1. With which of the following all formulas in excel starts ?

    1. /

    2. *

    3. $

    4. =

Solution : =

---

2. On an excel sheet the active cell in indicated by ?

    1. A dotted border

    2. By italic text

    3. A dark wide border

    4. A blinking border

Solution : A dark wide border

---

3. What term describes explanatory text attached to a cell ?

    1. Context

    2. Callout

    3. Comment

    4. Dialog

Solution : Comments

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4. How we can view a cell comment ?

    1. position the mouse pointer over the cell

    2. click the comment command on the view menu

    3. click the edit comment commands on the Insert menu

    4. click the Display comment command on the window menu

Solution : position the mouse pointer over the cell

Tit-Bits

* Each *new workbook* created in Excel has three worksheets by default.

* *Active cell* a cell in which you are currently working.

* *File format* or extension of Excel is .xlsx or .xls.

* *Illustations* group allows insertion of pictures, clio art, shapes and smart art.

* *Scatter* compares pairs of values.

* *Charts wizard* used to create charts in MS-Excel.

* *Embedded chart* is chart that is drawn on an existing sheet.

5. Which of these will not select all the cells in a document ?

  1. Using the Edit - Select All menu

  2. Pressing Ctrl + A on the keyboard

  3. Clicking three times with the right mouse button in the spreadsheet

  4. None of these

Solution : Clicking three times with the right mouse button in the spreadsheet

Components of Microsoft Excel

The Office Logo Button : It is at the left corner contains many commands for the document such as New, Open, Save as, Print and Close.

The Ribbon : It consists of a panel of commands which are organised into a set of tabs.

Tabs : It contains the command such as Home, Insert, Page Layout, Formulas, Data, Review, View etc as well as any additional command that you may need.

Status Bar : It displays information about the currently active worksheet.

Formula Bar : It is located beneath the Ribbon. It is used to enter and edit worksheet data. It includes

  * *Name box* displays the all reference or column and row location of the active cell.

  * *Functions* are predefined formulas that perform calculations bby using specific values, called arguments.

Clipboard : A clipboard group contains the cut, copy and paste commands.

Alignment : It is used to change alignment of the text in the cells- vertical, horizontal alignment, indentation, wrap the text, shrink it to fit within the cell and merge multiple cells.

Tables : It is used to define a range of cell as a table for easy filtering and storing and create a pivote table or chart to arrange and summarise the data.

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Function Library : It contains a library of functions (e.g, mathematical, logical, trigonometric etc), such as AND, IF, LOOKUP, AVG, DATE etc.

Formula Addressing : The formula can have relative addressing absolute addressing and mixed addressing.

  * Relative addressing to repeat the same formula for many difficult cells, use the copy and paste command.

  * Absolute address to keep a certain position that is not relative to the new cell location use absolute positioning.

  * Mixed address is used to keep some part relative and some absolute.

The Macros : It is used to define a sequence of actions to perform on a document or multiple documents that can be executed again and again.

6. The default style for new data keyed in a new workbook is ?

1. Normal
2. Comma
3. Percent
4. CURRENCY

Solution : Normal

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7. If you press ____, the cell accepts your typing as its contents ?

1. Tab
2. Enter
3. Alt+Enter
4. Ctrl+Enter

Solution : Enter

8. Which of the following keyboard shortcut can be used for creating a chart from the selected cells ?

1. F11
2. F10
3. F4

4. **F2**

Solution : F11

9. **A value used in a formula that does not change is called a ?**

1. **Constant**
2. **Varaible**
3. **Cell address**
4. **Static**

Solution : Constant

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10. **Formula palette is used to ?**

1. **format cells containing numbers**
2. **create and edit formulas containing functions**
3. **entered assumptions data**
4. **copy all cells**

Solution : create and edit formulas containing functions

11. **A Spreadsheet contains ?**

1. **columns**
2. **rows**
3. **rows and columns**
4. **None of above**

Solution : rows and columns

12. **To open an existing workbook, click the Open button on the ___ toolbar ?**

1. **Form**

2. Standard

3. Drawing

4. Formatting

Solution : Standard

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13. Which among following is not associated with spelling dialogue box ?

1. Edit

2. Ignore All

3. Ignore

4. Change

Solution : Edit

---

14. what term describes a background that appears as a grainy, non smooth surface ?

1. Pattern

2. Gradient

3. Velvet

4. Texture

Solution : Gradient

---

15. Which among following is associated with excel ?

1. Graphic program

2. Spreadsheet

3. Microsoft office

4. None of these

Solution : Spreadsheet

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16. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is ?

1. C1:10H
2. C1:H10
3. C1:H-10
4. C1:H:10

Solution : C1:H10

17. You can convert existing Excel worksheet data and charts to HTML document by using the ?

1. Intranet Wizard
2. Internet Assistant Wizard
3. Import Wizard
4. Export Wizard

Solution : Internet Assistant Wizard

18. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called ?

1. Pivot Table Report
2. Pivot Table List
3. Pivot Table Field List
4. HTML

Solution : Pivot Table Report

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19. What function displays row data in a column or column data in a row ?

1. Hyperlinks
2. Rows
3. Index

4. Transpose

Solution : Transpose

---

20. Except which of the following function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result ?

1. NOT
2. OR
3. IF
4. AND

Solution : IF