this command to create a copy of a workbook while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.	
j. Automatically modify a cell's row height, allowing cell contents to be displayed on multiple lines.	