



**ADUVIE INTERNATIONAL SCHOOL, 08089394474**

**REVIEW QUESTIONS ON STARTING GRAPHS**

**SUBJECT:** Information and Communication Technology

**CLASS:** YEAR THREE

1. A \_\_\_\_\_ is a list of drop-down options or items.
  - a) Menu
  - b) Tab
  - c) Color
2. The horizontal lines in MS Excel are called the \_\_\_\_\_.
  - a) Rows
  - b) Columns
  - c) Cell
3. The vertical lines in MS Excel are called the \_\_\_\_\_.
  - a) Rows
  - b) Columns
  - c) Cell
4. The point where a row and a column meet is called a \_\_\_\_\_.
  - a) Rows
  - b) Columns
  - c) Cell
5. Which of these is NOT a correct cell name or identifier?
  - a) A3
  - b) L5
  - c) 5J

6. Numerical data can be sorted in Excel \_\_\_\_\_.
- a) From A to Z
  - b) From Z to A
  - c) In ascending or descending order
7. Alphabetical data can be sorted in Excel \_\_\_\_\_.
- a) From A to Z
  - b) From Z to A
  - c) Both A and B
8. A file created in Microsoft Excel is called a \_\_\_\_\_.
- a) Slide
  - b) Workbook
  - c) Document
9. In order to draw graphs or charts, we must enter a \_\_\_\_\_ data.
- a) Alphabetical data
  - b) Numerical data
  - c) None of these
10. The point where all the sheets are arranged in Excel is called the \_\_\_\_\_.
- a) Sheet tab
  - b) Menu
  - c) Quick Access toolbar