

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

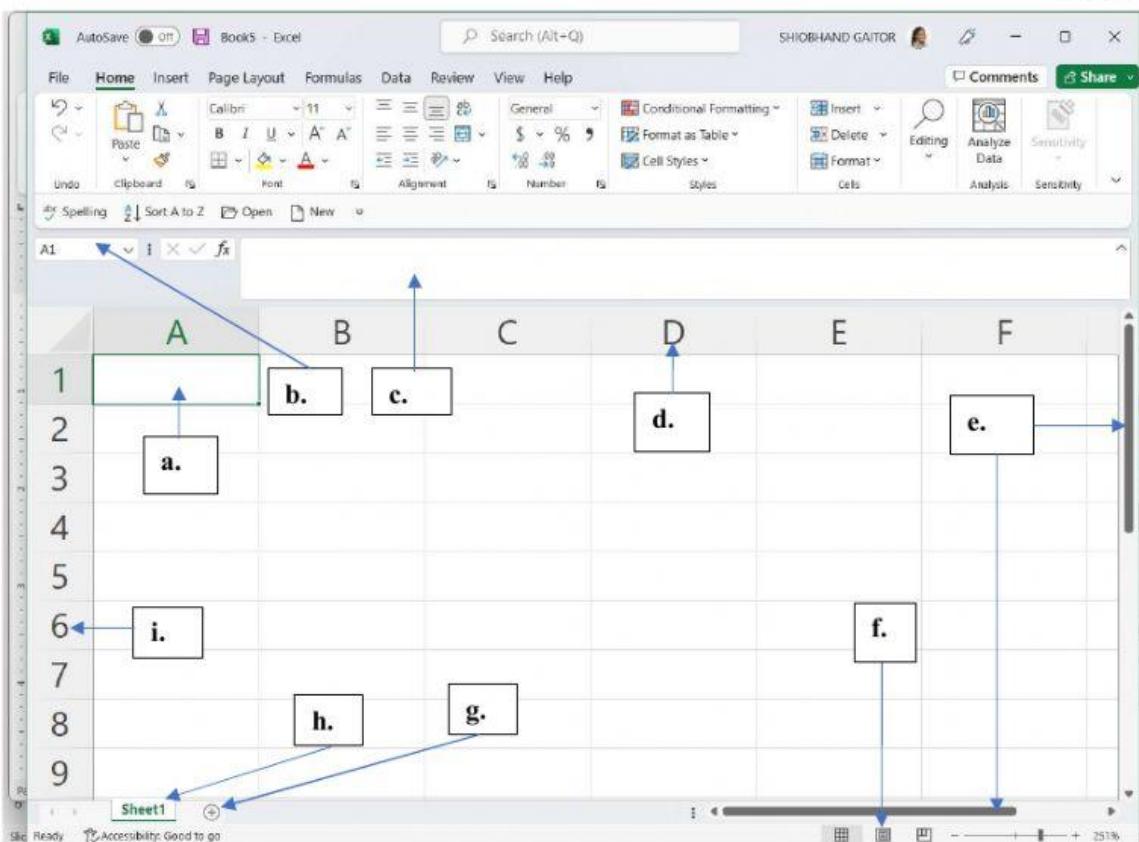
10. A _____ performs calculations using numbers, addresses of cells and mathematical operators.

- 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.