

1DDCA4 PC PACKAGE

1. Which of the following is not valid version of MS Office?

- A) Office XP
- B) Office Vista
- C) Office 2007
- D) None of above

2. You cannot close MS Word application by

- A) Choosing File menu then Exit submenu
- B) Press Alt+F4
- C) Click X button on title bar
- D) From File menu choose Close submenu

3. The key F12 opens a

- A) Save As dialog box
- B) Open dialog box
- C) Save dialog box
- D) Close dialog box

4. What is the short cut key to open the Open dialog box?

- A) F12
- B) Shift F12
- C) Alt + F12
- D) Ctrl + F12

5. A feature of MS Word that saves the document automatically after certain interval is available on

- A) Save tab on Options dialog box
- B) Save As dialog box
- C) Both of above
- D) None of above

6. Where can you find the horizontal split bar on MS Word screen?

- A) On the left of horizontal scroll bar
- B) On the right of horizontal scroll bar
- C) On the top of vertical scroll bar
- D) On the bottom of vertical scroll bar

7. Which of the following is not available on the Ruler of MS Word screen?

- A) Tab stop box
- B) Left Indent
- C) Right Indent
- D) Center Indent
- E) All of them are available on ruler

8. What is place to the left of horizontal scroll bar?

- A) Tab stop buttons
- B) View buttons
- C) Split buttons
- D) Indicators
- E) None of above

9. Which file starts MS Word?

- A) Winword.exe
- B) Word.exe
- C) Msword.exe
- D) Word2003.exe

10. How many ways you can save a document?

- A) 3
- B) 4
- C) 5
- D) 6

11. If you want to keep track of different editions of a document which features will you use?

- A) Editions
- B) Versions
- C) Track Change
- D) All of above

12. Background color or effects applied on a document is not visible in

- A) Web layout view
- B) Print Layout view
- C) Reading View
- D) Print Preview

13. What is a portion of a document in which you set certain page formatting options?

- A) Page
- B) Document
- C) Section
- D) Page Setup

14. Borders can be applied to

- A) Cells
- B) Paragraph
- C) Text

D) All of above

15. Which of the following is not a type of page margin?

- A) Left
- B) Right
- C) Center
- D) Top

16. What is the default left margin in Word 2003 document?

- A) 1"
- B) 1.25"
- C) 1.5"
- D) 2"

17. What is gutter margin?

- A) Margin that is added to the left margin when printing
- B) Margin that is added to right margin when printing
- C) Margin that is added to the binding side of page when printing
- D) Margin that is added to the outside of the page when printing

18. Portrait and Landscape are

- A) Page Orientation
- B) Paper Size
- C) Page Layout
- D) All of above

19. If you need to change the typeface of a document, which menu will you choose?

- A) Edit
- B) View
- C) Format
- D) Tools

20. Which of the following is not a font style?

- A) Bold
- B) Italics
- C) Regular
- D) Superscript

Answers

1-B, 2-D, 3-A, 4-D, 5-A, 6-C, 7-D, 8-B, 9-A, 10-A, 11-B, 12-D, 13-C, 14-D, 15-C, 16-B, 17-C, 18-A, 19-C, 20-D,

Set 02

1. Pressing F8 key for three times selects

- A) A word
- B) A sentence
- C) A paragraph
- D) Entire document

2. What happens if you press Ctrl + Shift + F8?

- A) It activates extended selection
- B) It activates the rectangular selection
- C) It selects the paragraph on which the insertion line is.
- D) None of above

3. How can you disable extended selection mode?

- A) Press F8 again to disable
- B) Press Del to disable
- C) Press Esc to disable
- D) Press Enter to disable

4. What does EXT indicator on status bar of MS Word indicate?

- A) It indicates whether the external text is pasted on document or not
- B) It indicates whether extended add-ons are installed on MS Word or not
- C) It indicates whether Extended Selection mode is turned on or off
- D) None of above

5. What is the maximum number of lines you can set for a drop cap?

- A) 3
- B) 10
- C) 15
- D) 20

6. What is the default number of lines to drop for drop cap?

- A) 3
- B) 10
- C) 15
- D) 20

7. What is the shortcut key you can press to create a copyright symbol?

- A) Alt+Ctrl+C
- B) Alt + C
- C) Ctrl + C
- D) Ctrl + Shift + C

8. How many columns can you insert in a word document in maximum?

- A) 35
- B) 45
- C) 55

D) 65

9. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- A) 8 and 72
- B) 8 and 64
- C) 12 and 72
- D) None of above

10. What is the maximum font size you can apply for any character?

- A) 163
- B) 1638
- C) 16038
- D) None of above

11. Which of the following is graphics solution for Word Processors?

- A) Clipart
- B) WordArt
- C) Drop Cap
- D) All of above

12. The keystrokes Ctrl + I is used to

- A) Increase font size
- B) Inserts a line break
- C) Indicate the text should be bold
- D) Applies italic format to selected text

