

ATTEMPT ALL QUESTIONS IN SECTION A

ATTEMPT ANY ONE QUESTION IN SECTION B

ATTEMPT ANY ONE QUESTION IN SECTION C

SECTION A:

1. Hyperlinks can be

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

2. 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

3. 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

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

- a. The edit formula button
- b. The cancel button

SECTION B:

- 2(a).a.....is the intersection of a column and row on a worksheet (1mk)
- (b).....chart is useful for comparing values over categories (1mk)
- (c).....function in excel tells how many numeric entries are there (1mk)
- (d).....feature displays only the data in a column(s) according to specified criteria (1mk)
- (e).....application is used for statistical calculations and preparation of tables and graphs (1mk)
- (f).....graph is used to compare performance of two employees (1mk)
- (g).Functions in MS excel must begin with a..... (1mk)
- (h).If function in excel checks whether a condition is (1mk)
- (i).In excel, columns are labeled in (1mk)
- (j). the greater than sign (>) is an example of a.....(1mk)
- (k).....is the process of arranging the items of a column in some sequence and order (1mk)
- (l).Thefeature of MS excel quickly completes a series of data (1mk)
- (m).In Excel Rows are labeled as..... (1mk)
- (n). awizard is used to create a chart (1mk)
- (o).How many sheets are there, by default, when we create a new excel file (1mk)
- (p). In excel.....denotes a range from B1 through E5 (1mk)
- (q).An excel file is generally called a..... (1mk)
- (r)What three things can a spreadsheet cell contain? (3mks)

3 (a).What should a formula start with :(1mk)

(b)What is the symbol used when writing a formula to multiply (1mk)

(c)What is a worksheet? (1mk)

(d) What is a cell reference? (1mk)

(e) What is a label? (1mk)

(f) What might a teacher use a spreadsheet for? (1mk)

(g) What formula should you use when adding up a lot of numbers? (1mk)

(h) What can you use to display your data as a picture? (1mk)

(i) Money in cells should be formatted as what? (1mk) *£*

(j) When your text does not fit neatly into the cell, you can make the text go over two lines. What is this called? (1mk)

(k) When you are formatting a value as currency, you need to think about the number of? (1mk)

(l) You can draw attention to a table by formatting it with.....? (1mk)

(m) If you wanted to calculate the average of a set of numbers, what formula would you use (1mk) *=AVERAGE*

(n) What should you always insert on the bottom of every spreadsheet? (1mk)

(o) The name of a popular spreadsheet package is (1mk)? *MS Excel*

(p) You can join a number of cells together. What is this called? (1mk) *merge*

(q) If you wanted to find the highest number from a list, what formula would you use? (1mk)

(r) You can copy one formula down the sheet by using what? (1mk)

(s) How many pages should your worksheet print on? (1mk)

(t) A formula which needs to subtract one number from another will use which symbol? (1mk)

- 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

15. You can copy data or formulas

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

16. You cannot 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.

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

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

18. An excel workbook is a collection of

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

19. Excel files have a default extension of

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

20. 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

21. 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

22. 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

23. 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