Excel

| 1. | can organize and man a) Word Processor | ipulate numeric data in excel. b) Spread Sheet |
|----|---|---|
| | c) Data Base | d) Project Manager |
| 2. | The number which is entered in a) value | cell is called b) number |
| | c) Formula | d) answer |
| 3. | The matter which is typed in ce a) Status bar | ll can also be seen on b) formula bar |
| | c) Title bar | d) none of the above |
| 4. | The intersection of column and a) Table | row in excel is called as b) Cell |
| | c) Pointer | d) None of the above |
| 5. | The cell where data is being ental a) Active Cell | tered is called as b) Passive Cell |
| | c) General Cell | d) Particular Cell |
| 6. | is available only in MS Example 2. | xcel. b) Formula bar |
| | c) Title bar | d) none of the above |
| 7. | Collection of worksheet is called a) Note Book | d as b) Document |

| 8. | How many worksheets are ther a) 251 | e in one workbook? b) 256 |
|-----|--|--|
| | c) 250 | d) 255 |
| | | |
| 9. | To add new worksheet to the wa) Format | orkbook command from menu bar is used. b) File |
| | c) Insert | d) Help |
| | | |
| 10. | To add a formula in a cell we ha a) Plus | ve to use sign. b) Minus |
| | c) Division | d) Equals to |
| | | |
| 11. | To get different table designs _ a) Auto Format | menu is used from format menu. b) Conditional formatting |
| | c) Style | d) none of the above |
| | | |
| 12. | Sort ascending button is availab | |
| | a) Standard | b) Formula |
| | c) Title | d) none of the above |
| | | |
| 13. | Page wise preview is available a) Normal | with option. b) Page Break |
| | c) Print Break | d) Landscape |
| | | |
| 14. | To edit value in cell we have to a) Double click | the cell. b) Single click |
| | c) Right click | d) Left click |

| 15. | Graphical representation of a da a) Filter | ata on wo b) Graph | |
|-----|---|-----------------------|--|
| | c) Chart | d) Pivot | table |
| 16. | By default every cell has got a) General | | b) Special |
| | c) Ordinary | 1 | d) very Special |
| 17. | To remove data from one cell as a) Copy and paste | | to another cell option is used. b) Cut and paste |
| | c) Copy and paste special | 1 | d) none of the above |
| 18 | For multiplication function in ex | rel | sign is used |
| 10. | a) @ | | b) X |
| | c) # | 1 | d) * |
| 19. | After selecting a column from ir a) Below the existing column | nsert mer | nu the column will appear at |
| | b) Above the existing column | | |
| | c) At left of existing column | | |
| | d) At right of existing column | | |
| 20. | To print particular area from a va) Print | vorkshee b) Print | t command from file menu option is used Preview |
| | c) Set Print Area | | d) None of the above |
| 21. | With the help of sort option in ea) Alphabetically | | rows can be sorted out b) Numerically |
| | c) Date wise | | d) All of the above |

| 22. | By default any workbook contains a) 3 | sheets. b) 6 |
|-----|--|--|
| | c) 2 | d) 4 |
| 23. | With the help of option data a) Data, sort | or information in one cell may be spread to another. b) Data, Table |
| | c) Data, filter d) | Data, text to column |
| 24. | Subscript effect is available ina) Fontb) | tab of Format Cell Dialog Box. Alignment |
| | c) Border | d) Pattern |
| 25. | can be prepared with the a) Picture | help of excel sheet. b) Sound files |
| | c) Documents d) | Salary Sheet |
| 26. | How many rows are there in a exce a) 65536 | el sheet? b) 65653 |
| | c) 65635 | d) 65526 |
| 27. | Cell address of active cell will appe a) Formula | ar on bar. b) Title |
| | c) Format | d) Menu |
| 28. | To take total of continuous cella) AutoAdd | option may be used . b) AutoTotal |
| | c) AutoSum | d) Auto Collect |

| 29. | The process that runs step by st a) Macro | ep is called as b) Wizard |
|-----|--|--|
| | c) Filter | d) Sort |
| 30. | Chart command is available in _ a) Edit | menu. b) View |
| | c) Insert | d) Tools |
| 31. | In excel keys are used to a) Tab | move from one cell to adjacent cell in any direction b) Arrow |
| | c) Alt | d) Shift |
| 32. | If the active cell contained a forma) Task Bar | nula it will be shown on b) Formula Bar |
| | c) Title Bar | d) Menu Bar |
| 33. | When we open worksheet, it wi a) Enter | l be in mode. b) Ready |
| | c) Format | d) Appearance |
| 34. | The cell which is in use in excel i a) Active Cell | s called as b) Passive Cell |
| | c) Used Cell | d) None of the above |
| 35. | · | with the help of protection option which is available in |
| | menu. a) Format | b) View |
| | c) Insert | d) Edit |

| 36. | Alignment option in Excel is available in a) Edit b) View | |
|-------|--|--|
| | c) Insert | d) Format |
| 37. | When we start excel the active desktop a) Windows | will appear as b) Normal Screen |
| | c) Worksheet | d) None of the above |
| 38. | Currency style button in available on a) Formatting | toolbar. b) Standard |
| | c) Menu | d) Title |
| 39. | To select entire row we have to click on a) Edit Menu | b) Column Number |
| | c) Row Number | d) Formatting toolbar |
| 40. | Total number of columns in one worksh a) 255 | eet are b) 256 |
| | c) 536 | d) None of the above |
| POWER | <u>POINT</u> | |
| 41. | Presentation files in power point are pro a) Presentation graphics programs | epared in type of software. b) Word Processor |
| | c) Browser | d) Database |
| 42. | Special visuals and sound effects are use a) Excel | ed in b) Word |
| | c) Animation | d) Graphs |

| 43. | We can prepare presentation as per our a) Slide Show | r choice with the help of b) Wizard |
|-----|--|--|
| | c) Transition | d) Animation |
| 44. | Created slides are available for view wit a) Slide Show | th the help of b) Wizard |
| | c) Transition | d) Animation |
| 45. | All slides are available in thumbnail shale help ofa) Slide organizer | pes and sequence of the slides can be changed with the b) Slide sorter |
| | c) Slide regulator | d) Slide developer |
| 46. | To apply changes on all slides we have t a) Main slide c) Slide Master | to change b) First slide d) Last slide |
| 47. | To insert text in slide, text box can be of a) Drawing | btained from toolbar. b) Standard |
| | c) Formatting | d) Picture |
| 48. | gives us basic ideas and contents a) Auto content wizard | from presentation. b) Zoom in |
| | c) Chart Wizard | d) Animation |
| 49. | Zoom command is available in m a) Edit | enu. b) Insert |
| | c) View | d) Windows |

| 50. | To come out of slide show | key from key board is used. |
|-----|---------------------------|-----------------------------|
| | a) Escape | b) Tab |
| | c) Enter | d) Alt |