13. A character that is raised and smaller above the baseline is known as

- A) Outlined
- B) Raised
- C) Superscript
- D) Subscript

14. What is the purpose of inserting header and footer in document?

- A) To enhance the overall appearance of the document
- B) To mark the starting and ending of page
- C) To make large document more readable
- D) To allow page headers and footers appear on document when printed

15. Which of the following function key activates the spellers?

- A) F5
- B) F7
- C) F9
- D) Shift + F7

16. The minimum number of rows and columns in MS Word document is

- A) 1 and 1
- B) 2 and 1
- C) 2 and 2
- D) None of above

17. Thesaurus tool in MS Word is used for

- A) Spelling suggestions
- B) Grammar options
- C) Synonyms and Antonyms words
- D) All of above

18. Why Drop Caps are used in document?

- A) To drop all the capital letters
- B) To automatically begin each paragraph with capital letter

C) To begin a paragraph with a large dropped initial capital letter

D) None of above

19. A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?

- A) To add anchors in web page
- B) To mark the ending of a paragraph of document
- C) To quickly jump to specific location in document
- D) To add hyperlinks in webpage

20. A word processor would most likely be used to do

- A) Keep an account of money spent
- B) Do a computer search in media center
- C) Maintain an inventory
- D) Type a biography

Answers

1-B, 2-B, 3-C, 4-C, 5-B, 6-A, 7-A, 8-B, 9-A, 10-B, 11-A, 12-D, 13-C, 14-D, 15-B, 16-A, 17-C, 18-C, 19-C, 20-D,

Set 03

1. What happens when you click on Insert >> Picture >> Clip Art

- A) It inserts a clipart picture into document
- B) It lets you choose clipart to insert into document
- C) It opens Clip Art taskbar
- D) None of above

2. Which option is not available in Insert Table Autofit behavior?

- A) Fixed Column Width
- B) AutoFit to Contents
- C) Autofit to Window
- D) Autofit to Column

3. To autofit the width of column

- A) Double click the right border of column
- B) Double click the left border of column
- C) Double click the column header
- D) All of above

4. From which menu you can insert Header and Footer?

- A) Insert Menu
- B) View Menu
- C) Format menu
- D) Tools Menu

5. After typing header text, how can you quickly enter footer text?

- A) Press PageDown key and type the text for footer
- B) Click on Switch between Heder & Footer then type the text
- C) Both of above
- D) None of above

6. When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?

- A) From format menu choose bullets and Numbering and configure necessary setting
- B) From Insert menu choose Page Number and specify necessary setting
- C) Click on Page Number Format tool and specify required setting
- D) All of above

7. Which of the following statement is false?

- A) You can set different header footer for even and odd pages
- B) You can set different page number formats for different sections
- C) You can set different header footer for first page of a section
- D) You can set different header and footer for last page of a section

8. Where can you change the vertical alignment?

- A) Formatting toolbar
- B) Paragraph dialog box
- C) Page Setup dialog box
- D) Standard toolbar

9. To get to the 'Symbol' dialog box, click on the _____ menu and choose 'Symbol'.

- A) Insert
- B) Format
- C) Tools
- D) Table

10. Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign, greater than or equal to, or a Greek letter?

- A) Wingdings
- B) Wingdings 3
- C) Webdings
- D) Symbol

11. When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:

- A) unassigned

B) Located on the ten-key pad section of your keyboard.

C) Assigned to another task.

D) From the same font family as the symbol.

12. Suppose you wanted to create an AutoCorrect entry that would type the words 'We regret to inform you that your submission has been declined' Of the following choices, which would be the best name you could assign to this entry?

A) Regret

B) Subdual

C) We regret to inform you that your submission has been declined

D) 11

13. If you want to convert a symbol or several lines of text into an AutoCorrect entry, you should:

A) Insert the symbol or type the text in a Word document first. Then, select the text or symbol and go to the AutoCorrect dialog box.

B) Click the Tools menu and choose AutoCorrect Options. Then, click the Insert menu and choose Symbol (or click the Format menu and choose Paragraph) to add the symbol or paragraph to AutoCorrect.

C) AutoCorrect can only accommodate one line of text. It is not possible to convert a symbol or multiple lines of text into an AutoCorrect entry.

D) Insert the symbol or type the text in a Word document first. Then, select the text or symbol and click the Edit menu followed by Paste Special. Select New AutoCorrect Entry and then click OK.

14. AutoCorrect was originally designed to replace _____ words as you type.

A) Short, repetitive

B) Grammatically incorrect

C) Misspelled

D) None of the above

15. Which of the following is the second step in creating a macro?

A) Start recording

B) Using your mouse or keyboard, perform the task you want to automate

C) Assign a keyboard shortcut to the macro

D) Give the macro a name

16. If you will be displaying or printing your document on another computer, you'll want to make sure and select the _____ option under the 'Save' tab.

