Microsoft Excel - Book1

File   Edit   View   Insert   Format   Tools   Data   Window   Help

Type a question for help

10   B

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10			Menu Bar			Button Bar			Cell H5			
11												
12												
13												
14												
15												
16				Formula Bar								
17	Name Box											
18												
19							Sheet Tabs					
20												
21												
22												
23												
24												

Sheet1 / Sheet2 / Sheet3 /

Ready

B7:B9 indicates:

a. Cells B7 and cell B9 only.
b. Cells B7 through B9.
c. Cell B8 only.
d. None of the above.

b. Cells B7 through B9.

The active cell:

a. is defined by a bold border around the cell.

b. Receives the data the user enters.

c. It is the formula bar.

d. Only A and B.

d. Only A and B.

The first cell in EXCEL worksheet is labeled as

a. AA

b. A1

c. Aa

d. A0

b. A1

Which setting you must modify to print a worksheet using letterhead?

a. Paper
b. Margin
c. Layout
d. Orientation

b. Margin

What is the correct way to refer the cell A10 on sheet3 from sheet1?

a. sheet3!A10

b. sheet1!A10

c. Sheet3.A10

d. A10

a. sheet3!A10

Excel displays the current cell address in the ....

a. Formula bar
b. Status Bar
c. Name Box
d. Title Bar

c. Name Box

To select an entire column in MS-EXCEL, press?

a. CTRL + C
b. CTRL + Arrow key
c. CTRL + S
d. None of the above

d. None of the above

An Excel Workbook is a collection of …….

a. Workbooks

b. Worksheets

c. Charts

d. Worksheets and Charts

d. Worksheets and Charts

Which of the following action removes a sheet from workbook?

a. Select the sheet, then choose Edit >> Delete Sheet

b. Select the sheet then choose Format >> Sheet >> Hide

c. Both of above

d. None of above

a. Select the sheet, then choose Edit >> Delete Sheet

By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?

a. Right click on Sheet Tab of third sheet and choose Delete from the context menu
b. Click on Sheet 3 and from Edit menu choose Delete
c. Both of above
d. None of above

a. Right click on Sheet Tab of third sheet and choose Delete from the context menu

Ctrl + D shortcut key in Excel will

a. Open the font dialog box
b. Apply double underline for the active cell
c. Fill down in the selection
d. None of above

c. Fill down in the selection

Which command will you choose to convert a column of data into row?

A) Cut and Paste
B) Edit >> Paste Special >> Transpose
C) Both of above
D) None of above

B) Edit >> Paste Special >> Transpose

A collection of worksheets is called:

1)Excel Book

2)Excel sheets

3)Workbook

3)Workbook

To insert current time , shortcut command??

1)Alt+T

2)Alt+Shift+T

3)Shift+t

4)Ctrl+:

4)Ctrl+:

To insert current date , shortcut command??

1)Alt+D

2)Alt+Shift+D

3)Shift+D

4)Ctrl+;

4)Ctrl+;

Which sign is used to specify a cell range

1): (colon)

2)/ (slash)

3) * (asterisk)

4) – (hyphen)

1): (colon)

Sign used to enter formula

1) =

2) /

3) *

4) -

1)=

Concatenation of text can be done by

1) Apostrophe (')
2) Exclamation (!)
3) Hash(#)
4) Ampersand(&)

4) Ampersand(&)