Subject	ICT	Grade	5
Assessment Type	Worksheet	Title	Microsoft excel
Student Name:			

Q1: Choose the correct answer:

1. **What is the intersection of a column and a row on a worksheet called?**
   a) Column
   b) Value
   c) Address
   d) Cell

2. **Which function does Excel tell how many total entries are there for one person/thing?**
   a) NUM
   b) COUNT
   c) SUM
   d) AVERAGE

3. **Calculations and preparation of tables and graphs can be done using:**
   a) Excel
   b) PowerPoint
   c) Adobe Photoshop
   d) Notepad

4. **Functions in MS Excel must begin with ___**
   a) An () sign
   b) An Equal Sign
   c) A Plus Sign
   d) A > Sign

5. **Which function does Excel check whether a condition is true or not?**
   a) SUM
   b) COUNT
   c) IF
   d) AVERAGE

6. **In Excel, Columns are labeled as ___**
   a) A, B, C, etc
   b) 1,2,3 etc
   c) A1, A2, etc.
   d) A1, A2, etc.

7. **The Greater Than Sign (>) is an example of _____ operator.**
   a) Arithmetic
   b) Logical
   c) Conditional
   d) Greater

8. **The ____ feature of MS Excel quickly completes a series of data.**

LIVEWORKSHEETS

a) AutoComplete
b) Auto Fill
c) Fill Handle
d) Sorting

9. In Excel, Rows are labeled as _____:
a) A, B, C, etc
b) 1,2,3 etc
c) A1, A2, etc.
d) A1, A2, etc.

10. The basic unit of a worksheet into which you enter data in Excel is called a:
a) Cell
b) Table
c) Box
d) Column

11. How many sheets are there, by default, when we create a new Excel file?
a) 1
b) 3
c) 5
d) 10

12. In Excel, which one denoted a range from B1 through E5:
a) B1 - E5
b) B1:E5
c) B1 to E5
d) B1$E5

13. An Excel file is generally called a / an:
a) E-Spreadsheet
b) Worksheet
c) Workbook
d) Sheet

14. It is a collection of data that is stored electronically as a series of records in a table.
a) Paint
b) Presentation
c) Database
d) Scratch

15. To remove the content of selected cells you must issue _____ command:
a) Delete
b) Clear Contents
c) Clear All
d) Clear Delete

LIVEWORKSHEETS

Q2: True and false:

1. If you need to remove only the formatting done in a range you must choose “Edit menu” choose Clear and then Formats.
2. By default, Excel provides 3 worksheets, if we need only two of them, we cannot delete the third one.
3. The Formula Bar area in an Excel window allows entering values and formulas.
4. Multiple calculations can be made in a single formula using Array Formula.
5. An Excel Workbook is a collection of Charts only.
6. MS-EXCEL is based on UNIX.
7. The shortcut key to replace a data with another in sheet Ctrl + H.
8. In EXCEL, you can sum a large range of data by simply selecting a tool button called Auto sum.
9. To select an entire column in MS-EXCEL, press the CTRL + Arrow key.
10. Mouse Pointer with the anchor at the tip of the cell indicates that you can move the content to another cell.
11. We cannot remove borders applied around cells in excel files.
12. Edit > Delete command deletes selected cells.
13. We cannot change the color of columns and rows in MS excel.
14. A small thin plus icon of the cell pointer indicates that you can fill the series.
15. Wrap Text in Format > Cells can break down the long text into many lines within a cell.

LIVEWORKSHEETS