A) Embed Fonts

B) Embed True Type Fonts

C) Save True Type Fonts

D) Save Fonts

17. In Word, the mailing list is known as the _____.

A) Data sheet

B) Source

C) Data source

D) Sheet

18. Which of the following is not one of the three 'Mail Merge Helper' steps?

A) Merge the two files

B) Create the main document

C) Set the mailing list parameters

D) Create the data source

19. Which of the following button will allow you to add, delete, or change records in your Data Source?

A) 'Data Source' button

- B) 'Edit' button
- C) 'Edit Data Source' button
- D) 'Data editing' button

20. It is possible to _____ a data source before performing a merge.

- A) Create
- B) Modify
- C) Sort
- D) all of the above

Answers

1-C, 2-D, 3-A, 4-B, 5-B, 6-C, 7-D, 8-C, 9-A, 10-D, 11-A, 12-B, 13-A, 14-C, 15-C, 16-B, 17-C, 18-C, 19-C, 20-D,

Set 04

1. What is the default font size of a new Word document based on Normal template?

- A) 10 pt
- B) 12 pt
- C) 14 pt
- D) None of above

2. What is the default font used in MS Word document?

- A) Times New Roman
- B) Arial
- C) Algerian
- D) Preeti

3. Which tab in Font dialog box contains options to apply font effects?

- A) Font tab
- B) Character Spacing

- C) Text Effects
- D) Standard Toolbar

4. If you need to double underline a word, how will you do that?

- A) Go to Format menu and then Font option. Open Underline Style and choose Double Underline
- B) From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline
- C) Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline
- D) Click double underline tool on formatting toolbar

5. DropCap means

- A) All Caps
- B) Small Caps
- C) Title case
- D) None of above

6. What is the short cut key to open Font dialog box?

- A) Ctrl + F
- B) Alt + Ctrl + F
- C) Ctrl + D
- D) Ctrl + Shift + D

7. How can you access the font size tool on formatting toolbar?

- A) Ctrl + S
- B) Ctrl + Shift + S
- C) Ctrl + P
- D) Ctrl + Shift + P

8. How can you make the selected character superscripted?

- A) Ctrl + =
- B) Ctrl + Shift + =
- C) Alt + Ctrl + Shift + =
- D) None of above

9. What does Ctrl + = key effect?

- A) Superscript
- B) Subscript
- C) All Caps
- D) Shadow

10. What happens if you mark on Hidden check box of Font dialog box after you select some text?

- A) The text is deleted from document and you need to bring from Recycle Bin if required again.
- B) The text is hidden and you need to bring it by removing the check box if needed again
- C) The text is deleted and cannot be returned back
- D) The text is hidden and cannot be returned back

11. How can you increase the font size of selected text by one point every time?

- A) By pressing Ctrl +]
- B) By pressing Ctrl + [
- C) By pressing Ctrl + }
- D) By pressing Ctrl + {

12. Which of the following line spacing is invalid?

- A) Single
- B) Double
- C) Triple
- D) Multiple

13. How can you apply exactly the same formatting you did to another text?

A) Copy the text and paste in new location. Then type the new text again.

B) Copy the text and click on Paste Special tool on new place

C) Select the text then click on Format Painter and select the new text

D) All of above

14. What should you do if you require pasting the same format in many places?

A) Click the Format painter and go on pasting in many places holding Alt Key

B) Double click the format painter then go on pasting in many places

C) Click the format painter then go on pasting to many places holding Ctrl Key

D) All of above

15. On which toolbar can you find Format Painter tool?

A) Standard toolbar

B) Formatting toolbar

C) Drawing Toolbar

D) Picture Toolbar

16. Which indent marker controls all the lines except first line?

A) First Line Indent Marker

B) Left Indent Marker

C) Hanging Indent Marker

D) Right Indent Marker

17. How can you remove tab stop markers from ruler?

A) Double click the tab marker and choose Clear All

B) Drag the tab stop marker out of the ruler

C) Right click the tab stop marker and choose remove

D) All of above

18. Which operation you will perform if you need to move a block of text?

- A) Copy and Paste
- B) Cut and Paste
- C) Paste and Delete
- D) Paste and Cut

19. What is the extension of Word files?

- A) FIL
- B) DOT
- C) DOC
- D) TXT

20. Which of the following option is not available in Insert >> Picture?

- A) Chart
- B) Word Art
- C) Clip Art
- D) Graph

Answers

1-B, 2-A, 3-A, 4-C, 5-D, 6-C, 7-D, 8-B, 9-B, 10-B, 11-A, 12-C, 13-C, 14-B, 15-A, 16-B, 17-B, 18-B, 19-C, 20-D,

Set 05

1. To insert a drop cap in one of the paragraph you should access

- A) Insert Menu
- B) Format
- C) Tools
- D) None of above

2. How many different positions can you set for drop cap?

- A) 1
- B) 2

- C) 4
- D) 6

3. What is the maximum number of lines you can set for lines to drop box?

- A) 3
- B) 5
- C) 10
- D) 15

4. Which of the following can NOT be used to create parallel style column?

- A) Format Tabs
- B) Table Insert Table
- C) Insert Textbox
- D) Format Columns

5. Which of the following is used to create newspaper style columns?

- A) Format Tabs
- B) Table Insert Table
- C) Insert Textbox
- D) Format Columns

6. Columns dialog box can be opened from

- A) Format menu Columns submenu
- B) Double click on column space in ruler
- C) Press Alt + O + C
- D) All of above

