



ICT Knowledge Test

Grade 5 A/B/C/D

Name : _____

Date : _____

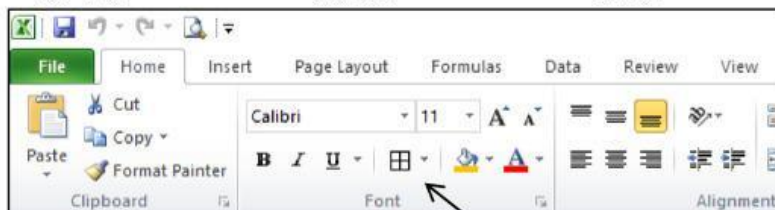
Score : _____

A. Choose the correct answer.

	A	B	C	D	E	F	G
1	STUDENTS' SCORE SUBJECT						
2							
3	Name of students	Subject					
4		Art	Math	Science			
5	Kyle	70	77	80			
6	Eden	82	80	81			
7	Michele	79	81	90			
8	Michael	70	75	82			
9	North	72	83	87			
10	Prime	85	78	81			

(picture for question 1-4)

- How many columns are used to make the table?
a. four b. five c. six
- How many cells are merged for "Subject"?
a. two b. three c. four
- How many cells are merged for "Name of Students"?
a. one b. two c. three
- Which cell is active on the picture above?
a. A2 b. B2 c. F2



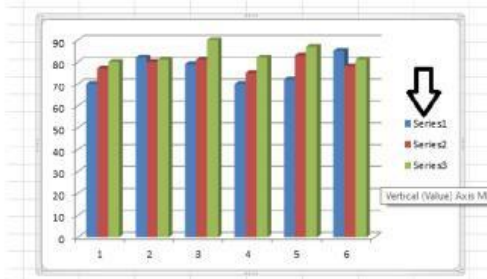
(picture for question 5)

- The border shown above is
a. Left Border
b. Bottom border
c. All borders
- Which is the correct step to insert a chart?
a. Block the file, click insert, choose the type of chart
b. Choose the type of chart, click insert, block the file
c. Click insert, block the file, choose the type of chart

7. To insert the title of the chart, we choose ...

- a.  Chart Title
b.  Axis Titles
c.  Legend

8. The correct step to change the series is ...



- a. Choose select data, right click, edit series, click OK
b. Right click, choose select data, edit series, click OK
c. Right click, edit series, choose select data, click OK
9. To count the total number automatically we can click ...

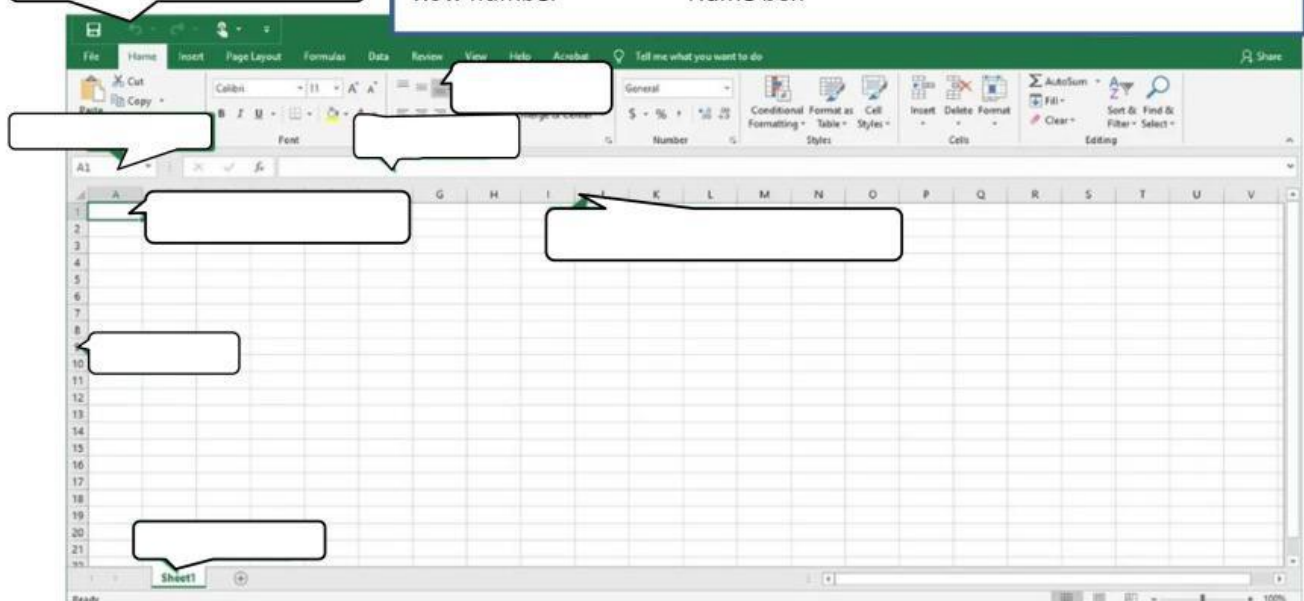
- a.  b.  Wrap Text c.  AutoSum

10. The correct step to move the legends below the chart is ...

- a. Click the legend, choose Show Legend at the Bottom, choose layout, click Legend,
b. click Legend, Click the legend on the right, , choose Show Legend at the Bottom, choose layout.
c. Click the legend on the right, choose layout, click Legend, choose Show Legend at the Bottom

B. Complete

Worksheet tab	Formula Bar	Ribbon
Active cell	Column number	Quick Access toolbar
Row number	Name box	



The screenshot shows the Excel interface with the following labels:

- Worksheet tab:** Sheet1
- Formula Bar:** A1
- Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Account
- Quick Access toolbar:** Save, Undo, Redo
- Column number:** A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V
- Row number:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22
- Name box:** A1
- Active cell:** A1