

15. Graphical representation of a data on worksheet is known as
- a) Filter
 - b) Graph
 - c) Chart
 - d) Pivot table
16. By default every cell has got ____ format.
- a) General
 - b) Special
 - c) Ordinary
 - d) very Special
17. To remove data from one cell and take it to another cell ____ option is used.
- a) Copy and paste
 - b) Cut and paste
 - c) Copy and paste special
 - d) none of the above
18. For multiplication function in excel ____ sign is used.
- a) @
 - b) X
 - c) #
 - d) *
19. After selecting a column from insert menu the column will appear at ____.
- a) Below the existing column
 - b) Above the existing column
 - c) At left of existing column
 - d) At right of existing column
20. To print particular area from a worksheet ____ command from file menu option is used .
- a) Print
 - b) Print Preview
 - c) Set Print Area
 - d) None of the above
21. With the help of sort option in excel, the rows can be sorted out ____ .
- a) Alphabetically
 - b) Numerically
 - c) Date wise
 - d) All of the above

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

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