7. You can jump to the next column by

- A) Clicking with your mouse on the next column
- B) Press Alt + Down-arrow
- C) Both of above

D) None of Above

8. How can you break the current column and start a new column immediately?

- A) Press Ctrl + Shift + Enter
- B) Press Alt + Enter
- C) Press Ctrl + Enter
- D) Press Alt + Shift + Enter

9. What is the smallest width of a column?

- A) 0"
- B) 0.5"
- C) 1"
- D) 1.5"

10. If the number of columns is selected 1 and the line between check box is marked, where is the line drawn?

- A) in the left margin
- B) in the right margin
- C) both in left and right margin
- D) None of Above

11. The other Col# are inactive when you've select 3 columns. How will you activate those boxes?

- A) double click on spacing box
- B) double click on inactive Col#
- C) Remove mark from Line between checkbox
- D) Remove mark from Equal Column Width check box

12. How much space in minimum must be provided between columns?

- A) 0"
- B) 0.5"
- C) 1"
- D) 1.5"

13. To open Columns dialog box quickly

- A) double click on the left margin area of ruler
- B) double click the space between area on ruler
- C) double click the right margin in ruler
- D) All of above

14. Which of the following command is not available in Tools menu?

- A) Auto text
- B) Autocorrect
- C) Auto summarize
- D) Macro

15. To move the cursor page to page of document

- A) Ctrl+PgDn
- B) Ctrl+PgUp
- C) Both of above
- D) None of above

16. Text boundary can be displayed or hidden from

- A) Auto text option from Insert menu
- B) Options from Tools menu
- C) Customize from Tools menu
- D) All of above

17. Which of the following are word processing software?

- A) WordPerfect
- B) Easy Word
- C) MS Word
- D) All of above

18. MS Office provides help in many ways, which of these is one of them?

- A) What is this?

- B) Office Assistant
- C) Help menu
- D) All of the above

19. You wished to justify text over the height of paper, which option will you choose

- A) Page Setup from File menu
- B) Paragraph from Format menu
- C) From formatting toolbar
- D) Font from Format menu

20. Which of the following is not of the merge process?

- A) Sort the data source records
- B) Format a main document
- C) Edit a data source
- D) Merge the two files to print or create a new document

Answers

1-B, 2-B, 3-C, 4-D, 5-D, 6-D, 7-C, 8-A, 9-B, 10-D, 11-D, 12-A, 13-B, 14-A, 15-C, 16-B, 17-D, 18-D, 19-A, 20-A,

Set 06

1. There can be many ways to insert page number in a document. Which of the following lets you insert page number

- A) Page number from Insert menu
- B) Page Setup from file menu
- C) Footnote from Insert menu
- D) Both a & c

2. Which is not a data source component?

- A) mail merge toolbar
- B) header row
- C) data fields
- D) data records

3. Which of the following is not the part of standard office suite?

- A) Word Processor
- B) Database
- C) Image Editor
- D) File manager

4. Where can you find the Draw Table tool button?

- A) Standard toolbar
- B) Formatting toolbar
- C) Drawing toolbar
- D) Tables and Formatting toolbar

5. Which of the following option in File pull down menu is used to close a MS Word document?

- A) Quit
- B) Close
- C) Exit
- D) New

6. You need to jump to the next column breaking current column right at the cursor position. How can you break column?

- A) Pressing Ctrl+Enter
- B) Pressing Alt+Shift+Enter
- C) Break command from Insert menu
- D) Both b and c

7. Superscript, subscript, outline, emboss, engrave are known as

- A) font styles
- B) font effects
- C) word art
- D) text effects

8. Shimmer, Sparkle text, Blinking Background etc. are known as

- A) font styles
- B) font effects
- C) word art
- D) text effects

9. The feature of Word that automatically adjusts the amount of space between certain combination of characters so that an entire word looks more evenly spaced. What is that feature called?

- A) Spacing
- B) Scaling
- C) Kerning
- D) Positioning

10. Which of the following is not available in Font Spacing?

- A) Normal
- B) Loosely
- C) Condensed
- D) Expanded

11. Which of the following position is not available for fonts on MS Word?

- A) Normal
- B) Raised
- C) Lowered
- D) Centered

12. What is the maximum scale percentage available in Scale drop down box?

- A) 500
- B) 200
- C) 100
- D) 90

13. Bold, Italic, Regular are known as

- A) font styles
- B) font effects
- C) word art
- D) text effects

14. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What's the difference between the two?

- A) Both are same. They are only two different ways of capitalize text.
- B) It is faster to convert from Change Case than from Font dialog box
- C) Change Case makes conversion permanent but All Caps on Font can always be reverted
- D) All Caps on Font dialog box makes the change permanent where Change Case can be always reverted

15. If you need to hide some paragraphs, how can you do it?

- A) From Paragraph dialog box
- B) From Font dialog box
- C) From Options Dialog box

D) None of above

16. Which of the following is the latest version of MS Word?

- A) Word 2000
- B) Word 2007
- C) Word 2010
- D) Word 2011

17. Changing the appearance of a document is called

- A) Proofing
- B) Editing
- C) Formatting
- D) All of above

18. In a document what is the maximum number of columns that can be inserted in MS Word Table?

- A) 35
- B) 15
- C) 63
- D) 65

19. You can detect spelling and grammar errors by

- A) Press Shift + F7
- B) Press Ctrl + F7
- C) Press Alt+ F7
- D) Press F7

20. A screen element of MS Word that is usually located below the title bar that provides categorized options is

- A) Menu bar
- B) Tool Bar
- C) Status Bar
- D) All of the above

Answers

1-A, 2-A, 3-D, 4-D, 5-B, 6-C, 7-B, 8-D, 9-C, 10-B, 11-D, 12-B, 13-A, 14-C, 15-B, 16-C, 17-C, 18-C, 19-D, 20-A,

MS-Excel

MS-Excel is a popular spreadsheet calculation application developed by Microsoft Inc.

1. Which of the following is an absolute cell reference?

- a. !A!1
- b. \$A\$1
- c. #a#1
- d. A1

Correct Answer: b

2. What symbol is used before a number to make it a label?

- a. “ (quote)
- b. = (equal)
- c. _ (underscore)
- d. ‘ (apostrophe)

Correct Answer: b

3. Which symbol must all formula begin with?

- a. =
- b. +
- c. (
- d. @

Correct Answer: a

4. Which of the following formulas is not entered correctly?

- a. =10+50
- b. =B7*B1
- c. =B7+14
- d. 10+50

Correct Answer: d

5. Which of the following formulas will Excel Not be able to calculate?

- a. =SUM(Sales)-A3
- b. =SUM(A1:A5)*.5
- c. =SUM(A1:A5)/(10-10)
- d. =SUM(A1:A5)-10

Correct Answer: a

6. A typical worksheet has Number of columns

- a. 128

- b. 256
- c. 512
- d. 1024

Correct Answer: b

7. How many characters can be typed in a single cell in Excel?

- a. 256
- b. 1024
- c. 32,000
- d. 65,535

Correct Answer: d

8. A worksheet can have a maximum of Number of rows

- a. 256
- b. 1024
- c. 32,000
- d. 65,535

Correct Answer: d

9. Which of the following is not an example of a value?

- a. 350
- b. May 10, 2001
- c. 57%
- d. Serial Number 50771

Correct Answer: d

10. The chart wizard term data series refers to

- a. A chart legend
- b. A collection of chart data markers
- c. A set of values you plot in a chart
- d. A data label

Correct Answer: b

11. The Chart wizard term data categories refers to;

- a. A chart plot area
- b. A horizontal axis
- c. The organization of individual values with a chart's data series
- d. The data range that supply chart data

Correct Answer: b

12. A worksheet range is a

- a. A command used for data modeling

- b. A range of values such as from 23 to 234
- c. A group of cells
- d. A group of worksheets

Correct Answer: c

13. Getting data from a cell located in a different sheet is called ...

- a. Accessing
- b. Referencing
- c. Updating
- d. Functioning

Correct Answer: b

14. Tab scrolling button

- a. Allow you to view a different worksheet
- b. Allow you to view additional worksheet rows down
- c. Allow you to view additional worksheet columns to the right
- d. Allow you to view additional sheets tabs

Correct Answer: d

15. A numeric value can be treated as a label value if it precedes with

- a. Apostrophe (&lsquo)
- b. Exclamation (!)
- c. Hash (#)
- d. Ampersand (&)

Correct Answer: a

16. Concatenation of text can be done using

- a. Apostrophe (&lsquo)
- b. Exclamation (!)
- c. Hash (#)
- d. Ampersand (&)

Correct Answer: d

17. Data can be arranged in a worksheet in a easy to understand manner using

- a. auto formatting
- b. applying styles
- c. changing fonts
- d. all of above

Correct Answer: d

18. You can use drag-and-drop to embed excel worksheet data in a word document

- a. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
- b. By dragging a range of excel data to the word button on the taskbar while pressing Shift key
- c. By dragging a range of excel data to the word button on the taskbar while pressing Alt key
- d. None of above

Correct Answer: a

19. The auto calculate feature

- a. Can only add values in a range of cells
- b. Provides a quick way to view the result of an arithmetic operation on a range of cells
- c. Automatically creates formulas and adds them to a worksheet
- d. A and c

Correct Answer: b

20. Excel uniquely identifies cells within a worksheet with a cell name

- a. Cell names
- b. Column numbers and row letters
- c. Column letters and row numbers
- d. Cell locator coordinates

Correct Answer: c

21. to view a cell comment

- a. click the edit comment command on the insert menu
- b. click the display comment command on the window menu
- c. position the mouse pointer over the cell
- d. click the comment command on the view menu

Correct Answer: c

22. When you want to insert a blank imbedded excel object in a word document you can

- a. Click the object command on the insert menu
- b. Click the office links button on the standard toolbar
- c. Click the create worksheet button on the formatting toolbar
- d. Click the import excel command on the file menu

Correct Answer: a

23. To save a workbook, you:

- a. Click the save button on the standard toolbar from the menu
- b. Press Ctrl+F5
- c. Click Save on the Windows Start button
- d. Select Edit>Save

Correct Answer: a

24. You can edit a cell by

- a. Clicking the formula button
- b. Double clicking the cell to edit it in-place
- c. Selecting Edit>Edit Cell from the menu
- d. None of above

Correct Answer: b

25. You can select a single range of cells by

- a. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells
- b. Pressing the Ctrl key while dragging over the desired cells
- c. Pressing the Shift key and an arrow key
- d. Dragging over the desired cells

Correct Answer: d

26. Which elements of worksheet can be protected from accidental modification

- a. Contents
- b. Objects
- c. Scenarios
- d. All of above

Correct Answer: d

27. You can use the drag and drop method to

- a. Copy cell contents
- b. Move cell contents
- c. Add cell contents
- d. a and b

Correct Answer: d

28. It is acceptable ot let long text flow into adjacent cells on a worksheet when

- a. Data will be entered in the adjacent cells
- b. No data will be entered in the adjacent cells
- c. There is nt suitable abbreviation of the text

d. There is not time to format the next
Correct Answer: b

29. How can you delete a record?

- a. Delete the column from the worksheet
- b. Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the Delete button
- c. Select Data > Delete Record from the menu
- d. Click the Delete button on the Standard toolbar

Correct Answer: b

30. Right clicking something in Excel:

- a. Deletes the object
- b. Nothing the right mouse button is there for left handed people
- c. Opens a shortcut menu listing everything you can do to the object
- d. Selects the object

Correct Answer: c

31. Documentation should include

- a. Destination and users of the output data
- b. Source of input data
- c. Information on the purpose of the workbook
- d. All of the above

Correct Answer: d

32. Files created with Lotus 1-2-3 have an extension

- a. DOC
- b. XLS
- c. 123
- d. WK1

Correct Answer: c

33. To delete an embedded objects, first

- a. Double click the object
- b. Select the object by clicking it
- c. Press the Shift + Delete keys
- d. Select it and then press the delete key

Correct Answer: d

34. Comments can be added to cells using

- a. Edit > Comments
- b. Insert > Comments
- c. File > Comments
- d. View > Comments

Correct Answer: b

35. Which of the following is not a worksheet design criterion?

- a. Efficiency
- b. Aditibility
- c. Description
- d. Clarity

Correct Answer: c

36. To copy cell contents using drag and drop press the

- a. End key
- b. Shift key
- c. Ctrl key
- d. Esc key

Correct Answer: d

37. Which of the following is the latest version of Excel

- a. Excel 2000
- b. Excel 2002
- c. Excel ME
- d. Excel XP

Correct Answer: d

38. When you copy a formula

- a. Excel erases the original copy of the formula
- b. Excel edits cell references in the newly copied formula
- c. Excel adjusts absolute cell references
- d. Excel doesn't adjust relative cell references

Correct Answer: b

39. The autofill feature

- a. extends a sequential series of data
- b. automatically adds range of cell values
- c. applies a boarder around the selected cells
- d. none of the above

Correct Answer: d

40. Which menu option can be used to split windows into two

- a. Format > window
- b. View > window > split
- c. Window > split
- d. View > split

Correct Answer: c

41. You can use the formula palette to

- a. Format cells containing numbers
- b. Create and edit formulas containing functions
- c. Enter assumptions data
- d. Copy a range of cells

Correct Answer: b

42. You can convert existing excel worksheet data and charts to an HTML document by using

- a. FTP wizard
- b. Internet assistant wizard
- c. Intranet wizard
- d. Import wizard

Correct Answer: b

43. A circular reference is

- a. Geometric modeling tool
- b. A cell that points to a drawing object
- c. A formula that either directly or indirectly depends on itself
- d. Always erroneous

Correct Answer: c

44. Which of the following is Not one of Excel's what-if function?

- a. Goal seek
- b. Solver
- c. Scenario manager
- d. Auto Outline

Correct Answer: d

45. When you insert an excel file into a word document. The data are

- a. Hyperlinked placed in a word table
- b. Linked
- c. Embedded

d. Use the word menu bar and toolbars

Correct Answer: b

46. Which of the following is not information you can specify using the solver?

- a. Input cells
- b. Constraints
- c. Target cell
- d. Changing cells

Correct Answer: a

47. Each excel file is called a workbook because

- a. It can contain text and data
- b. It can be modified
- c. It can contain many sheets including worksheets and chart sheets
- d. You have to work hard to create it

Correct Answer: c

48. Excel probably considers the cell entry January 1, 2000 to be a

- Label
- Value
- Formula
- Text string

Correct Answer: b

49. You can enter which types of data into worksheet cells?

- a. Labels, values, and formulas
- b. Labels and values but not formulas
- c. Values and formulas but not labels
- d. Formulas only

Correct Answer: a

50. All worksheet formula

- a. Manipulate values
- b. Manipulate labels
- c. Return a formula result
- d. Use the addition operator

Correct Answer: c

51. Which of the following is a correct order of precedence in formula calculation?

- a. Multiplication and division exponentiation positive and negative values
 - b. Multiplication and division, positive and negative values, addition and subtraction
 - c. Addition and subtraction, positive and negative values, exponentiation
 - d. All of above
- Correct Answer: d

52. The Paste Special command lets you copy and paste:
- a. Multiply the selection by a copied value
 - b. Cell comments
 - c. Formatting options
 - d. The resulting values of a formula instead of the actual formula
- Correct Answer: d

53. The numbers in our worksheet look like this: 1000. You want them to look like this: \$1,000.00. How can you accomplish this?
- a. None of these
 - b. Select Format > Money from the menu
 - c. Click the Currency Style button on the formatting toolbar
 - d. You have to retype everything and manually add the dollar signs, commas, and decimals.
- Correct Answer: c

54. Which of the following is not a valid data type in excel
- a. Number
 - b. Character
 - c. Label
 - d. Date/time
- Correct Answer: b

55. Excel worksheet cells work very similarly to what common element of the windows graphical user interface
- a. Option buttons
 - b. List boxes
 - c. Text boxes
 - d. Combo boxes
- Correct Answer: c

56. Which of the following options is not located in the Page Setup dialog box?
- a. Page Break Preview.
 - b. Page Orientation
 - c. Margins
 - d. Headers and Footers
- Correct Answer: a

57. You want to track the progress of the stock market on a daily basis. Which type of chart should you use?
- a. Pie chart
 - b. Row chart
 - c. Line chart
 - d. Column chart
- Correct Answer: c

58. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?
- a. Press Ctrl +Home
 - b. Press Home
 - c. Press Shift + Home
 - d. Press Alt + Home
- Correct Answer: a

59. Which of the following methods can not be used to edit the contents of a cell?
- a. Press the Alt key
 - b. Clicking the formula bar
 - c. Pressing the F2 key
 - d. Double clicking the cell
- Correct Answer: a

60. If you begin typing an entry into a cell and then realize that you don't want your entry placed into a cell, you:
- a. Press the Erase key
 - b. Press Esc
 - c. Press the Enter button
 - d. Press the Edit Formula button
- Correct Answer: b

61. Which of the following methods can not be used to enter data in a cell
- a. Pressing an arrow key
 - b. Pressing the Tab key

- c. Pressing the Esc key
- d. Clicking on the formula bar

Correct Answer: c

62. Which of the following will not cut information?

- a. Pressing Ctrl + C
- b. Selecting Edit>Cut from the menu
- c. Clicking the Cut button on the standard
- d. Pressing Ctrl+X

Correct Answer: a

63. Which of the following is not a way to complete a cell entry?

- a. Pressing enter
- b. Pressing any arrow key on the keyboard
- c. Clicking the Enter button on the Formula bar
- d. Pressing spacebar

Correct Answer: d

64. You can activate a cell by

- a. Pressing the Tab key
- b. Clicking the cell
- c. Pressing an arrow key
- d. All of the above

Correct Answer: d

65. Text formulas:

- a. Replace cell references
- b. Return ASCII values of characters
- c. Concatenate and manipulate text
- d. Show formula error value

Correct Answer: c

66. How do you insert a row?

- a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- b. Select the row heading where you want to insert the new row and select Edit >Row from the menu
- c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
- d. All of the above

Correct Answer: a

67. Which of the following is not a basic step in creating a worksheet?

- a. Save workbook
- b. Modify the worksheet
- c. Enter text and data
- d. Copy the worksheet

Correct Answer: d

68. How do you select an entire column?

- a. Select Edit > Select > Column from the menu
- b. Click the column heading letter
- c. Hold down the shift key as you click anywhere in the column.
- d. Hold down the Ctrl key as you click anywhere in the column

Correct Answer: b

69. How can you print three copies of a workbook?

- a. Select File>Properties from the menu and type 3 in the Copies to print text box.
- b. Select File >Print from the menu and type 3 in the Number of copies text box.
- c. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made
- d. Press Ctrl+P+3

Correct Answer: b

70. To create a formula, you first:

- a. Select the cell you want to place the formula into
- b. Type the equals sign (=) to tell Excel that you're about to enter a formula
- c. Enter the formula using any input values and the appropriate mathematical operators that make up your formula
- d. Choose the new command from the file menu

Correct Answer: a

71. To center worksheet titles across a range of cells, you must

- a. Select the cells containing the title text plus the range over which the title text is to be centered
- b. Widen the columns
- c. Select the cells containing the title text plus the range over which the title text is to be centered
- d. Format the cells with the comma style

Correct Answer: a

72. How do you delete a column?

- a. Select the column heading you want to delete and select the Delete Row button on the standard toolbar
- b. Select the column heading you want to delete and select Insert Delete from the menu
- c. Select the row heading you want to delete and select Edit>Delete from the menu
- d. Right click the column heading you want to delete and select delete from the shortcut menu

Correct Answer: d

73. How can you find specific information in a list?

- a. Select Tools > Finder from the menu
- b. Click the Find button on the standard toolbar
- c. Select Insert > Find from the menu
- d. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button

Correct Answer: d

74. When integrating word and excel, word is usually the

- a. Server
- b. Destination
- c. Client
- d. Both b and c

Correct Answer: d

75. When a label is too long to fit within a worksheet cell, you typically must

- a. Shorten the label
- b. Increase the column width
- c. Decrease the column width
- d. Adjust the row height

Correct Answer: b

76. The name box

- a. Shows the location of the previously active cell
- b. Appears to the left of the formula bar
- c. Appears below the status bar
- d. Appears below the menu bar

Correct Answer: b

77. Comments put in cells are called

- a. Smart tip
- b. Cell tip
- c. Web tip
- d. Soft tip

Correct Answer: b

78. Which is used to perform what if analysis?

- a. Solver
- b. Goal seek
- c. Scenario Manager
- d. All of above

Correct Answer: d

79. You can use the horizontal and vertical scroll bars to

- a. Split a worksheet into two panes
- b. View different rows and columns edit the contents of a cell
- c. Edit the contents of a cell
- d. view different worksheets

Correct Answer: b

80. Multiple calculations can be made in a single formula using

- a. standard formulas
- b. array formula
- c. complex formulas
- d. smart formula

Correct Answer: b

81. Hyperlinks can be

- a. Text
- b. Drawing objects
- c. Pictures
- d. All of above

Correct Answer: d

82. To activate the previous cell in a pre-selected range, press

- a. The Alt key
- b. The Tab key
- c. The Enter key
- d. None of the above

Correct Answer: d

83. Which button do you click to add up a series of numbers?

- a. The autosum button
- b. The Formula button
- c. The quicktotal button
- d. The total button

Correct Answer: a

84. When the formula bar is active, you can see

- a. The edit formula button
- b. The cancel button
- c. The enter button
- d. All of the above

Correct Answer: d

85. To copy formatting from one area in a worksheet and apply it to another area you would use:

- a. The Edit>Copy Format and Edit>Paste Format commands from the menu.

b. The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.

c. There is no way to copy and apply formatting in Excel – You have to do it manually

d. The Format Painter button on the standard toolbar

Correct Answer: d

86. In a worksheet you can select

- a. The entire worksheet
- b. Rows
- c. Columns
- d. All of the above

Correct Answer: b

87. When you link data maintained in an excel workbook to a word document

- a. The word document can not be edit
- b. The word document contains a reference to the original source application
- c. The word document must contain a hyperlink
- d. The word document contains a copy of the actual data

Correct Answer: b

88. Which area in an excel window allows entering values and formulas

- a. Title bar
- b. Menu bar
- c. Formula bar
- d. Standard toolbar

Correct Answer: c

89. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

- a. Unfreeze panes command on the window menu
- b. Freeze panes command on the window menu
- c. Hold titles command on the edit menu
- d. Split command on the window menu

Correct Answer: b

90. To edit in an embedded excel worksheet object in a word document

- a. Use the excel menu bar and toolbars inside the word application
- b. Edit the hyperlink

- c. Edit the data in a excel source application
- d. Use the word menu bar and toolbars

Correct Answer: a

91. To create a formula, you can use:

- a. Values but not cell references
- b. Cell references but not values
- c. Values or cell references although not both at the same time
- d. Value and cell references

Correct Answer: d

92. Status indicators are located on the

- a. Vertical scroll bar
- b. Horizontal scroll bar
- c. Formula bar
- d. Standard toolbar

Correct Answer: c

93. Which of the following is the oldest spreadsheet package?

- a. VisiCalc
- b. Lotus 1-2-3
- c. Excel
- d. StarCalc

Correct Answer: a

94. Rounding errors can occur

- a. When you use multiplication, division, or exponentiation in a formula
- b. When you use addition and subtraction in a formula
- c. Because excel uses hidden decimal places in computation
- d. When you show the results of formulas with different decimal places that the calculated results

Correct Answer: a

95. You can copy data or formulas

- a. With the copy, paste and cut commands on the edit menu
- b. With commands on a shortcut menu
- c. With buttons on the standard toolbars
- d. All of the above

Correct Answer: d

96. You can not link excel worksheet data to a word document

- a. With the right drag method
- b. With a hyperlink
- c. With the copy and paste special commands
- d. With the copy and paste buttons on the standard toolbar.

Correct Answer: d

97. Which of the following is a popular DOS based spreadsheet package?

- a. Word
- b. Smart cell
- c. Excel
- d. Lotus 1-2-3

Correct Answer: d

98. An excel workbook is a collection of

- a. Workbooks
- b. Worksheets
- c. Charts
- d. Worksheets and charts

Correct Answer: d

99. Excel files have a default extension of

- a. Xls
- b. Xlw
- c. Wk1
- d. 123

Correct Answer: a

100. You can use the format painter multiple times before you turn it off by

- a. You can use the format painter button only one time when you click it
- b. Double clicking the format painter button
- c. Pressing the Ctrl key and clicking the format painter button
- d. Pressing the Alt key and clicking the format painter button

Correct Answer: b